



SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-09	July 1, 2024	Departmental	1 of 5
SUBJECT: NFJP ADULT AND YOUTH CAREER SERVICES			

I. PURPOSE

The purpose of this directive is to establish clear guidelines for the Employment and Economic Development Department (EEDD) staff for the delivery of WIOA Career Services to National Farmworker Jobs Program (NFJP) participants, including both adults and youth. This policy ensures that youth, as well as adults, in San Joaquin County have access to career services that support their development, help them secure stable employment, and transition into sustainable careers in agriculture or other industries. Additionally, this policy aims to provide youth-specific services to promote academic achievement, career readiness, and long-term economic stability.

II. GENERAL INFORMATION

The NFJP, funded by the U.S. Department of Labor, offers career services, training, housing assistance, and support for both migrant and seasonal farmworkers (MSFWs) and their dependents. NFJP serves low-income MSFWs, primarily in agricultural or fish farming roles. The program aims to address critical workforce challenges and to support the economic mobility of these farmworkers, including youth, by providing education, training, and career advancement services. Youth-specific services under NFJP will focus on both education and workforce readiness to ensure that young farmworkers gain the skills necessary for long-term employment success, whether in agriculture or other industries.

References

- [Workforce Innovation and Opportunity Act, Sections 129, 134c, and 167](#)
- [TEGL17-22](#), Program Year 2023 Planning Guidance for NFJP Career Services and Training Grantees and Housing Grantees, and Opportunity to Apply for NFJP Youth Grants

- Title 20 Code of Federal Regulations (CFR) Section [678.425](#), [430](#), [680](#), [681](#), and [685.310](#)

III. POLICY

It is the policy of EEDD to provide comprehensive career services to Adult and Youth participants through the NFJP. These services will be delivered in accordance with WIOA guidelines and tailored to the specific needs of MSFWs. Farmworkers face unique barriers, such as limited access to transportation, lack of stable housing, and difficulties with academic performance due to seasonal work patterns. These barriers should be considered when designing career services.

Individuals ages 16–24 may receive services designed for youth, and individuals ages 18 and older may receive services designed for adults. Participants ages 18–24 may receive services in either category, but not at the same time. Determination will be based on needs, aspirations, preferences, and approved program plans, ensuring alignment with established performance targets.

Veterans and eligible spouses receive priority for all DOL-funded job training programs, including NFJP, provided they meet NFJP eligibility requirements. When two equally qualified participants are considered for a service, priority will be given to the veteran or eligible spouse.

IV. PROCEDURE

The following career services are to be delivered by required One-stop partners, including NFJP, as outlined in 20 CFR [§678.425-430](#). These services are categorized into basic and individualized services and are designed to support farmworkers in achieving their career goals. All services will be designed to address the unique barriers farmworkers face. These barriers include limited access to transportation, housing instability, and the effects of seasonal work on academic performance. When assessing a farmworker's eligibility and needs, these factors will be considered, and appropriate support services will be provided to address these challenges. Specific transportation and housing assistance may be provided on a case-by-case basis, depending on the farmworker's situation.

A. Basic Career Services

In accordance with [20 CFR §678.425](#), Basic Career Services include:

1. **Eligibility Determinations:** Determine eligibility for NFJP and other WIOA-funded services, ensuring that farmworkers and their dependents are eligible to receive career development and training services. Youth eligibility for NFJP services will be determined based on their status as migrant or seasonal farmworkers and their specific educational and employment needs. The unique circumstances

faced by farmworker youth, such as frequent moves due to agricultural work, will be considered in this process.

