



ID&R TIPS FOR RECRUITING OUT-OF-SCHOOL YOUTH

May 2011

PLANNING AND NETWORKING

Always Ensure You Have an ID Identifying Your Job Position in MEP

- For business cards or calling cards ensure to have the MEP logo, your name, title, address, and phone number included.
- If you decide to use Job ID badges be sure to include your picture and the MEP grant logo.

With any ID use your best judgment of what is most appropriate. For example, sometimes OSY youth could be wary of a job badge with an ID since it looks very official but then it may be requested by a grower.

Arm Yourself with Knowledge

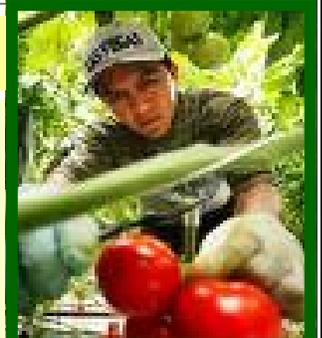
- Become knowledgeable about all regulations regarding identification and recruitment (ID&R) by studying the ID&R manual provided by your SEA.
- Attend regional and national training sessions.
- Participate in professional development opportunities.
- Review program guidance periodically as eligibility questions arise.
- Learn the regulations affecting OSY in your state: Truancy Rules and Proper COE completion for OSY.

Identify Geographic Areas

- Be familiar with all areas where migrant families and youth live. Often OSY live in the same places as traditional migrant families. Map out areas where migrants have been identified in the past and visit them frequently.
- Identify areas where OSY may frequently shop, do laundry, buy food, seek social services and spend free time. Ensure to document those areas and continue to look for new areas you are not familiar with.
- Use internet resources such as Google Maps and Crop Scape- USDA, and H2A website when necessary.

Always Plan and Be Prepared with Back-up Plans.

- Manage your time effectively by taking the time to plan your recruitment efforts to maximize time and mileage.
- Be well organized with the tools and materials needed each day.
- Be prepared for the unexpected, and always have an alternate plan.
- At day's end, record the places you visited and the results of those efforts. Be sure to include notes on any issues that need to be followed up on.



“When I am working with Out of School youth I always find I need to make sure I explain the program in relation to what services I can offer them at the time of recruitment. It doesn't help them to know we have a program for K-12 students. I need to have a specific service for them.”

MEP Recruiter

Helpful materials to bring when recruiting OSY students

- Materials to help OSY learn English
- Dictionaries
- Guides listing local resources
- Hygiene bags
- Bilingual Tip Sheets listing relevant life skills information
- Gloves
- Calling Cards
- Maps



PLANNING AND NETWORKING CONT.

Identify High Volume Times of the Year

- Contact the Department of Labor and Department of Agriculture to determine types of qualifying work and seasons in your area. (These agencies are also good sources for agribusinesses and employers.)
- Use resources such as the Agriculture Census to familiarize yourself with qualifying activities in your area.
- Intensify recruitment efforts during peak seasons to make sure all eligible OSY are identified.

Establish Partnerships

- Community partnerships help a recruiter work in a more effective and efficient way.
- Partnerships are essential to getting services to all eligible OSY youth in a timely manner.
- Examples of important partners for MEP recruiters are local health departments and migrant legal aid. Both agencies have available services to which you may refer OSY and personnel can refer possible OSY who may be eligible for MEP services.
- Other partners can include non-profit agencies and community organizations to find donations for food, clothing, homeless shelters, etc.
- Introduce yourself at all the local schools in the area.
- The best sources in the school may be the principal, school secretary, school nurse, ESL teacher, or bus driver. Explain to staff the difference between recovery youth and here to work and how both are eligible for services.
- If school personnel refer OSY youth and/or families who may be eligible, follow up on the referrals promptly. Advise them of your progress.
- When sharing information with OSY regarding community partners it is helpful to have a map of the agencies' location, hours, and requirements
- Survey agri-businesses (farmers, growers, plant managers, foremen) where seasonal and temporary work may occur.
- Wear protective clothing at work sites as needed.
- Work to enlist the help of agri-business employers and crew chiefs to allow you to recruit at the work place at a time when work is not interrupted. Always be mindful of the work schedule of the youth.
- Be persistent, but not pushy. Let the farmer/grower get comfortable with you.
- Increase the awareness of the MEP in the Community by posting flyers and brochures describing the program and basic eligibility requirements where migrant youth frequent (Laundromats, churches, bakeries, grocery stores, etc.)
- Ask to speak at relevant Community Events such as Agricultural Expos, etc.
- Maintain flexible hours outside the normal workday to locate and identify potential migrant youth.



"I find the best way for me to find OSY in my county is to visit the check cashing places and discount grocery stores on Friday evenings. It may not be the ideal time for me to work but I always find youth when I am out at this time."

MEP recruiter



Important Community

Contacts for OSY recruiters

Health Department
Adult Education ELL programs
Local School District staff
Current Migrant Families
Agriculture Extension Agents
Mexican Stores
Police Departments
Apartment Managers



TOOLKIT: WHAT MATERIALS TO TAKE WITH YOU

Collect Appropriate OSY Materials

- Make a resource guide of community resources in your area or state relevant to OSY. Include a list of emergency numbers, i.e., hospital, police, fire, poison control, etc. for youth newly arriving to your town. Familiarize yourself with the eligibility rules and restrictions for OSY regarding health, legal and referral services (documented vs. undocumented; legal age to receive services)
- Bring along mini English/Life Skills lesson materials that can be taught or left with OSY.
- Get maps of states and information regarding pertinent consulate locations.
- Carry a phone book to find employer's address if referred by another agri-business employer.
- Have MEP program brochures with OSY-specific information ready to hand out to all youth.
- Provide a small bag of hygiene materials, such as soap, deodorant, toothbrush, toothpaste, sun block, lip balm, and insect repellent, as well as work gloves and baseball caps to youth in need of these items.
- Have a clipboard or hard surface to write on when interviewing.



