

GRANITE CITY HOUSING AUTHORITY

STATEMENT OF POLICIES

COMMUNITY SERVICE

REQUIREMENTS

Effective October 1, 2000

## 1. COMMUNITY SERVICE REQUIREMENT

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) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

## 2. EXEMPTIONS

Adult family members who meet any of the following criteria are exempt from this requirement.

- A. Is 62 years or older
- B. Is blind or disabled, as defined under the Social Security Act and who certifies that because of this disability she/he is unable to comply with the service provisions (not an automatic extension);
- C. Is the primary caregiver for of a family member who is blind or disabled;
- D. Is engaged in work activities (minimum 8 hours per month);
- E. Is exempt from work activity under Part A Title IV of the Social Security Act or under any other State Welfare program, including the welfare-to-work program;
- F. Is a family member receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and is in compliance with that program

## 3. NOTIFICATION OF THE REQUIREMENT

Granite City Housing Authority (GCHA) shall identify all adult family members who are apparently not exempt from the community service requirement.

GCHA shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. GCHA shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/2000. It will also advise 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

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work

for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

GCHA will coordinate with social service agencies, local schools, and any other agencies in identifying a list of volunteer community service positions and providing opportunities for community service.

5. IMPLEMENTATION OF PROGRAM

At the first annual reexamination on or after October 1, 2000, and each annual reexamination thereafter, GCHA will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Thirty (30) days before the family's next lease anniversary date, GCHA will verify family compliance for each applicable adult family member.
- E. Receive signed certifications from the family on behalf of any third parties if qualifying activities are administered by an organization other than GCHA
- F. Provide opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:
  - 1. Going from unemployment to employment;
  - 2. Entering a job training program;
  - 3. Entering an educational program, which exceeds eight (8) hours monthly.
- G. Retain documentation in the resident's file

6. NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

GCHA will notify any family found to be in noncompliance of the following:

- A. The family member(s) which has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

7. OPPORTUNITY FOR CURE

GCHA will offer the family member(s) the opportunity to enter into a written agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period 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 goes toward the current commitment until the current year's commitment is made.

If 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 by more than three (3) hours after three (3) months, GCHA shall take action to terminate the leas

