

Workforce Issuance

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To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire Operations Managers

cc: WIOA State Partners

From: Beth Goguen, Director
MassHire Department of Career Services

Date: April 14, 2025

Subject: **New Reports including Migrant and Seasonal Farmworkers Crystal Reports**

Purpose: To inform MassHire Workforce Boards (MWBs), MassHire Career Center (MCC) Operators, and other local workforce partners about the availability of new Crystal reports designed to support the administration of services to Migrant and Seasonal Farmworkers (MSFW) within the MassHire Workforce Development System.

Background: The Executive Office of Labor Workforce Development (EOLWD), through the MassHire Department of Career Services (MDCS), serves as the designated State Workforce Agency (SWA) responsible for the administration of the Massachusetts Workforce Development System. MDCS oversees the activities of MassHire Workforce Boards (MWBs) and Career Centers (MCCs), to ensure equitable provision of services to Migrant and Seasonal Farmworkers (MSFWs).

To enhance service delivery and optimize system management, MDCS has developed a set of reports to track and assess MSFW service provision as documented within the Massachusetts One-Stop Employment System (MOSES). These reports serve as management tools, ensuring MSFWs receive services that are qualitatively equivalent and quantitatively proportionate to those provided to non-MSFWs.

While tailored to address the distinct needs of MSFWs, certain aspects of the reports may also support broader workforce management initiatives and are available for the MassHire Workforce Boards and Career Centers to use.

As a result of this effort, MDCS is releasing the following four (4) new Crystal reports:

- **Job Orders Status Report**

The report provides a list of all job orders (including H2A and H2B) within a specific time period for chosen region(s). This report can be exported to Excel as each job order is presented as a row, with corresponding elements. These elements serve to define the job order through criteria such as FLC status, SOC code (indicating agricultural relevance), NAIC code, job location, and job order status.

This report can be used to recruit for H2A or H2B jobs. In particular, it can be used to meet the requirements for agricultural jobs as part of referrals required in relation to Agricultural Recruitment System (ARS).

As a reminder, reports under the [Employer](#) category can also be used to analyze the status of referrals to any job.

- **MSFW Demographics**

This report selects MSFW job seekers who received reportable services within the date range provided and from the area(s) selected and displays demographic information.

The purpose of this report is to gain a better understanding of the Migrant and Seasonal Farmworker (MSFW) population accessing services within the Massachusetts workforce system. Analysis of this data can help to identify potential barriers that the MSFW population faces to then determine which services should be strengthened to better meet the specific needs of this population.

- **MSFW Customers and Services**

This report selects MSFW job seekers who have received reportable services within the date range provided and from the area(s) selected. Each MSFW's services received are detailed with the last page showing a summary of the services by OSCCAR Category.

The purpose of this report is to identify Migrant and Seasonal Farmworkers (MSFWs) utilizing Employment Services (ES), whether through MassHire JobQuest or via MassHire Career Center (MCC) staff. From there, it tracks

their journey through services, allowing for an analysis not only to ensure that MSFW has been identified properly but also a deeper dive into the appropriateness or any gaps in the services received.

- **MSFW and Non-MSFW Services**

This report selects job seekers who received reportable services within the date range provided and from the area(s) selected. The report is grouped by MSFW and Non-MSFW jobseekers. Each jobseeker's services received are detailed with the last page showing a summary of the services by OSCCAR Category.

The purpose of this report is to enable a comparative analysis of services offered to MSFWs versus non-MSFWs. This analysis supports immediate management decisions to ensure that service provision to MSFWs is qualitatively equivalent and quantitatively proportionate to that of non-MSFWs.

Action

Required: These reports are accessible on Mass.gov, Crystal Reports for MassHire Career Centers by the following links:

Job Orders Status Report

<https://www.mass.gov/info-details/foreign-labor-certification-flc-reports>

MSFW Demographics

MSFW Customers and Services

MSFW and Non-MSFW Services

<https://www.mass.gov/info-details/career-center-specific>

Please share this Issuance with all appropriate staff.

Effective: Immediately.

Inquiries: Please direct all inquiries to Rogerio.Raposo@mass.gov with Issuance number and description indicated.