

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI
	CORRESPONDENCE SYMBOL MSFW
	DATE August 19, 2013

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 3-13**

TO: ALL STATE WORKFORCE AGENCIES
 ALL STATE WORKFORCE ADMINISTRATORS
 ALL STATE WORKFORCE LIAISONS
 STATE AND LOCAL WORKFORCE INVESTMENT BOARDS

FROM: ERIC M. SELEZNOW /s/
 Acting Assistant Secretary

SUBJECT: Designation of Significant Migrant and Seasonal Farmworker (MSFW)
 and Bilingual American Job Centers (AJCs) for Program Year 2013

1. **Purpose.** To publish the nationwide list of AJCs that the Employment and Training Administration (ETA) has designated as significant MSFW and bilingual local offices.
2. **Reference.**
 - Wagner-Peyser regulations, 20 CFR 651.10, 653 subpart B, and 658 subpart G.
3. **Background.** Federal regulations published at 20 CFR 651.10 require ETA to designate as “significant” local offices where MSFWs account for 10 percent or more of annual participants in the Wagner-Peyser program. These regulations also require ETA to designate as “significant” bilingual MSFW local offices where 10 percent or more of MSFW participants are estimated to require service provisions in Spanish (or other languages). State Workforce Agencies (SWAs) or the Administrator of ETA’s Office of Workforce Investment may determine that additional local offices should be designated as significant MSFW/bilingual offices due to special circumstances, such as an estimated large number of MSFWs in the local office service area.

The attachment to this Training and Employment Guidance Letter (TEGL) contains the list of AJCs designated by ETA as significant MSFW/bilingual local offices.

4. **Responsibilities for Significant MSFW and Bilingual Offices.** The following is a list of responsibilities associated with AJCs designated as significant MSFW/bilingual local offices:

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- Each significant MSFW local office must provide staff assistance to each MSFW participant in order for MSFWs to effectively obtain specific and general information on where and how to find employment.
 - Those offices designated as significant MSFW bilingual offices must explain the services available through the local office to the MSFW in Spanish (or other language), if necessary or requested during any period of substantial MSFW activity, such as when there is an increase in MSFW applications or an increase in agricultural job order activity. Significant MSFW local offices must conduct especially vigorous outreach in their service areas, which may include thorough and extensive outreach efforts so that a large number of MSFWs in the area are aware of the full range of the employment and training services offered through the AJCs.
 - SWAs must assure that all significant MSFW local offices not reviewed onsite by Federal staff are reviewed at least once a year by state staff to the extent possible. Also, if necessary, state staff should review those local offices in which significant problems, such as compliance findings, are revealed by required reports, management information, the Job Service complaint system, or otherwise, as soon as possible.
 - When SWAs conduct reviews of significant MSFW local offices, SWAs must submit a copy of the onsite local office formal monitoring review report and corrective action plan to the appropriate ETA regional office.
5. **Action Required.** SWAs must comply with the procedures outlined in this TEGL and the regulations set forth at 20 CFR Parts 651, 653, and 658. SWA Administrators should ensure that State Monitor Advocates, AJC managers, and all other appropriate staff are familiar with the requirements in this TEGL.
6. **Inquiries.** Please direct any questions concerning this TEGL to the ETA Regional Monitor Advocate for your state, or the National Monitor Advocate:
- Region 1 – George J. Kincannon, at kincannon.george.j@dol.gov or (617) 788-0135
 - Region 2 – Nicole Duchman, at duchman.nicole@dol.gov or (215) 861-5208
 - Region 3 – Toni Buxton, at buxton.toni@dol.gov or (404) 302-5367
 - Region 4 – Jesus Morales, at morales.jesus@dol.gov or (972) 850-4616
 - Region 5 – Eric Hernandez, at hernandez.eric@dol.gov or (312) 596-5419
 - Region 6 – Krister Engdahl, at engdahl.krister@dol.gov or (415) 625-7960
 - National Monitor Advocate – Juan M. Regalado, at nma@dol.gov or (415) 625-7904
7. **Attachment.** Nationwide list of significant MSFW/bilingual local offices