

Summary of Annual Agricultural Outreach Plan Requirements

The Agricultural Outreach Plan portion of the State Plan must describe plans for providing services to the agricultural community, both for agricultural employers and Migrant and Seasonal Farmworkers (MSFWs), as described in 20 CFR 653.107, the WIA Title I final regulations, the WIA/W-P Act Integrated Workforce Planning Guidance, the Unified Planning Guidance, and applicable WIA Workforce Development regulations. This attachment provides greater detail on what states must include in the AOP section of the State Plan.

A. Assessment of Need.

The assessment of need must include:

- (i) A review of the previous year's agricultural activity in the State.
- (ii) A review of the previous year's MSFW activity in the State.
- (iii) A projected level of agricultural activity in the State for the coming year.
- (iv) A projected number of MSFWs in the State for the coming year, which must take into account data supplied by WIA 167 National Farmworker Jobs Program (NFJP) grantees, other MSFW organizations, employer organizations and federal and/or State agency data sources such as the U.S. Department of Agriculture and ETA.
- (v) A statement of the consideration given to the State Monitor Advocate's (SMA) recommendation as set forth in the annual summary developed under §653.108(t).

B. Outreach Activities. The proposed outreach activities must be designed to meet the needs of the MSFWs in the state and to locate and to contact MSFWs who are not being reached by the normal intake activities conducted by the local offices.

The plan for the proposed outreach activities must include:

- (i) Numerical goals for the number of MSFWs to be contacted during the fiscal year by W-P staff. The number of MSFWs planned to be contacted by other agencies under cooperative arrangements during the fiscal year also should be included in the plan. These numerical goals must be based on the number of MSFWs estimated to be in the State in the coming year, taking into account the varying concentration of MSFWs during the seasons in each geographic area, the range of services needed in each area and the number of JS and/or cooperating agency staff who will conduct outreach³
- (ii) Numerical goals for the staff years to be used for outreach during the fiscal year.
- (iii) The level of W-P funding to be used for outreach during the fiscal year.

³ The numerical goals that must be included in the agricultural outreach plan are in reference only to the proposed outreach activities and are not negotiated performance targets.

(iv) The tools which will be used to conduct outreach contacts, including personal contact, printed matter, videotapes, slides, and/or cassette recordings.

C. Services Provided to MSFWs through the One-Stop Delivery System. The plan must provide specific information on how core, intensive, and training services required under WIA Title I will be provided to MSFWs through the One-Stop delivery system. States should provide information on how MSFWs will be provided staff-assisted services and how MSFWs will be served in an electronic environment in the One-Stop Career Center and/or affiliate sites. States should consider how they will enable these One-Stop customers to advance their skills and be competitive in a local, regional and global economy.

D. Services Provided to Agricultural Employers through the One-Stop Delivery System.

The plan must describe efforts that will be taken to provide services to agricultural employers in States with an adequate supply of U.S. workers and in those States where a shortage of workers is anticipated. The services provided to agricultural employers can be incorporated into the section of the WIA/W-P plan on serving employers in general.

E. Other Requirements.

1. *State Monitor Advocate.* The plan must contain a statement that indicates that the SMA has been afforded the opportunity to approve and/or comment on the PY 2012 AOP.
2. *Review and Public Comment.* The plan must provide information indicating that WIA Section 167 NFJP grantees, other appropriate MSFW groups, public agencies, agricultural employer organizations and other interested employer organizations, have been given an opportunity to comment on the State AOP. Include the list of organizations from which information and suggestions were solicited and any comments received and State responses to those suggestions.