

VIRGINIA EMPLOYMENT COMMISSION

MEMORANDUM TO:

DATE 1/3/2008

Florida <u>X</u>	North Carolina <u>X</u>	Kentucky <u>X</u>	Pennsylvania <u>X</u>
Texas <u>X</u>	South Carolina <u>X</u>	West Va. <u>X</u>	Maryland <u>X</u>
Georgia <u>X</u>	Puerto Rico <u>X</u>	Delaware <u>X</u>	Other <u>Alabama</u>

FROM: Rural Services Manager
Virginia Employment Commission
P. O. Box 1358
Richmond, Virginia 23211

SUBJECT: Request for Extension of Clearance Order No. 90090

Extension is requested for the 1 cop(ies) of the order which is/are attached,

dated 1/3/2008 for 2, Fish Hatchery Worker 446-684-010
(No. of Openings) (Occupational Title and Code)

to be sent to the offices of your choice.

COMMENTS: Please indicate below the action taken by your office.

Michelle Abraham
(signature)

* * * * *

DATE _____

The above request has been reviewed and action taken as indicated below:

ACCEPTED _____ Location(s) to which extend:

REJECTED _____ Reason for Rejection: _____

COMMENTS:

Number of additional copies required. _____

(signature)

11. Wage Rates, Special Pay Information and Deductions / Tarifa de Pago, Información Sobre Pagos Especiales y Deducciones (Rebajas)

Crop Activities / Cultivos	Hourly Wage Salario por Hora	Piece Rate / Unit(s) Pago por Pieza/Unidad(es)	Special Pay (bonus, etc.) Pagos Especiales (Bono, etc.)	Deductions / Deducciones	YES	NO	Pay Period Periodo de Pago
Fish Hatchery Labor	\$9.02	\$		FICA	*X		Weekly / X
	\$	\$		Federal Tax	*X		Semi-annual
	\$	\$		State Tax	*X		Bi-Weekly / cada 2 sem.
	\$	\$		Meals (comidas)		X	
	\$	\$		Other (specify)		X	Other / Otro

More Details About the Pay / Más Detalles Sobre el Pago . Employers guarantee to offer employment for the hourly equivalent of 3/4 of the workdays of the total specified period during which the work contract and all amendments thereof are in effect, beginning with the first workday after the workers' arrival at the assigned Grower's farm, ready, willing, able, and eligible to work and ending on the expiration date specified in the work contract and all extensions thereof or upon the termination of this employment as provided below. For purposes of this guarantee, a "workday" consists of seven hours Monday-Friday and five hours on Saturday. The guarantee shall be void from the beginning should the Worker voluntarily abandon this employment before the end of the contract period or in the event the Worker is terminated for lawful job-related reason. The payroll record shall be weekly. Workers will be paid weekly. The employer will make the following deductions from the Worker's wages: FICA taxes and State and Federal Income tax as required by law. Cash advances and repayment of loans, repayment of overpayment of wages to the worker, payment for articles which the Worker has voluntarily purchased from the Employer, long-distance telephone charges, recovery of any loss to the Employer due to the Worker's damage (beyond normal wear and tear) or loss of equipment or housing items where it is shown that the Worker is responsible, will be charged to the Worker in writing. No deduction not required by law will be made that brings the worker's hourly earnings below the statutory minimum wage. FICA, State and Federal taxes will not be deducted from those worker's wages that are working under a temporary, agricultural visa.

(see attachment / para más detalles vea 11)

12. Transportation Arrangements / Arreglos de Transportación (Please explain) The Employer will not advance transportation and subsistence costs to Workers for transportation to the place of employment. This paragraph applies only to Workers for whom the employer is legally obligated to supply housing. After worker has completed 50% of work contract period, employer shall reimburse worker for reasonable cost of transportation and subsistence from place of recruitment to place of work. Upon satisfactory completion of the work agreement, employer will pay for such Workers reasonable costs of return transportation and subsistence to the place of recruitment, except when the worker will not be returning to the place of recruitment, due to subsequent employment with another employer who does not agree to pay such costs, in which case the employer only pays for the transportation and subsistence to the next job. The amount of such transportation payment will be equal to the Worker's actual transportation costs not to exceed the most economical and reasonable common carrier transportation charges for the distance involved. By way of illustration and not in limitation of the foregoing, the employer will not pay transportation for such worker if he does not have suitable documents to comply with proof of identity and employment eligibility requirements of IRCA, if he is discharged for lawful job-related reasons, if he has knowledge at the place of recruitment that he can not perform the duties of the job as described above, or if he abandons this employment when he is needed by the Grower.

(see attachment / para más detalles vea 12)

13. Is it the prevailing practice to use Farm Labor Contractors (FLC) to recruit, supervise, transport, house, or pay workers for this (these) crop activity(ies)? Es la costumbre en el área de usar Contratistas Agícolas para reclutar, supervisar, transportar, dar vivienda, ó pagarle a los trabajadores en este/estos tipo(s) de cosecha(s) / sembrado(s)? Yes ___ No X If you have checked yes, what is the FLC wage for each activity? / Si contesto "Si," cual es el salario que le paga el Contratista Agrícola para cada actividad?

14. Unemployment Insurance provided / Seguro por Desempleo: Yes X No if applicable excludes H-2A workers

15. Workers compensation insurance provided / Indemnización por accidente de trabajo: Yes X No ___

16. Are tools provided at no charge to the workers? / ¿Se le proveen las herramientas de trabajo a los trabajadores sin cargo alguno? Yes X No ___

17. List any arrangements which have been made with establishment owners or agents for the payment of a commission or other benefits for sales made to workers. (If there are no such arrangements, enter "None") / Indique todo acuerdo o convenio con los propietarios del establecimiento o sus representantes con respecto al pago de una comisión u otros beneficios por ventas hechas a los trabajadores. (Si no hay ningún acuerdo o convenio, indique "Ninguno")

NONE / NINGUNO

18. List any strike work stoppage, slowdown, or interruption of operation by the employees at the place where the workers will be employed. (If there are no such incidents, enter "None") / Enumere todo huelga, paro o interrupción de las operaciones por parte de los empleados en el lugar de empleo. (Si no hay, indique "Ninguno")

NONE / NINGUNO

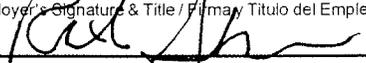
19. Address of Order Holding Office (include Telephone number) Dirección de la Oficina donde se Radicó la Oferta (incluya número de teléfono)

VA Employment Commission
165 Deer Run Rd.
Danville, VA 24540 Ph: (434) 791-5291

20. Name of Local Office Representative (include direct dial telephone number) / Nombre del Representante de la Oficina Local (incluya numero de teléfono)

Lafe Lindsey Ph: (434) 791-5291

21. Employer's Certification: This job order describes the actual terms and conditions of the employment being offered by me and contains all the material terms and conditions of the job. Certificación del Empleador: Esta orden de trabajo describe los términos y condiciones de trabajo y contiene todos los materiales, terminus, y condiciones ofrecidos. Employer's Signature & Title / Firma y Título del Empleador



READ CAREFULLY: In view of the statutorily established basic function of the employment service as a no-fee labor exchange, that is, as a forum for bringing together employers and job seekers, neither the ETA nor the State agencies are guarantors of the accuracy or truth-fulness of information contained on job orders submitted by employers. Nor does any job order accepted or recruited upon by the One-Stop Career Center constitute a contractual job offer to which the One-Stop Career Center, ETA or a State agency is in any way a party.

