



COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) 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 individual toward self-sufficiency and economic independence. This is a requirement of the Galena Housing Lease.

B. Definitions

Community Service- Volunteer work which includes, but not limited to:

- 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, indigent feeding program, cooperative food bank, museum, etc;
- Work with a non-profit organization that serves Galena Housing Residents or their children such as: Boy Scouts, Girls Scouts, Boy or Girls Clubs, 4-H programs, Community cleanup programs, beautification programs, other youth or senior organizations;
- Work at fire department providing station assistance;
- Work at EMS station providing station assistance;
- Work at the Galena Housing Authority to help improve physical conditions;
- Work at the Galena Housing Authority to help with children's programs;
- Work at the Galena Housing Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the Resident Advisory Board; and
- Caring for children of other residents so they may volunteer.

Note: **Political Activity is EXCLUDED**

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

- Job readiness programs;
- Job 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 towards 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;
- Is the caretaker of a disabled person;
- Is working at least 30 hours her week; or
- Is participating in a welfare to work program.

C. Requirements of the Program

- a. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
- b. 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 consideration. The Galena Housing Authority will make the determination of whether to allow or disallow a deviation from the schedule. Resident is required to report each month the hours performed.

- c. Activities must be performed within the community or with 10 miles of the jurisdiction of the Galena Housing Authority.

FAMILY OBLIGATIONS:

At lease execution or re-examination after February 1, 2000, all adult members (18 or older) of a public Housing authority must:

1. Provide documentation that they are exempt from Community Service requirements if they qualify for an exemption, and
2. Sign a certification 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 a NONRENEWAL of their lease.
3. At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Galena Housing 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.
4. If a family member is found to be NONCOMPLIANT at re-examination, he/she and the Head of the Household will sign an agreement with the Galena Housing Authority to make up the deficient hours over the next twelve (12) month period.

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 Galena Housing Authority 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 Galena Housing Authority. The Galena Housing Authority will provide the person with the recording/certification documentation form and list of agencies in the community that provide volunteer and/or training opportunities.

AUTHORITY OBLIGATIONS:

To the greatest extent possible and practical, the Galena Housing 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 Community Service requirement) and provide in house opportunities for volunteer work or self-sufficiency programs.
- The Galena Housing Authority will provide the family with exemption verification forms and recording/certification documentation forms and a copy of this policy at initial application and at lease execution.
- The Galena Housing Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Galena Housing Authority determination.

NONCOMPLIANCE OF FAMILY MEMBER:

- At least thirty (30) days prior to annual re-examination and/or lease expiration, the Galena Housing Authority will begin reviewing the exempt or non-exempt status and compliance of family members.
- If the Galena Housing Authority finds a family member to be noncompliant, the Galena Housing Authority will enter into an agreement with the noncompliant tenant and the Head of the Household to make up the deficient hours over the next twelve (12) month period.
- If at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the facility.
- The family may use the Galena Housing Authority Grievance to protest the lease termination.



**COMMUNITY SERVICE REQUIREMENT
EXEMPTION CERTIFICATION**

(Must be completed by each adult in the household claiming an exemption)

Name: _____ **Unit #:** _____

This adult family member meets the requirements for being exempted from the Community Service Requirement for the following reason (please choose one: note that verification of status is required):

- Elderly Person:** I am 62 years of age or older
- Blind or Disabled:** By checking this box, I hereby certify that I am a person with disabilities and am unable to Comply with the community service requirement.
- Primary Caretaker of Blind or Disabled Person:** I am the primary caretaker of a person who is blind or has a Disability.
- Engaged in Work Activities:** At least 8 hours per month, I am engaged in "Work Activities", which include, but are not limited to, one or more of the following:
 - Employment
 - Attending High School
 - Attending program to get GED/vocational training
- Exempt from Work Requirements by State Program:** I am receiving TANF or benefits from another state Welfare program and exempt from related work requirements.
- Member of Family Receiving State Benefits:** I am a member of a household where at least one person (myself or someone else) is receiving state benefits such as TANF or Supplemental Nutrition Assistance Program (SNAP, also known as "food stamps") assistance.

I certify that I meet the requirements of the exemption described above, and I will inform my Property Manager, or Assistant Property Manager of any changes to my exempt status within 14 business days.

Residents Signature: _____ **Date:** _____

For Staff Use Only:

Approved

Denied

Staff Initials: _____ Date: _____



CSR-PARTICIPATION LOG

All non-exempt adults living in Galena Housing Authority's public housing units must comply with the Community Service Requirement (CSR). The CSR requires that each non-exempt adult household member to contribute 96 hours each year (or 8 hours per month) to community service, participation in an economic self-sufficient program, and/or a combination of both. As a reminder, political activities do NOT count towards meeting CSR requirements.

1. Residents must notify the Galena Housing Authority (GHA) within 14 business days of any changes that affect a household member's exemption from the CSR, specifically if the household member no longer meets the exemption requirements.
2. **NONCOMPLIANCE:** GHA will determine annually if non-exempt adult residents are in compliance. The lease may not be renewed or extended unless the head of household and the noncompliant adult, before the lease expiration date, enter into an agreement to make up the hours within the next 12-month period as detailed in the CSP Policy.

I certify that I have performed the community service and/or self-sufficiency activities described below in compliance with the CSR.

Resident Name: _____

Resident Signature: _____

Unit # _____

Date of Activity	Type of Service Activity/Training Program/Educational Program	Number of Hours Completed	Phone Number of Company/Organization Agency	Signature of Supervising Officials
Jan:				
Feb:				
March:				
April:				
May:				
June:				
July:				
Aug:				
Sept:				
Oct:				
Nov:				
Dec:				