

BILL RITTER, JR.
Governor

DONALD J. MARES
Executive Director

CLARKE D. BECKER
Director



DEPARTMENT OF LABOR AND EMPLOYMENT
WORKFORCE DEVELOPMENT PROGRAMS
633 17th Street, 7th Floor
Denver, Colorado 80202-3627

Category: Migrant Seasonal Farm Worker (MSFW) Program
Subject: Guidelines for Use of MSFW Program Supplemental Funding
Source: Federal/State
Revise/Replace:
Contact: State Monitor Advocate for the MSFW Program
Distribution: All Workforce Center staff located in designated "Significant Offices" in the Migrant Seasonal Farm Worker Program (i.e., Brighton, Delta, Greeley, Lamar, Monte Vista, and Rocky Ford).
Colorado One-Stop System Policy Guidance Letter#: 10-11-P
Date: June 21, 2010

I. REFERENCE(S):

Wagner-Peyser Act of 1933, as amended by Title III of the workforce Investment Act (WIA) of 1998; 20 CFR, Parts 651, 653, and 658, and TEGL No. 15-02 Sec 4c.

II. PURPOSE:

The purpose of this Policy Guidance Letter (PGL) is to provide guidance to Migrant and Seasonal Farmworker (MSFW) significant offices on the use and expenditure of MSFW Program supplemental funding.

III. BACKGROUND:

Pursuant to 20 CFR Parts 651, 653, and 658, Significant Migrant Seasonal Farmworker (MSFW) Local offices shall be those designated annually by the U.S. Department of Labor's Employment and Training Administration (ETA), and shall include those local offices where MSFWs account for 10% or more of the annual applications, and/or those offices which the ETA Administrator determines should be included due to special circumstances, such as, an estimated large number of MSFWs in the local office service area. The following offices have been designated significant offices by ETA: Brighton, Delta, Greeley, Lamar, Monte Vista and Rocky Ford. These offices are subject to all Federal requirements regarding services to migrant and seasonal farmworkers.

Despite these requirements, significant MSFW offices have received limited funding for the operation of the MSFW program. Therefore, CDLE has approved an appropriation of Wagner-Peyser 10% (WP10%) Discretionary funds to be distributed to each significant office to help offset the cost of operating the program.

On May 5, 2010, the Colorado Department of Labor and Employment (CDLE) convened a teleconference with the MSFW Significant office Directors or their designees to discuss how the funding should be spent. A consensus was reached that the funding shall be used to support the following program costs, goods, and services:

- Outreach training for MSFW staff, which is provided both in-state and out of state.
- Equipment that would assist the outreach workers in providing better services to the MSFW population. Examples of allowable equipment purchases may include: lap top computers, cell phones, measuring devices, snake boots, GPS systems etc.
- MSFW Program public relations, outreach, advertising, information, and promotional activities and/or materials
- Housing inspection costs that includes mileage reimbursement
- Mileage reimbursement related to outreach activities
- Staff salaries and benefits

IV: POLICY/ACTION

MSFW Program Supplemental Funding shall be provided to each significant office through a Notice of Fund Availability (NFA) letter or a State budget letter identifying the fund amounts for that office. County-run workforce regions receiving an NFA letter shall submit an EA pursuant to the guidelines established in PGL # 10-07-P Expenditure Authorization (EA) Procedures. State-run significant office shall submit a Proposal Letter, signed by the workforce sub-regional director.

Both the EA and the Proposal Letter shall include a detailed budget narrative and the chart below identifying planned expenditures for each line item. The budget narrative shall describe the products, goods, and services to be purchased, quantity and unit costs per item, dates, locations and topics for outreach training, estimated mileage costs, rationale for staff salary and benefits expenditures, etc., along with any other information about how the funding shall be used. For example, list how many laptops and the cost per; how many miles and the cost per mile; salary level for 12 months @ how much per month, etc.

The State Monitor Advocate shall review each EA and Proposal letter to evaluate the prioritization of proposed expenditures and cost levels. The State Monitor Advocate shall approve the planned expenditures and/or will work with each region to adjust the prioritization of expenditures prior to approval for spending any funds. Approval of expenditures shall be based on the order of prioritization provided in this chart.

1	Program Expenditures	# of items	Cost	Total
---	----------------------	------------	------	-------

		and/or specific purchase information	per item	Planned Expenditure s
2	Outreach Training, both in-state and out of state			
3	Equipment i.e. Laptops, cell phones, measuring devices, snake boots, GPS devices etc.			
4	MSFW Program public relations, outreach, advertising, informational and promotional activities and/or materials			
5	Housing inspection costs including mileage			
6	Mileage reimbursement related to Outreach Activities			
7	Staff Salaries and benefits			
	Total			

The MSFW Program guidelines in TEGL No. 15-02 Sec 4c set forth expectation for the delivery of services to Migrant and Seasonal Farmworkers. The Significant Offices are expected to provide equitable services to the MSFW population and strive to meet the equitable indicators and the minimum service indicators on a quarterly basis. The MSFW Program supplemental funding is provided in support of meeting these service level indicators.

State Monitor Advocate will us the EA document and/or Proposal Letter as a reference for the annual monitoring process.

V. IMPLEMENTATION DATE:

Upon publication of this Program Guidance Letter.

VI. INQUIRIES:

Inquires concerning this PGL should be addressed to the State Monitor Advocate, Olga Ruiz at (303) 318-8802 or olga.ruiz@state.co.us

Clarke D. Becker, Director
Workforce Development Programs