2. **Outreach, Intake, and Orientation:** Conduct outreach to raise awareness of services and provide intake and orientation to participants about available services, including the America's Job Center of California (AJCC) system and NFJP-specific resources such as housing assistance. Special outreach efforts will be made to engage participants and provide them with orientation to available services, including academic support, career exploration, and mentorship.
3. **Initial Assessment:** Assess participants' skill levels, aptitudes, abilities, and supportive service needs, with particular attention to the challenges faced by farmworkers, including health and safety concerns related to agricultural work. In addition to assessing general skill levels, youth will undergo an assessment of their educational needs, including academic performance, school attendance, and career goals.
4. **Labor Exchange Services:** Provide job search and placement assistance to participants, including personalized career counseling to support employment goals. Facilitate employer recruitment and offer business services to employers seeking qualified candidates, with a particular focus on opportunities in agriculture. For youth participants, assist with identifying and securing job placements such as internships, summer employment, and part-time work that align with their career interests and support long-term workforce engagement.
5. **Referrals and Coordination:** Refer participants to workforce development programs, housing assistance, health coordinating with local, state, and federal agencies. Provide youth with referrals to both traditional and alternative education options, such as high school diploma or GED completion programs, career technical education (CTE), and apprenticeships. Support participants in applying for unemployment compensation and other available benefits and assist with establishing eligibility for non-WIOA financial aid for training and education programs to expand access to long-term educational and career opportunities.
6. **Labor Market Information:** Provide farmworkers with labor market information, including job vacancies, in-demand occupations, and required skills for those jobs. Additionally, provide information on the specific agricultural industry, including seasonal job opportunities.

7. **Training Provider Information:** Share information on the performance, cost, and offerings of eligible training providers to guide participants in selecting the most appropriate educational and training opportunities.
8. **Local Area Performance:** Provide information on local workforce investment area performance, ensuring participants understand the outcomes of training and employment services.
9. **Supportive Services:** Provide supportive services related to employment, education, and training needs. These may include assistance with transportation, housing, work-related tools, clothing, or other resources that help participants engage in or maintain employment and training activities.

B. Individualized Career Services

In accordance with [20 CFR §678.430](#), Individualized Career Services will be offered to farmworkers to help eligible participants obtain or retain employment. These services may include:

1. **Comprehensive Assessments:** Utilize diagnostic testing, in-depth interviews, and other assessment tools to evaluate skills and identify employment barriers. Special attention will be given to understanding the farmworker's specific needs, including their health, safety, education, and family dynamics.
2. **Individual Employment Plans (IEPs):** Develop an IEP/ISS for each MSFW participant, setting clear goals and actionable steps for career and/or educational progression.
3. **Case Management Services:** Provide one-on-one counseling to offer personalized guidance on career development and support participants in identifying goals and overcoming barriers. For youth participants, career counseling may also include mentorship opportunities designed to help them explore various career pathways, build confidence, and take actionable steps toward long-term success.
4. **Internships and Work Experience:** Offer On-the-Job Training (OJT), Work Experience (WEX), and other hands-on learning opportunities that align with the participant's career goals.
5. **Job Search Assistance:** Provide support for participants in identifying employment opportunities, including out-of-area job search support where necessary.

6. **English Language Acquisition and Integrated Education and Training:** Refer participants to programs that support language learning while building occupational and job-specific skills.
7. **Short-Term Pre-Vocational Services:** Provide services designed to improve basic job readiness skills such as communication, punctuality, interview techniques, and workplace behavior.
8. **Workforce Preparation:** Offer training in soft skills, workplace expectations, and job-specific competencies to support long-term employment success.

Youth MSFW participants will receive services that align with the 14 WIOA Youth Program Elements. For a complete description of these elements and their implementation within NFJP, please refer to [Directive No. D-24 Rev. 1 - Youth Services](#).

C. Follow-Up Services

In accordance with [20 CFR §678.430c](#), follow-up services for Adult and Youth program participants will be provided for up to 12 months after participants are placed in unsubsidized employment. These services include continued counseling, support with workplace issues, and assistance with career advancement to ensure long-term employment retention. Follow-up services for youth will also ensure youth participants are supported in maintaining their employment or educational pursuits. These services will include career coaching, addressing workplace issues, academic support, and facilitating further training or education opportunities as necessary.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV: jc/vf