



Community Service Compliance Certification

I/We have received a copy of, have read and understand the contents of the City of Chandler Housing and Redevelopment's Community Service Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if we do not comply with this requirement, our lease will not be renewed.

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Chapter 16 of the Admission and Continued Occupancy Plan (ACOP)

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7(l)]

INTRODUCTION

IMPORTANT NOTICE

The community service requirement was suspended for Federal Fiscal Year 2002, for all developments except HOPE VI developments (Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriation Act, 2002, at Section 432). The requirement has been reinstated for Federal fiscal year 2003 (October 2003).

The Quality Housing and Work Responsibility Act of 1998 mandates PHAs to require that adults living in public housing comply with community service requirements.

Additional references:

- [PIH Notice 2015-12](#)
- [PIH Notice 2016-06](#)

A. REQUIREMENT

Except for any family member who is an exempt individual, each adult resident of public housing must:

Contribute 8 hours per month of community service (not including political activities) within the City of Chandler community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) in the City of Chandler for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program) in the City of Chandler

B. EXEMPTIONS

The PHA shall provide an exemption from the community service requirement for any individual who:

1. Is 62 years of age or older;
- 2 (i). Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section,
or

- (ii) is a primary caretaker of such individual;
- 3. Is engaged in a **minimum of thirty (30) hours per week** work activity as defined in *section 407[d] of the Social Security Act;
- 4. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
- 5. Is 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, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The PHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The PHA will permit residents to change exemption status during the year if status changes.

***Section 407(d) of the Social Security Act defines “work activity” as:**

- 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 private sector employment is not available.**
- 5. On-the job-training**
- 6. Job-search and job-readiness assistance**
- 7. Community service programs**
- 8. Vocational education training (not to exceed 12 months with respect to any individual)**
- 9. Job-skills training directly related to employment in the case of a recipient who has received a high school diploma or a certificate of high school equivalency.**

- 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 equivalency, in the case of a recipient who has not completed secondary school or received such a certificate.**
- 12. The provision of childcare service to an individual who is participating in a community service program.**

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

***In addition to the HUD definition above, the PHA definition includes any of the following:**

***Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.**

*** Other activities as approved by the PHA on a case-by-case basis.**

The PHA will give residents the greatest choice possible in identifying community service opportunities.

Eligible community service activities are: Work at local public or nonprofit institutions such as schools, after school program, child care center, hospital, clinics, nursing home, recreation center, senior center, homeless shelter, food bank or clothes closet, Boy and Girl scouts, Big Brother/Big Sisters, Community Clean-up, Meals on Wheels, work as an officer of the Resident Organization, member of Resident Advisory Committee and board member, Community or Tenant Watch program, caring for children of other residents so they may volunteer.

Ineligible activities are: Activities cannot include political activities nor be substituted for work ordinarily performed by PHA employees, or replace a job at any location where resident perform activities to satisfy the service requirements. Community service is not employment paid wages.

The PHA will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

For each public housing resident subject to the requirement of community service, the PHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The PHA will verify compliance annually. If qualifying activities are administered by an organization other than the PHA, the PHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the PHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The head of household and the noncompliant adult must sign the agreement to cure.

Ineligibility for Occupancy for Noncompliance

The PHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. RESIDENT RESPONSIBILITY

Provide and cooperate with verification of exempt and nonexempt status.

Report any changes in status.

Contribute 8 hours per month for community service

Provide compliance information (the number of hours accomplished).

Comply to the family obligations under the lease.

G. PHA RESPONSIBILITY

The PHA will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

The resident is provide a written description of the service requirement and of the process for claiming status as an exempt person and for PHA verification of such status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons.

The family is in compliance with the service requirements, and must verify such compliance annually at least thirty days before the end of the twelve-month lease term. If qualifying activities are administered by an organization other than the PHA, the PHA shall obtain verification of family compliance from such third parties.

The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.

H. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

- The PHA's Community Service program is described in the Public Housing Admissions and Continued Occupancy Policy (ACOP).

I. RECORDS RETENTION

If the PHA elects to accept self-certifications, the PHA must retain the self-certification, any third party validation, and any information related to fraudulent self-certifications in the resident's file for at least two years from the date the documents are received by the PHA for possible HUD review.