

**CITY OF TUCSON/COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICE REQUIREMENT POLICY**

COMMUNITY SERVICE REQUIREMENT

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents 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 an individual toward self-sufficiency and economic independence.

EXEMPT RESIDENTS

Exempt Adults - an adult member of the family who:

1. 62 years of age or older;
2. Has a disability that prevents him/her from being gainfully employed;
3. Is the caretaker of a disabled person;
4. Is working at least 20 hours per week;
5. Is participating in a welfare to work program;
6. Is a student under the 20-hour rule.

DEFINITIONS

Community Service - volunteer work, which 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 and Girls clubs, community clean-up programs, beautification program, youth or senior programs;
- Work at the Authority to help with senior programs, children programs;
- Helping neighborhood groups with special projects;
- Serving as an officer in a Resident organization or serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

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

- Job readiness, job training programs;
- GED or ESL classes;
- Substance abuse or mental health counseling;
- Apprenticeships;
- Budgeting and credit counseling; and
- Full time student status at any school, college or vocational school or if school related activities (class time, studying, and homework) total 20 hours per week or more.

REQUIREMENT OF THE PROGRAM

1. The eight- (8) hours per month may either by volunteer work or self-sufficiency program activity or a combination of the two. At least eight hours of activity must be performed each month. The resident may deviate from this schedule under special circumstances as determine by the authority.
2. The family must provide documentation that they are exempt if they qualify for an exemption. The family must also 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.

3. Residents must submit completed documentation forms of activities on a regular basis to the Central Office or as directed.
Residents will be asked to submit documentation on a monthly basis. It is the resident's responsibility to at the time of each annual re-examination, to present a completed documentation form of activities performed over the previous twelve (12) month.
4. If a family member is found to be non-compliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve- (12) month period.
5. 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 Authority and provide documentation of such within **10 days**.
 - If, during the twelve- (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority within 10 days. The Authority will provide the person with the documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.
 - If, the resident becomes exempt during a particular month, the resident will not be required to volunteer hours during that month.

AUTHORITY OBLIGATIONS

- To the greatest extent possible, the Authority will provide names and contacts at agencies that can provide opportunities for residents to fulfill their Community Service obligations. As a last resort, the Authority will allow residents to volunteer at a housing development if they cannot find volunteer work elsewhere.
- The Authority will provide the family with exemption verification forms and certification documentation forms at the move-in and lease renewal appointment.
- The 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 Authority's determination.

NON-COMPLIANCE FAMILY MEMBER

- At least 30 days prior to the annual reexamination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
- If the Authority find a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the head of household to make up the deficient hours over the next twelve month period;
- If, at the next annual reexamination, 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 Authority's Grievance Procedure to protest the least termination.