

## Migrant Applicants

- I. Definition of migrant. An individual who:
  - a. Has principal employment in agriculture on a seasonal basis;
  - b. Has been so employed within the last 24 months; and
  - c. Establishes a temporary residence for the purpose for such employment.
- II. The majority of migrant farm workers served in Utah are Hispanic. Clinics should make every effort to ensure bilingual staff is available to serve participants in their native language.
- III. Appropriate education should be tailored to their specific culture and lifestyle.
- IV. Evening hours must be made available to serve this working population.
- V. Processing Standard Time frames. Every effort should be made to certify these applicants immediately. All members of migrant farm worker households must be certified within 10 days of their first contact with the local clinic unless the applicant chooses to wait longer than 10 days.
- VI. Check the migrant box on the Physical Address screen of the computer system. In addition to being required for reporting purposes, this ensures the processing standard time frames within the computer system are enforced correctly. If a participant is no longer a migrant then a new address record must be created without this box checked.
- VII. Special certification procedures.
  - a. Income should be checked for the migrant population at each certification visit if possible but must be checked at least every 12 months.
  - b. Use annual income due to a fluctuation in salary.
  - c. Migrants and their family members may use expired VOCs as proof of income if their income was determined within the past 12 months.
  - d. If the applicant works for cash, use affidavit and the *Signed Statement* form if necessary.

- e. Issue a VOC card at the certification visit to ensure continuation of benefits in the event the migrant relocates during the certification period.