

## **MIGRANT SEASONAL FARM WORKER Toolbox 2.0 Desk Aid**

### **Justification:**

The regulations at 20 CFR 651, 653 & 658 under the Wagner/Peyser act, as amended by the Workforce Investment Act (WIA) of 1998, set forth the requirements to ensure the MSFW receive services that are qualitatively equivalent & quantitatively proportionate to the services provided to non-MSFW's.

Quarterly MSFW reporting is required by 20 CFR 653.108(q) which mandates the State Workforce Agencies (SWA's) review their performance on a quarterly basis to ensure compliance with 20 CFR 653.100. The data collected is the minimum information necessary to assure SWA compliance. For these reasons, it is of utmost importance to properly record services and regularly update records on every MSFW who registers for services. It is equally important that each record is entered at the intake point and regularly updated by conducting follow up at regular intervals (20 CFR 653.107) throughout the quarter during the seasons of high MSFW activity.

In an effort to maintain data integrity, backdating of records is not allowed.

There are two screens that can be utilized to enter a seeker record:

1. Seeker data entry (full registration); and
2. Seeker partial entry registration (binoculars). The partial registration results in job referral services only. The MSFW must be apprised of the benefits of completing a full registration.

### **20 CFR 653.103 (c) MSFW Job Applications**

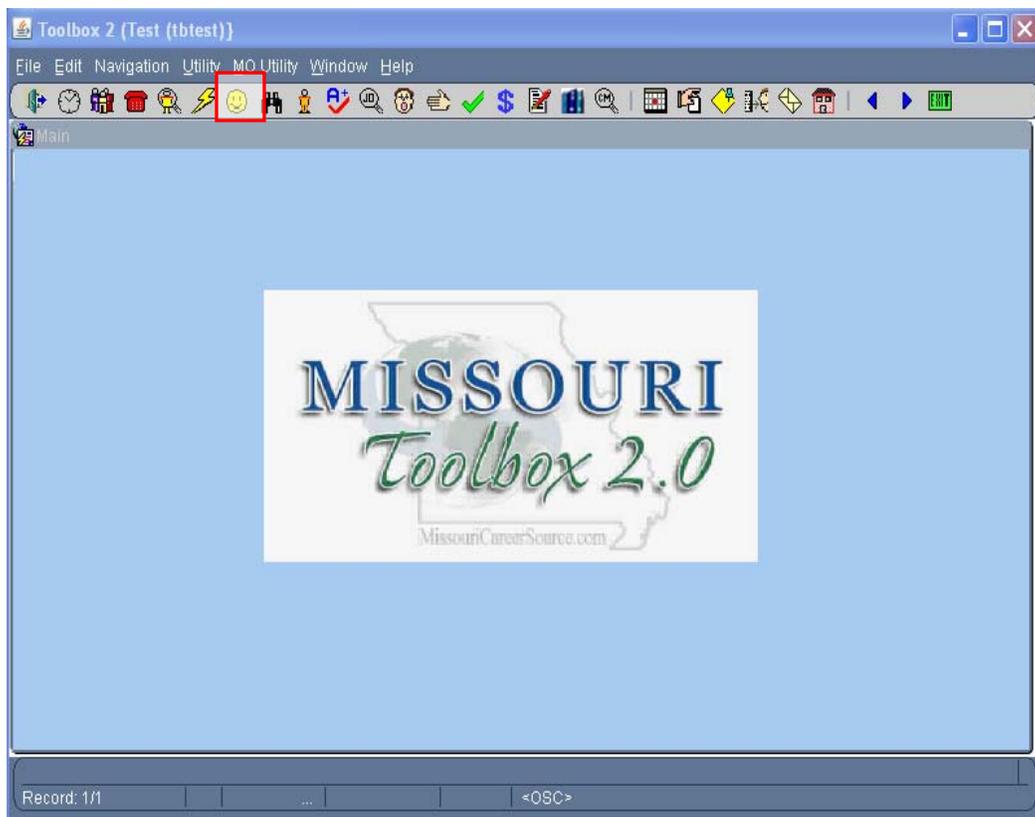
The Missouri Career Center (MCC) should specify which services are available after completion of a full application and services available when completing a partial registration/application. Staff should explain the advantages of completing a full application.

