

Migrant/Seasonal Worker OSOS Guide



PURPOSE

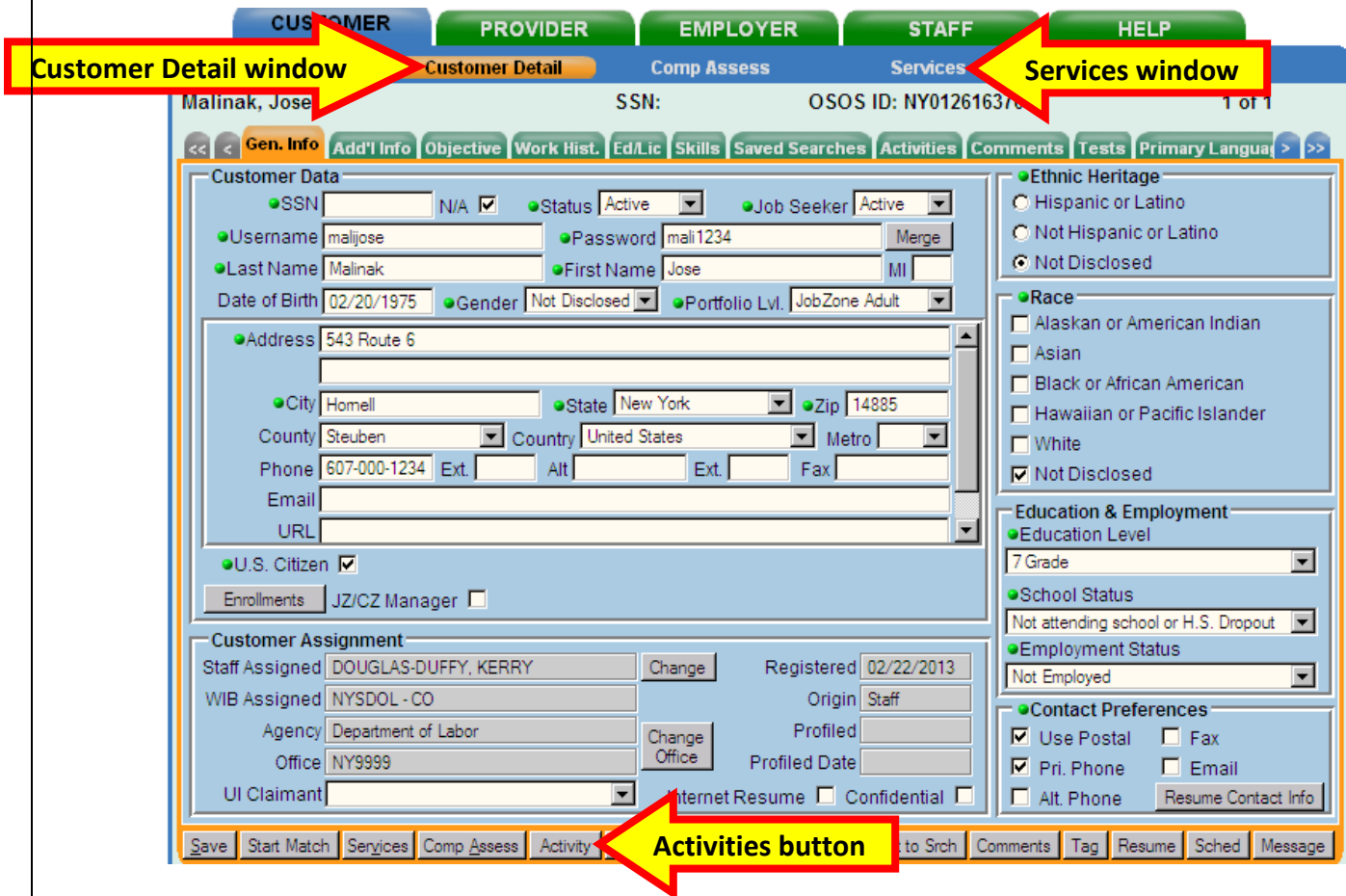
The purpose of this guide is to define the fields in the **Migrant/Seasonal Worker** section of the **Add'l Info** tab in OSOS. It will also provide guidance on what OSOS recorded L1 activities must be included in federal reporting.

Reporting of Migrant Seasonal Farm Worker (MSFW) outreach, monitoring, services provided and referral of apparent violations to enforcement agencies, are reported along with other information in the Labor Exchange Agricultural Reporting System (LEARS) [ETA Form 5148](#).

