

APPENDIX F
BURLEIGH COUNTY HOUSING AUTHORITY (BCHA)
COMMUNITY SERVICE REQUIREMENT
POLICY AND PROCEDURES FOR TENANTS IN PUBLIC HOUSING



Effective October 1, 2003 non-exempt public housing tenants are required to complete 8 hours of Community Service per month. This equals 96 hours per year. This requirement applies to all adults who reside in the public housing unit.

All heads of household and other adult household members will be required to sign a Community Service Requirement Public Housing Lease Addendum.

1. EXEMPT ADULTS INCLUDE:

- a. Persons who are 62 years of age or older.
- b. Persons with disabilities who have certified that they are unable to comply with the community service or self-sufficiency requirements.
- c. A person who is a full-time caregiver for a person with disabilities who has certified that they are unable to comply with the community services requirement.
- d. Persons engaged in work activities.
- e. A person enrolled and attends High school, College, Technical School, English as a Second Language, adult education, or other classes which are approved and accepted by BCHA for exemption status.
- f. Persons participating in Welfare to Work programs.
- g. Persons receiving assistance from and in compliance with a State program funded under Part A Title IV of the Social Security Act.
- h. Meets the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
- i. Is a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

2. GUIDELINES TO DETERMINE EXEMPT STATUS INCLUDE, BUT ARE NOT LIMITED TO THE CRITERIA SET OUT BELOW:

- The adult family member is a full-time student. A full-time student is enrolled in 12 credit hour classes per semester. (Each class enrolled in shall be equal to the actual class hours, plus 4 hours for study for each class each day class is attended. For example, if you attend 2 two-hour classes per week, which would equal 4 hours class time and 8 hours study time for a total of 12 hours per week. Program participant also has a job at which he/she works 18 hours per week. This equals 30 hours and individual would be exempt from the Community Service Requirement.)
- The adult family member has one or more jobs that singly or combined equal 30 hours per week
- The adult family member has a combination of work and school enrollment which meets 30 hours per week commitment.

3. VERIFICATION OF EXEMPTION STATUS.

BCHA will verify an adult's exempt status at admission, at annual rent reviews or when the family circumstances change. ALL VERIFICATION SHALL BE WRITTEN 3RD PARTY VERIFICATION.

4. TENANT BRIEFING ON WHAT IS REQUIRED FOR PURPOSES OF COMPLIANCE WITH THIS POLICY

A help sheet, which lists possible sites for opportunities in the community, will be provided to the non-exempt adult.

Each non-exempt tenant will be given a "Let Me Help You Through Community Service" Form to be completed monthly and signed by an appropriate volunteer site supervisor. This site supervisor must have a daytime phone number where they can be contacted during regular office hours.

This "Let Me Help You Through Community Service" Form is to be turned in with the rent payment each month. If the non-exempt tenant receives a utility reimbursement check, they will turn in the form when they pick up their utility reimbursement check at the BCHA office.

5. DETERMINATION OF COMPLIANCE BY NON-EXEMPT ADULTS

- The Housing Program Technician assigned to the casefile will verify the volunteer worksite documentation in a timely manner by contacting by phone the site supervisor whose signature is on the form. If the Housing Program Technician is unable to verify the work was performed at a certain volunteer site or the verification form is rejected for any reason, the non-exempt tenant will be required to perform and provide verification of hours of volunteer service to replace the hours which were not verifiable or for which verification forms were rejected.

Determination of compliance will be made at the annual rent review. When any non-exempt adult is determined to be non-compliant, each non-compliant adult will be required to sign an agreement stating that they will make up the required hours needed for the past 12 months within the next 12 months. Continued non-compliance will result in eviction for the entire family unless the non-compliant adult is no longer a part of the household.

When a family has an eviction brought against them for non-compliance with the community service requirement, they will have access to administrative due process through BCHA's lease and Grievance Procedure.