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

Initial

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 <i>principal</i> current occupation and past 12 months occupation is Farm Work; and					
 At least one Household member plans to continue doing Farm Work as their <i>principal</i> 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.					
 Spent the majority of ten years prior to retirement as a Farmworker. 					
Property manager must document above exceptions to verify Farm Work status with <i>Verification of Farm Work</i> 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 <u>www.wshfc.org/managers/forms- RC.htm#commission</u> .					

FARMWORKER HOUSEHOLD INITIAL CERTIFICATION

(For properties with a Commission Farmworker Housing Commitment) (Use at Initial Certification ONLY)

Property Name: (1)	_ Unit #:	(1)
Household Name:	_	
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[PART-I] Required

A) Definition of Farm Work: 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.

(2) My Household meets the definition of Farm Work.

B) Monetary Requirement for Farmworker Household:

My Household has earned at least \$3,000 in the previous 12-months from Farm Work. (2)

Disclose all sources of Farm Work income for the previous 12-months and anticipated income for the next 12-months.

HHD #	Name	Type of Farm Work	Employer	Previous 12- months Earnings	Anticipated next 12-months Earnings
(3)				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Total Farm Work Income:			\$	\$	

1) Does your household meet the monetary requirement (B) above? (4a)

- Yes The prior 12-month Farm Work income meets the requirement.
 - If no, review the list of Exceptions/Clarifications (Part II) below and check all that apply. No

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

(4b) Yes Continue with Part III

- No If no, review the list of Exceptions/Clarifications (Part II) question "b or c".

[PART-II] Complete if guestion 1 or 2 above is "No"

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
Has a current <i>principal</i> occupation and past 12-month occupation is Farm Work; <i>and</i>
Plans to continue doing Farm Work as their <i>principal</i> occupation.

- b) Household has a:
 Disabled individual whose principal occupation for the 12-month period before their disability was Farm Work.
- c) Household with an individual retired from Farm Work who is at least 55 years of age or older and, they have:
 - Spent the five years prior to retirement as a Farmworker, **OR**
 - Spent the majority of ten years prior to retirement as a Farmworker.

[PART-III] Required

(6)

In order to qualify for Farmworker set-aside, question #1 above must be answered "yes", or a "no" with a verified exemption AND #2 above must be answered "yes", or a "no" with a verified exemption. Management must verify my household's prior year's income. Documentation to demonstrate 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:

Head of Household Signature

Print Head of Household Name

Date

[PART-IV] Management to complete
(7)

MANAGEMENT: COMPLETE THE FOLLOWING SECTION

Management must attempt 3rd party written or verbal verification of income for the past 12 months. If 3rd party written verification has been attempted and cannot be obtained, then the Farm Work Verification/Clarification by Telephone form should be completed. Should both methods fail, W-2 statements must accompany this form.

HHD #	Name	Employer	Eligible for Rehire?	Anticipated next 12-months Earnings
			🗌 Yes 🗌 No	\$
			🗌 Yes 🗌 No	\$
			🗌 Yes 🗌 No	\$
			🗌 Yes 🗌 No	\$
			🗌 Yes 🗌 No	\$
Total Farm Work Income Verified:			\$	

(7)

The household meets the definition of Farmworker and the income requirements.

The household does not meet the definition of Farmworker and the income requirements.

(7)

Management Signature

Management Printed Name

Date