

# **Declaration of Intent to Work in Agriculture Tracking**

(Hot Sheet)

CF/R-22 Revised 1/11  
(mandatory)

The Declaration of Intent to Work in Agriculture Tracking form will be maintained as a system for tracking the families that are enrolled using “The Declaration of Intent to Work in Agriculture” option.

Complete the form as follows:

1. Enter Program Year
2. Enter family name
3. Number of children enrolled within the family.
4. Enter the enrollment date.
5. Enter the cut-off date which is 45 calendar days from the enrollment date. If employment is not gained in agriculture work within 45 calendar days from the child’s first day of enrollment services will be terminated.
6. Enter the date agriculture income was verified and initials of the staff who verified. This date must not exceed 45 calendar days from the enrollment date. Families will be asked to provide proof such as check stubs or letter from employer.
7. If there is a gap in agriculture work after the family has notified the Head Start staff that they have obtained employment in agricultural work the family will have another (45) calendar days to obtain employment in agriculture and a new Declaration of Intent to Work in Agriculture form must be completed.
8. Staff will monitor monthly until the end of the season to ensure that the family’s income is continuing to come from agricultural work. Staff will enter the date and initial when the monthly income check occurs.