

The WSHFC developed the Farm Worker Special Needs commitment in 2002 to provide housing for farm workers in our state. Owners who elect this commitment in their application must reserve either 75 or 100% of the total units in the project for farm workers. The term Farm Worker is defined as a household with income of at least \$3000 per year from farm work as defined in the Farm Work References pages and the total household gross income is at or below 50% of the area median gross income for the county at initial occupancy.

The complete definition of Farm Work including explanation of exceptions and clarifications and also including the forms and instructions can be found on our web site. The is located at wshfc.org/managers/forms-rc

There are three exceptions in the Farm Worker commitment regarding household qualification;

The first exception pertains to households that did not earn at least \$3000 in the 12 month previous to initial certification. If the household made less than \$3000 from Farm Work in the previous 12 months, they must be able to document all of the following;
that at least one hh member has a history of meeting the Farm Work requirement, and at least one hh member's principle current occupation and past 12 months occupation is Farm Work and at least one hh member plans to continue doing Farm Work as their principle occupation.

The second exception is a hh with a disabled individual whose principle occupation in the 12 month period prior to disability was Farm Work

and the third exception is a hh with an individual who has retired from Farm Work. That hh must include at least one person who is at least 55 years of age. They must have spent the 5 years prior to retirement as a Farm Worker, or spent the majority of the ten years prior to retirement as a Farm Worker

The following exception can be considered if fully documented:

1. Household with less than \$3,000 income from Farm Work in the last 12 months.

If a household made less than \$3,000 during the last 12 months from Farm Work they must be able to document all of the following to qualify:

o At least one household member has a history of meeting the Requirement for a Farmworker Household (including over \$3,000 per year in previous Farm Work income); and
o At least one household member's principal current occupation and past 12 months occupation is Farm Work; and
o At least one household member plans to continue doing Farm Work as their principal occupation.

2. Household with a disabled individual whose principal occupation for the 12-month period before their disability was Farm Work.

3. Household with an individual retired from Farm Work

This household must include at least one person who is at least 55 years of age or older and they must have:

o Spent the five years prior to retirement as a Farmworker

or

o Spent the majority of ten years prior to retirement as a Farmworker.

Property manager must document above exceptions to verify Farm Work status with third-party verification(s), W-2(s) or tax return(s)

Clarifications to Farm Work Definition, Property/Resident managers should attach any necessary documentation to this form which demonstrates how household meets farm Work Definition. Further clarification of Agriculture and Aquaculture can be found in the RCW's and WAC's. Listed in the Farmwork Reference www.wshfc.org/managers/forms-RC.htm#commission

Initial Cert top

The first step in determining if a household meets the Farm Work commitment requirements is presenting the Farmworker Household initial Certification form. Each household at a Commission property with the Farm Work commitment is required to complete one of these forms. The principle occupation of the household should be farm work. The household is required to have earned at least \$3000 in the 12 months previous to initial certification.

Farm Work Definition:

Services in connection with cultivating the soil, raising or harvesting, or in catching, netting, handling, planting, drying, packing, grading, storing, or in preserving in its unmanufactured state any agriculture or aquaculture commodity, or delivering to storage, market, or a carrier for transportation to market or to processing any agricultural or aquacultural commodity; or working in a processing plant and directly handling agricultural or aqua cultural product. Certain classes of employment in food processing plants may not be eligible for housing in this property.

Initial Cert middle

The middle portion of the form contains the question of whether the household meets any of the exceptions that I spoke about earlier, and the table listing the household members earning qualified Farm Work income. Be sure they complete the line asking how much income from Farm Work the household anticipates in the next 12 months and if the primary occupation of at least one member of the household will be Farm Work during the next 12 months.

Initial Cert sig block

The bottom of this form requires the signature of the head of household, certifying that the information is complete and correct, as well as a reminder to property management to properly verify the income, and the note about section 1001 of Title 18 of the US Code regarding false statements or misrepresentations. Up next we'll take a look at the Farm Work W2 certification form.

FW W2 top

Verifying the income at a Farm Work commitment property is different from other tax credit properties in that we're looking at the income from the 12 months previous to initial occupancy. To help you accomplish that, we developed the Farm Work W2 certification form. The top portion of this form lists the property name and unit number for the household, and again we see the Farm Work definition.

FW W2 bottom

The bottom portion contains the reminder to applicants that they must disclose all of the household income from the previous 12 months and that of any anticipated income for the next 12 months, along with the signature and date of both the applicant and property management representative, or witness.

FW move in report

The Farm Work move in report is required with the annual report submission in January of each year for all properties with the Farm Work commitment. Most of the information to complete this report can be transferred from each household's Farm Work Household Initial Certification form that is completed at move in. This report provides the Commission with information about the populations served by the commitment and the various occupations of the community. To complete the report, enter the property name, OID#, the number of total units, the number of Farm Worker units, and the county. On the lower portion enter the unit number of each qualifying household in sequential order in column 1. Some units may be listed more than once if a household has more than one resident employed in farm work, or if one resident has multiple employers. Column 2 lists the household member or members who are employed in farm work. Please use a separate line for each household member. Columns 3 and 4 list the household move in and move out dates. Column 5 lists the type of farm work for each household member that is employed in farm work. This entry should correspond to the information found on the Farm Work Household Initial Certification form. Column 6 lists the employer for each household member. If the resident has multiple employers, it may be necessary to use multiple lines. and column 7 lists any comments you may have about the Farm Work commitment qualifications for this household or household member. When you've completed this report, save the file as your property OID number with the letters fw added. An example would be 99-23MFW. E-mail your completed report to compreport@wshfc.org, and please enter your file number the subject line. Also, please send a hard copy of this report with your Table 1 Part B spreadsheet.