

COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

Lease Addendum No. 9 **Stevens Point Housing Authority**

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definition) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease. (24 CFR subpart F, 960.600)

B. Definitions

Community Service –volunteer work which includes, but is not limited to: (Political activity is excluded)

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, food bank, etc.;
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, community gardens, community clean-up programs, beautification programs, other youth or senior organizations.
- Work at the Authority to help improve physical conditions, special projects with neighborhood groups, senior or children's programs.
- Working through resident organizations to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Boards; and

Self Sufficiency Activities – activities that include, but are not limited to:

- Job readiness and training programs;
- GED classes;
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- Apprenticeships;
- Budgeting and credit counseling;
- Any kind of class that helps a person toward economic independence; and
- Full time student status at any school, college, or vocational school.

Exempt Adult – an adult member of the family who

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;
- Certified as exempt from work activities under the Social Security Act;
- Is the caretaker of a disabled person;
- Is working at least 20 hours per week; or
- Is participating in a welfare to work program.

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self sufficiency program activity, or a combination of the two.

2. New residents must complete the Initial Compliance Certification form and begin their service within 30 days after moving into public housing.
3. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
4. Residents will need to contact the volunteer service location and follow their guidelines for volunteer service. The Authority will provide residents a list of Volunteer Opportunities.
5. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
6. Family obligations:
 - At lease execution or re-examination after February 1, 2000, all adult members (18 or older) of a public housing resident family must
 1. Complete the Community Service Exemption Certification form and provide documentation that they are exempt from Community Service Requirement if they qualify for an exemption, and
 2. Sign the Annual Verification of Program Compliance form at the annual rent recertification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in nonrenewal of their lease.
 - At each annual re-examination, non-exempt family members must present a completed Verification of Volunteer Hours form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
 - If a family member is found to be noncompliant at re-examination, he/she and the Head of household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12 month) period.
7. **Change in exempt status**
 - If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority within 10 days of the change and provide documentation of such.
 - If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority within 10 days of the change. The Authority will provide the person with the Verification of Volunteer Hours forms and a list of agencies in the community that provide volunteer and/or training opportunities.

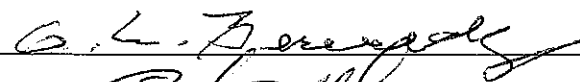
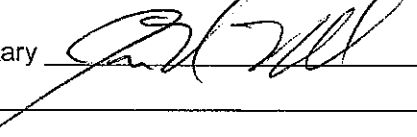
D. Authority obligations

1. To the greatest extent possible and practicable, the Authority will:
 - Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Quality Housing and Work

Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement), and

- Provide in-house opportunities for volunteer work or self sufficiency programs. No PHA may substitute any community service activity performed by a resident for work ordinarily performed by a PHA employee.
2. The Authority will provide the family with Community Service Exemption Certification forms and Verification of Volunteer Hours forms documentation form and a copy of this policy at initial application and at lease execution.
 3. The Authority will make the final determination as to whether or not family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
 4. Noncompliance of family member:
 - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
 - If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the head of Household to makeup the deficient hours over the next twelve (12) month period;
 - If, at the next annual re-examination, the family member still is not complaint, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
 - The family may use the Authority's Grievance Procedure to protest the lease termination.

Adopted as Resolution 10-3 by the Stevens Point Housing Advisory Committee at its regular meeting on February 9, 2010.

Chair		Date	2-9-10
Secretary		Date	2/9/10

