

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL23 – Declaration of Intent to Work in Agriculture
Reference:	45CFR 1305.2(m)
Policy:	SCOE Head Start programs may enroll families under the “Intent to Work in Agriculture”, but must provide follow-up to insure that families obtain work in agriculture within 45 calendar days from their child’s first day of enrollment.

Procedure:

1. Head Start staff will interview the family. If the family **has moved for the purpose of engaging in agricultural work and they do not meet the over 50% agriculture income requirement but** is found to be potentially eligible based on their intent to work in agriculture, the family will fill out the “Declaration of Intent to Work in Agriculture” form and will be registered for the MSHS Program.
2. The family will be informed that they have forty-five (45) calendar days from their child’s first day of enrollment to obtain employment in agriculture; they must notify the Head Start staff when they begin to work in agriculture; if employment in agriculture is not obtained, their services will be terminated; and the Head Start staff will make every effort to transition them to an alternative childcare program.
3. Head Start staff will keep a system of tracking the families that are enrolled with the “Declaration of Intent to Work in Agriculture.”
4. Once the family notifies the Head Start staff that they have obtained employment in agricultural work, they will be asked to provide proof such as check stubs or letter from the employer.
5. **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.** Staff will continue to monitor monthly until the end of the season to ensure that their income is continuing to come primarily from agriculture.
6. Once the family is dropped from the MSHS Program they can re-apply only if they have obtained employment in agriculture.

Supervised by:	Directors, Coordinators, Child Development Supervisors
Performed by:	Migrant Seasonal Head Start Staff
Forms needed:	Child/Family Services Head Start Application, Declaration of Intent to Work in Agriculture, Declaration of Intent to Work in Agriculture Tracking
Frequency:	Within 45 calendar days, monthly