LEASE CUIDADOSAMENTE: En vista de su función básica establecida estatutariamente el Servicio de Empleo es un intercambio gratis de trabajo para juntar a los empleadores y trabajadores que buscan empleo, ni ETA ni las agencias del estado pueden garantizar la verdad y certeza de la información contenida en la Orden de Trabajo sometida por el Empleador. Tampoco, ninguna orden de trabajo aceptada o reclutada por el Servicio de Empleos constituye una oferta contractual de la cual ETA ni la agencia del Estado son parte.

Public reporting burden for the ETA Form 790 is estimated to be approximately 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection. Respondents obligation to reply to these requirements are mandatory by 20 CFR 653.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing the burden can be sent to the U.S. Department of Labor, Office of Workforce Investment, Room S-4321, Washington DC 20210 (Paperwork Reduction Act of 1995, OMB Control No. 1205-0134).

ATTACHMENT TO ETA 780

The term "Employer" used herein shall refer to the named employer(s) in section 1.

Workers recruited under this Job Order are recruited to work on the employer's farm in the certified occupation during the period of employment shown in Item 6. The employer/members will offer US workers at least the same opportunities, wages, benefits, and working conditions as those which the employer offers or intends to offer to non-immigrant foreign workers.

1. Name and Address of Employer: Blue Ridge Fish Hatchery, 855 Fish Farm Lane Claudeville VA 24076

4. Employers will furnish free cooking and kitchen facilities to those workers who are entitled to live in the employers' housing so that workers may prepare their own meals. Workers will buy their own groceries. Once a week the employers will offer to provide (on a voluntary basis by the workers) free transportation to assure workers access to the closest store where they can purchase groceries.

Housing is provided at no cost to workers who are not reasonably able to return the same day to their place of residence. This paragraph applies to such workers only. Housing is not provided to non-workers. No charge will be made for beds or cooking utensils and similar items furnished to workers to whom housing is provided hereunder unless unlawfully removed or damaged beyond normal wear and tear. Housing will be clean and in compliance with OSHA housing standards when occupied. Housing includes free kitchen facilities. The kitchen and other common areas will be shared. Housing provided will be shared facilities without regard to sex. In the event that a female worker is hired, the employer shall provide separate toilet facilities. No tenancy in such housing is created; employer retains possession and control of the housing premises at all times and worker, if provided housing under the terms of this work agreement, shall vacate the housing promptly upon termination of employment with the assigned employer who provides such housing. Workers who reside in such housing agree to be responsible for maintaining the housing in a neat and clean manner. Reasonable repair costs of damage or loss of property, other than that caused by normal wear and tear will be charged to the worker if he is found to be responsible for damage or loss to housing or furnishings. Workers residing in employer's housing may have mail directed to them at the employer's address on attached addendum. Workers will be provided a name and telephone number where they may be contacted in case of emergency while residing in the housing.

5. All local applicants and intrastate (in state) are to apply directly to Blue Ridge Fish Hatchery, Monday-Thursday's between the hours of 9:00 am and 4:00 pm. All interstate (out of state) applicants may apply at any State Workforce Agency (SWA) office or by contacting Regan Biles directly at 336-788-6770, in accordance with the referral instructions above. State employment service agency staff is encouraged to call to make a referral while the applicant is at the Job Service office. Interviews will be conducted quickly over the telephone to create less of a burden on the applicant. Participation and monitoring of the interview process by SWA staff guarantees proper disclosure of the terms and conditions and protects the integrity of the interview process. Workers should be fully apprised by the local employment office of the terms, conditions and nature of employment prior to referral. This will enable applicants to review all the information and make an informed decision about the job and will ensure compliance with disclosure requirements and enable Rick Brown's staff to conduct the telephone interview quickly. Only workers legally entitled to work in the United States and who possess original identity and employment eligibility documents sufficient to complete INS Form I-9, as required by the Immigration and Nationality Act, will be permitted to complete the hiring process. Workers referred against this order should be informed that they must have these documents in their possession when they arrive at the place of employment. Provided that workers complete section 1 of form I-9, workers will have three business days to produce the required documentation to complete section 2 of form I-9, as provided in the Act. Workers not providing this required documentation will not be allowed to work on the fourth business day of employment, or any subsequent days until the documentation is provided, as provided in the Act.

6. Anticipated dates of employment. 2/1/08 until 11/1/08.

7. The approximate maximum number of workers to be employed in the certified occupation by the grower is shown in the Addendum (the list of employers). The actual number of workers employed in the certified job opportunities of the grower at any given time may be more or less than the approximate numbers shown in the addendum, depending upon crop conditions, weather, markets or other circumstances that develop during the season.

8. Anticipated Hours of Work. Worker will report to work at the designated time and place as directed by the Grower each day. The standard workweek is 7 hours per day Monday-Friday and 5 hours on Saturday is normal, however, workers may be requested to work 10 hours per day depending upon the conditions in the fields and maturity of the crops but will not be required to do so. Also, the workers may be requested to work on federal holidays and on their Sabbath but will not be required to do so. Workers may volunteer to work additional hours when work is available. Down Time: Workers should expect occasional periods of little or no work because of weather, crop or other conditions beyond the employer's control. These periods can occur anytime throughout the season.

10. Job Specifications:

A). Tools and Equipment: The employer will furnish, without charge, all tools, supplies, and equipment required in the performance of the specified work. Workers will be charged for any willful damage or loss of such tools and equipment.

~~Must have 9 months verifiable experience working with Koi, culling and hatchery spawning.~~

no experience
necessary

Fish Hatchery Worker's will be performing various activities associated with Fish Hatchery Labor. These activities will be performed exclusively in an outdoor environment. Employees will perform any combination of the following tasks to trap and spawn gold fish, incubate eggs, and rear fry in fish hatchery: secures net on both banks of river to divert fish to holding pond. Catches ripened fish from holding pond with hand net and squeezes or slits bellies of female fish to release eggs in pail. Squeezes bellies of male fish to force milt over eggs, and stirs with rubber gloved hand to fertilize eggs. Fills hatchery trays with fertilized eggs and places trays in incubation troughs. Turns valves and places baffles in troughs to adjust volume, depth, velocity, and temperature of water. Inspects eggs and picks out dead, infertile, and off color eggs, using suction syringe. Sorts fish according to size, coloring, and species and transfers fingerlings to rearing ponds or tanks, using buckets or tank truck. Scatters food over surface of water by hand or activates blower that automatically scatters food over water to feed fish. Observes appearance and actions of developing fish to detect diseases, and adds medications to food and water as instructed by supervisor. Transfers mature fish to rivers and lakes, using tank truck. Records field data, and prepare reports of hatchery activities. Drains and cleans ponds and troughs, using brushes, chemicals, and water. Workers may help catch fish and pack for market. Makes minor repairs to hatchery equipment, paints buildings, and maintains grounds. May spawn and rear food fish or tropical and exotic fish for commercial use. May mark migrating fish with liquid nitrogen, using hand operated branding device. Makes minor repairs to hatchery equipment, paints buildings, and maintains grounds. May spawn and rear food fish or tropical and exotic fish for commercial use. May mark migrating fish with liquid nitrogen, using hand operated branding device. Workers will be checking oxygen levels in fish ponds using oxygen meters provided by employer. Workers will mow & maintain levees with mowers and weed eaters. Will perform general maintenance on equipment & aerators.