OSOS DATA ENTRY

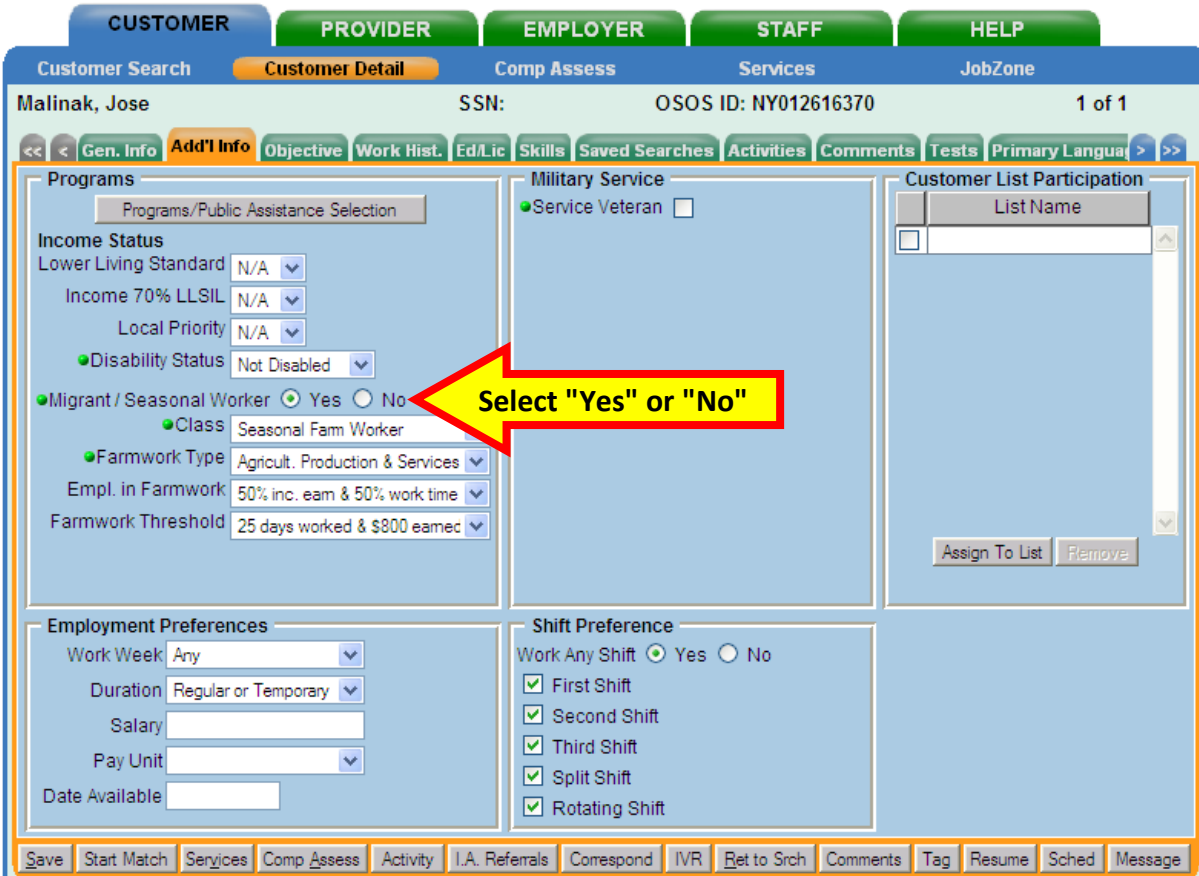
OSOS requires data entry to establish if a customer is a MSFW and what services are provided to the customer. A customer's designation regarding MSFW status is listed in the Additional Information tab (**Add'l Info**). Services are recorded as L1 services (Activities) or L2 Services (Services).

Activities may be recorded from any tab in the **Customer Detail** window by clicking the **Activity** button. Services may be entered from the **Services** window only.



ADD'L INFO TAB

The **Add'l Info** tab in OSOS is where the customer is designated as a migrant seasonal farm worker. In the **Add'l Info** tab, select **Yes** for **Migrant/Seasonal Worker** if the customer meets the criteria for one of the 3 classes as defined below. Selecting **Yes** will activate the other required fields.



