

COHOES HOUSING AUTHORITY COMMUNITY SERVICE POLICY

The Cohoes Housing Authority will institute the community service requirements as required by the Housing Quality and Work Responsibility Act in accordance with 24 CFR Part 5, 880, et al.

Service Requirement: Each adult resident (18 years or older), other than an exempt individual, must perform 8 hours a month of community service or participate in an economic self-sufficiency program.

- The Cohoes Housing Authority will notify all residents, in writing. The first initial notification of the new requirement will be by mail, and henceforth, at the orientation before move in.
- Forms will be supplied for exemptions, or to sign of for the list of service activities
- Exemptions will be : 1.) 62 years of age or older; 2). Blind or disabled individual, as defined under 1614 of the Social Security Act, and who is unable to comply with the requirements; or is a primary caretaker of such individual
3)Engaged in work activity; 4)Persons participating in a welfare to work program, or receiving assistance from and in compliance with a State program funded under part A., title IV of the Social Security Act; 5) Anyone whose income qualifies them for a flat rent

Residents must submit forms back to the office by the required date on the letter or they will be considered in non-compliance. The Housing Authority will notify the family of its determination of the family member (s) exempt and the family members required to do service.

Any change in resident status between reexaminations must be submitted in writing and reviewed as an interim rent.

CHA will list on site community services that the resident may participate in. The CHA will monitor its own programs either through the assistance of the Resident Advisory Board or through staff members. Residents may bring in certification from other church or community organizations (not political) of their participation in community service there. Certification must be signed by an official of the organization.

COMPLIANCE

- All files will be reviewed for compliance 30 to 90 days before recertification due date.
- The head of household will be notified of any non-compliant household members before the recertification date and informed that the lease will not be renewed.
- A written agreement may be made to perform the service before the recertification date
- If the obligation has not been met by the recertification appointment, a 30 day legal notice will be issued and the tenant will be notified of their right to a grievance hearing.
- If the non-compliant resident no longer resides there, a written notarized statement must be supplied along with formal verification (postal, utility, license)