To be considered a “complete” job seeker registration, the following tabs must be completed:

- Basic
- Vet/Mig
- Desired Emp
- Job Info and Emp His.

To enhance the job matching system, Education and Skills tabs also need to be completed.

### Registering a Job Seeker



*Figure 1: Toolbox 2.0 Seeker Screen*

### **Step-by-Step:**

- 1) To begin a job seeker registration click on  Seeker Entry Screen.

*Figure 2: Seeker Entry Basic Screen*

## Step-by-Step:

- 1) Enter the seeker's SSN in the "SSN" textbox.
- 2) Enter the registration date in "Date" text box.
- 3) Enter the case manager's name in the "Entered By" text box or double click in the text box to receive the List of Values with Toolbox 2.0 users names list.
- 4) Enter the seeker's name in the "Name" text boxes.
- 5) Enter the seeker's address in the "Mailing Address" text box.
- 6) Upon completion of "Address Line 2", the cursor will display in the "Zip" field. Enter the zip code of the seeker's city. The city and state will auto-populate.
- 7) Enter the "Street Address" if needed.
- 8) Enter the seeker's "Email Address" in the text box. Once the email address is entered a new text box will appear to verify the email address.
- 9) Enter the seeker's phone numbers in the "Phone Number" text boxes if applicable.
- 10) Enter the seeker's date of birth in the "Date of Birth" text box in the MM/DD/YYYY format.
- 11) The "Citizen" text box, defaults to Yes, change if applicable. If the job seeker is not a citizen, complete the "Alien Registration Number", "Refugee", "Asylee", and "Refugee Entry Date" text boxes where applicable.

- 12) Enter an "M" (Male) or "F" (Female) in the "Gender" text box.
- 13) If the seeker is homeless, change the "Homeless" text box to "Y".
- 14) In the "Hispanic or Latino" text box, enter a "Y" or "N".
- 15) Complete the "Race Codes" text box, if the seeker is Hispanic or Latino, use the "Unknown" code.
- 16) Click on "Save" button.

**REMINDER:** As the cursor is moved to each field, read the "help" field at the bottom of the screen for what is needed, Ex: mm/yyyy, mm/dd/yy. Click on F1 for more help.

## Veteran and Migrant Worker Entry Tab

File Edit Navigation Utility MO Utility Window Help

Seeker Entry Screen - KYLE W MURPHY

Basic Vet/Mig **Desired Emp** Job Info Emp His Education Eligibility Skills

Greater than 30% Disability:

Less than 30% Disability:

180 Days Military Service:

Other Eligible:

Nat. Guard/Reservist:

Campaign Badge:

Transitional Service Member

Service Dates: Served From Served To

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Branch:

Veteran Status Displayed:

Migrant Worker Code:

Save Cancel

Is Seeker's military related disability greater than 30 percent? 1 or (Y)es, 2 or (N)o