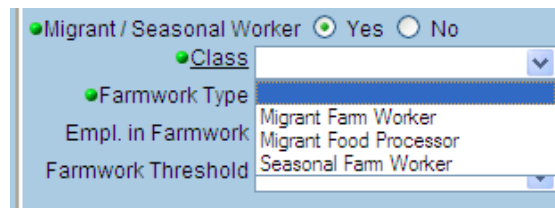
The screenshot shows the 'Add'l Info' tab for customer Malinak, Jose. The form is divided into several sections:

- Programs:** Includes 'Income Status' (Lower Living Standard, Income 70% LLSIL, Local Priority) and 'Disability Status' (Not Disabled).
- Migrant / Seasonal Worker:** A radio button is selected for 'Yes'. Below it, 'Class' is set to 'Seasonal Farm Worker'.
- Farmwork Type:** Set to 'Agricult. Production & Services'.
- Employment Preferences:** Includes 'Work Week' (Any), 'Duration' (Regular or Temporary), 'Salary', 'Pay Unit', and 'Date Available'.
- Shift Preference:** Includes 'Work Any Shift' (Yes) and checkboxes for 'First Shift', 'Second Shift', 'Third Shift', 'Split Shift', and 'Rotating Shift'.
- Military Service:** Includes 'Service Veteran' (checkbox).
- Customer List Participation:** Includes a 'List Name' dropdown and 'Assign To List' / 'Remove' buttons.

A red arrow points to the 'Migrant / Seasonal Worker' radio button, with a yellow box containing the text 'Select "Yes" or "No"'. The bottom of the form has a navigation bar with buttons: Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, Message.

Select the appropriate **Class** based on the customer's work history:

- Seasonal Farm Worker:** a person who, during the preceding 12 months, worked at least an aggregate of 25 or more days or part of days in which some work was performed in farm work, earned at least 50% of his / her earned income from farm work, and was not employed in farm work year round by the same employer. For the purposes of this definition only, a farm labor contractor is not considered an employer. Non-migrant individuals who are full-time students are excluded.
- Migrant Farm Worker:** Is a seasonal farm worker who had to travel to do the farm work so that he/she was unable to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.
- Migrant Food Processing Worker:** a person who, during the preceding 12 months, has worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing, earned at least 50% of his / her earned income from food processing work, and was not employed in food processing year round by the same employer, provided that the food processing required travel such that the worker was unable to return to his / her permanent residence in the same day. Migrant food processing workers who are full-time students but who travel in organized groups rather than with their families are excluded.



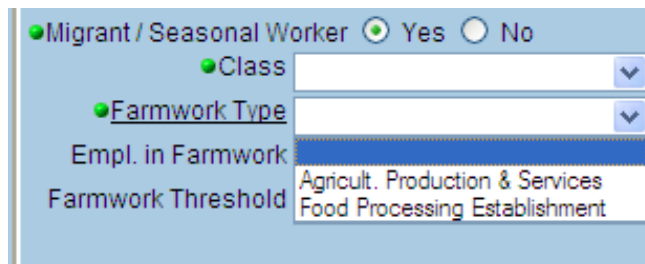

*Be sure that the customer's information is data entered into the **Work History** tab and supports the **Class** that has been selected.*



Select the **Farmwork Type** based on the customer's work experience:

- **Agricult. Production & Services:** This includes occupations such as Apple Orchards, Nurseries, and Vegetable Farming. This includes the following NAICS codes; 111219, 111331, and 111421.
- **Food Processing Establishment:** This includes occupations such as Frozen Fruit, Juice, and Vegetable Manufacturing, Fruit and Vegetable Canning or any of the following NAICS codes; 311611, 311612, 311613, 311615, 311411, and 311421.

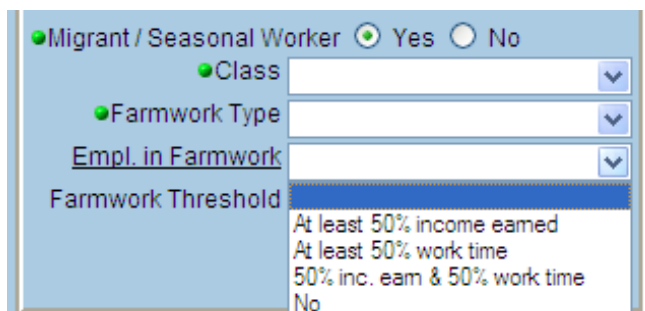
To look up NAICS codes, go to this website: <http://www.census.gov/eos/www/naics/> or cull the NAICS Code from the Work History.



A screenshot of a web form for selecting Farmwork Type. The form includes a radio button for 'Migrant / Seasonal Worker' (set to 'Yes'), a 'Class' dropdown menu, and a 'Farmwork Type' dropdown menu. The 'Farmwork Type' dropdown is open, showing two options: 'Agricult. Production & Services' and 'Food Processing Establishment'.

