

CHAPTER 11 PART 1 COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENT

1. GENERAL

To be eligible for continued occupancy, each adult family member must either:

1. contribute eight hours per month of community service (not including political activities),
2. participate in an economic self-sufficiency program, or
3. perform eight (8) hours per month of joint activities as previously described unless they are exempt from this requirement. The eight hours of activity may be completed at eight (8) hours each month or aggregated across a year, as long as ninety-six (96) hours are completed by each annual certification.

2. EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

A. Family members who are 62 or older.

B. Family members who are:

1. blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1), Section 1382(c)) and who certifies that because of this disability, they are unable to comply with the community service requirements, or
2. Family members who are the primary caregiver of such an individual.

C. Family members engaged in work activities for at least 30 hours per week:

1. Unsubsidized employment
2. Subsidized private-sector employment
3. Subsidized public-sector employment
4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
5. On-the-job-training
6. Job search
7. Community service programs
8. Vocational educational training (not to exceed 12 months concerning any individual)
9. Job-skills training directly related to employment
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency and
11. Satisfactory attendance at secondary school or in the course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate.

- D. Able to meet requirements under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or any other welfare program in our State, including a State-administered Welfare-to-Work program or
- E. A member of a family receiving assistance, benefits, or services under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of our State (HUD has determined that the Supplemental Nutrition Assistance Program (SNAP) qualifies as a welfare program of the state.) Therefore, if a tenant is a member of a family receiving assistance under SNAP and has been found by the State to be in compliance with the program requirements, that tenant is exempt from the CSSR, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in non-compliance with such a program.

3. NOTIFICATION OF THE REQUIREMENT

The Shelton Housing Authority shall identify all adult family members who are not exempt from the community service requirement at initial occupancy and at each annual reexamination.

The Shelton Housing Authority shall notify all such family members of the community service requirement and the categories of individuals exempt from the requirement. The notification will allow family members to claim and explain an exempt status in writing. The Shelton Housing Authority shall verify such claims. If a resident disagrees with the Shelton Housing Authority's determination, they can appeal by following the Grievance Policy. Changes in the exempt or non-exempt status of a resident shall be reported by the resident to the Shelton Housing Authority within ten (10) calendar days of the change.

At lease execution or re-examination, all adult members (18 or older) of a public housing resident family must:

- A. Provide all requested documentation, if applicable, that they qualify for an exemption; (Documentation provided by the tenant will be used (and verified if necessary) by the Shelton Housing Authority to determine whether the tenant is exempt from the CSSR), and
- B. Sign a certification that they have received and read the policy and understand that, if they are not exempt, failure to comply with the community service requirement will result in non-renewal of their lease, per 24 CFR 966.4(a)(2)(ii).

When a non-exempt person becomes exempt, it is their responsibility to report this to the Shelton Housing Authority and provide documentation. When an exempt person becomes non-exempt, it is their responsibility to report this to the Shelton Housing Authority as soon as possible.

For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in

ineligibility for continued occupancy at the time of any subsequent annual reexamination.

4. VOLUNTEER OPPORTUNITIES

Eligible community service activities include, but are not limited to, serving at:

- A. Local public or non-profit institutions, such as schools, Head Start Programs, before- or after-school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult day care programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing)
- B. Non-profit organizations serving Shelton Housing Authority residents or their children, such as: Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs, Police Activities League (PAL), organized children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Centers, community clean-up programs, beautification programs
- C. Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels
- D. Public or non-profit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods, or performing arts
- E. Shelton Housing Authority complex to improve grounds or provide gardens (so long as such work does not alter the Shelton Housing Authority's insurance coverage), or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board, outreach and assistance with Shelton Housing Authority-run self-sufficiency activities including supporting computer learning centers and
- F. Care for the children of other residents so parents may volunteer
- G. Volunteering for PHA community watch programs and building monitoring
- H. Volunteering for community outreach or awareness activities for the PHA, nonprofits, or other organizations
- I. Participating and assisting with resident council activities.

To facilitate easier documentation of the community service provided, residents shall work exclusively for non-profits or a governmental agency. Any required court-ordered community service or probation-based work shall not count towards a resident's required eight (8) hours per month of community service.

Eligible self-sufficiency activities include, but are not limited, to:

- A. Job readiness or job training while not employed
- B. Training programs through local One-Stop Career Centers, Workforce Investment Boards (local entities administered through the U.S. Department of Labor), or other training providers
- C. Higher education (junior college or college)
- D. Trade Schools Apprenticeships (formal or informal)

- E. Substance abuse or mental health counseling
- F. Reading, financial and/or computer literacy classes
- G. English as a Second Language and/or English proficiency classes
- H. Budgeting and credit counseling.

The Shelton Housing Authority will try to coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Shelton Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record-keeping for volunteers.

5. *THE PROCESS*

Upon admission and each annual reexamination thereafter, the Shelton Housing Authority will do the following:

- A. Provide a list of available volunteer opportunities to the family members
- B. Provide information about obtaining suitable volunteer positions
- C. Provide a volunteer timesheet to the family member. Instructions for the timesheet require the individual to complete the form and have a supervisor date and sign for each work period
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and meet with the family member as needed to encourage compliance.

At each regularly scheduled rent re-examination, each non-exempt family member will present a signed certification on a form provided by the Shelton Housing Authority of CSSR activities performed over the previous twelve (12) months. The Shelton Housing Authority will obtain third-party verification of CSSR completion administered through outside organizations.

The Statement will include:

- A. A statement certifying that the resident has completed the number of hours required and the statement is subject to penalties of perjury
- B. A description of the activity that the resident has completed
- C. The name, address, and contact information of the person/organization where/which activity was completed

6. *NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT*

Suppose a family member is found to be non-compliant at re-examination. In that case, they and the Head of Household will sign an agreement with the Shelton Housing Authority to make up the deficient hours over the next twelve (12) month period or certify that the non-compliant family member is no longer in the household.

The Shelton Housing Authority will notify any family found to be in noncompliance with the following:

- A. The family member(s) has been determined to be in noncompliance
- B. That the determination is subject to the grievance procedure, a right to be represented by counsel, and the opportunity to any available judicial remedy and
- C. That, unless the family member(s) enter into a written work-out agreement, the lease will not be renewed.

7. *OPPORTUNITY FOR A CURE*

The Shelton Housing Authority will offer the family member(s) the opportunity to enter into a work-out agreement before the anniversary of the lease. The contract shall state that the family member(s) agrees to enter into an economic self-sufficiency program or contribute to community service for as many hours as needed to comply with the requirement over the past twelve (12) month period. It will state the number of hours that the family member is deficient. The cure shall occur over the twelve (12) months beginning with the date of the agreement, and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns go toward the recent commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance every month.

Suppose any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service. In that case, the Shelton Housing Authority shall take action to terminate the lease unless the non-compliant family member no longer lives in the unit.

8. *PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES*

In implementing the service requirement, the Shelton Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees or replace a job at any location where residents perform activities to satisfy the service requirement.