Workers are required to wade into ponds, up to their waist to perform some of the duties listed in this job order. Workers will stand on feet in fields for long periods of time. Workers are required to work when ground is wet with dew or rain. Temperatures in fields during working hours can range from thirty (30) degrees F to over one hundred (100) degrees

General Conditions Applicable to All Crops: Work begins at assigned time shortly after daylight. Work may be performed during light rain and in high humidity and in temperatures ranging from 100 (+) degrees to 35 degrees F. Workers will work on their feet in stooped or crouched position for long periods of time. Workers will supply their own work clothes. All the tasks in this Job Description constitute one (1) job; the employer may assign workers to different tasks on any day or to multiple tasks during the same day in the sole judgment of the employer. Workers may be required to perform work, on the fish farm, that is incidental to fish farming the description listed in the application, weeding, make minor repairs to hatchery equipment, paint buildings, and maintain grounds, may operate tractors and bush hogs on an incidental basis, etc. This is a very demanding and competitive business in which quality specifications must be rigorously adhered to. Sloppy work cannot and will not be tolerated

Work specifications, can change from time to time during the season due to hatchery or market conditions. Workers will be expected to conform to the specific instructions given for each days work.

The owner/supervisor or a designated employee will provide instructions and general supervision. However, workers will be expected to perform their duties in a timely and proficient manner without close supervision.

Full Crop Commitment: This is regular work, seven hours per day, Monday-Friday, and five hours on Saturday for the full remainder of the period of employment. The worker agrees to work for assigned employer(s) whenever work is available during the full remaining period of employment even though work may be slack at times. The worker understands that if he quits or is terminated for cause prior to the end of the period of employment, he will not receive the 3/4 guarantees discussed below and will not receive certain transportation reimbursements discussed below. Excessive tardiness and/or absences will not be tolerated and will result in termination.

Daily individual work assignments, crew assignments, and location of work, will be made by and at the sole discretion of the farm manger and/or farm supervisor as the needs of the farming operation dictate. Workers may be assigned a variety of duties in any given day and/or different tasks on different days. Workers will be expected to perform any of the listed duties and work on any crop as assigned by the worker's supervisor.

11. Wage Rates, Special Pay Information and Deductions:

Harvesting specifications, in particular, can change from time to time during the season due to crop or market conditions, even on the same crop. Workers will be expected to conform to the specific instructions given for each day's work.

The farm owner/supervisor or a designated employee will provide instructions and general supervision. However, field workers will be expected to perform their duties in a timely and proficient manner without close supervision.

All work will be paid the adverse effect wage rate (AEWR) of \$9.02 per hour. In the event DOL promulgates a new AEWR during the recruitment or work contract period, which is lower or higher than the current AEWR at the time of application, this lower or higher AEWR becomes the guarantee at the discretion of the employer. In the event the AEWR is eliminated from the H-2A program during the life of this work agreement, either administratively or legislatively, the employer reserves the right to pay the new wage rate under the new guidelines as soon as it becomes effective.

A). The employer will make the following deductions from the Worker's wages: FICA taxes and Federal and State Income tax as required by law. Workers will be charged for the following: cash advances and repayment of loans, repayment of overpayment of wages to the worker, payment for articles which the Worker has voluntarily purchased from the Employer, long-distance telephone charges, recovery of any loss to the Employer due to the Worker's damage (beyond normal wear and tear) or loss of equipment or housing items where it is shown that the Worker is responsible, and any other charges expressly authorized by the Worker in writing. FICA, State and Federal taxes will not be deducted from those worker's wages that are working under a temporary, agricultural visa. No deduction not required by law will be made that brings the worker's hourly earnings below the statutory minimum wage.

B). Employers guarantee to offer employment for the hourly equivalent of 3/4 of the workdays of the total specified period during which the work contract and all amendments thereof are in effect, beginning with the first workday after the workers' arrival at the assigned Grower's farm, ready, willing, able, and eligible to work and ending on the expiration date specified in the work contract and all extensions thereof or upon the termination of this employment as provided below. For purposes of this guarantee, a "workday" consists of seven hours Monday-Friday and five hours on Saturday. The worker is not required to work on his Sabbath or on federal holidays which are New Year's Day, January 1; Martin Luther King, Jr.'s birthday, the third Monday in January; Presidents Day, the third Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; Labor Day, the first Monday in September; Columbus Day, the second Monday in October; Veteran's Day, November 11; Thanksgiving Day, the fourth Thursday in November; and Christmas Day, December 25. On certain of these days, work may be available. If the worker at the conclusion of his work agreement has been afforded less employment opportunity than required under this provision, the worker will be paid at his average hourly rate for the hours, in addition to those actually offered, up to the hourly equivalent of the guaranteed number of days. In determining whether the guarantee of employment has been met, any hours, which the Worker fails to work during a workday, when the Employer offers him the opportunity to work, and all hours of work actually performed, shall be counted toward meeting this guarantee.

C). This employment guarantee shall be terminated before the end of the Period of Employment if the services of the workers are no longer required for reasons beyond the control of the Employer due to fire, frost, flood, drought, hail, other Act of God which makes fulfillment of this contract impossible. In such cases, the employer will make efforts to transfer worker to other comparable employment acceptable to worker. If such transfer is not effective, workers will be returned at Employer's expense to the place from which Worker, without intervening employment, came to work for employer. In the event of such termination, the 3/4-guarantee period ends on the date of termination. The guarantee shall be void from the beginning should the Worker voluntarily abandon this employment before the end of the contract period or in the event the Worker is terminated for lawful job-related reason.

D). The payroll period shall be weekly. Workers will be paid weekly.

E). Employer will provide a worker referred through the SWA forty (40) hours of work for the week beginning with the anticipated date of need, unless the employer has amended the date of need by notifying the local employment service office at least 10 working days prior to the original date of need. If the employer fails to notify the order-holding office, then employer shall pay an eligible worker referred through the interstate clearance system \$9.02 per hour for the first week, starting with the original anticipated date of need. The employer may require the worker to perform alternative work if the guarantee cited in this section is invoked. If the worker fails to notify the order-holding office of his continuing interest in the job no sooner than nine working days and no later than five working days before the date of need, the worker will be disqualified from the above-mentioned assurance. Alternative work will be general labor and maintenance activities including, cleaning/stacking greenhouse supplies, cleaning and maintaining migrant housing, pulling weeds, fence mending and the repair and maintenance of greenhouse buildings and equipment.

F). The Employer will furnish to the worker, on or before each payday one or more written statements showing the worker's total earnings for the pay period, his hourly rate or piece rate (if applicable); the hours of work which have been offered to the worker,

the total hours actually worked by the worker, an itemization of all deductions made from the worker's wages; the worker's net pay; the employer's name, address and IRS identification number.

12. Transportation: The Employer will not advance transportation and subsistence costs to Workers for transportation to the place of employment.

This subparagraph applies only to Workers for whom the employer is legally obligated to supply housing. After worker has completed 50% of work contract period, employer shall reimburse worker for reasonable cost of transportation and subsistence from place of recruitment to place of work. Upon satisfactory completion of the work agreement, employer will pay for such Workers reasonable costs of return transportation and subsistence to the place of recruitment, except when the worker will not be returning to the place of recruitment, due to subsequent employment with another employer who does not agree to pay such costs, in which case the employer only pays for the transportation and subsistence to the next job.

