

Community Service Policy

Issue Date: 05-18-06

Effective Date: 07-01-06

Supersedes: n/a

Reference: FFY06-21



Richard McClain, Executive Director

901 Pardee Street • PO Box 59

Johnson City, TN 37601

office 423.232.4784 • fax 423.232.4789

jchousing.org

3.2

Continued Occupancy and Community Service

14.1 General

In order 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

14.2 Exemptions

The following adult family members of resident families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Has a disability that prevents him/her from being gainfully employed;
- C. Is the caretaker of a disabled person;
- D. Is working at least 20 hours per week; or
- E. Is participating in a welfare to work program

14.3 Notification of The Requirement

The Johnson City Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Johnson City Housing Authority shall inform all adult family members of the Community Service requirement and of the categories of individuals who are exempt from the requirement at lease execution. At this time the family member will have the opportunity to claim and explain an exempt status. The Johnson City Housing Authority shall verify such claims. Each adult family member who is not

exempt will sign a Community Service Agreement at lease execution. They will also receive a Volunteer Time Sheet and a list of Community Work Service Volunteer Opportunities.

Families will be advised that their Community Service obligation will begin upon the lease execution. It will also advise them that failure to comply with the Community Service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 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).

Together with the resident advisory councils, the Johnson City Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

14.5 The Process

The Johnson City Housing Authority's Department of Admissions & Occupancy is responsible for monitoring compliance with the Community Service requirement. Please note it is the family member(s)' responsibility to perform the community service and to ensure that the service is documented. **PLEASE NOTE, FAILURE TO SATISFACTORILY COMPLETE THE COMMUNITY SERVICE REQUIREMENT IS GROUNDS FOR NOT RENEWING OR TERMINATING A RESIDENT'S LEASE.**

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Johnson City Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.

- B. 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.
- C. Inform any family member if he/she is in noncompliance of the Community Service Policy.
- D. That, unless the family member(s) enter into a cure agreement to comply, the lease will not be renewed or will be terminated;
- E. That the determination is subject to the grievance procedure

14.6 Opportunity for cure

The Johnson City Housing Authority will offer the family member(s) the opportunity to enter into a Community Service Requirement Cure 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 or does not fulfill the terms of the agreement the Johnson City Housing Authority shall take action to terminate the lease.