



September 15, 2023

«Company\_Name»  
«Street\_Address»  
«City», «State» «Zip»

Dear Employer,

The Labor Market Information Center (LMIC) is conducting the **2023 South Dakota Prevailing Normal and Accepted Practices** survey. Your company was randomly selected to participate in this survey from a list of state registered domestic farms.

This survey is conducted on an annual basis to comply with provisions under Title 20 of the Code of Federal Rules to assist prospective H-2A employers in preparing their agricultural job offers.

Please complete the enclosed **2023 South Dakota Prevailing Normal and Accepted Practices** survey and return it in the postage-paid envelope provided. You also have the option to fax the completed survey form to 605.626.2322. All information you provide will remain strictly confidential and will be combined with data collected from other agricultural employers for statistical purposes. **Please respond by Dec. 29, 2023.**

The information gathered through this survey will be referenced by the Office of Foreign Labor Certification's (OFLC) Chicago National Processing Center in reviewing employer job requirements under the H-2A program to ensure no adverse impact on the working conditions of U.S. workers similarly employed.

If you have questions or wish to respond by phone, please call the Labor Market Information Center at 800.592.1881 or 605.626.2314. When calling, please tell the receptionist you are calling about the **Prevailing Normal and Accepted Practices** survey.

Thank you for your time and cooperation.

Sincerely,

Derek Belden  
Statistical Program Specialist

Mail Merge «Employer\_ID»

# South Dakota Department of Labor and Regulation

## *Prevailing Normal and Accepted Practices Survey*



This survey is conducted annually at the direction of and in conjunction with the U.S. Department of Labor, Employment & Training Administration. The data is used primarily to set normal and accepted practices and prevailing practices for foreign workers employed under an H-2A (temporary foreign agricultural worker) visa type.

**Please choose only one answer per question.**

1.	<p><b><i>Did you hire workers under the H-2A (temporary foreign agricultural worker) program administered by the U.S. Department of Labor between Oct. 1, 2022 and Sept. 30, 2023?</i></b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (If you answered "no" skip to question 4)</p>
2.	<p><b><i>Did you offer family housing?</i></b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
3.	<p><b><i>How often did you pay workers?</i></b></p> <p><input type="checkbox"/> Once a week    <input type="checkbox"/> Twice a month    <input type="checkbox"/> Once a month    <input type="checkbox"/> Other _____</p>
4.	<p><b><i>Did you employ U.S. workers* between Oct. 1, 2022 and Sept. 30, 2023?</i></b> (*U.S. workers in this instance are defined as United States citizens or permanent alien residents.)</p> <p><input type="checkbox"/> Yes <span style="color: green; font-weight: bold;">GO</span> Please Continue</p> <p><input type="checkbox"/> No <span style="color: red; font-weight: bold;">STOP</span> Please stop completing the survey and return the form by mail using the envelope provided, or fax it to 605.626.2322. Thank you for your time.</p>
5.	<p><b><i>Did you use a farm labor contractor*?</i></b> (*Farm labor contractor is defined as a person who receives a fee for engaging in any one of the following activities: recruiting, soliciting, hiring, employing, furnishing housing or transporting agricultural workers.)</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

**Please respond by Dec. 29, 2023.**

6.	<p><b>What was the primary (only the one most relevant) agricultural occupation you employed?</b></p> <p><i>Please select only one of the occupational choices listed below.</i></p> <p><input type="checkbox"/> <b>45.2092.01 Nursery or Greenhouse Workers</b> Work in nursery facilities or at customer location planting, cultivating, harvesting and transplanting trees, shrubs or plants.</p> <p><input type="checkbox"/> <b>45.2092.02 Farmworkers and Laborers Crop</b> <b>Manually</b> plant, cultivate and harvest vegetables, fruits, nuts and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears and knives. Duties may include tilling soil, weeding or pruning crops; applying pesticides; cleaning, packing and loading harvested products.</p> <p><input type="checkbox"/> <b>45.2091 Agricultural Equipment Operators</b> Drive and control farm equipment to till soil and to plant, cultivate and harvest crops. May perform tasks such as crop baling or hay bucking. May operate stationary equipment to perform post-harvest tasks, such as husking, shelling, threshing and ginning.</p> <p><input type="checkbox"/> <b>45.2093 Farmworkers, Farm or Ranch Animals</b> Attend to live farm or ranch animals that may include bees, cattle, sheep, swine, goats and horses. Attend to animals produced for animal products, such as meat, fur, skins, feathers, eggs, milk and honey.</p> <p><input type="checkbox"/> <b>45.2021 Animal Breeders</b> Select and breed animals according to their genealogy, characteristics and offspring. May require knowledge of artificial insemination techniques and equipment use. May involve keeping records on heats, birth intervals or pedigree.</p> <p><input type="checkbox"/> <b>Other (Please describe duties)</b></p> <hr/> <hr/> <hr/>
7.	<p><b>Did you provide travel advances to workers?</b>    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
8.	<p><b>Did you offer family housing?</b>    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
9.	<p><b>How often did you pay workers?</b></p> <p><input type="checkbox"/> Once a week    <input type="checkbox"/> Twice a month    <input type="checkbox"/> Once a month    <input type="checkbox"/> Other</p>
10.	<p><b>Do you have a productivity standard* for the occupation being surveyed?</b> (*Productivity standard is the amount of output each worker is required to produce, e.g., 13 bushels per day.)</p> <p><input type="checkbox"/> Yes    What is your productivity standard? _____</p> <p><input type="checkbox"/> No</p>

Please respond by Dec. 29, 2023.

11.	<b>What is the minimum amount of experience you require for this occupation?</b>	
	<input type="checkbox"/> 0 months <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 18 months <input type="checkbox"/> 24 months <input type="checkbox"/> 36 months <input type="checkbox"/> Other _____	
12.	<b>Do you require references to verify work experience?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
13.	<b>Do you require workers to pass a pre-employment drug test?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
14.	<b>How much are workers required to lift and carry?</b>	
	<input type="checkbox"/> N/A <input type="checkbox"/> up to 25 lbs. <input type="checkbox"/> up to 50 lbs. <input type="checkbox"/> up to 75 lbs. <input type="checkbox"/> up to 100 lbs. <input type="checkbox"/> Other _____	
15.	<b>What education level do you require for this occupation?</b>	
	<input type="checkbox"/> None <input type="checkbox"/> Basic literacy and numeracy <input type="checkbox"/> HS diploma/GED <input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's degree or higher	
16.	<b>Do you require a driver's license for this occupation?</b>	
	<input type="checkbox"/> Yes, at time of hire <input checked="" type="checkbox"/> Yes, within 30 days after hire <input type="checkbox"/> No	
17.	<b>Do you require a Commercial Driver's License (CDL) for this occupation?</b>	
	<input type="checkbox"/> Yes, at time of hire <input type="checkbox"/> Yes, within 30 days after hire <input type="checkbox"/> No	
18.	<b>Do you require workers to speak and understand English?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
19.	<b>Who should we contact if we have any questions regarding your responses to this survey?</b>	Name _____ Phone number _____

Thank you for taking the time to answer the questions in this survey. We appreciate your assistance.

If you have any questions, please contact the South Dakota Department of Labor and Regulation's Labor Market Information Center at 605.626.2314. Please reference the "Normal and Accepted Practices Survey."

Please respond by Dec. 29, 2023.