The amount of such transportation payment will be equal to the Worker's actual transportation costs not to exceed the most economical and reasonable common carrier transportation charges for the distance involved. In lieu of the above payments to the workers for transportation, the employer reserve the right to charter or otherwise arrange to provide for transportation at the employer's election. Subsistence reimbursement shall be \$9.52 per day, without producing documentation of actual expenses, or will otherwise be paid as per 20 CFR 655.102(b)(5) only to those employees who are eligible under the H-2A program regulations for subsistence pay. By way of illustration and not in limitation of the foregoing, the employer will not pay transportation for such worker if he does not have suitable documents to comply with proof of identity and employment eligibility requirements of IRCA, if he is discharged for lawful job-related reasons, if he has knowledge at the place of recruitment that he can not perform the duties of the job as described above, or if he abandons this employment when he is needed by the Grower. Employer will provide transportation and subsistence under this agreement if the worker is terminated because of work related injury caused by this/these crop activities and is so certified by a doctor acceptable to employer before leaving employers farm, or termination resulting from an Act of God which makes fulfillment of this contract impossible as provided in paragraph 9C or if the worker is displaced by a U.S. worker under DOL's 50% rule. Employer will offer free transportation for workers living in employer's housing facility both to and from the daily work site. The use of the transportation by the worker is voluntary; no worker will be required as a condition of employment to utilize the transportation offered by the employer. Workers are free to choose their own means of transportation at their own expense.

Other Conditions of Employment: A). Termination: Employer may terminate the worker for lawful job-related reasons and so notify the Job Service local office if the worker: a) refuses without justified cause to perform work for which the worker was recruited and hired, b) commit serious act(s) of misconduct or serious or repeated violation(s) of the assigned grower's work rules; the Employer may make and post work rules which shall apply to this employment; the worker shall abide by such rules (a copy of Work Rules is attached) c) fails after completing the training period to perform the work as specified in Item 11 and Attachment, or d) malingers or otherwise refused without justified cause to perform as directed the work for which the Worker was recruited and hired; e) provides other lawful job-related reason(s) for termination of employment f) abandons this employment; two consecutive scheduled working days of unexcused absence shall be an abandonment of employment; employees must notify the assigned Grower and secure permission for necessary absences. g) falsifying identification, personnel, medical, production or other work related records. h) fails or refuses to take random drug test for all employees. i) commits acts of insubordination. Reason beyond employer's control" includes termination of workers, if he not a U.S. worker because a U.S. worker makes himself available for the job under DOL's 50% rule. Workers must notify the employer prior to voluntarily terminating their employment. All wages due will be forwarded to the last known address for Workers that leave without providing notice. It is imperative that workers provide a complete and accurate address to the employer no later than the first day of employment. These employers have a no complete, no rehire policy. Termination for lawful job related reasons before the specified ending date listed in this application will disqualify the employee from future employment opportunities with this employer. Workers who abandon their employment without notice during the period covered by this work agreement will be disqualified from future employment opportunities with this employer. Voluntary resignation before the specified ending date listed in this application may disqualify the employee from future employment opportunities with this employer. For workers who resign their employment voluntarily, the employer will consider and evaluate special circumstances and hardship cases on a case-by-case basis. Employees, without exception, are required to notify appropriate supervisory staff prior to voluntarily terminating their employment to be considered and eligible for exemption to the no complete - no rehire policy.

B). The employer may discipline the worker, including requiring the worker to leave the field ("time out") for a period determined by the foreman, suspension from employment for up to three days, or termination of employment as described in termination (A) above.

C). Injuries: Worker will be covered by Worker's Compensation Insurance or equivalent employer provided insurance for injuries arising out of and in the course of employment. Employer's proof of insurance coverage will be provided to the Regional

Administrator before certification is granted. All workers must report all injuries and illnesses to their employer. Failure not to do so may result in termination.

D). **Employer Obligation if Employment Extended:** No extension of employment beyond the Period of Employment specified in the job order shall relieve the Employer from paying the wages already earned, or if specified in the job order as a term of employment, providing return transportation or paying return transportation expenses to the Worker.

E). **Employer Notification of Changes in Employment Terms and Conditions:** Employers will expeditiously notify the order-holding local office or State agency by telephone immediately upon learning that a crop is maturing earlier or later, or that weather conditions, over recruitment, or other factors have changed the terms and conditions of employment. The terms of this Work Agreement thereafter may be changed upon posted notice to the Worker.

F). **Outreach Workers:** Outreach workers shall have reasonable access to the Worker in the conduct of outreach activities pursuant to 20 CFR 653.107 and 20 CFR 653.501.

G). **Training:** There will be a short demonstration period (up to 1 hr.) to familiarize workers with job specifications, to demonstrate proper methods and other crop specific issues. The employer will not provide separate formal orientation or training periods for each different crop or each different type of task or job assignment covered within the job description. After completion of the training period the employer will expect all workers to possess the skills to work in the production of the crops noted in Item II. For purposes of this section seven or more hours will be considered one day.

H). **Work Agreement:** A copy of the contract or Job Clearance Order and work rules (copy attached) will be provided to the worker by the employer no later than on the day the work commences.

I). U.S. workers may or may not be covered by unemployment insurance and may or may not be eligible under current unemployment regulations

J). Employer agrees to abide by the regulations at 20 CFR 655.103, Assurances, and 20 CFR 653.501.

K). The employer as a part of positive recruitment as per 20 CFR 655.105(a) is willing, if and when any substantial number of applicants are available, to coordinate group transportation arrangements (to facilitate their purchase of bus tickets etc.), where appropriate, and to provide any additional information that workers need to coordinate their arrival. We are an equal opportunity employer. Women and minorities are encouraged to apply to these positions.

L). There are not any strikes, work stoppage, slowdowns or interruption of operations by employees at the place where the workers will be employed.

M). For workers covered by 29 CFR 500.075(8) there are not any arrangements made with establishment owners or agents for the payment of a commission or other benefits for sales made to the workers.

N). **SUBSTANCE ABUSE POLICY:** This employer will strive to provide a safe and healthful work environment, free of substance abuse, for the protection of our associates, employees and visitors. The use, possession or being under the influence of illegal drugs or alcohol during working time is prohibited. (Alcohol may be permitted in the housing facility outside work hours.) Employees may also be requested to take random drug tests at no cost to the worker. Failure to comply with the request or testing positive will result in immediate termination.

*Use of the masculine pronoun herein is for convenience of reference only.

**Agricultural and Food Processing
Clearance Memorandum**

**U.S. Department of Labor
Employment and Training Administration**



0768 Approval No. 1206-0134
Expires 04-30-03

1. To: (Name and Address) LIS DOL/ETA/TC Harris Tower 233 Peachtree St. Suite 410 Atlanta GA 30303	3. JOB Order Number 5. Employer Blue Ridge Fish Hatchery	4. Date of issue 12/27/07
2. From: (Name and Address of Local Office) International Labor Management Corp. Labor Consultant 230 Cameron Ave / P.O. Box 630 Vass, NC 28394 Ph: 910/245-4808, fax 910/245-3837	6. Distribution cc: Lafa Lindsey cc: Michelle Abraham	

7. Please note the following concerning the above job order:

Please add the following statement to the ETA 750 section 21:

All local applicants and interstate (in state) are to apply directly to Blue Ridge Fish Hatchery, Monday-Thursday's between the hours of 8:00 am and 4:00 pm. All interstate (out of state) applicants may apply at any State Workforce Agency (SWA) office or by contacting Rick Brown directly at 276-257-5850 in accordance with the referral instructions above. State employment service agency staff is encouraged to call to make a referral while the applicant is at the Job Service office. Interviews will be conducted quickly over the telephone to create less of a burden on the applicant. Participation and monitoring of the interview process by SWA staff guarantees proper disclosure of the terms and conditions and protects the integrity of the interview process. Workers should be fully apprised by the local employment office of the terms, conditions and nature of employment prior to referral. This will enable applicants to review all the information and make an informed decision about the job and will ensure compliance with disclosure requirements and enable Rick Brown's staff to conduct the telephone interviews quickly. Only workers legally entitled to work in the United States and who possess original identity and employment eligibility documents sufficient to complete INS Form I-9, as required by the Immigration and Nationality Act, will be permitted to complete the hiring process. Workers referred against this order should be informed that they must have these documents in their possession when they arrive at the place of employment. Provided that workers complete section 1 of form I-9, workers will have three business days to provide the required documentation to complete section 3 of form I-9, as provided in the Act. Workers not providing this required documentation will not be allowed to go to work on the fourth business day of employment, or any subsequent days until the documentation is provided, as provided in the Act.