Select one of the following under **Empl. In Farmwork:**

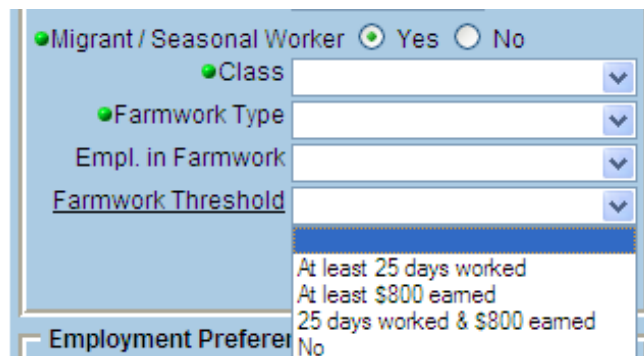
- **At least 50% income earned:** 50% of all wages in the preceding 12 months were earned from farm work or food processing; or
- **At least 50% work time:** 50% of the time the worker was employed in the preceding 12 months was in farm work.
- **50% inc. earn & 50% work time:** Both the first and second definitions apply.
- **No:** Customer meets none of the above criteria.



A screenshot of a web form for selecting the Empl. In Farmwork threshold. The form includes a radio button for 'Migrant / Seasonal Worker' (set to 'Yes'), a 'Class' dropdown menu, a 'Farmwork Type' dropdown menu, and an 'Empl. in Farmwork' dropdown menu. The 'Empl. in Farmwork' dropdown is open, showing four options: 'At least 50% income earned', 'At least 50% work time', '50% inc. earn & 50% work time', and 'No'.

Select one of the following under **Farmwork Threshold**:

- **At least 25 days worked:** The customer has worked 25 days of farm work or food processing during the preceding 12 months; or
- **At least \$800 earned:** The customer has earned at least \$800 doing farm work or food processing during the preceding 12 months.
- **25 days worked & \$800 earned:** The customer has both worked 25 days **AND** earned at least \$800 doing farm work or food processing during the preceding 12 months.
- **No:** Customer meets none of the above criteria.

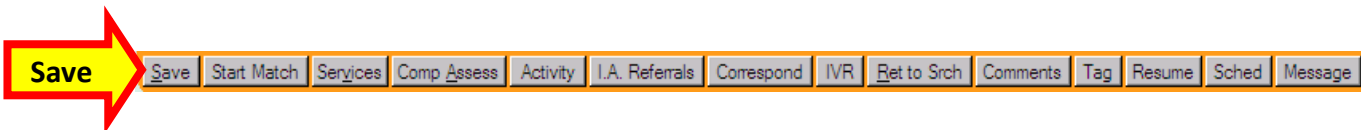


Migrant / Seasonal Worker Yes No
 Class
 Farmwork Type
 Empl. in Farmwork
Farmwork Threshold
 Employment Preferen

At least 25 days worked
 At least \$800 earned
 25 days worked & \$800 earned
 No



*Remember to click **Save** when finished entering information.*



RECORDING ACTIVITIES

A list of available activities and definitions is available at

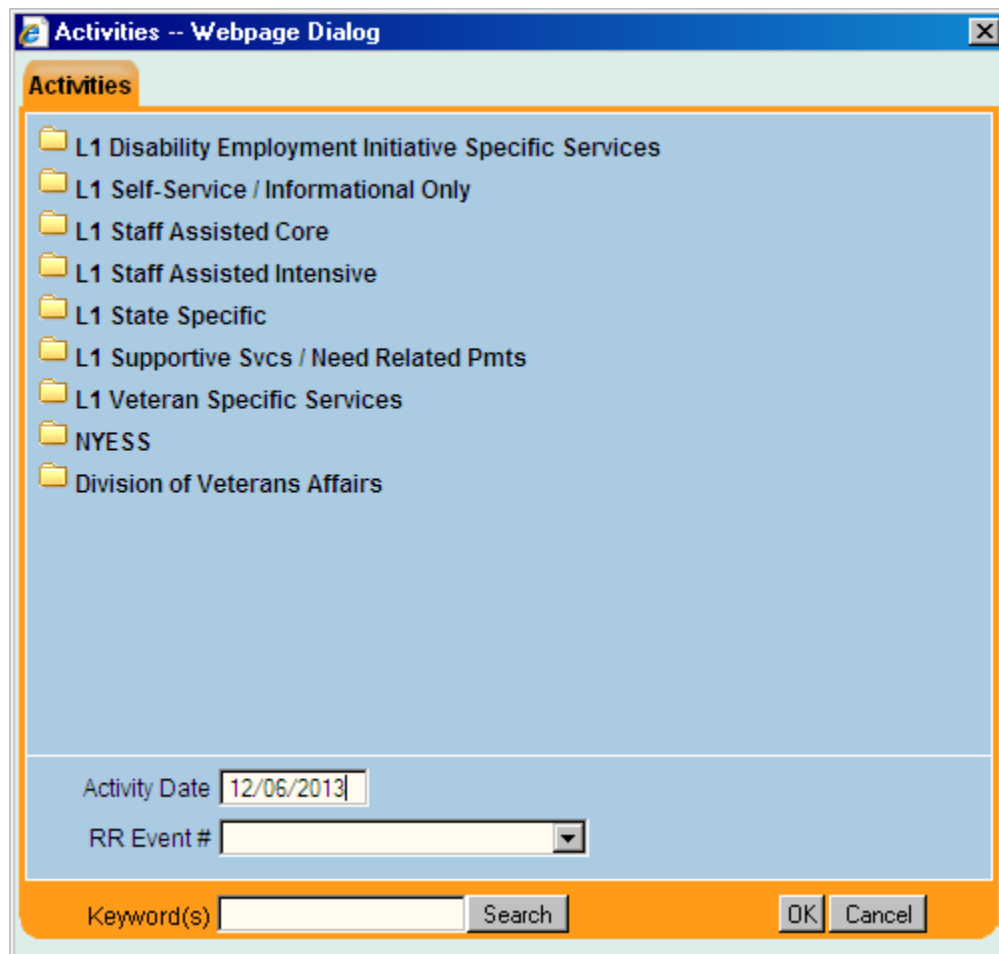
<http://labor.ny.gov/workforcenypartners/osos/L1-Activity-Definitions-10-25-2013.pdf>

