

# Farmworker Household Initial Certification Instruction

**Purpose:** Each household at a Commission Property with a Farmworker Commitment must complete one of these forms. The principal occupation of the household should be Farm Work.

**General:** Use a separate line for each Farm Work job. Household members who have more than one Farm Work job should list their jobs on separate lines. Use additional forms if necessary. Farm Work income from household members under 18 and who are the head, spouse or co-head of a household may be used to help the household reach the \$3,000 from Farm Work requirement.

## **Specific Instructions:**

1. Management enters the property name, unit number and household name.
2. Head of household checks the boxes if they meet the definition and earned \$3,000 or more in the previous 12 months.
3. Head of household completes the table with relevant information.
4. Head of household checks the appropriate box regarding the (4a) monetary and (4b) future employment requirements. If head of household checks "YES" to both questions, move to Part III to sign and date the form.
5. If head of household checks "NO" review and complete Part II. Does the household meet one of the exceptions? If "YES", verification of the exemption must be obtained. Continue to Part III. If the household does not meet an exception the property CANNOT move this household into an Empty (never been rented) unit. The property MAY be able to move this household into a Vacant (previously rented but currently vacant) unit, if the property has no qualified Farmworker Household on a waiting list and markets the rent-ready unit to farm workers for at least 30 days. The property must provide documentation of these marketing efforts and complete a Special Needs Set-Aside and Farmworker Commitment Vacancy Report.
6. Head of household signs, print name, and enters date.
7. Management completes the Employer Information table and checks relevant box, signs and prints name, and dates the form.

**\* Note:** : For privacy reasons, a resident may elect not to provide his/her Social Security number on this form. Residents who do not provide their Social Security number should sign Certification #2 on the Identification Certification form.

## EXCEPTIONS/CLARIFICATIONS

The following exceptions 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:

- 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**
- At least one Household member's **principal** current occupation and past 12 months occupation is Farm Work; **and**
- 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:

- Spent the five years prior to retirement as a Farmworker.
- or**
- Spent the majority of ten years prior to retirement as a Farmworker.

**Property manager must document above exceptions to verify Farm Work status with *Verification of Farm Work Status* form, W-2(s) or tax return(s).**

**Clarifications to Farm Work Definition: Property managers should attach any necessary documentation to this form which demonstrates how household meets the Farm Work Definition. Further clarification of Agriculture and Aquaculture can be found in the RCWs and WACs listed in the Farm Work Reference [www.wshfc.org/managers/forms-RC.htm#commission](http://www.wshfc.org/managers/forms-RC.htm#commission).**



