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| **Fillable Form Instructions**  This MassHire Workforce Board (MWB) Questionnaire is a fill-in form. To complete the form, perform the following:   1. Position your mouse pointer/cursor over the first checklist form field. Enter text or check/uncheck a box (e.g., form fields are highlighted). Press Tab to accept the field change and go to the next field (or Shift+Tab to go to the previous field). 2. Complete form fields on the final page of the document (e.g., name of MassHire Workforce Development Board, first and last name of authorized MassHire Workforce Development Board representative completing the questionnaire, and date of observation). 3. Resave the file with a new name (e.g., Save As), location, and file type – for example, Word document or PDF – for filing and reporting purposes. |

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| Section 1: Provision of Services to Migrant and Seasonal Farm Workers (MSFWs) | | | Comments and Feedback |
| 1. | How does the MWB ensure the provision of equitable ES services to MSFWs as compared to non-MSFWs? | Click or tap here to enter text. | |
| 2. | Does the MWB consider Limited English Proficiency (LEP) as a major barrier, and as consequence, the most important need to be addressed for MSFWs when making plans, SOPs, frameworks or guidelines for MCCs? | Click or tap here to enter text. | |
| 3. | Has the WB ever had to review, discuss and address issues of MSFW Equity Ratios (ERs) and Performance Indicators (PIs) with MCC management? Is this process written in an SOP? | Click or tap here to enter text. | |
| 4. | Is MWB management required to attend MSFW training provided by MDCS? If not, why? | Click or tap here to enter text. | |

*I certify under the penalties of perjury that the information contained in this questionnaire is true and complete to the best of my knowledge. A signatory must be authorized in order to sign correspondence for a MassHire Career Center.*

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| *Name of MassHire Workforce Development Board (MWDB)*  Click or tap here to enter text. | |
| *Name of Authorized MassHire Career Center Representative (e.g., first and last name)*  Click or tap here to enter text. | *Date*  Click or tap here to enter text. |

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| Section 1: Provision of Services to Migrant and Seasonal Farm Workers (MSFWs) | | Comments and Feedback |
| 1. | How does the MWB ensure the provision of equitable ES services to MSFWs as compared to non-MSFWs? | Click or tap here to enter text. |
| 2. | What does the MWB consider as a major barrier for MSFWs when trying to access services? How is this addressed for MSFWs when making plans, SOPs, frameworks or guidelines for MCCs? | Click or tap here to enter text. |
| 3. | Has the WB ever had to review, discuss and address issues of MSFW Equity Ratios (ERs) and Performance Indicators (PIs) with MCC management? Is this process written in an SOP? | Click or tap here to enter text. |
| 4. | Is MWB management required to attend MSFW training provided by MDCS? If not, why? | Click or tap here to enter text. |
| Section 2: Job Market and ARS | | Comments and Feedback |
| 1. | When researching and analyzing the labor market is the agricultural market taken into consideration? What did it reveal? | Click or tap here to enter text. |
| 2. | How does the MWB coordinate with the MCC Business Services team to provide MSFWs services to agricultural local area businesses? Is the process documented? | Click or tap here to enter text. |
| 3. | What are some of the best practices utilized by the MWB to meet the needs of agricultural businesses and/or jobseekers? Please explain. | Click or tap here to enter text. |
| 4. | Has the MWB implemented any strategies or methods to oversee local area MSFW shortages? Please explain. | Click or tap here to enter text. |

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| Section 3: Outreach and Partnerships | | | Comments and Feedback | |
| 1. | Does an established partnership exist between the MWB and the Section 167 Grantee (i.e., National Farmworker Jobs Program)? If so, is the grantee a partner in the local Memorandum of Understanding (MOU)? | | Click or tap here to enter text. | |
| 2. | Is the MWB aware of the new MDCS Agricultural Outreach Specialist position and its role (i.e., duties and responsibilities relevant to agricultural businesses, MSFW jobseekers, and the MCC)? | | Click or tap here to enter text. | |
| 3. | Is the MWB aware of new MDCS State Monitor Advocate position and its role (i.e., coordination and oversight relevant to the equitable provision of MCC services to agricultural businesses and MSFW jobseekers)? | | Click or tap here to enter text. | |
| Section 4: Unified Complaint System | | | | Comments and Feedback | |
| 1. | | Has all MWB staff participated in the appropriate Complaint System Training modules?  Please submit a list of all staff and date(s) attended.  If any staff have not, please describe how you will ensure they do. | | Click or tap here to enter text. | |
| 2. | | How do you ensure all MWB staff are aware of the responsibilities and jurisdictions related to MSFW complaints? | | Click or tap here to enter text. | |

*I certify under the penalties of perjury that the information contained in this questionnaire is true and complete to the best of my knowledge. A signatory must be authorized in order to sign correspondence for a MassHire Career Center.*

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