EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION NFJP
	CORRESPONDENCE SYMBOL OWI-DNPTTA
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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-18, Change 1

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: JOHN PALLASCH
Assistant Secretary

SUBJECT: Corrected Attachment VI to Training and Employment Guidance Letter (TEGL) 19-18

1. **Purpose.** To provide corrected Attachment VI *Example Planning Service Breakdown for Housing Grantees* to TEGL 19-18.

2. **Action Requested.** Please replace Attachment VI to TEGL 19-18 with the attached corrected Attachment VI and ensure that the NFJP housing reporting aligns with the updated explanation.

3. **Summary and Background.**

   a. Summary – This TEGL 19-18, Change 1 provides corrected Attachment VI *Example Planning Service Breakdown for Housing Grantees* to TEGL 19-18.

   b. Background – TEGL 19-18 *Program Year 2019 Planning Guidance for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees* was issued May 17, 2019 and is posted at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7629.

4. **Details.** Attachment VI to TEGL 19-18 contained minor errors. The corrected Attachment VI explains that housing grantees must report individuals and their family members under both categories simultaneously, if applicable, to measure the impact of housing on individuals and households, consistent with the definition of "family" at 20 CFR 685.110 and the indicators of performance for grantees providing NFJP housing services at 20 CFR 685.400. For example, if a grantee provides permanent housing services to a family of 8, the grantee must report that it provided these services to one family and to 8 individuals. The corrections are reflected in the "Definitions" table that begins on p. VI-2. Specifically, the "Note:" that is included at the end of each definition has been updated, beginning with the row of that table that provides the definition for "Total New Migrant and Seasonal

Farmworkers (MSFW) (will receive permanent housing services each quarter)" and in each subsequent row of the table. All other information in TEGL 19-18 remains the same.

5. **Inquiries.** Please direct all questions to appropriate Federal Project Officers.

6. **Reference.**

   - TEGL 19-18 *Program Year 2019 Planning Guidance for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees*

7. **Attachment.**

   - Corrected Attachment VI *Example Planning Service Breakdown for Housing Grantees*

Attachment VI
Planning Service Breakdown for Housing Grantees Example Form and Instructions
Revised 9.30.19

Planning Service Breakdown for Housing Grantee

Grantee Name	Grant Number:	Period of Performance	
		From:	To:
Name of the Grant Recipient	Grant Number for the Applicable Program Year to which this Chart Applies	Start Date for the Applicable Program Year	End Date for the Applicable Program Year

Permanent Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. Total New Migrant and Seasonal Farmworkers (MSFW) (will receive permanent housing services each quarter)	15	36	27	24
2. Total New MSFWS Families (will receive permanent housing services each quarter)	27	12	9	6
3. Total New Individuals (will receive permanent housing services each quarter)	4	8	5	15
4. Total New Families (will receive permanent housing services each quarter)	7	2	1	5
Temporary Housing	**Quarter 1**	**Quarter 2**	**Quarter 3**	**Quarter 4**
1. Total New MSFW (will receive temporary housing services each quarter)	15	20	27	18
2. Total New MSFW Families (will receive temporary housing services each quarter)	20	10	15	20

In this example, the totals for the program year are (add each quarter together for each data point):

Permanent Housing –

1. Total New MSFW:	15 + 36 + 27 + 24 =	102	total for the program year
2. Total new MSFW Families:	27 + 12 + 9 + 6 =	54	total for the program year
3. Total New Individuals:	4 + 8 + 5 + 15 =	32	total for the program year
4. Total New Families:	7 + 2 + 1 + 5 =	15	total for the program year

Temporary Housing –

1. Total New MSFW:	15 + 20 + 27 + 18 =	80	total for the program year
2. Total New MSFW Families:	20 + 10 + 15 + 20 =	65	total for the program year

Remember: Data entered in each column/row of the Planning Service Breakdown should represent the number of new persons or families enrolled in the applicable quarter. Grantees should not document cumulative totals.

