

Housing Authority of Henderson
111 South Adams Street
Henderson, KY 42420
(270) 827-1294

A RESOURCE BOOK WITH ADDRESSES AND PHONE NUMBERS FOR THESE AND OTHER OPPORTUNITIES CAN BE OBTAINED AT THE HOUSING AUTHORITY OFFICE

Opportunities for Community Service and Self-Sufficiency that are not listed will be reviewed case by case prior to the service being performed. Resident's are encouraged to contact the office if there are any questions concerning Community Service and the requirements.

Residents that fail to comply with the requirements of Community Service by performing a minimum of 8 hours each month are subject to lease termination.



Community Service & Economic
Self-Sufficiency Program

August 2006

How does the Community Service Requirement affect me?

As a resident of public housing with the Housing Authority of Henderson, all adults of non-exempt status are required to perform a minimum of 8 hours of community service or self sufficiency activities, or a combination of both, each month they are non-exempt.

Who is considered exempt?

- ◇ age 62 or older
- ◇ blind or disabled according to section 1614 of the Social Security Act
- ◇ is a primary caretaker of someone in the household who is blind or disabled (as defined in section 1614 of the Social Security Act)
- ◇ is engaged in work activities or a full time student
- ◇ meets requirements from being exempted from working under a state program or a state welfare program in the state the Housing Authority is located
- ◇ is a member of a family receiving assistance under a state program or welfare program funded under part A of title IV of the Social Security Act.

What is Community Service and Self-Sufficiency?

It is defined by HUD (Housing and Urban Development) 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. It is **not** employment and may **not** include political activities.

What is an approved Community Service or Self-Sufficiency Activity?

The Housing Authority of Henderson will provide residents with possible agencies and opportunities to fulfill the minimum 8 hour per month requirement. A list of these agencies and activities is available at the Housing Authority office. If you have an opportunity or agency that is not on this list, call the office prior to the service being performed for approval.

Additional opportunities for Community Service/Self-Sufficiency:

- Methodist Hospital
- Red Cross
- Humane Society
- Salvation Army
- Daycare centers
- Henderson County Schools
- Local Health Clinics
- Marsha’s Place
- Boy Scouts
- Girl Scouts
- Answer Center
- Goodwill Industries
- Volunteer and Information Center
- Habitat for Humanity
- United Way of Henderson
- Henderson Community Christian Outreach
- Operation Community Pride

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 or informal)
- ◇ English proficiency or literacy (reading) classes
- ◇ Budgeting and credit counseling
- ◇ Carrying out any activity required by the Department of Public Assistance as part of welfare reform

Approved Community Service/Self-Sufficiency Programs

- ◇ Academic Lab (computer classes & instruction-when available)
- ◇ Twice is Nice Thrift Shop at Barret Center
- ◇ Senior Meals at 840 N. Adams
- ◇ Red Cross blood donation and volunteering
- ◇ After school activities and tutoring
- ◇ Primetime (job skills training for parents that can bring their small children with them)
- ◇ Volunteer programs through the Volunteer and Information Center.

Information about these activities can be obtained by calling the Housing Authority office at 827-1294.

How do I report my Community Service?

A time sheet will be included in your Community Service include the date and times of your service performed, description of the service and the signature of an authorized person. This information is needed for verification purposes. You are responsible for keeping track of your hours. You are asked to bring the time sheet in each month to the office. At that time, you will receive a new time sheet for the upcoming month. Time sheets need to be turned in no later than the first week of each month so that your hours can be recorded. Failure to turn in your time sheets in a timely manner could result in the hours not being accepted.

Resident Obligations

It is the resident's responsibility to seek out opportunities and activities that will count toward their Community Service requirements. The Housing Authority of Henderson will not do this for the resident. However, we will make suggestions and recommendations to the resident if needed. