**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 that are 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. Enter the property name and unit number.
2. Enter the household name.
3. If head of household checks "YES", head of household must complete the rest of the questions and sign form. If head of household checks “NO” review the exception/clarification section. Does the household meet one of the exceptions? If “YES”, verification of the exemption must be obtained. Continue with question “3”. 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.

4. If head of household checks “YES”, The property must obtain documentation that supports the previous type of work of the individual that meets the definition of Farm Work. 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. Head of household must read and initial noting that they have read and understand the definition of Formwork.

6. Head of household signs, print name, and enters date.

*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 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).
FARMWORKER HOUSEHOLD INITIAL CERTIFICATION
(For properties with a Commission Farmworker Housing Commitment)
(Use at Initial Move-In Certification ONLY)

Property Name: ___________________________ Unit: ___________________________

Head of Household Name: ___________________________

A) Monetary Requirement for Farmworker Household: Household shall meet the higher restriction:

☐ COMMISSION Farmworker requirement: A Household that has earned at least $3,000 per year from Farm Work.

B) Farm Work Definition: Household shall meet the following definition or exception listed below:

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 agriculture or aquaculture commodity; or working in a processing plant and directly handling agriculture or aquaculture product. Certain classes of employment in food processing plants may not be eligible for housing in this property.

1) Does your household meet the Monetary Requirement (A) and the Farm Work Definition (B) above?

☐ Yes $ ____________ is the total annual household Farm Work income earned in the prior 12 months.
☐ No If no, review the list of Exceptions/Clarifications below and check all that apply.

An Exception/Clarification can be considered, if fully documented:

➢ If the household made less than the Monetary Requirement during the last 12 months, an exception will be allowed if all of the following have been documented.

☐ At least one household member has a history of meeting the Requirements for a Farmworker Household (including the monetary requirements 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.

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

➢ Household with an individual retired from Farm Work 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.

2) Will the primary occupation of at least one member of your Household be as a Farm Worker during the next 12 months?

☐ Yes ☐ No If no, the household is not eligible for Farmworker Housing set-aside.

3) ____ (Head of Household to Initial acknowledging the following:) In order to qualify for Farm Worker set-aside, question #1 above must be answered “yes” or “no” with a verified exemption AND #2 above must be answered ‘yes’. My household’s prior year’s income must be verified by management using the Verification of Farm Work and/or Farm Work W2 Certification Form. Documentation that demonstrates how the household meets the Farm Work Definition and/or Exception and/or Monetary Requirement, such as 3rd party verifications, W2s, shall be attached.

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

☐ Print Head of Household Name

☐ Date

Head of Household Signature

www.wshfc.org/managers/forms-RC.htm
Farmworker Household Initial Certification Instruction | Rev. September 2019