8. Employer's Certification & This clearance memorandum accurately describes the changes in employment conditions offered by me or the above Job Order

Typed Name of Employer Rick Brown	Signature (Use if other than Employer name) 	Date Signed 12/28/07
9. By, Typed names of ES Agency Representative Signature	TITLE	Date Signed Telephone Number

10. Application Holding Office ("X" one)
 L. Accepted (if accepted, list local offices extend to). L. Rejected (if rejected, provide reasons).

Comments

11. By, Typed Name of ES Agency Representative	Telephone Number	Date Signed
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Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Information Management, Department of Labor, Room N-1301, 200 Constitution Avenue, N.W., Washington, DC 20210; and to the Office of Management and Budget, Paperwork Reduction Project (205-0134), Washington, DC 20503.

WORK RULES

The following work rules are intended to provide guidance to workers on the standards of conduct and performance expected of them by the Employer. Violation of these rules or other lawful job-related employer requirements, including these work rules, will be considered grounds for discipline or immediate discharge. Penalties for infractions may include suspension from work without pay for the remainder of the day, or for up to three days, in the sole judgment of the Employer, depending on the seriousness of the infraction, the worker's prior record, and other relevant factors. Repeated, serious, or aggravated infractions may result in immediate discharge. Workers are expected to comply with all rules relating to discipline, attendance, work quality and quantity, and the maintenance of all property.

1. Workers must perform their assigned work in a careful, workman-like manner in accordance with the provision of the work contract. Sloppy work will not be tolerated.
2. Use or possession of alcoholic beverages or illegal drugs is strictly prohibited during work time or during any workday before work is completed for the day (such as during meals); workers may not report for work under the influence of alcoholic beverages or illegal drugs. Illegal drugs may not be used or kept on any employer premises, including housing at any time. Use or possession of illegal drugs, failing or refusing to take a drug test will be **CAUSE FOR IMMEDIATE TERMINATION.**
3. Excessive absences and/or tardiness will not be permitted. Employees are expected to be present, on time, able and willing to perform the assigned work every scheduled workday. This is not sporadic or "day work." Excessive absences is defined as: Two consecutive days of unexcused absences or three unexcused absences in a 30 day period. Violation will be **CAUSE FOR IMMEDIATE TERMINATION.** Workers must report at assigned time and place each workday as directed by the grower or supervisor. **WORKERS WILL BE DISCHARGED FOR EXCESSIVE TARDINESS.** Excessive tardiness is defined as 2 unexcused tardies in a row or 5 unexcused tardies in a period of thirty days.
4. Workers shall maintain and keep the living quarters provided to them in compliance with OSHA 1910.142 Standards as posted in the housing and in clean condition and in good repair, allowing for reasonable wear and tear. Workers shall cooperate with other workers assigned to such housing in maintaining common kitchen and living areas in good condition. Workers will be required to keep the exterior area surrounding the camp clean and clear of debris. Workers shall promptly report any problems with housing to the employer or designated supervisor.
5. Workers living in employer's housing assigned to bunk beds may not separate bunk beds, as floor space in sleeping rooms is needed by all occupants.
6. Workers living in employer's housing may not cook in sleeping rooms or any other non-kitchen areas. Workers are forbidden from removing batteries from smoke detectors for any reason. **VIOLATION WILL BE CAUSE FOR IMMEDIATE TERMINATION.**
7. Workers must not drop paper, cans, bottles and other trash in fields, packing house, or on housing premises. Trash and waste receptacles must be used.
8. Workers may not take unauthorized breaks from work.
9. Workers may not leave the field or other assigned work area without permission of farmer or person in charge.
10. Workers may not enter employer's premises without authorization
11. Workers may not begin work prior to scheduled starting time or continue working after stopping time unless authorized by the employer.
12. Workers living in employer's housing may not have guests in housing premises after 10:30 p.m. except on Saturday night on which guest hours end at 12:00 p.m. No persons, other than workers assigned by employer to a room, may sleep in any room.
13. Workers may not deliberately restrict production.

14. Any worker who verbally or physically threatens another worker, the farmer or any supervisor with any tool or weapon **WILL BE SUBJECT TO IMMEDIATE DISCHARGE.**
15. **WORKERS WILL BE DISCHARGED** for fighting on the employer's premises, including housing premises, at any time.
16. Workers may not post or remove any notices, signs, or other instructions from the employer's bulletin boards or the employer's property without specific authority from the employer.
17. **WORKERS WILL BE DISCHARGED** if they steal from fellow workers or from the employer.
18. Workers may not falsify identification, personnel, medical, production or other work-related records. **VIOLATORS WILL BE SUBJECT TO IMMEDIATE DISCHARGE.**
19. Workers may not willfully abuse or destroy any machinery, truck or other vehicle, equipment, tools or other property belonging to the employer or to other employees. **VIOLATORS WILL BE SUBJECT TO DISCHARGE IMMEDIATELY.**
20. Workers may not use or operate trucks or other vehicles, machines, tools or other equipment and property to which the worker has not been specifically assigned by his supervisor. Workers may not use or operate trucks or other vehicles, tools or other equipment or property for their personal use unless expressly authorized by the employer.
21. Workers may not misuse or remove from the farm premises without authorization from his supervisor any employer property such as trucks and other vehicles, beds, refrigerators, tools, etc. **VIOLATORS WILL BE SUBJECT TO DISCHARGE IMMEDIATELY**
22. Workers must obey all safety rules and common safety practices and must report any injuries or accidents to their supervisor or the employer's as soon as is reasonably possible. **UNSAFE WORK BEHAVIOR MAY SUBJECT THE VIOLATOR TO DISCHARGE.**
23. Workers must follow supervisor's instructions.
24. Workers may not commit acts of insubordination - failure to regard authority.
25. After the training period, workers are expected to possess the skills necessary to perform the job described in the work agreement and to the standard set by the employer.
26. Workers may not interrupt other workers rest/sleep period by excessive noise or commotion. Workers must not play loud music after 9:00 PM on work nights or after 12:00 PM on Saturday night.
27. Workers will not knowingly engage in any type of behavior or take any action that might cause the grower to be out of compliance with any local, state, or federal law.

REGLAS DE TRABAJO

Las reglas de trabajo siguientes son queridas para proporcionar la dirección a trabajadores en los estándares de conducta e interpretación esperada de ellos por el Patrón. La violación de estas reglas u otras exigencias de patrón relacionadas con el trabajo legales, incluso estas reglas de trabajo, será considerada tierras para disciplina o descarga inmediata. Las penas para infracciones pueden incluir la suspensión del trabajo sin la paga para el resto del día, o durante hasta tres días, en el único juicio del Patrón, según la seriedad de la infracción, el registro previo del trabajador, y otros factores relevantes. Las infracciones repetidas, serias, o agravadas pueden causar la descarga inmediata. Se espera que trabajadores cumplan con todas las reglas acerca de disciplina, asistencia, calidad de trabajo y cantidad, y el mantenimiento de toda la propiedad.