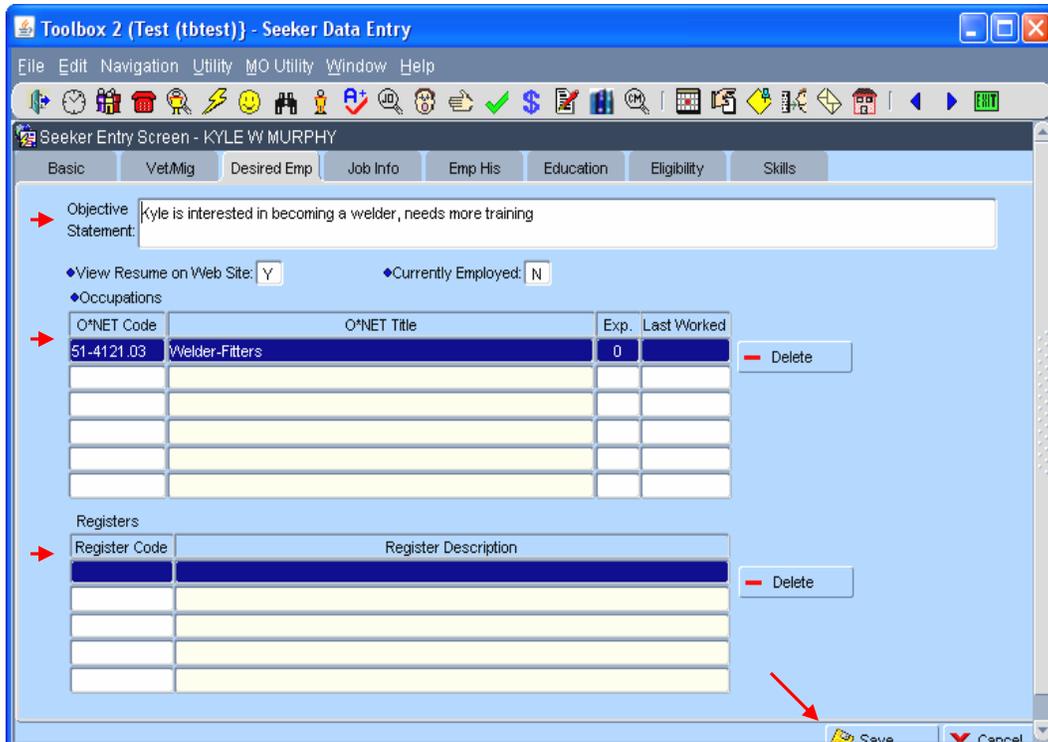
Record: 1/1 ... <OSC>

*Figure 3: Seeker Entry Screen  
Veteran and Migrant Worker Entry*

### **Step-by-Step:**

- 1) Enter “Y” in the Veteran fields that apply. For veterans with active service history, list the dates of service.
- 2) In the “Migrant Worker Code” text box, enter a “1” for seasonal farm worker, “2” for migrant food processor or a “3” for migrant agricultural worker.
- 3) The screen will automatically move to the **Desired Employment** tab screen.

The Desired Employment screen is used to enter O\*NET titles related to work experience and desire employment. Registers are used to link seeker to employers.



*Figure 4: Seeker Entry Desired Employment Screen*

## Step-by-Step:

- 1) Enter the seeker “Objective Statement”.
- 2) Enter “O\*NET Titles” the job seeker would like to include. Include months of experience if applicable.
- 3) Enter any “Registers” that the seeker desires.
- 4) Click on “Save” button.

**A major component of completing the desired employment is selecting occupation (O\*NET) Job Titles.** The O\*NET Search pop-up includes:

- Three different screens to help you select an O\*NET. The “Code Connector”, “Key Word” Search and “Tree” Search.
- Code Connector allows the worker to enter a job title and see Occupations, Related Occupation, DOT Titles and Lay Titles.
- Keyword search allows the worker to enter key words to help find the O\*NET title.
- Tree search allows workers to look for O\*NET’s within the O\*NET families using a tree.



The Job Information screen is used to set the seeker desired work requirements.

Toolbox 2 (Test (tbtest)) - Seeker Data Entry

File Edit Navigation Utility MO Utility Window Help

Basic Vet/Mig Desired Emp Job Info Emp His Education Eligibility Skills

Per: [dropdown] Minimum Salary: 7.00

Commission: N

Available to Work: P

Shifts: E

Work Saturday: N Sunday: N

Live At Worksite: N

Domestic Jobs: N

Lifting: 2

Access to Car: N

Will Relocate: N

Has Drivers License: Y

Commercial Class: A

Endorsements: [text box]

Save Cancel

*Figure 6: Seeker Entry Job Information Screen*

## Step-by-Step:

- 1) Enter the Minimum Salary
- 2) Enter a "N" or "Y" if the seeker is willing to work for Commission
- 3) In the Available to Work blank, enter a "F" for full time, "P" for part time, "T" for temporary, "S" for seasonal, "R" for PRN.
- 4) In the Shifts, enter an "E" for evening, "D" for Day, "N" for Night, "R" for Rotating, or "S" for Split shifts.
- 5) Enter a "N" or "Y" for Domestic Jobs
- 6) Enter a "N" or "Y" if the seeker has a Drivers License
- 7) Click on "Save" button

The Employment History screen is where the job seeker's past jobs are entered.

Program Policy on MSFW work history: For proper identification of MSFW's, at least 12 months of work history is needed FROM the date of registration. All periods of unemployment and underemployment must be identified. From these 12 months of work history, a determination will be made as to whether or not the job seeker can be identified as an MSFW.

