**MIGRANT AND SEASONAL FARMWORKERS
COVID-19 PANDEMIC HOUSING RELIEF FUND**

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| In collaboration with Justice for Migrant Women and Hispanics in Philanthropy, Central West Justice Center is proud to support farmworkers across Massachusetts through their Migrant and Seasonal Farmworkers COVID-19 Pandemic Relief Fund. Farmworkers who are experiencing financial hardship, and are at risk of homelessness or housing instability, may qualify for financial support.  |
| **APPLICATION INSTRUCTIONS**Please read and follow the instructions listed below when applying for funds on behalf of an eligible farmworker. If you have any questions that are not answered by these instructions, please contact Claudia Quintero, Esq., directly at (413) 686-9054, or cquintero@cwjustice.org. Applications for eligible farmworkers will be accepted through agencies/organizations that work with farmworkers directly. Incomplete applications will not be accepted. |
| **ELIGIBILITY** This fund is only eligible for farmworkers who live in Massachusetts and have worked in agriculture, dairy, seafood, or other farming industries, in Massachusetts during one of the last two farming seasons (2019 and 2020); or farmworkers who have lived in Massachusetts for at least six months and have worked in agriculture, dairy, seafood, or other farming industries in another state during one of the last two farming seasons (2019 and 2020). **Priority will be given to applicants who are not receiving unemployment and have not received funding from other sources within the last three months.**  |
| **STEP 1:** Referring Agency contact information. Please complete all information regarding the agency and contact person applying. We need this information to properly process the application for funds.  |
| **STEP 2:** Applicant/Farmworker information. Please complete all information regarding the farmworker’s information. If information is not available, please enter NONE or N/A. Please ensure that all the contact information provided is up-to-date as we will need to follow-up with farmworker. In “farm work type” please include whether farmworker works/worked at diary farm, produce farm (agriculture), seafood, nursery, or other type of farm. **Maximum grant amount to be distributed per farmworker household is $800.**   |
| **STEP 3:** Every application must be submitted with supporting documentation that verifies the farmworker’s eligibility for funding. Step 3 of the application includes a non-exhaustive list of verification documents accepted. Applications without verifying documentation will not be accepted. **Payment(s) will be made directly to landlord and/or utility company. W-9 form must be completed and sent back with application.** |
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**COVID-19 PANDEMIC HOUSING RELIEF FUND
REFERRING AGENCY APPLICATION**

**Step 1. Contact Information for Referring Agency:**

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| --- | --- |
| Referring Agency  |  |
| Agency Contact Name (*first and last name)* |  |
| Title |  |
| Type of services offered |  |
| Phone Number |  |
| E-mail Address |  |
| Address |  |
| City, State, Zip Code |  |

**Step 2. Contact Information for Farmworker Applicant:**

|  |  |
| --- | --- |
| Name of Applicant (*first and last name)* |  |
| Phone Number |  |
| E-mail Address (if any) |  |
| Address (street, city, state, zip) |  |
| Farm work type  |  |
| Financial Need **(please check one)**  | ☐ Back-rent owed ☐ Next month’s rent ☐ Utility bill (gas, electric)☐ Security deposit ☐ First month’s rent ☐ Last month’s rent  |
| Total financial need*(max $800)*  |  |

**Step 3a. Verifying Documentation: Please include documentation to verify amount(s) requested. All documents must show a date of no later than 30 days within applying for financial need. Requests for utility bill payments MUST include a copy of utility bill.**

**If submitted documentation is in the name of someone in the farmworker’s household, but not the farmworker themselves, please complete STEP 5. We need this information to verify that this is an eligible farmworker household.**

**Example of accepted documents:\***

[ ] Rent ledger showing owed-rent by farmworker or member of farmworker’s household;

[ ]  Letter from landlord showing owed-rent by farmworker or member of farmworker’s household;

[ ]  Notice to Quit for Non-Payment of Rent naming farmworker or member of farmworker’s household;

[ ]  Utility bill (gas, electric and/or water) in farmworker’s name or member of farmworker’s household;

[ ]  Signed lease in farmworker’s name or member of farmworker’s household, indicating security deposit, and/or first month’s rent, and/or last month’s rent owed;

[ ]  Letter from landlord indicating farmworker is a new tenant and indicating security deposit, and/or first month’s rent, and/or last month’s rent owed;

[ ]  Signed lease in farmworker’s name or member of farmworker’s household, indicating monthly rent amount.

*\** ***This list is non-exhaustive; other verifying documentation may be accepted to support application.***

**Step 3b. Landlord Information: If requesting money for rent, please provide landlord information and submit a W-9 form signed and completed by landlord.**

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| --- | --- |
| Name (*first and last name)* |  |
| Telephone |  |
| E-mail Address (if any) |  |
| Address |  |
| City, State, Zip Code |  |

**Step 4. Funding Certification:**

**Applicant (*check all that apply*):** [ ]  is receiving unemployment [ ] has received funding from other sources in the last 3 months [ ]  does not receive unemployment [ ]  has not received any funding from any other sources in the last 3 months.

**Step 5. If verifying documentation submitted above is not in the name of the farmworker, please provide information about the person named:**

|  |  |
| --- | --- |
| Name (*first and last name)* |  |
| Relationship to Applicant |  |
| Telephone |  |
| E-mail Address (if any) |  |
| Address |  |
| City, State, Zip Code |  |

**Certification: *I certify that all of the above is true and correct to the best of my knowledge.***

|  |  |
| --- | --- |
| **Signature of referring agent:**  | **Date:**  |

**Checklist:**

[ ]  Completed Application (signed by referring agent).

[ ]  Verifying Documentation (if requesting funds for utility bill please include copy of utility bill).

[ ]  W-9 Form completed and signed by landlord if requesting money for rent.