1. Los trabajadores deben realizar su trabajo adjudicado en una manera cuidadosa, parecida a un trabajador de acuerdo con la provisión del contrato de trabajo. El trabajo descuidado no será tolerado.
2. El uso o la posesión de bebidas alcohólicas o medicinas ilegales son estrictamente prohibidos durante el tiempo de trabajo o durante cualquier día laborable antes de que el trabajo sea completado para el día (como durante comidas); los trabajadores pueden no hacer un informe para el trabajo bajo la influencia de bebidas alcohólicas o medicinas ilegales. Las medicinas ilegales no pueden ser usadas o siguieron cualquier local de patrón, incluso el alojamiento en cualquier momento. El uso o la posesión de medicinas ilegales, fallando o rechazando tomar una prueba de medicina serán **LA CAUSA PARA LA TERMINACIÓN INMEDIATA**.
3. Las ausencias excesivas y/o la tardanza no serán permitidas. Se espera que empleados estén presentes, a tiempo, capaces y complacientes a realizar el trabajo adjudicado cada previsto el día laborable. Este no es el "o trabajo de día esporádico." Las ausencias excesivas son definidas como: Dos días consecutivos de ausencias no perdonadas o tres ausencias no perdonadas en un período de un 30 día. La violación será **la CAUSA PARA LA TERMINACIÓN INMEDIATA**. Los trabajadores deben hacer un informe en tiempo adjudicado y lugar cada día laborable como dirigido por el cultivador o supervisor. **Los TRABAJADORES SERÁN DESCARGADOS PARA LA TARDANZA EXCESIVA**. La tardanza excesiva es definida cuando 2 no perdonó tardies en fila o 5 no perdonó tardies en un período de treinta días.
4. Los trabajadores mantendrán y guardarán la residencia proporcionada a ellos conforme a OSHA 1910.142 Estándares como fijado en el alojamiento y en la condición limpia y en la reparación buena, tener en cuenta el desgaste razonable. Los trabajadores cooperarán con otros trabajadores adjudicados a tal alojamiento en el mantenimiento de cocina común y áreas vivas en buenas condiciones. Se requerirá que trabajadores guarden el área exterior que rodea el campo limpio y libre de escombros. Los trabajadores relatarán puntualmente cualquier problema con el alojamiento al patrón o supervisor designado.
5. Los trabajadores que viven en el alojamiento del patrón adjudicado a literas pueden no separar literas, cuando el espacio en cuartos durmientes es necesario por todos los inquilinos.
6. Los trabajadores que viven en el alojamiento del patrón pueden no cocinarse en cuartos durmientes o ninguna otra no cocina. Los trabajadores están prohibidos de quitar baterías de detectores de humo por cualquier razón. **La VIOLACIÓN SERÁ LA CAUSA PARA LA TERMINACIÓN INMEDIATA**.
7. Los trabajadores no deben dejar caer papel, latas, botellas y otra basura en campos, embalando la casa, o en el alojamiento del local. La basura y los receptáculos de desecho deben ser usados.
8. Los trabajadores pueden no tomar rupturas no autorizadas del trabajo.
9. Los trabajadores pueden no dejar el campo u otra área de trabajo adjudicada sin el permiso de agricultor o persona responsable.
10. Los trabajadores pueden no entrar en el local del patrón sin la autorización.
11. Los trabajadores pueden no comenzar el trabajo antes del tiempo inicial previsto o seguir trabajando después del tiempo parador a menos que no autorizado por el patrón.
12. Los trabajadores que viven en el alojamiento del patrón pueden no tener a invitados en el alojamiento del local después de las 22h30 excepto el sábado por la noche en el cual las horas de invitado se terminan a las 12h00. Ningunas personas, además de trabajadores adjudicados por el patrón a un cuarto, pueden dormir en cualquier cuarto.
13. Los trabajadores pueden no restringir deliberadamente la producción.

14. **Cualquier trabajador que verbalmente o físicamente amenaza a otro trabajador, el agricultor o cualquier supervisor con cualquier instrumento o arma ESTARÁ SUJETO LA DESCARGA INMEDIATA tO.**
15. **LOS TRABAJADORES SERÁN DESCARGADOS para luchar en el local del patrón, incluso el alojamiento del local, en cualquier momento.**
16. Los trabajadores pueden no fijar o quitar ningún aviso, signos, u otras instrucciones de tabloneros de anuncios del patrón o propiedad del patrón sin autoridades específicas del patrón.
17. **LOS TRABAJADORES SERÁN DESCARGADOS si ellos roban de compañeros de trabajo o del patrón.**
18. Los trabajadores pueden no falsificar identificación, personal, médico, producción u otros archivos relacionados con el trabajo. **Los INFRACTORES ESTARÁN SUJETOS LA DESCARGA INMEDIATA tO.**
19. Los trabajadores pueden no abusar voluntariamente o destruir ninguna maquinaria, camión u otro vehículo, equipo, instrumentos u otra propiedad que pertenece al patrón o a otros empleados. **LOS INFRACTORES ESTARÁN SUJETOS LA DESCARGA de tO INMEDIATAMENTE.**
20. Los trabajadores pueden no usar o hacer funcionar camiones u otros vehículos, máquinas, instrumentos u otro equipo y propiedad a la cual el trabajador no ha sido expresamente adjudicado por su supervisor. Los trabajadores pueden no usar o hacer funcionar camiones u otros vehículos, instrumentos u otro equipo o propiedad para su uso privado a menos que expresamente no autorizado por el patrón.
21. Los trabajadores pueden no emplear mal o quitar del local de granja sin la autorización de su supervisor ninguna propiedad de patrón como camiones y otros vehículos, camas, refrigeradores, instrumentos, etc. **los INFRACTORES ESTARÁN SUJETOS LA DESCARGA de tO INMEDIATAMENTE**
22. Los trabajadores deben obedecer todas las reglas de seguridad y prácticas de seguridad comunes y deben relatar cualquier herida o accidentes a su supervisor o el patrón **tan pronto como es razonablemente posible. EI COMPORTAMIENTO DE TRABAJO INSEGURO PUEDE SÚJETAR AL INFRACTOR PARA DESCARGAR.**
23. Los trabajadores deben seguir las instrucciones del supervisor.
24. Los trabajadores pueden no cometer actos de la insubordinación - fracaso de considerar autoridades.
25. Después del período de adiestramiento, esperan a trabajadores a tropas las habilidades necesarias de realizar el trabajo descrito en el contrato de trabajo y al estándar puesto por el patrón.
26. Los trabajadores pueden no interrumpir otros trabajadores descansan/duermen el período por ruido excesivo o escándalo. Los trabajadores no deben tocar la música fuerte después 9:00 de la tarde durante noches de trabajo o después 12:00 de la tarde el sábado por la noche.
27. Los trabajadores no engranarán a sabiendas en ningún tipo del comportamiento o tomarán cualquier acción que podría hacer que el cultivador fuera fuera de la conformidad con cualquier ley local, estatal, o federal.

State Agency V.E.C.

