

Cheyenne Housing Authority

Community Service and Self-Sufficiency Requirement (CSSR) Procedure, ACOP Reference and Forms Implementation CSSR 1

August 31, 2016

Procedure:

1. Tenant(s) will be provided a copy of the “Community Service” Policy from the CHA ACOP at lease signing. The CSSR requirements will be reviewed and all adult household members will need to sign an ***Entrance Acknowledgement*** and an ***Exemption Certification*** if applicable.
2. At every reexamination, all adult household members will need to sign the ***Annual Renewal*** and an updated ***Exemption Certification*** if applicable. Household members who are not exempt will be required to verify they completed the required number of community service hours by providing the ***Verification Form***.
3. If it is determined during the annual reexamination process a household member who is not exempt has not completed the required number of Community Service hours, a ***Notice of Noncompliance*** letter will be sent along with a ***Workout Agreement***.
4. If the household member does not return the ***Workout Agreement*** within ten days of the date of ***Notice of Noncompliance*** letter, a 30 day notice will be sent to the tenant indicating the lease will not be renewed as of the reexamination date.

ACOP Reference (Continued Occupancy and Community Service

See CSSR 2a, 2b, and 2c

CSSR 3 Entrance Acknowledgement

CSSR 4 Exemption Certification

CSSR 5 Annual Renewal

CSSR 6 Log and Verification Form

CSSR 7 Notice of Non-compliance

CSSR 8 Workout Agreement



Cheyenne Housing Authority

CONTINUED OCCUPANCY AND COMMUNITY SERVICE Extracted from CHA ACOP Adopted 06/23/2016 CSSR 2a

General

Federal regulations require that 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.

Exemptions

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

- A. Family members who are 62 or older

- B. Family members who are blind or disabled as defined under 216(I) or 1614 of the Social Security Act, and who certifies that because of this disability she or he is unable to comply with the service provisions

- C. Family members who are the primary care giver for someone who is blind or disabled

- D. Family members engaged in work activity

- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program

- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program



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CSSR 2b

NOTIFICATION OF THE REQUIREMENT

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

The Cheyenne Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Cheyenne Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 4/1/01. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. 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.

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).

The Process

At the first annual reexamination on or after April 1, 2001, and each annual reexamination thereafter, the Cheyenne Housing Authority/Resident will do the following:

- A. Provide information about obtaining suitable volunteer positions.
- B. At the time of annual recertification, all required adult family members will be required to provide third party verification of compliance with the 8 hours per month of community service.
- C. Thirty (30) days before the family's next lease anniversary date, the Cheyenne Housing Authority will review whether each applicable adult family member is in compliance with the community service requirement.



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Community Service Exemption Certification CSSR 4

I certify that I am eligible for an exemption from the Community Service requirement for the following reason:

- I am 62 or older;
- I am a person who is blind or who is disabled and I certify that based on this disability, I cannot comply with the requirements or I am a primary caretaker of such individual;
(Disability must be or have been verified)
- I am working 30 hours or more per week;
(Employment verification will serve as documentation)
- Exempt from Work Requirements by State Program: I am receiving TANF or benefits from another state welfare program and am exempt from related work requirements.
(Must provide verification letter from agency)
- I am a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and have not been found to be in noncompliance with such program.
(Must provide verification from the funding agency that you are complying with job training or work requirements)
- I am a full time student;
(Must provide verification of school schedule.)
- Other;
Please explain: _____

Resident

Date



Cheyenne Housing Authority

Community Service and Self-Sufficiency Requirement Certification

Annual Renewal CSSR 5

For Non-Exempt Individuals

Date: _____

Participant Name: _____

I understand that as a resident of public housing, I am required by law to contribute 8 hours per month (96 hours over the course of every 12 month period) of community service or participate in an economic self-sufficiency program. I have received and read the Community Services and Self Sufficiency Requirement Policy. I further understand that if I am not exempt, failure to comply with CSSR is grounds for lease nonrenewal.

Signature: _____

Date of Signature: _____



