

## WorkSource Offices

|              |                           |              |
|--------------|---------------------------|--------------|
| Bellingham   | 101 Prospect St.          | 360-676-1521 |
| Kennewick    | 815 N Kellogg St., Ste. D | 509-734-5900 |
| Moses Lake   | 309 E 5th Ave.            | 509-766-2559 |
| Mount Vernon | 2005 E College Way        | 360-416-3600 |
| Omak         | 126 S Main                | 509-826-7310 |
| Sunnyside    | 1925 Morgan Rd.           | 509-836-5405 |
| Walla Walla  | 1530 Stevens              | 509-527-4393 |
| Wenatchee    | 215 Bridge St.            | 509-665-6605 |
| White Salmon | 107 E Jewett Blvd.        | 509-493-1210 |
| Yakima       | 306 W. Division           | 509-574-0105 |



**Let Our Team Help Yours**

Employment Security Department  
212 Maple Park Drive | Olympia WA 98507  
[www.go2worksource.biz](http://www.go2worksource.biz)

WorkSource is an equal opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities.

WS-07-0090

# What growers should know about recruiting guest workers from other states

The logo for WorkSource, featuring the word "Work" in a bold, dark blue font and "Source" in a lighter blue font, with a yellow lightning bolt graphic between the two words.

**WORK**Source



## Background

The federal Agricultural Recruitment System (ARS) provides a way for growers who anticipate a labor shortage to recruit workers from other states to fill temporary jobs in agriculture or food processing.

State Employment Security agencies throughout the country work cooperatively to manage the program. Your contact point for the ARS in Washington is your local WorkSource office.

## How does it work?

You or your agent must submit a job order to your local WorkSource office, preferably eight weeks before workers are needed.

WorkSource will immediately begin to recruit workers locally and throughout Washington state.

If it is determined that there is a labor shortage within the state, WorkSource staff will work with you to prepare an ARS clearance order to recruit workers from other states. The Department of Labor must approve the order before outside recruitment can begin. Typically, this will take up to 10 business days.

Once the clearance order has been approved, state Employment Security agencies will begin to actively recruit and refer workers to your job order.

While there is no way to guarantee how many workers will respond to the recruitment, the ARS does give you access to qualified workers in other states.

## What requirements does ARS place on an employer?

- **Wages:** Workers must be paid the prevailing wage among similarly employed workers. Further, wages are guaranteed for the first week unless you have given proper notice that the workers won't be needed.
- **Housing:** Free or public housing must be provided to workers and their accompanying families, if applicable, during the employment period.
- **Health and Safety:** Federal and state workplace standards must be met for health, safety, wages and working conditions.
- **Guarantees:** Workers with children who need to return home for the beginning of the school year must be paid their wages and any bonuses or incentives that are applicable at the time of their departure.

## Need help? WorkSource can help!

If you want to learn more about the ARS program, contact your local WorkSource office. Designated WorkSource staff will explain the ARS and assist you with the application process. You also can call the Employment Security Department's central office at 360.438.4653.