Agencia Estatal

SUMMARY OF EMPLOYMENT CONDITIONS
SF. FIED ON JOB ORDER

SUMARIO DE LAS CONDICIONES DE EMPLEO QUE SON
ESPECIFICADAS EN LA ORDEN DE TRABAJO

1. Order Number: VA 90090
 2. Name of Employer: Blue Ridge Fish Hatchery
 3. Location of Employer and Directions:
655 Fish Farm Ln. Patrick Co VA
Chaudeville, VA 24074 RFB, Charlottesville

1. Numero de la Orden:
 2. Nombre del Empleador:
 3. Lugar y Direccion del Empleador:

4. Period of Employment:
 From 2/01/08 To 11/01/08

4. Periodo de Empleo:
 Del _____ Al _____

5. Work Schedule:
 Hours per day 7 1/2 Days per week 5 1/2

5. Horario del Trabajo:
 Horas por dia _____ Numero de dias por semana _____

6. Crop and Pay:

Crop	Hourly Wage	Unit of Production	Piece Rate	Estimated Hourly Wage
<u>Fish-Fin</u>	<u>9.02</u>	<u>pr. hr.</u>	<u>N/A</u>	<u>9.02</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. Cosecha y Pago:

Cosecha	Sueldo por Hora	Unidad de Produccion	Pago por Unidad
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Calculo Anticipado del Sueldo por Hora

Bonus: N/A

Pago Adicional: _____

7. Work tasks to be performed:
 Regular: TRAP - SPANNS - IN TANKS & Ponds, Sort Fish, Feed, Clean Tanks, Ponds, Repair Hatchery equip
 Alternate tasks and pay during first week in case of crop delay (see item 12):
Paint Bldg, Repair Equipment
Clean, general farm work

7. Labores a desempeñar en el trabajo:
 Normales: _____
 Labores alternativas y pago por la primera semana en caso de retraso en la cosecha (vease punto numero 12): _____

8. Transportation provided:

yes no

8. Transportacion Proveida:

si no

9. Housing can accommodate 2 number of people

individual family

9. Viviendas disponibles para _____ persons

individuos familias

10. Meals:

Provided: yes no

If yes: Cost per day _____

Workers must do their own cooking

yes no

10. Comidas Proveidas:

si no

Si son proveidas, el costo por dia sera _____

Los trabajadores tienen que cocinar sus comidas

si no

11. Deductions:

Type	Amount
Social Security	XXX
Income Tax	XXX
Meals	_____
Transportation	_____
Tools & Equipment	_____
Crewleader charges	_____

11. Deduciones:

Clase	Cantidad
Seguro Social	XXX
Impuestos Sobre Ingresos	XXX
Comidas	_____
Transportacion	_____
Herramientas y Maquinarias	_____
Sumas Cobradas por el Contratista de Trabajadores Agricolas	_____

12. NOTES TO WORKER

A copy of the full job order is available for inspection in this office.

The employer has guaranteed your first week's wages unless he notifies the Job Service of a later starting date by 1-18-08. In order for you to be eligible for this guarantee, you must contact the Job Service office at _____

Virginia Employment Commission
P.O. Box 11087 - 165 Dell Rd
Danville - VA 24040

during the period of 1-18-08 / 1-25-08
Any Job Service office will assist you in doing this.

L. J. Lindsey - 434-7915291

12. NOTAS PARA EL TRABAJADOR

Una copia de la orden completa esta disponible en esta oficina para su inspeccion.

El empleador ha garantizado el pago por su primera semana de empleo, a menos que el notifique al Servicio de Empleos que la fecha de comenzar a trabajar sera atrasada, y que tal notificacion sea a mas tardar el _____. Para que Ud. pueda tener derecho a esta garantia de pago, tendra que comunicarse con la Oficina del Servicio de Empleos en el _____

durante el periodo del _____ al _____
Cualquier Oficina del Servicio de Empleos le asistira en hacerlo.

COMMUNITY SERVICES

ALCOHOL AND DRUG ABUSE

AJ Anon 638-8175
 Alcohol & Drug Council 694-4361
 Alcoholics Anonymous 638-8175
 Center for Substance Abuse Treatment (CSAT)
 National Drug and Alcohol Treatment Referral Hotline 800-662-HELP (4357) (TDD) 800-228-0427
 Community Memorial Pavilion 1-800-972-0050
 Narcotics Anonymous 1-800-777-1515
 National Clearinghouse for Alcohol and Drug Information 1-800-729-6686
 Patrick Henry Drug & Alcohol Council 632-6318

ANIMAL HUMANE

SPCA Animal House
 Martinsville-Henry Co. Society for the Prevention of Cruelty to Animals 632-0548

CHAMBERS OF COMMERCE

Martinsville-Henry Co. Chamber of Commerce, Inc. 632-6401
 115 Broad St., P.O. Box 709 Martinsville, VA. 24114-0709
 Patrick Co. Chamber of Commerce, Inc. 694-6012
 P.O. Box 577, Stuart, VA 24171

CHILDREN AND YOUTH

ADOPTION & FOSTER CARE
 Social Services
 Henry County/Martinsville 656-4300
 Patrick Co. 694-3328

ADOPTIVE PARENT RESOURCE COUNSELING
 Anchor House 634-2901
 CONTACT - Teenline 634-5005
 Mental Health 638-7801
 Patrick Henry Drug & Alcohol Council 632-6318

SERVICES
 Child Support 857-7932
 Piedmont Regional Infant & Parent Program 638-3242

YOUTH DEVELOPMENT
 4-H Youth Organization
 Henry Co. 634-4650
 Stuart 694-3341
 632-7575
 632-6106

FOCUS
 Big Brothers & Sisters of MHC 638-8387
 Boy Scouts 638-4673

Martinsville & Stuart 638-8387
 For the Children 638-4673
 Girl Scouts 1-800-268-0724
 Henry County 632-8365
 Stuart 694-3723
 Salem 1-800-542-5905

Office on Youth
 Martinsville/Henry Co 638-2918
 Patrick Co. Office on Youth 694-3553
 YMCA - Family 632-6427

COLLEGES & UNIVERSITIES

(See YELLOW PAGES - SCHOOLS - Universities and Colleges - Academic)

CONSUMER EDUCATION & PROTECTION

U.S. Consumer Product Safety Commission 1-800-638-2772
 VA Office of Consumer Affairs 804-786-2042

EMPLOYMENT CONCERNS

COUNSELING/TRAINING/PLACEMENT
 MARC Workshop 632-1018
 PARC Workshop 694-4211
 Senior Employment & Training 632-6442 or 1-800-468-4571
 VA Dept Rehabilitation Services 632-7161
 VA Dept. Visually Handicapped 857-7122
 VA Employment Commission Job Service 632-9270
 Unemployment Insurance 632-3271

EMPLOYEE ASSISTANCE PROGRAMS
 Solutions Employee Assistance Programs 1-540-728-2515
 or Toll Free 1-877-888-4307

ENVIRONMENTAL CONCERNS

Citico Community of Martinsville-Henry County
 P.O. Box 577, Collinsville, VA 24078 632-4574

FAMILY AND MARRIAGE

COUNSELING
 For the Children 638-4673
 Mental Health Assoc. 638-7801
 Citizens Against Family Violence 632-8701

FAMILY PLANNING
 Health & Family Services
 Martinsville/Henry Co. 638-2311
 Patrick Co. 694-3183

PREGNANCY PREVENTION
 For the Children 638-4673

FINANCIAL ASSISTANCE

FOOD SERVICES
 Food Stamps (Social Services)
 Henry Co. 634-4650
 Martinsville 656-5250
 Patrick Co. 694-3328
 647-7497

FURNITURE AND CLOTHING

Salvation Army (Gift Store)
 Salvation Army (Gift Store)
 Collinsville 647-3450

HEALTH

American Lung Association of Virginia
 Roanoke 962-5864
ARTHRITIS FOUNDATION
 VA Chapter - South
 VA Branch 800-456-4887

HEALTH - cont'd

Centers for Disease Control
 American Cancer Society 638-894
 American Heart Assn. 804-527-011
 C.D.C. National AIDS Hotline
 Toll Free (24 hrs) 800-342-2437
 SIDA (In Spanish) 800-344-7432
 Text Telephone (TDD) (Mon-Fri 10am to 10pm) 800-243-7889
 Health Dept. Martinsville/Henry Co. 638-2311
 Patrick Co. 694-3111

