



## **Community Service and Self-Sufficiency Requirements**

Congress passed the Quality Housing and Work Responsibility Act of 1998 that required HUD to enforce the Community Service Requirement for public housing residents. As a resident of the public Housing Authority of Williamsburg, all adults (18 years of age and over) on your lease will be required to perform community service for any month they are not exempt.

### **Who is exempt?**

Adults may claim an exemption if:

- a) Age 62 or older
- b) Blind or Disabled (as defined under the 1614 of Security Act)
- c) Documented primary caretaker for someone who is blind or disabled as defined under the 1614 of Security Act)
- d) Engaged in a work activity (as defined In Section 407d of the Social Security Act)
- e) Listed as a family member on a Food Stamp (SNAP) case

### **What is Community Service?**

Community Service is defined by Hud as any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Community service or self-sufficiency programs can be Included in job training, employment, counseling, work placement, placement, basic skills training, education, English proficiency, financial or household management, apprenticeship, or any program necessary to ready a participant for work.

### **What is the Requirement?**

Each Adult in the household who is NOT exempt is required to do eight (8) hours of community service for each month they are NOT exempt. It is the responsibility of the resident to know which months they must participate. Eight (8) hours must be completed within each month they are NOT exempt. The Tenant cannot perform 96 hours in one month to distribute to other months.

### **How do I Verify My Community Service?**

Verification forms must be completed and signed by the person supervising your community service program. Forms are available from the main office. Each form must include the date, time, location, and description of services performed. Friends and family will NOT be allowed to verify you community service. Residents will be responsible for keeping track and verifying all community service hours completed. If you are subject to Community Service hours, you must turn in proof of compliance at least 30 days prior to the expiration of your initial one-year lease term.

### **What Happens If I Do Not Meet the Community Service Requirements?**

The Housing Authority of Williamsburg will review all residents subject to the requirements of the Community Service at least 30 days before their lease renewal date to determine compliance. If Resident has not fulfilled the requirement, the resident must sign a repayment agreement to make up the hours or lease will not be renewed.

What If I have Questions?

Call the HAW office Monday - Thursday, from 8:00 am until 5:30 pm at 606.549.0282.

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Applicant Signature

Date