"The youth I work with are always interested in learning English. We provide a basic bilingual guide with pronunciation when we sign the youth in my state. They are interested in the guide so it's makes signing them up for the program a lot easier than if I didn't have a resource they were interested in."

MEP Recruiter

THE INTERVIEW

Working with Employers

- Don't take up too much time with questions or conversation. Be polite and to the point.
- Do not share information about one farm with another.
- Be prepared to recruit at all hours of the day...this may mean very early in the morning before workers get started in the fields or very late at night when they have finished working a shift.
- Familiarize yourself with area jobs and the times of day the shifts start and finish.

Working with Migrant Youth

- Always be polite and respectful to the OSY you are interviewing.
- Introduce yourself and clearly explain the program.
- Never talk down to the youth. Let them know you are someone who cares.
- Wear casual, but not sloppy clothing.
- Avoid wearing clothes and jewelry that are too expensive.
- Often there will be many individual workers living together of various ages. Frequently, one worker appears to be more comfortable speaking with a recruiter than others in the group are. It is helpful for a recruiter to speak with that person, gain their trust and confidence, and explain the reason for the visit so that that person can assist them in their recruitment efforts with the other youth.
- Be friendly and smile. Work to make the youth feel comfortable. Try and make a connection with the person you are talking with, for example, take the time to get to know something about their home, country, or their current type of work.



THE INTERVIEW CONT.

- Let them know that you are there in their best interest.
- Use the same car. Your car becomes a symbol of who you are. Know what is taboo in the community (state official seal, certain colors, etc.)

Demonstrate Cultural Competence at All Times

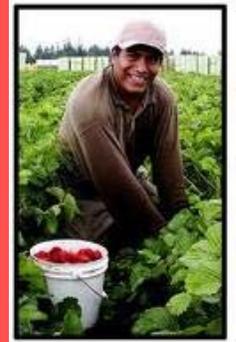
- Be aware of the cultural boundaries, practices, and taboos of the OSY you are interviewing.
- Do not assume that there is NOT literacy in the youth's language of origin.
- Respect decisions of the youth in regards to identification and service (if refused).

Help the OSY Understand the Migrant Program

- Explain the program clearly, enough so the youth understand that it is beneficial for them. However, do not explain in such detail that you increase the youth's hopes and expectations of program services until you find out if they qualify. Then explain in greater detail.
- Provide information to leave with the youth that explains the program in English as well as their home language.
- Ask the youth if they have a cell phone. This is often the only way to reach them.
- Make referrals when OSY are in need of other services.
- Refer youth to other federal programs, migrant legal aid services, local food banks, homeless shelters, clothing resources, health clinics, etc.
- Call or visit the youth within two weeks to inquire if they successfully accessed the needed services.
- In some cases, arranging transportation may be required.
- Always explain that you may come back for additional questions or that your supervisor may call or visit to check your work.
- Encourage OSY who are reluctant to sign up to talk with other OSY who have already been recruited.
- Do not make any promises that you cannot keep.
- Always thank the youth for the time they have spent talking to you whether they qualify or not.

If the OSY Does Not Come to the Door:

- Knock, wait a respectful time, knock again, and then announce who you are and what you want.
- Explain that you want to talk to them about a program that may be able to help them.
- Doorknob hangers can be left for youth that are not at home when the recruiter visits.



“The best part of my job is working to gain the trust of the OSY youth. They may be wary at first but they will really help you find others if they know they can trust you. You just have to follow through on what you tell them and never make a promise you can't keep.”

MEP Recruiter



TOOLKIT: WHAT MATERIALS TO TAKE WITH YOU

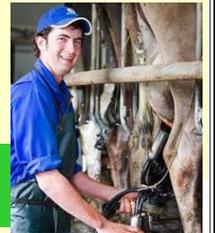
- Door knob hangers can be pre-printed with the migrant logo and several options such as phone number, time slot when the recruiter will return, a recruiter signature line, and date. It is important that it is in the youth's home language and cannot be confused with other government agencies.

Locating an OSY that Has Moved:

- When recruiting, try to get the phone number of a close relative or friend that does not move, so you can call them to locate the youth if they move.
- When feasible keep a list of youth that do not qualify.
- If the youth approaches you or you find them again, you can shorten the interview by targeting the area of ineligibility from the last interview.

Obtaining Referrals

Make sure to ask OSY for referrals of other possibly qualifying youth in the area.



SAFETY

Whenever Recruiting Always Be Cautious

- Let others know when and where you are recruiting.
- Use good judgment in the places you go to recruit.
- If something doesn't seem quite right use extra caution.
- Do your interview outside the dwelling if you feel unsure about the area or circumstances.
- Keep your keys accessible.
- Take time to adequately explain the program and the reason for asking qualifying questions.
- Leave your purse or wallet locked in the trunk before you get into recruiting areas.
- Bring a cell phone when you are recruiting, but turn the ringer off. Do not talk on the cell phone or text while you are in a home or during an interview.
- Travel in twos in dangerous areas and be aware if it is not safe to be in certain areas after dark.
- Always bring along a map instead of just relying on a GPS.
- Prepare for weather emergencies by carrying extra water, food, and a blanket.
- Have a reliable car and have it serviced regularly, and know how to fix a flat tire.

