

MONTGOMERY HOUSING AUTHORITY

Community Services Requirements Policy

ADOPTED: August 2001 by Resolution No. 4868

POSTPONED

REINSTATED by HUD Notice PIH 2003-17 (HA) issued June 20, 2003

FURTHER ADOPTED: July 15, 2003 by Resolution No. 5098

AMENDED: August 19, 2003 by Resolution No. 5109

AMENDED: September 16, 2003 by Resolution No. 5120

Index

Section I.	Community Services Requirement.....	1
Section II	Criteria for Exempt Status.....	1
Section III	Proof of Compliance with the Community Services Requirements.....	2
Section IV	Failure to comply with the Community Service Requirements.....	2
Section V	Qualifying Agencies and other Agency approvals for Volunteer Community Services.....	3
Section VI	Qualifying Agency for Participation in an economic self- sufficiency program for 8 hours per month.....	3
Section VII	Procedure for Processing Changes to Exempt or Non-Exempt Status.....	4
Attachment 1	5
Attachment 2	6
Attachment 3	7
Attachment 4	8
Appendix “A”	9

**Montgomery Housing Authority (HA)
Community Services Requirements Policy**

I. Community Service Requirements

- A. Based on federal requirements (Ref. 24 CFR 960.600) all public housing residents must comply with the requirements of performing community service as outlined in this policy. All non-exempt residents eighteen (18) years of age or older must perform volunteer work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. This requirement is effective with resident reexaminations of family income and composition beginning with the PHA fiscal year. For example, if a head of household's reexamination date is October 2000, the resident(s) must comply with the community services requirement and perform eight (8) hours of community service per month effective July 1, 2003.

Note:

For the purposes of the community service and self-sufficiency requirement:

- **an adult is a person eighteen (18) years or older;**
- **a resident must work at least twenty (30) hours per week to be considered employed and exempt.**

- B. All non-exempt residents must meet the following criteria during each 12 month period of their dwelling lease by:
1. Contribute 8 hours per month of community service (not including political activities); or
 2. Participate in an economic self-sufficiency program for 8 hours per month; or
 3. Perform 8 hours per month of combined activities as described in 1 and 2 above.

II Criteria for Exempt Status

In accordance with Section XXVII of the Admissions and Continued Occupancy Policy the following adult family members are exempt from performing community service:

- A. 62 years of age or older - since the date of birth is verified at admission the birth date specified in the HA accounting system will be the date used to establish the age of a person.
- A. Persons with qualifying disabilities which prevents the individual's compliance. The individual must provide appropriate documentation to support the qualifying disability.
- Note:** Individuals that qualify for a disability for occupancy reasons may provide a self certification that indicates that their disability keeps them from performing community service (**See Attachment No.1**) Also, other persons (not classified as disabled) may be exempted in this category if they provide a written Doctor's statement, that specifies

their medical condition and says that they are not capable of complying with the community service requirement due to their medical condition.

C. Persons engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d), specified below:

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 and job-readiness assistance;
7. Community service programs;
8. Vocational educational training (not to exceed 12 months with respect to 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;
11. Satisfactory attendance at secondary school or in a 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; and
12. The provision of childcare services to an individual who is participating in a community service program.

D. Persons participating at least eight (8) hours a month in a welfare-to-work program. An example in this category is the JOBS program, which is administered by the Department of Human Resources. **Note: Full or part time students are not exempt from providing community service unless exempted by the Executive Director.**

E. Any member of a family receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act. This would be programs funded through the Department of Human Resources and all family members would be exempt from the community service requirements.

F. Any person that is the primary caretaker of a blind or disabled individual. The person for whom the individual is a caretaker for must certify (see attachment 2 for certification form) that the caretaker is their primary source of care and that their disability requires a caretaker. Also, please note that the blind or disabled person may be a resident or non-resident of public housing.

III Proof of Compliance with the Community Service Requirements

Each head of household must present to the HA Housing Manager documentation that he/she and all other persons eighteen years of age or older living in the household, who are not exempt

has complied with this section. The documentation must be provided to the Housing Manager, by the head of household, at least **30 calendar days** prior to the required annual reexaminations of family income and composition. Documentation may include a letter from the agency on letterhead or other official document. The letter or other official document must contain the following information:

- A. Agency Name
- A. Official's Name from Agency and Title
- A. Total Hours worked by resident
- A. Sign and date for following certification: I
Certify that _____ Has performed
___ hours of volunteer community service work for this agency on
_____.
- A. The letter must be signed and dated by the certifying official.

Note: At the head of household's option a certification form prepared by the HA may be obtained from the Housing Manager in the Rent Office and used by the agency to make the certification of compliance to the HA (**See Attachment No.2**).

IV Failure to comply with the Community Service Requirements

The HA will verify compliance of each applicable family member, who is required to fulfill the community service requirement during annual reexamination. If the head of household fails to provide the signed certification to the HA, a determination of noncompliance will be made and the resident notified, in writing, of their noncompliance (**See Attachment No. 3**). The letter will explain the resident's status and what actions the resident must take to remedy the noncompliance. (**See Attachment No.4**).

V Qualifying Agencies and other Agency approvals for Volunteer Community Service

Any agency that is designated as a non-profit agency and serves the public is an authorized agency for performing community service. Attached is a list of qualifying agencies and/or organizations (See Appendix "A").

Note: The agencies listed in Appendix "A" do not represent all the eligible agencies in the City and County of Montgomery, Alabama; however, if a resident chooses an agency that is not listed in Appendix "A" to perform community service, the resident must submit the name of the agency and/or organization to the Housing Manager, in writing, prior to performing the community service. A decision will be made on the agencies eligibility and the resident will be notified, in writing, if the agency is approved or disapproved. If the agency is disapproved the resident is entitled to follow the grievance procedure to try and resolve the dispute.

It is the responsibility of the resident to contact the qualifying agencies in Appendix "A" and to make the necessary arrangements to perform community service as outlined in this policy. Also, it is the responsibility of the Head of Household to ensure that all non-exempt family members comply with the community service requirements.

VI Qualifying Agency for Participation in an economic self-sufficiency program for 8 hours per month.

As noted in Section 1B2 above, non-exempt residents may meet the community service requirements by participating in an economic self-sufficiency program. Therefore, if a resident chooses to participate in an economic self-sufficiency program, the Head of Household must submit the name of the agency and/or organization to the Housing Manager, in writing, prior to performing the community service. A decision will be made on the agency's eligibility and the resident will be notified, in writing, if the agency is approved or disapproved. If the agency is disapproved, the resident is entitled to follow the grievance procedure to try and resolve the dispute.

VII Procedure for Processing Changes in Exempt or Non-Exempt Status

The Head of Household must notify the Housing Manager within ten (10) calendar days after there is a change in any family members exempt status as defined in Section II above. Therefore, a change from exempt to non-exempt or non-exempt to exempt must be reported by the Head of Household within ten (10) calendar days of the change for any affected household member.

Please Print:

Name and Address of Head of Household

Signature of Head of Household

Date

Signature of Housing Manager

Date