Attachment VI
Planning Service Breakdown for Housing Grantees Example Form and Instructions
Revised 9.30.19

Definitions	
Permanent Housing	Housing that is owner-occupied, or occupied on a permanent, year-round basis (notwithstanding ownership) as the eligible MSFW's primary residence to which he/she returns at the end of the work or training day. See 20 CFR 685.360 1(i) for additional information on types of permanent housing.
Temporary Housing	Housing that is not owner-occupied and is used by MSFW's whose employment requires occasional travel outside their normal commuting area. See 20 CFR 685.360 2(i).
Family	For the purpose of housing assistance, family means the eligible MSFW and all the individuals identified under the definition of dependent in this section who are living together in one physical residence (described in § 685.110). See TEGL 18-16 section 6(D).
Total New Migrant and Seasonal Farmworkers (MSFW) (will receive **permanent** housing services each quarter)	The total number of eligible MSFWs that benefit from permanent housing activities provided within the quarter. Note**:** Count eligible MSFWs as an individual in "total new MSFWs" and as a part of a family within the "total new MSFW families, if applicable." The MSFW family count is a subset of the MSFW individual count.
Total New MSFW Families (will receive **permanent** housing services each quarter)	The total number of eligible MSFW families that benefit from permanent housing activities provided within the quarter. A "Family" is two or more individuals falling under one of the relationships described in 20 CFR 685.110: spouse; child, grandchild, or great grandchild, including legally adopted children; stepchild; brother, sister, half brother, half sister, stepbrother, or stepsister; parent, grandparent, or other direct ancestor but not foster parent; foster child; stepfather or stepmother; uncle or aunt; niece or nephew; father-in-law, mother-in-law, or son-in-law; or daughter-in-law, brother-in-law, or sister-in law. For example, a participant of the program is provided a rental property, with a year lease, and the two family members residing with that participant benefit from the service. Three individuals have been served, and one family has been served. If a participant of the program has no other family member that is a participant or benefits from the housing services provided, then that participant is not to be recorded as a "Family" for the purposes of this report. Note: Count eligible MSFWs as a part of a family within the "total new MSFW families." The MSFW family count is a subset of the MSFW individual count.
Total New Individuals (will receive **permanent** housing services each quarter)	The total number of individuals that benefit from permanent housing activities provided within the quarter. This number does not include the eligible MSFW individuals reported in #1. It is strictly those served but not NFJP eligible. An **"Individual Served"** is a recipient of a housing property or another individual that benefits from the housing services provided, typically a family member of the individual served. For example, an individual is not an eligible MSFW is provided a year-long lease in a rental property, and the two family members residing with that participant benefit from living on the property. Therefore, three individuals have been served. Note**:** Count non-NFJP eligible persons as a part of a family within the "total new families" if applicable, and as an individual in "total new individuals." The family count is a subset of

	the individual count.
Total New Families (will receive **permanent** housing services each quarter)	The total number of families that benefit from permanent housing activities provided within the quarter. This number does not include the eligible MSFW families reported in #2. It is strictly those served, but not NFJP eligible. Note**:** Count non-NFJP eligible persons as a part of a family within the "total new families" and as an individual in "total new individuals." The family count is a subset of the individual count.
Total New MSFW (will receive **temporary** housing services each quarter)	The total number of eligible MSFWs that benefit from temporary housing activities provided within the quarter. Note**:** Count eligible MSFWs and any family members (as defined above) as a part of a family within the "total new MSFW families" if applicable, and as an individual in "total new individuals." The family count is a subset of the individual count.
Total New MSFW Families (will receive **temporary** housing services each quarter)	The total number of eligible MSFW families that benefit from the temporary housing activities provided within the quarter. Note**:** Count eligible MSFWs as a part of a family within the "total new MSFW families," if applicable, and as an individual in "total new individuals." The family count is a subset of the individual count.