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TEAGUE HOUSING AUTHORITY

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COMMUNITY SERVICE/SELF SUFFICIENCY POLICY

A. BACKGROUND

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

B. DEFINITIONS

Community Service-volunteer work which includes, but is not limited to:

1. Work at a local school, hospital, nursing home, or child care center
2. Work with youth or senior organizations
3. Work at the Authority to help improve physical conditions
4. Work at the Authority to help with children's programs
5. Helping neighborhood groups with special projects
6. Working through resident organization to help other residents with problems
7. Volunteering for any non-profit organization that serves THA residents and their children.
8. Serving on the Resident Advisory Board.
9. Caring for the children of other residents so parents may volunteer.

NOTE: Political activity is excluded.

Self Sufficiency Activities-activities which include, but are not limited to:

1. Job training programs
2. Substance abuse or mental health counseling
3. English proficiency or literacy (reading) classes
4. Budgeting and credit counseling
5. Any kind of class that helps a person toward economic independence

Exempt Adult-an adult member of the family who:

1. Is 62 years or older

2. Has a disability that prevents him/her from being gainfully employed
3. Is a caretaker of a disabled person
4. Is working at least 30 hours per week
5. Is participating in a welfare to work program
6. Is receiving assistance from TANF and is in compliance with job training and work activities requirements of the program

C. 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 double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule based on a family's written request.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
4. Family Obligations:
 - a. At lease execution all adult members (18 or older) of a public housing resident family must
 1. Declare if they are exempt. If exempt, they must complete the Community Service Exemption Certificate and provide documentation of the exemption.
 2. 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 requirement will result in nonrenewal of their lease.
 - b. By the tenth of each month, non-exempt family members must present complete documentation of activities performed during the previous month. This documentation will include places for signatures of supervisors, instructors, or counselors, certifying to the number of hours contributed. Forms will be provided by the Teague Housing Authority.
 - c. If no documentation of hours served is presented by the tenth of the month, the non-exempt family member will be sent a non-compliance reminder letter. If a family member is found to be noncompliant at annual re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.
 - d. Change in exempt status:
 1. If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.

2. If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

5. Authority Obligations

- a. To the greatest extent possible and practicable, the Authority will
 1. provide names and contacts at 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).
 2. provide in-house opportunities for volunteer work or self sufficiency programs.
- b. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at lease signing, at each annual renewal, when a family member becomes subject to the community service requirement during the lease term, and at any time upon the family's request.
- c. Although exempt family members will be required to submit documentation to support their exemption, the Teague Housing Authority will verify the exemption status in accordance with its verification policies. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
- d. Noncompliance of family member
 1. At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members.
 2. If the Authority finds a family member to be noncompliant, the Authority will enter into a written work out agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.
 3. If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit.
 4. The family may use the Authority's Grievance Procedure to protest the lease termination.