HOSPICE Memorial Hospital 666-744
 TEL MED 632-972
 West Piedmont AIDS Task Force 666-814

BLIND & VISUALLY HANDICAPPED
 VA Dept of Visually Handicapped 703-857-712

DEAF & HEARING IMPAIRED
 Social Security Information for hearing impaired 1-800-325-0772
 VA Dept for Deaf & Hard of Hearing 1-800-552-791

Hospitals
 (Also see YELLOW PAGES - Hospitals, Memorial Hospitals of Martinsville & Henry Co)
 General Information 666-7200
 Patient Information 666-7493

Patrick Community Hospital, Inc. Stuart 694-8600
 Epilepsy Association of Virginia 804-924-5401

MENTAL HEALTH
 Mental Health Association 638-7801
 Piedmont Regional Community Services
 Martinsville 632-7128

MENTAL RETARDATION
 Development Center For Handicapped 694-6047
 Piedmont Regional Mental Retardation Services 632-1640

HOTLINES AND CRISIS NUMBERS

Citizens Against Violence 632-8701
 Domestic Violence Hotline 632-8701
 C.D.C. National AIDS Hotline
 Toll Free (24 hrs) 800-342-2437
 SIDA (In Spanish) 800-344-7432
 Text Telephone (TDD) (Mon-Fri 10am to 10pm) 800-243-7889
 Career Information Hotline 1-800-542-5870

Center for Substance Abuse Treatment (CSAT)
 National Drug and Alcohol Treatment Referral Hotline 800-662-HELP (4357)
 Sexual Assault Services 632-8701

CRISIS INTERVENTION CONTACT
 VA Dept. for the Deaf & Hard of Hearing 1-800-552-7911

DISASTER RELIEF
 American Red Cross
 Martinsville 632-5127
 Stuart 694-3509

Salvation Army 647-7497

COMMUNITY SERVICES

HOTLINES AND CRISIS NUMBERS - cont'd

DOMESTIC VIOLENCE

Child Abuse Hotline 1-800-552-7096
 Child Abuse & Neglect 694-3328
 Child Protective Services
 Henry Co. 634-4750
 Martinsville 656-5200
 Patrick Co. 694-3328

POISON CONTROL

Memorial Hospital ER 666-7237
 Poison Control Center
 Charlottesville 1-800-451-1428

RUNAWAYS/MISSING CHILDREN

National Runaway Switchboard
 Hotline 1-800-621-4000
 Sexually Transmitted Disease
 1-800-227-8922
 Vanished Children's Alliance
 1-800-VANISHED (826-4743)

HUNTING & FISHING

Dept. of Game and Inland Fisheries
 4010 W. Broad St.
 Richmond, VA 23230 804-367-1000

INFORMATION & REFERRAL

Better Business Bureau
 Roanoke 1-800-533-5501
 CONTACT 632-7295

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

3600 West Broad Street
 Richmond, Virginia 23230-4917
 804-367-8500

www.state.va.us/dpor
 FBI-Richmond 804-261-1044

Patrick Co. Office on Youth 694-3553
 Mental Health 638-7801

Citizens Against Violence 632-8701
 U.S. Secret Service
 Richmond 804-771-2274
 Roanoke 703-345-3301

United Way Martinsville
 Information & Referral Center 1-800-230-6977

PREGNANCY
 Family Life Services
 Martinsville/Henry Co. Health Dept. 638-2317
 Patrick Co. Health Dept. 694-3188

LICENSING & REGISTRATION

BIRTH & DEATH CERTIFICATES
 Division of Vital Statistics
 P.O. Box 1000
 Richmond, VA 23208 804-225-5000
 DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
 3600 West Broad Street
 Richmond, Virginia 23230-4917
 804-367-8500

www.state.va.us/dpor

DOG LICENSES

Treasurer's Office
 Henry Co. 634-4675
 Martinsville 656-5242
 Patrick Co. 694-7257

DRIVERS LICENSES & PERMITS

VA Dept. of Motor Vehicles
 Martinsville 632-7145
 Stuart 694-6113

MARRIAGE LICENSES

Circuit Court & County Clerk's Office
 Henry Co. 634-4880
 Martinsville 656-5000
 Patrick Co. 694-7213

NEWSPAPERS

Bull Mountain Bugle
 P.O. Box 308, Stuart, VA 24171 694-7117
 The Enterprise, Inc.
 P.O. Box 348, Stuart, VA 24171 694-3101
 The Martinsville Bulletin
 204 Broad St.
 Martinsville, VA 24112 638-8801

RADIO STATIONS

WFIC 647-1530
 WHEE 632-9811
 WHEO 694-3114
 WMVA-AM 632-2152

SENIOR CITIZENS

Adult Day Care Center of Martinsville and Henry Co.
 33 Commonwealth Blvd.
 Martinsville, VA 24112 666-9400
 Henry Co. Senior Services
 Henry Co. Administration Bldg.
 Collinsville, VA 24078 634-4644
 Martinsville Senior Center
 27 Moss St.
 Martinsville, VA 24112 656-5260
 Southern Area Agency On Aging
 433 Commonwealth Blvd.
 Martinsville, VA 24112 632-5442
 Patrick Co. call toll free 1-800-468-4571

TAX INFORMATION

FEDERAL
 Internal Revenue Service
 Forms Ordering 1-800-829-FORM (3878)
 Information & Assistance 1-800-829-1040
 STATE
 Commissioner of Revenue
 Henry Co. 634-4690
 Martinsville 656-5000
 Patrick Co. 694-7131

TELEVISION STATIONS

Adolphia Customer Care Center 800-835-4949

TIME, TEMPERATURE & WEATHER

Time 632-2002
 Weather 957-3784

TRANSPORTATION

Blue Ridge Airport
 Rt. 698 P.O. Box 160
 Spencer, VA 24165 957-2291
 Piedmont Triad Int'l Airport
 P.O. Box 35005
 Greensboro, NC 27425 910-665-5666
 Roanoke Regional Airport
 5202 Aviation Dr
 Roanoke, VA 24012 362-1999

UTILITIES

ELECTRIC

Appalachian Power Co.
 Fieldale 627-1200
 Stuart 694-3776
 City of Martinsville 656-5000

GAS

Southwestern VA Gas Co.
 208 Lester St.
 Martinsville, VA 24112 632-5662

WATER

Henry Co 634-2500
 Martinsville 656-5000
 Patrick Co. 694-3811

VETERANS

American Legion 632-8170
 Greensboro Veterans Center 910-333-5366
 Veterans Affairs, Regional Office
 Roanoke, VA 1-800-827-1000

VOLUNTEER OPPORTUNITIES

Blue Ridge Nursing Center of Martinsville & Henry County
 Citizens Against Family Violence
 CONTACT 632-7295
 RECORDS 632-7575

Habitat of Martinsville and Henry County Housing
 638-9014

Hospital of Memorial Hospital of Martinsville & Henry Co.
 666-7469

Martinsville Ostomy Support Group
 666-7815

Memorial Hospital Volunteers
 Mental Health 638-7801
 Patrick Co. Office on Youth 694-3553

Rescue Squads of Henry County
 Martinsville 634-4664
 Salvation Army 641-7497

Staleytown Healthcare Center of Staleytown Va 540-629-1772

United Way 638-3946

VOTER REGISTRATION

Henry Co. 634-4697
 Martinsville 656-5000
 Patrick Co. 694-7208

LEGAL SERVICES

VA Dept. Rights of Disabled 1-800-552-3962
 VA Lawyer Referral Service 1-800-552-7977

LIBRARIES

(See YELLOW PAGES - LIBRARIES - Public)