

FARMWORKER HOUSEHOLD INITIAL CERTIFICATION INSTRUCTIONS

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

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 that are under 18 and who are the head, spouse or co-head of the household may be used to help the household reach the \$3,000 from Farm Work requirement.

Specific Instructions:

1. Enter the name of the property and unit number.
2. Enter name of the head of household.
3. If head of household checks "YES", head of household must complete the rest of the questions and sign form.
4. If head of household checks "NO" 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*.
5. Enter name of household members that have Farm Work income (see general comments below)
6. Enter type of work the household member did that would meet the definition of Farm Work. If a household member is claiming that they are receiving retirement or disability income derived from Farm Work, put "retired" or "disabled" in this column. The property **must** obtain documentation that supports the previous type of work of the individual that meets the definition of Farm Work. "See "Exceptions."
7. Enter name of the Farm Work employer(s).
8. Enter amount of annual Farm Work income the household member received from this employer. Retirement or disability income derived from Farm Work may count towards the \$3,000 requirement.
9. Total income household is claiming to receive from Farm Work. The household should be able to demonstrate that they have received \$3,000 income from Farm Work in the last 12 months. Qualifying Farm Work income **must** be verified by the property manager using employment verification(s), W-2(s) or tax return(s).
10. Enter the amount of the household anticipates receiving from Farm Work during the next 12 months.
11. Head of household checks one of the boxes.
12. Head of household signs, prints name, and enters date.

EXCEPTIONS/CLARIFICATIONS

The following exceptions can be considered if full 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 third-party verification(s), 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.

FARMWORKER HOUSEHOLD INITIAL CERTIFICATION

(For properties with a Farmworker Housing Commitment)

(02/19)

Property Name	Unit Number
Head of Household	

Requirement for Farmworker Household:

A household that has earned at least \$3,000 per year from Farm Work.

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 aquacultural product. Certain classes of employment in food processing plants may not be eligible for housing in this property.

If your household does NOT meet Farmworker Household requirement described above, does your household meet one of the "Exceptions" listed in the instructions for this form?

☐ Yes

☐ No

List members of your household that received income from Farm Work during the previous 12 months:

Household Member	Name	Type of Farm Work	Employer Name	Annual Farm Work Income
Head				
2.				
3.				
4.				
5.				
			Total \$	

How much Farm Work income does your household anticipate earning in the next 12 months?

Will the primary occupation of at least one member of your household be as a Farm Worker during the next 12 months? ☐ Yes ☐ No

I hereby certify that the information provided above is complete and correct:

Head of Household Printed Name	Date
Head of Household Signature	

Property manager must verify Farmworker status using employment verification(s), W-2(s) and/or tax return(s).

Note: Section 1001 of Title 18 of U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States with respect to any matter within its jurisdiction.