In order to be counted in one of the equity ratio indicators in the ETA Labor Exchange Agricultural Reporting System (LEARS), a customer will first need to be designated as a "Migrant Seasonal Farm Worker" in the **Add'l Info** tab as noted in the OSOS desk guide and then must have at least one L1 service (activity) from the [ETA 5148 MSFW - Part 3 Services list](#) within the past reporting period (1 full calendar year).

Click the **Activity** button:



This **Activity** button will navigate to the **Activities - - Webpage Dialog**:



The 'Activities - - Webpage Dialog' window displays a list of activity categories under the heading 'Activities':

- L1 Disability Employment Initiative Specific Services
- L1 Self-Service / Informational Only
- L1 Staff Assisted Core
- L1 Staff Assisted Intensive
- L1 State Specific
- L1 Supportive Svcs / Need Related Pmts
- L1 Veteran Specific Services
- NYESS
- Division of Veterans Affairs

Below the list, there are input fields for 'Activity Date' (12/06/2013) and 'RR Event #' (dropdown menu). At the bottom, there is a 'Keyword(s)' field, a 'Search' button, and 'OK' and 'Cancel' buttons.

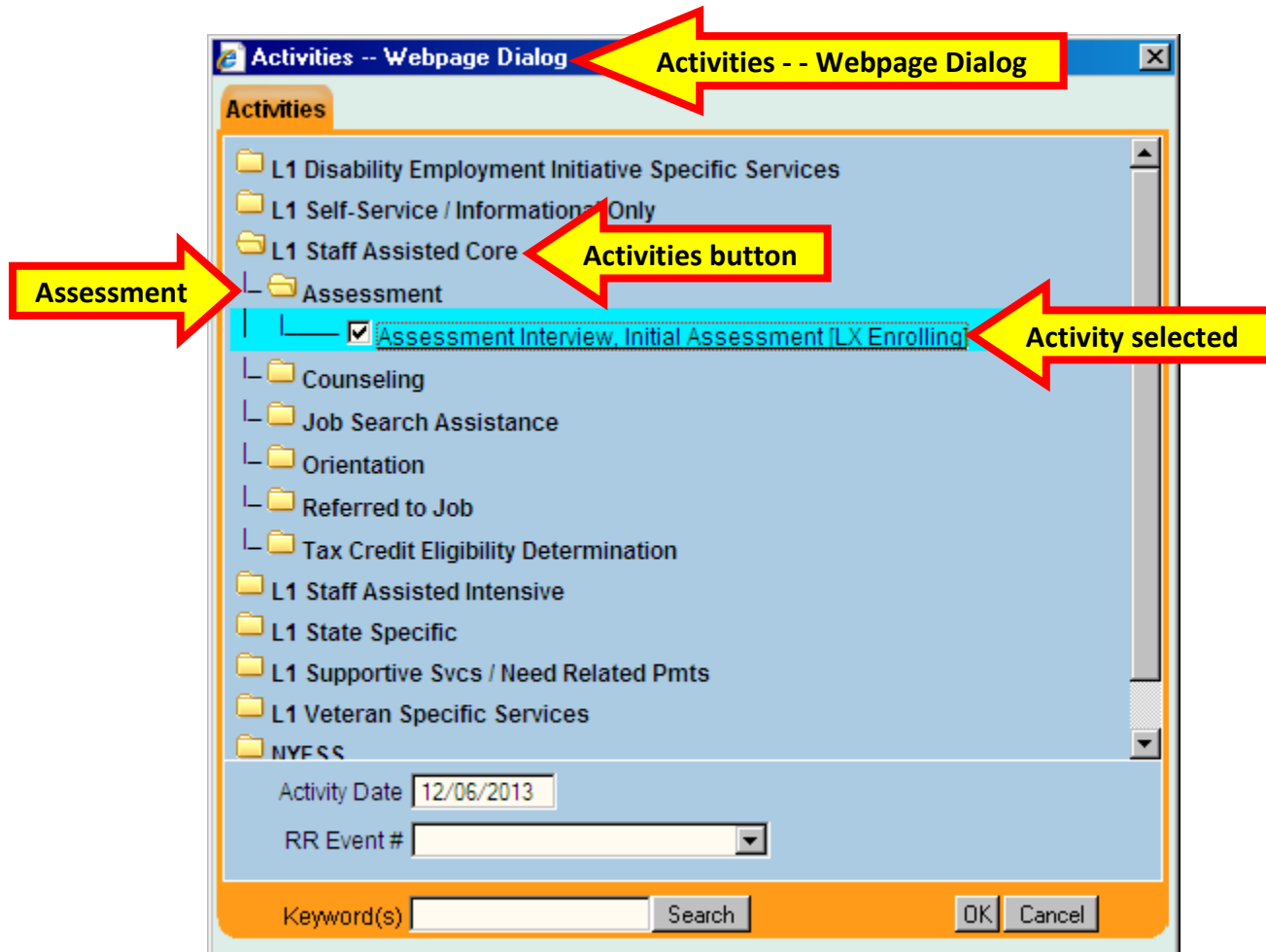
There are two ways to select an activity:

