



WHCCD HEP Requirements

Minimum HEP Eligibility Criteria

The High School Equivalency Program helps migrant and seasonal farmworkers and their immediate family members who are 18 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and subsequently to gain employment or begin postsecondary education or training.

A migrant or seasonally employed agricultural worker or their children are eligible for HEP if they meet the following criteria:

Within the past 24 months has worked a minimum of 75 days in migrant or seasonal farmwork;

- a. or has been eligible for, or has participated in a migrant education program;
 - b. or in a Work Force Investment Act program for migrant or seasonal farmworkers;
- Is at least 18 years of age or over;
Is not currently enrolled in an elementary or secondary school;
Has not earned a secondary school diploma or its equivalency;

Immediate family member means one or more of the following:

- (i) A spouse. (Marriage certificate required)
- (ii) A parent, step-parent, adoptive parent, foster parent, or anyone with guardianship.
- (iii) Any person who--
 - (A) Claims the individual as a dependent on a Federal income tax return for either of the previous two years, or
 - (B) Resides in the same household as the individual, supports that individual financially, and is a relative of that individual.

Seasonal farmworker means a person who, within the past 24 months, was employed for at least 75 days in farmwork, and whose primary employment was in farmwork on a temporary or seasonal basis (that is, not a constant year-round activity).

Migrant farmworker means a seasonal farmworker whose employment required travel that precluded the farmworker from returning to his or her domicile (permanent place of residence) within the same day.

Farmwork means any agricultural activity, performed for either wages or personal subsistence, on a farm, ranch, or similar establishment.

Instructions for HEP Admission Consideration

- 1. Complete an Application Packet for Admission**
 - ✓ Include copy of valid ID (U.S. or foreign ID is acceptable)
- 2. Write an autobiography (1 page minimum)**

Include:

 - ✓ Your family background;
 - ✓ Type of farm work you and/or your parents performed;
 - ✓ Why you want to be a HEP student;
 - ✓ Goals you want to achieve after you receive your GED, include your interests & career expectations;
 - ✓ Any other information about yourself or your family that you believe is important for the admissions committee to know.
- 3. Provide ONE form of documentation** of you or your family's migrant or seasonal farm worker status.
 - ✓ Check stubs that prove you or your parent/guardian have spent a minimum of 75 days during the past 24 months as a migrant or seasonal farm worker. (Include any work directly related to the production of crops, dairy products, poultry, fish, plants, livestock, cultivation/harvesting of trees.) YTD on check stubs must be \$7000 minimum.
 - ✓ Tax returns within the past 24 months. Earnings must be \$7000 minimum.
 - ✓ COE: Certificate of Eligibility (migrant status in high school)
 - ✓ WIA 167 Program (JTPA 402)
 - ✓ Employment Verification Form
- 4. Schedule an eligibility testing session** with HEP staff as soon as the required documentation has been submitted.

If you have any questions, please call West Hills College HEP Program

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