

ST. CLAIR HOUSING COMMISSION COMMUNITY SERVICE RULES & INFORMATION SHEET

All non-exempt residents must either: (1) contribute eight hours per month of community service (community service is not employment, and may not include political activities); or (2) participate in an economic self-sufficiency program; or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement. The required hours of activity do not have to be performed on a per month basis provided there is a cumulative total equaling 8 hours for each month the family member(s) is subject to the Community Service Requirement. On an annual basis, at time of reexamination, all residents subject to the Community Service requirement must provide documentation of a minimum of 96 hours for the past 12 months or provide documentation of an exception for any month in which they qualified for one (each month of exemption provides an 8 hour reduction in required hours of activity) in order to remain in compliance with HUDs requirement.

Exempt individuals are adults (18 years of age or older) who:

- Are 62 years or older;
- Are blind or disabled as defined by the Social Security Act and who certify that because of this disability they are unable to comply with the service provisions;
- Are the primary caretaker of the above-described blind or disabled individual;
Are engaged in "work activities" as defined by the Social Security Act.

To meet the work activity requirement of an average of 20 hours per week, or 1040 hours per year, verification will be required. If the hours worked fall short of the minimum 1040 hours for the year, verification will then be required on a by month basis to determine which months, if any, the family member(s) qualifies for an exemption. The family member(s) is subject to the Community Service Requirements for any month in which the family member does not qualify for an exemption.

- Meets the requirements for being exempted from having to engage in a work activity under a State program funded under the Social Security Act or any other welfare program of the State;
- Are members of a family receiving assistance, benefits or services under a State program funded under the Social Security Act or under any other welfare program of the State including a State-administered welfare-to-work program and has not been found by the State or other administering entity to be in noncompliance with such a program.

At admission and each annual reexamination, thereafter, based upon information you provide, the St. Clair Housing Commission will determine and document the status of each adult family member as subject to, or exempt from, the Community Service Requirements and notify you in writing. It will be your responsibility to notify your Property Manager if your situation/circumstances change, as this may change what you are required to do. If one or more family members is subject to the Community Service Requirements (status determined to be "non-exempt"), the St. Clair Housing Commission will do the following:

- A. Provide a list of known volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to each non-exempt family member, with instructions for the time sheet requiring the family member(s) to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator or their Property Manager who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator or the Property Manager will track the family member's progress and will meet with the family member as needed to best encourage compliance.
- E. At each regularly scheduled rent re-examination, each non-exempt family member will present a signed certification on a form provided by the AHC of CSSR activities performed over the previous twelve (12) months.

If you become non-compliant with this community service requirement, the lease of your household will not be renewed at the time of your reexamination.

Please contact your Property Manager for details and/or further information.