1. Folder selection
2. Keyword entry

FOLDER SELECTION

Click on a folder until you have reached the desired activity. In the example below, the selections proceeded as follows:

- **L1 Staff Assisted Core** folder was opened;
- **Assessment** folder was opened;
- **Assessment Interview, Initial Assessment** box was checked.



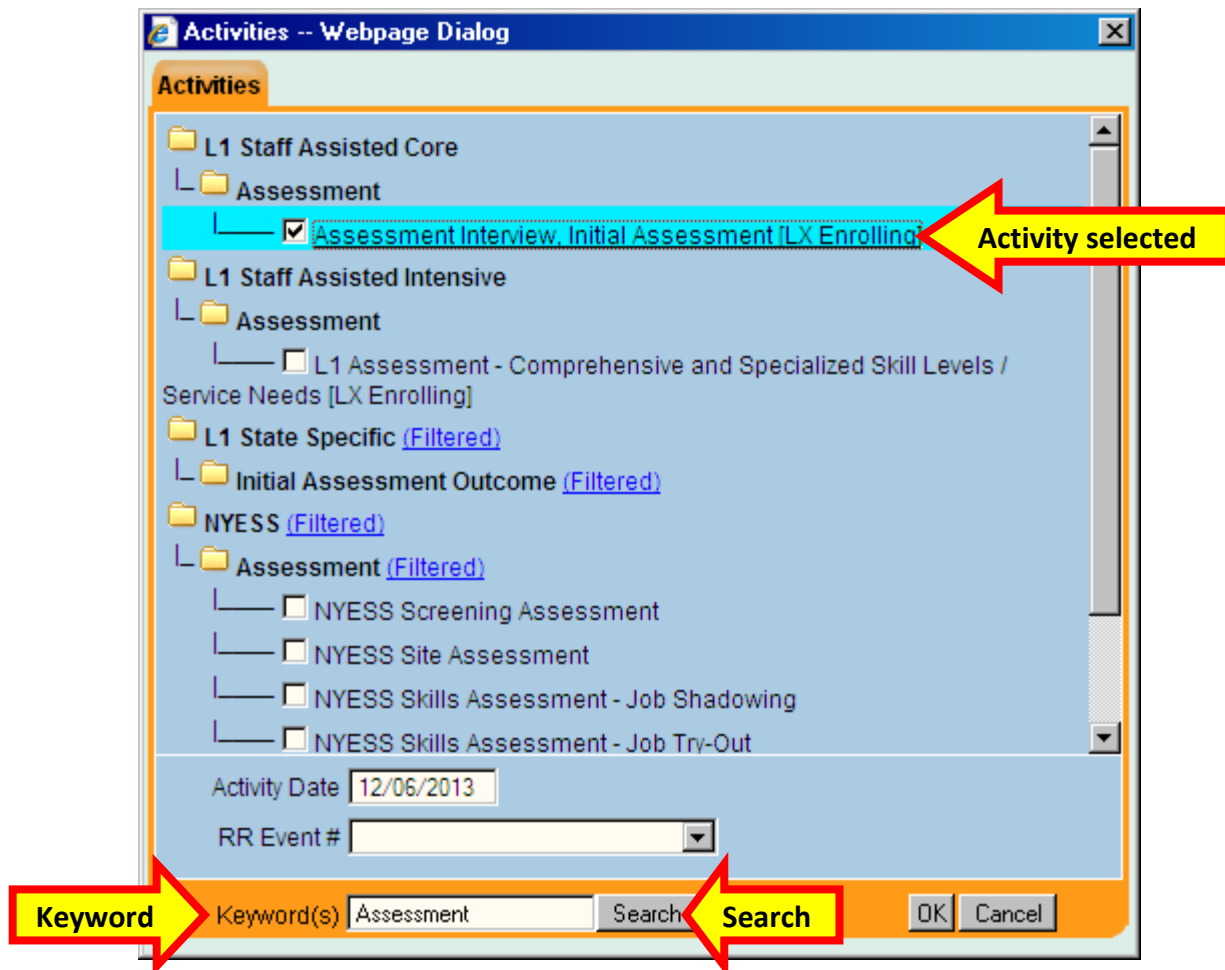
