

Community Service and Self Sufficiency Policy

New Boston Property Management

Adopted: Resolution 2015-18; December 28, 2015

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 ninety-six (96) hours per year of community service (volunteer work) or participate in ninety-six (96) hours per year of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence or a combination of both. This is a requirement of the Public Housing Lease.

The New Boston Property Management has given the name of “Friendship Services” to the HUD community service requirements. This is simply a name addition and does not, in any way, change any of the requirements, criteria, eligibility, or exemptions of the mandated community service. Any activities under the name of Friendship Service apply to the requirements for community service. Any HUD mandated community service requirements are found in the Friendship Service program.

B. Definitions

Community Service - volunteer work that includes, but is 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, 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, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations
- Work at the Management to help improve physical conditions. Work at the Management to help with children's programs
- Work at the Management to help with senior programs
- Helping neighborhood groups with special projects
- Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the. Resident Advisory Board
- Caring for the 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 toward economic independence. This includes a full time student status at any school, college or vocational school

Exempt Adult - an adult member of the family who:

- a) 62 years or older;
- b) (1) Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c), and who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or
(2) is a primary caretaker of such individual;
- c) Engaged in work activities (see Notice PIH 2003-17 (HA)) for a minimum of thirty (30) hours per week. In order for an individual to be exempt from the CSSR requirement because he/she is “engaged in work activities,” the person must be participating in an activity that meets one of the following definitions of “work activity” contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
 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 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 equivalency, 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 under any other welfare program of the State in which PHA is located 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 the State¹ in which the PHA 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 a program.

¹ NOTE: 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 administering State to be in compliance with the program requirements, that tenant is exempt from the CSSR.

C. Requirements of the Program

1. The ninety-six (96) hours per year may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. Activities must be performed within the community and not outside the jurisdictional area of the Management.
3. 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:
 - provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
 - 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 non-renewal of their lease.
 - At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Management) 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 Management 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 Management 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 Management. The Management will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.
4. Management Obligations
 - To the greatest extent possible and practicable, the Management 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)

- provide in-house opportunities for volunteer work or self sufficiency programs.
- The Management 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 Management will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Management's Grievance Procedure if they disagree with the Management's determination.
- Noncompliance of family member
 - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Management will begin reviewing the exempt or non-exempt status and compliance of family members.
 - If the Management finds a family member to be noncompliant, the Management will enter into an agreement with the noncompliant member and the Head of 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 unit.
 - The family may use the Management's Grievance Procedure to protest the non-renewal of the lease.