



WEEKLY TIPS for GAPC Certification



Reminder: Auditors will be reaching out to growers two weeks prior to schedule a date and time for the monitoring visit. It is important to check your phone, voicemails, emails and texts during this time to make sure the auditor can reach you.

Please note that all auditors will be taking proper precautions including but not limited to wearing PPE, taking temperatures daily, proper social distancing, and sanitizing devices between uses. We also ask that growers maintain proper social distancing and notify the auditor if someone on the operation is ill. All auditors will be following CDC, state, federal, and local guidelines pertaining to COVID-19.

This week: Post Audit Report and Frequently Missed Items

Post Audit Report: What happens after the monitoring visit?

After the monitoring visit, the auditor will review the preliminary findings before leaving the farm. The auditor then has 3 days to submit the report to GAP Connections. Upon submission of the report, the grower will receive a copy of the report.

The report includes:

- Official scores and results
- Summary of issues with non-compliance by section, question number, and whether the item is remediable.
- Copy of the answers recorded during the monitoring visit with green checkmarks indicating compliance and red "X's" indicating non-compliance. Non-compliance items also have the remediation method listed.

Please review the answers that were recorded to ensure they are accurate. If you disagree with any of the responses contact GAPC. Keep in mind growers have **30 days** from the time of the audit report submission for any remediation.

If you have achieved Certification you will receive a letter and a certificate by mail or email (depending on your preferred method of correspondence).

Frequently Missed Items

1. Wage Statements

Growers are required to provide workers an individual written wage statement that remains in the worker's possession for each pay period. **A wage statement must include ALL the following components:**

1. Employer's name
2. Employer's address
3. Employer Identification Number (EIN) - entire number
4. Worker's full name
5. Worker's address (seasonal or permanent)
6. Worker's social security number (last 4-digits is acceptable)
7. Hourly rate, or piece rate and the number of units earned, for each activity
8. Number of hours worked
9. Total pay period earnings
10. Basis on which wages are paid (piece rate if paid on a piecework basis)
11. Net pay
12. Number piecework units earned, if applicable
13. Specific sums withheld and the purpose of each sum withheld

If subject to MSPA, H2A, or FLSA, a more detailed statement may be required.

If you hire H-2A workers, the wage statement must include hours offered.

Wage statements are not required for immediate family farm labor. Workers are exempt if they are involved in a vocational or apprenticeship program sanctioned by the Board of Education in the state. Documentation verifying the vocation or apprenticeship program will be required.

If found that grower provides no wage statement, this is considered a non-remediable critical standard that will result in denial of GAPC Certification. If found that grower provides a wage statement, but some of the above components are missing, this is considered remediable and the grower has 30 days to send in corrected wage statement to auditing firm.

2. ETA 790 Documentation

This only applies to operations with H-2A workers:

If there are H-2A workers on the farm the grower's name (Primary or Associate) or the name of the entity which the individual is a part of must be listed on the ETA 790 Box 1.

1. **Use NCGA or VAGA to acquire workers?** No action is needed on your part. GAP Connections has partnered with these organizations to provide the information ahead of the visit.
2. **Acquire workers through other organization?** If you use a third-party such as Andrew Jackson, National Ag Consultants, AWMA ect. you may contact the organization to obtain the ETA 790 document. Another option is use the [Labor Certification Registry link](#) on our website to lookup the ETA 790 documentation. The grower's name must be listed on the 790 Box 1 or in an addendum/appendix.
3. **Use a Farm Labor Contractor (FLC) to acquire H-2A workers?** Contact your FLC to obtain the ETA document. The FLC's name must be listed on the ETA 790 Box 1.

3. OSHA Housing Safety and Health Checklist

GAPC Additional Standard:

If the grower provides housing directly to seasonal workers:

- Inspect housing prior to occupancy and at mid-season, using the OSHA Housing Safety and Health Checklist Provided in [Agricultural Labor Management Guide](#). The checklist is provided on page 21.