The screenshot shows the 'Seeker Data Entry' application with the 'Emp His' tab selected. The first job entry is for McDonalds in Jefferson City, MO, starting 06/07, with a job title of Fry Cook and a description of duties. The interface includes fields for Employer Name, City, State, Start Date, End Date, Months, Hours Per Week, Per, Ending Salary, Res, and Job Title. A 'Delete' button is visible below the job entries, and 'Save' and 'Cancel' buttons are at the bottom right. Red arrows point to various fields and buttons.

*Figure 7: Seeker Entry Employment History Screen*

## Step-by-Step:

- 1) Enter the seeker employment information for every job they have had in the past.
- 2) Enter "Employment Name", "City" and "State".
- 3) Enter the employment "Start" and "End Dates", "Months Worked", "Hours Worked Per Week" and the "Ending Salary".
- 4) Select "Y" in the "Res" field if the seeker wants the job to display on their resume.
- 5) Enter the "Job Title" and a "Description" of the job duties the seeker performed while at that job.
- 6) Click "Save" button.

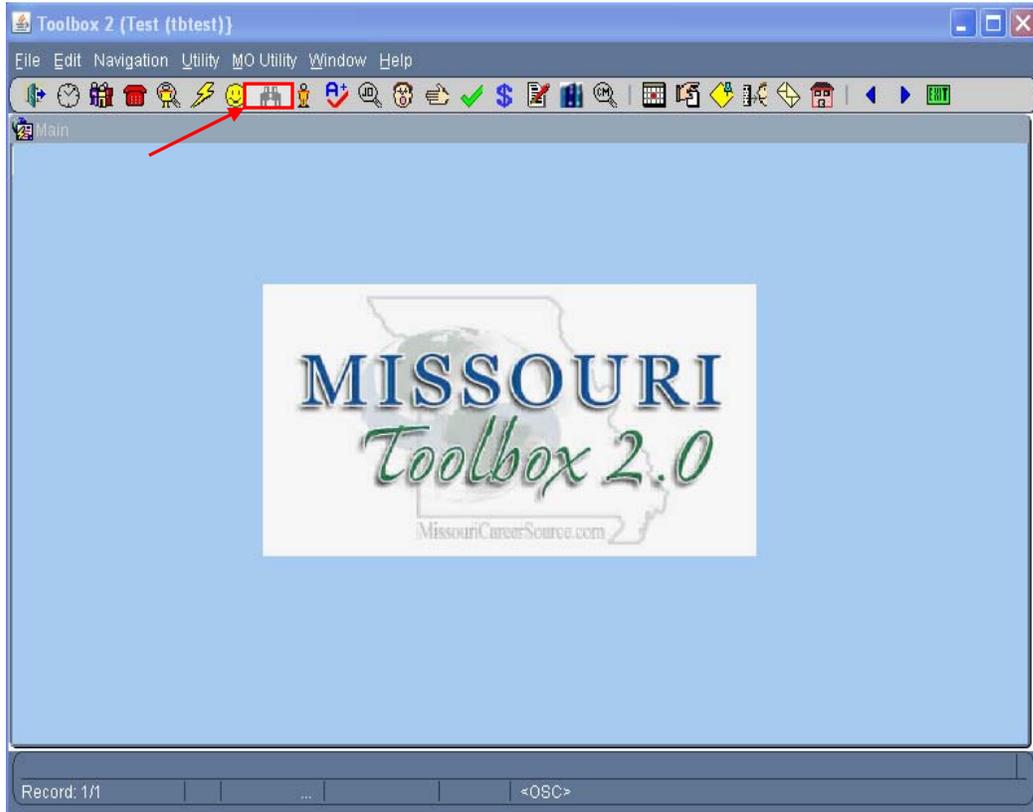
The Education tab is used to enter Schooling/Education History, Licenses & Certificates, Accomplishments and Other Education Information.

