

Cheyenne Housing Authority

COMMUNITY SERVICE NOTICE OF NONCOMPLIANCE CSSR 7

Date:
Name of Head of Household:
Address:

According to CHA records, it has been determined that one or more residents in your household are required to perform community service and have not done so.

Household Member Name: _____

Total number of Community Service Hours Required as of this date: _____

Failure to complete the community service requirement is a violation of the Dwelling Lease, CHA Policies and federal regulations.

You have the opportunity to enter into an agreement with the CHA to make up for the missed hours in the next 12-month period. Note that the community service hours worked to make up for missed hours would be in addition to the community service hours required for the current year. Attached is a Community Service Work-out Agreement. Failure to enter into an agreement will be a basis for nonrenewal of the lease. Please return the Community Service Work-out Agreement within ten (10) calendar days from the date of this letter or no later than _____.

This determination is subject to the grievance procedure. You have a right to request an informal review to dispute this matter with ten (10) calendar days from the date of this letter or no later than _____. Your informal request must be submitted to the CHA in writing and the written request must specify:

1. the reasons you request an informal review, and
2. the action or relief you seek

You have the opportunity to examine, before the Informal Review, any CHA documents, including records and regulations directly relevant to the review. There is a charge for copies of any CHA documents.

If you have any questions or concerns, please contact the CHA office at (307) 633-8333

Sincerely,

