



Category/Subject: Annual Outreach Plans for Significant Offices Re: Migrant Seasonal Outreach
Colorado Policy Guidance Letter#: WP-2009-01 (prior #09-05-P)
Revise/Replace: PGL 06-04-P
Date: June 2, 2009
Distribution: All Workforce Centers designated as “Significant Offices” in the Migrant Seasonal Farmworker Program (Brighton, Delta, Greeley, Lamar, Monte Vista, and Rocky Ford).

**I. REFERENCE(S):**

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 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.

653.107 (a) Each state agency shall operate an outreach program in order to locate and contact MSFWs who are not being reached by the normal intake activities conducted by the local offices. Upon receipt of planning instructions and guidance from ETA, each state agency shall develop an annual outreach plan, setting forth policies and numerical goals and objectives.

The plan for the proposed activities shall include the numerical goals for the planned number of MSFWs to be registered during the fiscal year by the local office staff.

Significant MSFW local offices should conduct especially vigorous outreach in their service areas.

**II. PURPOSE:**

The purpose of this Policy Guidance Letter is to ensure the continued compliance with the annual MSFW plans by the significant offices.

**III. BACKGROUND:**

ETA requires the state to submit an annual plan concerning outreach activities in the MSFW program. In order to meet this requirement, each significant office shall submit their plan to the State Monitor Advocate.

#### IV. POLICY/ACTION:

The One Stop Director or their designee shall submit an annual plan to the State Monitor Advocate. The plan shall set forth numerical goals of the projected number of MSFWs to be recruited, and shall include at a minimum, the following components:

- Each significant office shall submit to the State Monitor Advocate their plan for outreach for the upcoming season. The plan must be signed by the Director, or their designee, and submitted to the State Monitor Advocate no later than April 30<sup>th</sup> of each year.
- It must identify how MSFWs will be contacted, but more importantly, how those who qualify for services will be registered and recruited into the One-Stop System.
- A good faith estimate of the MSFWs located in the counties covered by the local office.
- A goal for the actual number of MSFWs to be recruited for the upcoming fiscal year. The plan must accurately project recruitment numbers of eligible MSFWs and these recruitment numbers must be reflective of the number of MSFWs in the counties covered by the local office.
- A synopsis of the goals that were met, or not met from the previous year's plan. If the goals were not met, the plan must address the reasons the numbers were not met, and identify new approaches to achieve the new goals.
- It must include a monitoring portion, explaining how the local office will monitor the federally mandated equity indicators, and how the equity indicators will be met on a quarterly basis. The equity indicators include:
  - a) MSFWs referred to jobs
  - b) MSFWs provided some services
  - c) MSFWs referred to supportive services
  - d) MSFWs counseled
  - e) MSFWs provided with job development
  - f) MSFWs placed in jobs
  - g) MSFWs placed in jobs 50 cents above minimum wage
  - h) MSFWs placed in non-ag jobs over 150 days.
- The State Monitor Advocate will be available to provide technical assistance for the plan development, and will negotiate the plan's goals with the Director or their designee. The State Monitor Advocate shall give final approval of the local office plan.

**V. IMPLEMENTATION DATE:** Upon receipt.

**VI. INQUIRIES:**

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

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