

**H-2A Processing Updates**

We are continuing to have our Monday and Thursday conference calls each week to give you updates on the issues facing us with the Coronavirus. The call will be at 9:00 am Eastern Time, 8:00 am Central Time. You are invited to call in to 1-800-977-8002 and use the conference code number 38759456#. Our most recent calls can be heard on our website.

**H-2A Application Deadlines**

***We need your application & payment, 75 days prior to your date of need.***

- If you need workers by July 15, we need your application no later than May 1.
- If you need workers by August 1, we need your application no later than May 15.
- If you need workers by August 15, we need your application no later than June 1.
- If you need workers by September 1, we need your application no later than Jun 15.

**We can not accept faxed, emailed, or two-sided applications.  
 We must have original documents signed in ink!  
 Please include your payment with the documents.**

**Adverse Effect Wage Rates for 2020**

<b>KY, TN, WV</b>	<b>\$12.40</b>	<b>up 77 cents</b>	<b>OK, TX</b>	<b>\$12.67</b>	<b>up 44 cents</b>
<b>AR, LA, MS</b>	<b>\$11.83</b>	<b>up 50 cents</b>	<b>IL, IN, OH</b>	<b>\$14.52</b>	<b>up \$1.26</b>
<b>IA, MO</b>	<b>\$14.58</b>	<b>up \$1.24</b>	<b>CO, NV, UT</b>	<b>\$14.26</b>	<b>up \$1.13</b>
<b>PA</b>	<b>\$13.34</b>	<b>up 19 cents</b>	<b>AL</b>	<b>\$11.71</b>	<b>up 58 cents</b>

**Worker Transportation**

The workers are responsible for obtaining their own transportation after they cross the border. AWMA doesn't get involved in the transportation of the workers and we don't know the exact time or where they will actually arrive. They are given your contact information to contact you when they arrive in the area. They could arrive at a bus station, Walmart, Mexican Restaurant, or they could be delivered to your farm. Remember - Reimbursements for travel are due to the workers when they arrive at the farm. There is a suggested reimbursement document in your crossing packet.

**Del AI Invoice**

Del AI & Associates will be invoicing you directly for their facilitation fee & the OEI processing fees of \$130 per worker. They will invoice you when your workers have a scheduled consulate appointment. Please pay the this invoice when you receive it. You may pay by check or you can pay by credit card by following the instructions on the invoice.

**Social Security Numbers for Workers**

Your workers must have a social security number. If they do not, take them to the social security office at least 10 days after arrival and have them apply for one. They will need their passport, work visa, & I-94. This a requirement by the IRS and you must see that this is done.



← This is an example of a I-94 card the workers receive when they cross the border. Please make sure the information matches what is on their work visa.

**Voice - (859) 233-7845**  
**Text Only - (202) 810-2962**  
**Fax - (866) 751-8406**

«First» «Last»  
 «address»  
 «city», «state», «zip»

**Each Employer Will Receive A Packet After Each Group of Workers Cross the Border**

1. Partially Completed I-9's - You and your worker must complete and sign their I-9. You must maintain these signed I-9's in your records.
2. Reimbursement for Worker's Expenses - You must reimburse your workers for the expenses they incurred when they arrive on the farm. We will enclose a minimum recommended reimbursement for each worker.
3. Work Contract, which includes the work rules in English & Spanish - Please give a copy to each worker. There is a form provided for the workers to sign once you have given them a copy of the work contract.
4. Weekly Wage Statement - You must give each employee, under contract, a wage statement at the end of each pay period.
5. Post the Migrant and Seasonal Agriculture Worker Protection Act Poster and the Employee Rights Under the H-2A Program Posters (English & Spanish) in a conspicuous place where all workers can see it. If you have U.S. workers employed, you must also post the Fair Labor Standards Act Poster.
6. The packet will include the following forms:
  - Employee Abandonment, Voluntary Resignation, Temporary Leave, & Contract Completion

**U.S. Referrals**

Answer the phone or have an answering machine to accept calls. You must return all calls within 48 hours of receipt. (Not answering your phone or not responding to U.S. referrals could get you debarred from the H-2A program. Please respond appropriately).

You must document each recruitment source by name, address, and telephone number of each U.S. worker who responded during the recruitment period. You may use the U.S. referral log that we have on our website.

Inform the applicant of the start & end date of the contract and the physical requirements. Ask the applicant if they are physically able to do the job as outlined, if they will complete at least 3/4 of the contract time and if they will submit to random drug/alcohol tests after hire. Inform the applicant they are required to all do all of the jobs that are required of the H-2A guest workers and this job will not qualify them for unemployment insurance if terminated. Should the applicant answer no to any of the questions they are not eligible for the job. If the applicant answered yes and is interested, mail them an application You may use the seasonal application that is on our website. Note the date application was mailed & address on the referral log.

Should the applicant return the application schedule an interview. Should the applicant not show up for the interview you are not required to hire the applicant.

If the applicant does show up for an interview, provide a copy of the contract i.e. job description; we can provide you a contract in English. (If they are referred from the Employment Office, a copy was made available to them). Proceed with the interview. (Do not hesitate to contact AWMA prior to the interview to review the process.) Review all the information covered in the contract (i.e. start date, end date, 3/4 guarantee, drug/alcohol testing, etc.) If the applicant agrees to all the term & conditions of the job you will hire him to start on the official start date of the contract.

Upon reporting to work: An I-9 must be completed and the applicant must provide you the legal documents required as proof of eligibility to work in the U.S. The applicant must sign documentation that a job contract was provided and understood. Of note: Taxes are withheld on U.S. workers and the employer pays the appropriate payroll taxes.