



# COMMUNITY SERVICE POLICY

## **Housing Authorities of Guin, Hackleburg, Bear Creek & Winfield**

The Housing Authorities of Guin, Hackleburg, Bear Creek & Winfield seeks to cooperate and abide by the Community Service Requirements as specified by HUD. Therefore, we have adopted the following steps and procedures to implement said policy.

Each non-exempt adult public housing resident must contribute eight (8) hours of community service or participate in a self-sufficiency program for eight (8) hours in each month. Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service does not include political activities.

The following adult family members are exempt:

1. 62 years of age or older
2. Persons with qualifying disabilities which prevent the individual's compliance. The individual must provide appropriate documentation to support the qualifying disability, which may include self-certification. In addition, any person who is the primary caretaker of such individual is exempt.
3. Persons engaged in work activities as defined in section 407(d) of the Social Security Act.
4. Persons participating at least eight (8) hours a month in a welfare-to-work program.
5. Persons receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act C.

Each head of household must present to the HA office documentation that he/she and all other persons eighteen years of age or older living in the household, who are not exempt, have complied with this section. Documentation may include a letter from the agency on letterhead or other official document. Any such documentation shall be verifiable by the HA. Failure to comply with the Community Service Requirement and to provide appropriate verifiable documentation prior to the date required shall result in the lease not being renewed by the HA. Provided, however, that the HA may allow the family member who is not in compliance to complete the requirements within the following year as follows: The head of household and the person not in compliance shall sign an agreement stating that the deficiency will be cured within the next twelve months. Proof of compliance with the agreement shall be made by the head of household annually at re-certification. Failure to comply with the agreement shall result in the lease being terminated for such non-compliance, unless the person(s), other than the head of household, no longer resides in the unit and has been removed from the lease.

Changes in Exempt or Non-Exempt Status will be handled during an interim or annual re-certification.