*Figure 8: Seeker Entry Education Screen*

## Step-by-Step:

- 1) Specify if the seeker is still in school and how many years of schooling they have completed. (“Y” for yes; “N” for no)
- 2) For each educational record list enter the “Degree Type”, “School Name”, “Address”, as well as the “Major/Minor” and the “Completion Date”.
- 3) Enter any certificates or licenses (“L” for license; “C” for certificate).
- 4) Double click to choose the license of certification from the List of Values (LOV) to insure that the record is searchable for a match.
- 5) Enter any seeker “Accomplishments”.
- 6) Enter any other education received at the bottom of the screen.
- 7) Click on “Save” button.

## Seeker Partial Entry

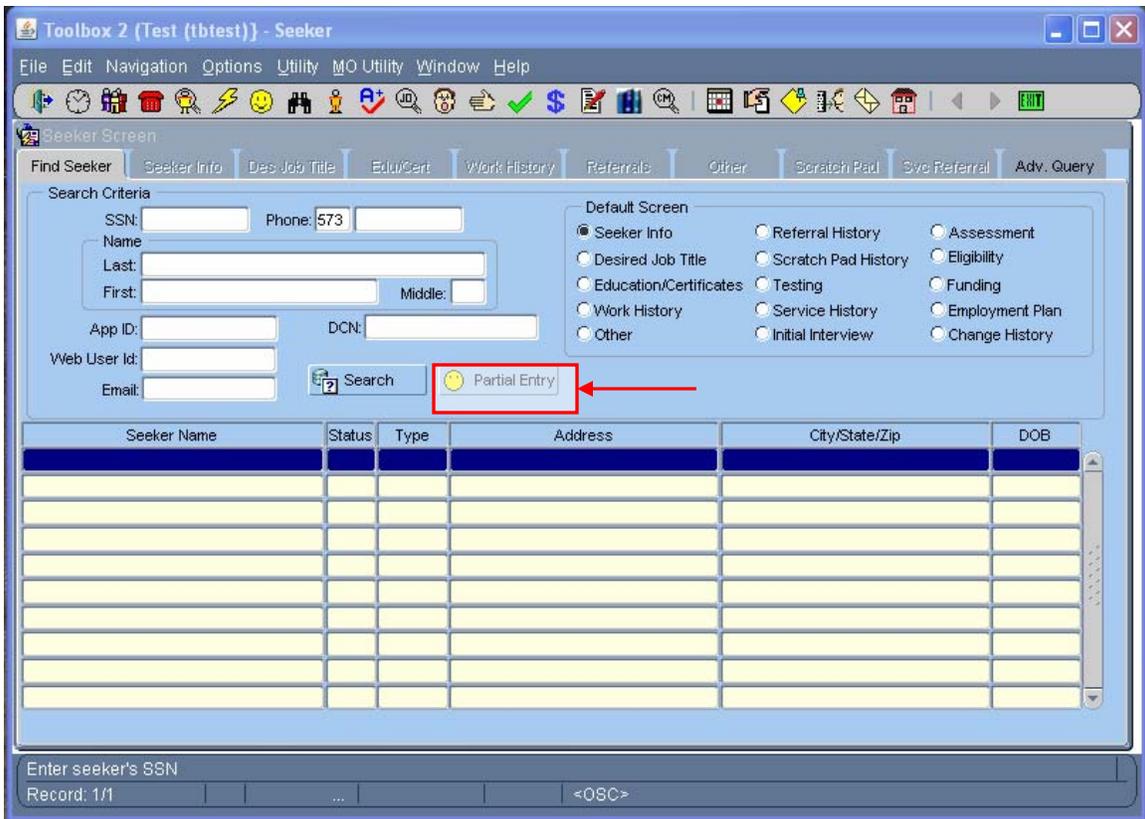


*Figure 9: Toolbox 2.0 Seeker Screen*

## **Step-by-Step:**

The Seeker Partial Entry Screen can be accessed by clicking on:

- 1) To access the Seeker Partial Entry Screen, click on  Find Seeker Entry Screen.



*Figure 10: Find Seeker Screen*

## Step-by-Step:

- 1) Click on  button.

*Figure 11: Seeker Partial Entry Screen*

## Step-by-Step:

These text boxes are a repeat of the basic tab and the Vet/Mig tab (above).

1. Complete all required fields. (designated by the “ blue diamond”)

**NOTE:** Currently, there is not a way to identify an MSFW on the partial entry.

Partial Entries are used when the job seeker wants a job referral only. No other services can be offered when using a partial registration.