

## APPENDIX IV



### **ALBUQUERQUE HOUSING SERVICES COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY** [24 CFR 960, Subpart F]

The Quality Housing and Work Responsibility Act of 1998 as amended, and HUD Notice PIH 2003-17 “Reinstatement of the Community Service and Self-Sufficiency Requirement”, requires all non-exempt public housing adult residents (18 or older) to contribute a minimum of 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. This is a requirement of the Public Housing Dwelling Lease.

For purposes of this policy, **community service** means – volunteer work that includes, but is not limited to:

1. Work at a local institution including but not limited to a school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
2. Work with a non-profit organization that serves AHS residents or their children such as Youth Development Incorporated (YDI), Albuquerque Boys and Girls Club and the Office of Senior Affairs Meals on Wheels program just to name a few;
3. Perform work for AHS directly to help improve physical conditions of public housing developments; or
4. Help and work with neighborhood groups with special community projects.

**NOTE: Political activity volunteer work is excluded.**

**Self Sufficiency** activities include, but are not limited to:

1. Job readiness programs;
2. Job training programs;
3. GED classes;
4. Substance abuse or mental health counseling;
5. English proficiency or literacy (reading) classes;
6. Apprenticeships (i.e., plumbing, electrical, construction and other mechanical professions); or
7. Any kind of classes or training that helps a person toward economic independence; and
8. Full time student status at any school, college or vocational school.

**Exempt Adult** – an adult member of the family who:

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;
- Is the full-time caretaker of a minor child under the age of 6 years, blind or disabled person (if care is provided by a household member, only that member qualifies for an exemption);
- Is working at least 20 hours per week; or
- Is participating in welfare to work program.

The following identifies the minimum requirements of the Program:

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual **may not** skip a month and then double up the following month, unless special circumstances warrant special consideration. AHS will make the determination of whether to allow or disallow a deviation from the required schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of AHS.
4. Family obligations
  - At initial Lease execution or during annual reexamination, all adult members (18 years or older) of a public housing resident family **MUST**:
    - a. Provide verifiable documentation that they are exempt from Community Service requirements if they qualify for an exemption, and
    - b. 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 requirements will result in non-renewal of their Dwelling Lease, to include possible eviction proceeding for non-compliance with this federal requirement.
  - Every three (3) months, non-exempt family members must provide AHS with the “Record and Certification of Community Service” form, as evidence of the community service activities performed in the previous three (3) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of community service hours contributed by the family member. The form will be maintained in the tenant’s file.
  - If a family member is found to be noncompliant at the annual reexamination, he/she and the Head of Household shall sign a Community Services Re-Payment Agreement with AHS, to make up the community service 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 immediately to their AHS Tenant Services Specialist and provide verifiable 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 AHS. AHS program staff will provide the person with the “Recording and Certification Community Service” form, together with a list of agencies in the community that provide volunteer and/or training opportunities.

**D. AHS Obligations**

1. To the greatest extent possible and practicable, AHS will:

- ❑ Provide names and contacts of 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*); and
- ❑ Provide in-house opportunities for volunteer work or self-sufficiency programs.

2. AHS 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.

3. AHS will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use AHS Grievance Procedure if they disagree with AHS’s determination.

4. Noncompliance of family member [24 CFR 960.607]:

- ❑ At least 30 days prior to annual reexamination and/or lease expiration, AHS will begin reviewing the exempt or non-exempt status and compliance of family members;
- ❑ If, AHS finds a family member to be noncompliant, AHS may enter into an agreement with the noncompliant member and the head of household to make up the deficient hours over the next (12) month period;
- ❑ If, at the next annual reexamination, the family member is still noncompliant, **the lease will not be renewed and the entire family will have to vacate and, if necessary AHS will file a petition with the Metropolitan Court to evict the family from the unit**, unless the noncompliant member agrees to move out of the unit voluntarily;
- ❑ The family may use AHS Grievance Procedure to protest the lease termination/eviction.

**ALBUQUERQUE HOUSING SERVICES**  
**Community Service Compliance Certification**

**I/We** have received a copy of, have read and understand the contents of Albuquerque Housing Services Community Service/Self-Sufficiency Policy; and

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

**I/We** understand that the undersigned are **NOT EXEMPT** from the Community Service Policy requirements and **I/We** are required to provide AHS with verifiable documentation that **I/We** have fulfilled the Community Service obligation(s), and

**I/We** further understand that if, at any time, **I/We** are between jobs, we are subject to complete my/our Community Service requirements and provide verifiable documentation that **I/We** have fulfilled my/our Community Service obligation(s).

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_



**ALBUQUERQUE HOUSING SERVICES**  
**COMMUNITY SERVICE EXEMPTION CERTIFICATION**

I certify that I am eligible for an exemption from the Community Service requirement for the following reason(s):

1.    [    ]    I am least 62 years old or older;
2.    [    ]    I have a disability that prevents me from working;  
                  *(Certification of Disability Form will serve as documentation)*
3.    [    ]    I am working a minimum of twenty (20) hours per week;  
                  *(Employment Verification form will serve as documentation)*
4.    [    ]    I am participating in Welfare to Work Program;  
                  *(Must provide a completed and signed WPA form from appropriate agency)*
5.    [    ]    I am receiving TANF and am participating in a required self sufficiency program  
                  or work activity. *(Must provide verification from the funding agency that you are complying  
                  with job training or other work requirements.)*
6.    [    ]    I am exempt from participating in a required TANF self sufficiency program or work  
                  activity, on the basis that I am a single parent caring for a child under age 6 and care is not  
                  available (limited to 12 months during a lifetime). *(Must provide verification from a  
                  governmental social services agency that you are exempt from complying with job training or  
                  work requirements)*
7.    [    ]    I am exempt from the Community Service requirement due to the fact that I am the  
                  designated "caregiver" for a disabled household member requiring constant assistance.  
                  *(Certification of Disability Form will serve as documentation)*
8.    [    ]    I am a full time student *(Must provide verification from an accredited educational institution)*

Signature(s) 18 yrs or older required.

List Exemption(s) No.(s)

Resident	Date	# _____ # _____ # _____
Resident	Date	# _____ # _____ # _____
Resident	Date	# _____ # _____ # _____
Resident	Date	# _____ # _____ # _____