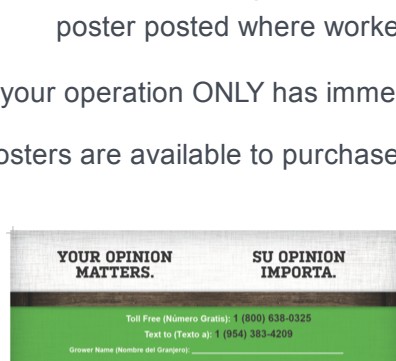
4. 2020 Poster Requirements

If your farm has at least one worker who is not immediate family labor (including those enrolled in vocational or apprenticeship program) and helps produce the tobacco crop, the following posters must be visible to all workers:

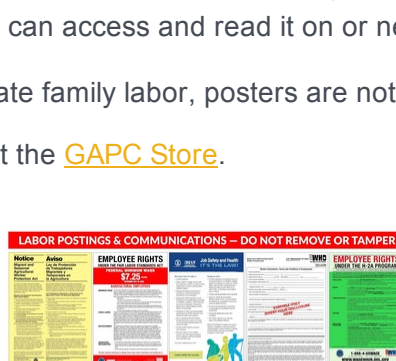
- **Worker Concern Helpline Poster:** All growers must have either the WCH poster or other approved third party worker concern phone number posted in the workers native language and where workers can access and read it on or near the job site. The only other approved third-party worker concern phone number is North Carolina Grower Associations (NCGA) grievance mechanism phone number. If a grower indicated on their certification application that they will be using NCGA's phone number and process it must be posted on the farm. **Grower must have updated poster with lines for Grower Name and Address. Writing the information on the old poster is no longer acceptable.**
- **All in One Labor Standards Poster:** This poster contains federally required posters in accordance with the Migrant Seasonal Protection Act, Fair Labor Standards Act, and OSHA in one large poster. Check to make sure your copy is the updated version and has a red banner across the top
- **The Worker Rights and Responsibilities Poster:** All growers must have a WRR poster posted where workers can access and read it on or near the job site.

If your operation ONLY has immediate family labor, posters are not required.

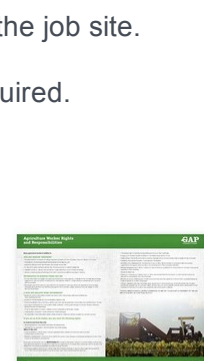
Posters are available to purchase at the [GAPC Store](#).



Worker Concern Helpline



All in One Labor Standards



Worker Rights and Responsibilities

5. Self-Assessment

The grower Self-Assessment is required to be complete before the monitoring visit for U.S. and International Certification.

If the Self-Assessment is not complete before the time of the monitoring visit, the auditor will ask you wish to remediate in order to achieve U.S. and International Certification. Growers have **30 days** for any remediation. If you forgo remediation, you will only achieve U.S. Certification. Growers are encouraged to check with their contracting company about requirements.

Preparing for Monitoring Visit and Have Questions?

Contact GAP Connections at (865) 622-4606 or email info@gapconnections.com

View all past weekly tips [here](#).

COVID-19 Resources

GAPC has compiled resources in English and Spanish to help inform, educate, and train growers, workers, and family members on topics related to COVID-19. The resource pages provide information for planning, educating and preventing the spread of COVID-19 as well as H2-A Visa concerns and the Families First Coronavirus Reponse Act (FFCRA). Includes: training videos, posters, fact sheets, FAQ's, webinars and links to other resources. For information on a state by state level, visit the COVID-19 Resource Page by State.



[Visit COVID-19 Resource Page](#)

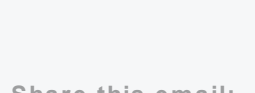
[Visit COVID-19 Resource Page by State](#)



Follow us on Facebook for all the latest updates!

info@gapconnections.com | 865.622.4606 | 2450 EJ Chapman Drive Knoxville TN 37996

Share this email:



Manage your preferences | [Opt out](#) using TrueRemove™

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).

2450 E.J. Chapman Drive
Knoxville, TN | 37996 US

This email was sent to .

To continue receiving our emails, add us to your address book.



[Subscribe](#) to our email list.