

## **HOUSING AUTHORITY OF THE CITY OF BEVERLY**

### **RESIDENT COMMUNITY SERVICE ACTIVITIES OR SELF-SUFFICIENCY WORK ACTIVITIES**

#### **ADDENDUM No. 2**

Community service is defined by HUD as “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.” Community service is not employment and may not include political activities.

HUD’s Community Service and Economic Self-Sufficiency requirements mandate that each non-exempt adult household member (18 years or older) shall either contribute eight hours per month of community service within their community, or participate in an Economic Self-Sufficiency program for eight hours per month. The requirements can also be met by a combination of eight hours of Community Service and participation in an Economic Self-Sufficiency Program.

The Beverly Housing Authority (hereinafter referred to as Authority) is responsible for administering this program, including eligible activities, exemptions from the requirements, and review of compliance.

The Authority may administer qualifying community service and self-sufficiency activities directly or make the activities available to residents through a contractor or partnership with qualifying organizations (including resident organizations), community agencies, or institutions.

In administering the community service/self-sufficiency program it is the Authority’s responsibility, to the extent possible, to provide names and contacts of agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations. Persons with disabilities are exempt from the requirement only if they certify that because of their disability they cannot comply with the requirement. The Authority should, to the extent possible, provide referrals for volunteer work or self-sufficiency programs.

## Eligible Community Service Activities

Eligible community service activities that can be performed include, but are not limited to:

- Work at a local public or non-profit institution, including but not limited to: Head Start, other before or after school program, child care center, hospital, clinic, hospice, nursing home, recreation center, senior center, adult day care program, homeless shelter, feeding program, food bank (distributing either donated or community foods), or clothes closet (distributing donated clothing) etc.;
- Work with a non-profit organization that serves Authority residents or their children, including but not limited to: Boy Scouts, Girl Scouts, Boys or Girls Club, 4-H club, PAL, other children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Center, Community clean-up programs, Beautification programs, etc.;
- Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps or Retired Executives, Senior meal programs, Senior Center, Meals on Wheels, etc.;
- Work with any other public or non-profit youth or senior organizations;
- Work as an officer of a development or citywide resident organization;
- Work as a member of the Resident Advisory Committee;
- Work at the Authority to help improve physical conditions (for example as a floor, grounds or building captain);
- Work at the Authority to help with children's programs;
- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through a resident organization to help other residents with problems, serving as an officer in a resident Organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

## Eligible Self-sufficiency Activities

Eligible self-sufficiency activities in which residents may engage include, but are not limited to:

- Job readiness programs;
- Job training programs;
- Skills training programs;
- Higher education (Junior college or college);
- GED classes;
- Apprenticeships (formal and informal);
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- English as a second language classes;

- Budgeting and credit counseling; and
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- Carrying out any activity required by the Department of Public Assistance as part of welfare reform.

### Exempt Residents

The Authority must identify in our community service/self-sufficiency policy the residents who are exempt from the program work/self-sufficiency requirement, including persons who are:

- 62 years or older;
- Persons with disabilities who certify that, based on the disability, he/she cannot comply with the requirement;
- Caretakers of a person with disability who has certified that based on the disability, he/she cannot comply with the requirement;
- Currently working at least 30 hours per week;
- Certified as exempt from work activities under a State Program as stated by the Social Security Act or any other State Welfare Program; and
- Members of a family receiving benefits from a State Welfare Program in compliance with the program's requirements.

### Compliance

It is the tenant's responsibility to regularly communicate with the Authority to report policy compliance. The tenant will promptly respond to all Authority requests for information. Failure to comply is a violation of the dwelling lease and will be grounds for lease termination.