KEYWORD ENTRY

Enter a keyword and click **Search**. In the example below, the keyword entered is "Assessment".

Click **Search**.

Check the box to select the appropriate activity.

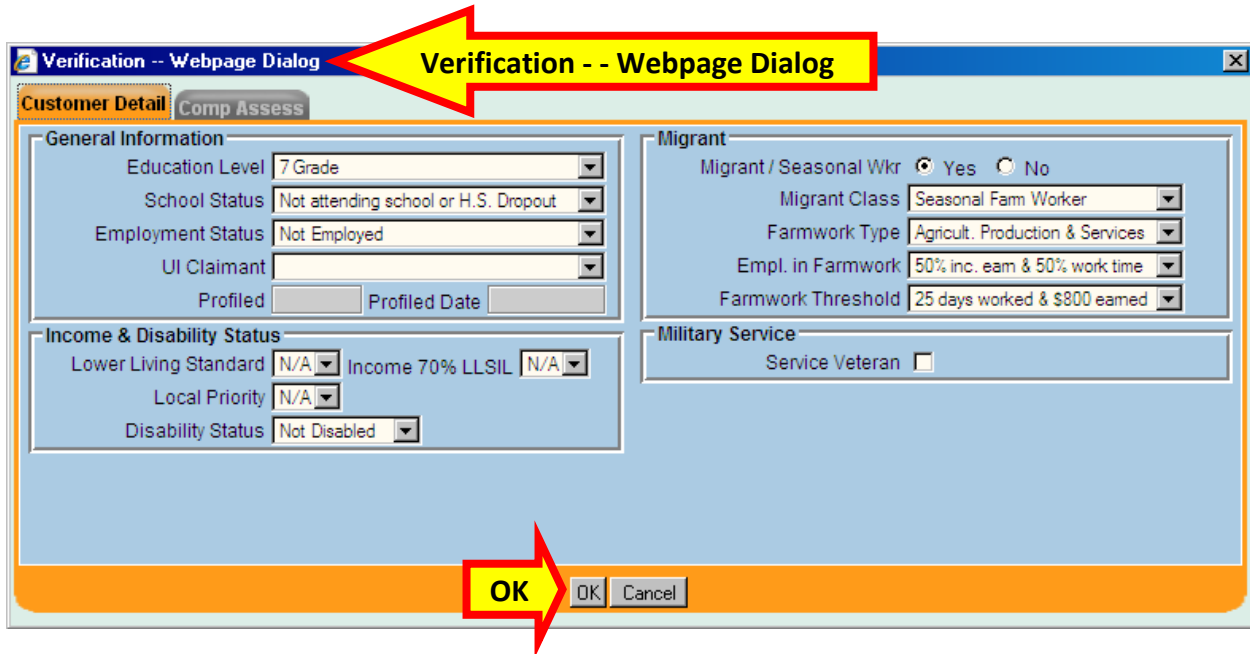
Click **OK**.



The Activity Date defaults to the current date. If the Activity was provided during an earlier date, change the date accordingly.

