

Attachment va012e01
Chesapeake Redevelopment and Housing Agency
Community Service Description of Implementation

Description of the Community Service Policy

The Chesapeake Redevelopment and Housing Agency Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Chesapeake Redevelopment and Housing Agency believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

At the time of each scheduled recertification meeting, public housing residents are again informed about the community service requirement. Each head of household and other adult household members are required annually to sign a "Resident Community Service Compliance Certification" which indicates that they have received a copy of and have read and understand the contents of the Authority's Community Service/Self Sufficiency Policy. If any non-exempt adult member of the household does not comply with this requirement, their lease will be not renewed. The community service information is tracked on a community service log. This log contains information about each family member with the information provided by each family. A new log is made up to cover each year that the family is residing in public housing. This information is to be reported to their property manager on a monthly basis. If families are found to be non-compliant, either for failure to provide documentation of community service or for failure to perform community service, the head of household along with the non-compliant member of the household will be required to sign an agreement with CRHA to make up the deficient hours over the next twelve (12) month period in addition to the hours due for the current year. If at the recertification appointment, the family still remains non-compliant, the

Authority will not be renewing or extending their lease because the family had been previously notified that they were non-compliant and were given an opportunity to make up the deficient hours.

If a family member/members claims an exemption, the person requesting the exemption is required to complete an exemption certification form and provide supportive documentation. The form is reviewed and either approved or denied by staff.

CRHA provides public housing residents with a variety of voluntary activities and locations where some of the activities can be performed. These activities identified may or may not be approved for all participating tenants.

Activities may include, but are not limited to:

- Unpaid services at the PHA to help improve physical condition, including building clean-ups, neighborhood clean-ups, gardening and landscape work;
- Unpaid office related services in the development or Administrative Office;
- Assisting other residents through the resident organization;
- Unpaid services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.;
- Active participation in neighborhood group special projects;
- Assisting in after-school youth programs or literacy programs;
- Unpaid tutoring of elementary or high school age residents;
- Assisting in on-site computer training centers; and
- Any other community service which includes 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”.

Since tenants may satisfy the community service requirement through a combination of community service and self-sufficiency activities. Such activities could include, but are not limited to:

- Apprenticeships and job readiness training;
- Voluntary substance abuse and mental health counseling and treatment;
- English proficiency classes, GED classes, adult education, college, technical schools or other formal education;
- Household management, budget and credit counseling, or employment counseling;
- Work placement program required by the TANF program; and
- Training to assist in operating a small business.

Community Service Implementation Report:

Number of tenants performing community service: 25

Number of tenants granted exemptions: 1160

Number of tenants in non-compliance: 88

Number of tenants terminated/evicted due to non-compliance: 1