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EXTENSION FARM LABOR PROGRAM  
Suggested Outline for State Plan of Work

1.913  
E2EX83  
Reserve

Plans of work when properly prepared present specifically the problems that must be met, and the methods, procedures, and the organization necessary to solve them. Since farm labor funds are to be allocated on basis of need, whenever possible use numbers to indicate the volume of activities. The plan for each of the four sub-projects, Recruitment, Placement, Deferment, and Labor Utilization; Victory Farm Volunteers; Women's Land Army; and Housing and Transportation should be prepared by the supervisor responsible for them, in enough detail to support the budget for the subproject.

I. Analysis of Situation: - Outlook for 1944 compared with 1943.

Farm labor needed for 1944 production program.  
Supply of labor likely to be available from various sources.  
Problems involved in providing adequate supply.  
Conclusions reached from 1943 experiences.

II. Recruitment, Placement, Deferment, and Labor Utilization

a. General Educational Work on Farm Labor Situation and Program

Outline plans for developing a better understanding of the agricultural production program, labor required, probable supply of farm labor, effect of wages on supply, problems involved in using unusual sources of labor, etc. Indicate how State and county farm labor advisory committees, subcommittees, neighborhood leaders, etc., will assist with farm labor activities.

b. Labor Utilization: - Indicate type of work planned by all members of the Extension staff, how it will be done, and publications, films, etc., to be used in

1. Assisting farmers in making farm adjustments to reduce labor peaks; and in planning and scheduling farm work for most efficient use of labor.
2. Helping farmers analyze farm jobs and work out more efficient ways of doing them; and spreading the use of labor saving devices and practices.
3. Encouraging farmers to develop programs for exchanging labor, sharing equipment, custom work, and working off the farm during slack periods to help with seasonal peaks in other areas.
4. Giving demonstrations to farmers in how to instruct new workers in farm jobs, and how to use unskilled labor more efficiently.
5. Giving instructions to groups of farm workers on the job, in camp or in special training sessions.

c. Deferment: - Outline plans and procedures to be used in collecting information for use by Selective Service, cooperation with U.S.D.A. War Boards, and estimated number of such cases to be handled during the year.

d. Recruitment

(1) Methods of determining local farm labor needs and farm labor supply; (2) plans for mobilization, campaigns and other local recruitments; (3) recruitment of workers for transportation to other counties or States. Method of selecting areas, method of recruiting workers. What encouragement will be given to small farmers to accept employment in other areas during slack seasons, thus providing additional labor and supplementing their income? (4) Describe cooperative relationships with mobilization committees, defense councils, civic organization, etc.

e. Placement

1. Probable volume of work in 1944, compared with 1943.

(a) Total number different individuals to be placed including youth and women.

(b) Number seasonal placements.

(c) Number year-round placements.

(d) Number farmers with whom workers will be placed.

2. Explain procedures to be followed in placing workers. Methods to be used in determining priority of placement, and how workers housed in Extension and War Food Administration camps are to be placed.

3. Plans and policies for supplying information to U.S.E.S. in regard to agricultural workers seeking referral to nonagricultural work.

III. Victory Farm Volunteers

a. Situation - prospects for increased use of youth workers and problems involved. Conclusions based on 1943 experience (under the headings b, c, and d give separate information on program (1) live-ins, (2) day-hauls, and (3) camps)

b. Probable volume of work in 1944 compared with 1943. (1) Number of different youth to be placed; and (2) number of individuals to be trained.

c. Outline procedures to be followed in the V.F.V. program for (1) recruitment; (2) selection; (3) training (give list of training centers); (4) placement; (5) supervision; and (6) health, medical, and insurance program.

d. Describe the specific cooperative arrangement with (1) schools; (2) youth-serving agencies; (3) local committees; and (4) health and medical agencies, etc.

IV. Women's Land Army (Include all women doing farm work)

- a. Situation - Discuss prospects for increased use of women for farm work in 1944, and problems involved. Give conclusions based on 1943 experience.
- b. Probable volume of work in 1944 compared with 1943. (1) Number of women placed on year-round work; (2) number of women to be placed on seasonal jobs; and (3) number to be given special training.
- c. Outline procedures to be followed in the WLA program for (1) recruitment; (2) training; (3) placement; and (4) camps. Also describe plans for recognizing farm women doing agricultural work, and estimate number.
- d. Describe cooperative relationships with: (1) Women's organization; (2) colleges; (3) business and industrial concerns; (4) home demonstration organizations; (5) local committees; and (6) health and medical agencies, etc.

V. Housing and Transportation

- a. What farm labor problems will be solved by providing housing and transportation of workers?
- b. Probable volume of work in 1944 compared with 1943. (1) Number of intrastate workers to be transported; (2) number of camps to be operated; and (3) number of workers to be housed.
- c. Outline policies and plans for intrastate transportation of year-round and seasonal workers. Indicate in table form the probable movements, indicating date and number of workers moved.
- d. Outline policies and plans for farm labor camps. Include list of proposed camps showing (1) location; (2) capacity; (3) kind of workers to be housed; (4) period of operation; (5) principal job or jobs to be done by workers housed; (6) probable camp fee; (7) camp personnel to be employed with farm labor funds; and (8) nature and amount of other expenditures from farm labor funds, such as rent, alterations; equipment, etc.
- e. Outline policies and plans for protection and medical care of workers recruited, transported, and housed.

VI. Administration and Personnel

- a. What staff will be used at State level and in the counties? Outline responsibilities of the various members of the State and county staffs, including those employed on regular funds. Include table showing for each county (1) number of placement offices to be operated; and (2) man-months of farm labor personnel to be employed; (a) field assistants; (b) office and clerical assistants; (c) V.F.V. assistants; and (d) W.L.A. assistants.
- b. Outline general plan for providing adequate administration and supervision of the program including plans for training personnel employed.

JUL 27 1944