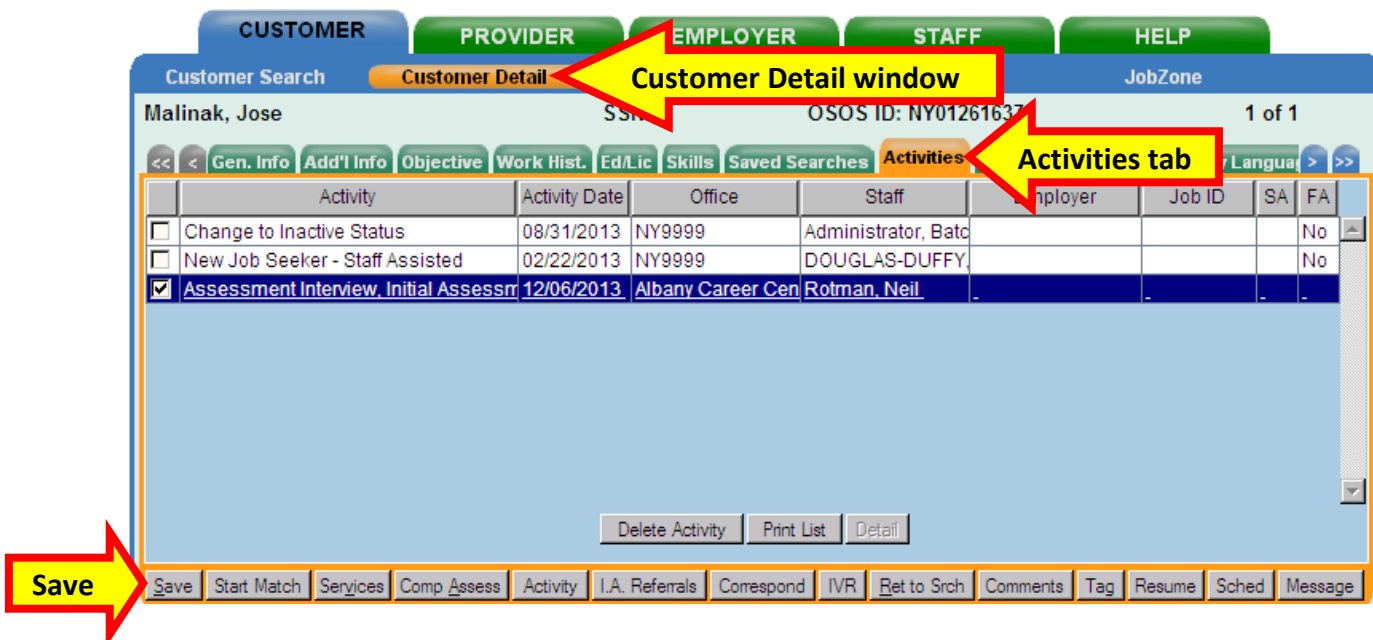
If this activity will create an enrollment, then the **Verification - - Webpage Dialog** will pop up.

Review all the information for accuracy. If any information is not correct and current, then enter the appropriate information into the data field and click **OK**. Any revisions made in the **Verification - - Webpage Dialog** will update the information in the corresponding data field in the **Customer Detail** window **General Info** and **Add'l Info** tabs.



The activity will be listed in the **Customer Detail** window's **Activities** tab.

Click the **Save** button.



Activity	Activity Date	Office	Staff	Employer	Job ID	SA	FA
<input type="checkbox"/> Change to Inactive Status	08/31/2013	NY9999	Administrator, Batc				No
<input type="checkbox"/> New Job Seeker - Staff Assisted	02/22/2013	NY9999	DOUGLAS-DUFFY				No
<input checked="" type="checkbox"/> Assessment Interview, Initial Assessm	12/06/2013	Albany Career Cen	Rotman, Neil				



RESOURCES AND ASSISTANCE

Labor Exchange Agricultural Reporting System (LEARS) ETA Form 5148:

http://www.doleta.gov/programs/pdf/eta_form_5148.pdf

ETA Form 5148 MSFW Part 3 Services List:

<http://labor.ny.gov/workforcenypartners/osos/MSFW-Activities.pdf>

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

L1 Service Definitions and Data Entry Procedures:

<http://labor.ny.gov/workforcenypartners/osos/L1-Activity-Definitions-10-25-2013.pdf>

NAICS Codes Lookup: <http://www.census.gov/eos/www/naics/>

Migrant Farmworker, Seasonal Farmworker, Migrant Food Processing Worker Desk Aid:

<http://sdolintranet:81/dews/pdf/msfw-desk-aid-march-2013.pdf>

State Monitor Advocate: SMA@labor.ny.gov

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov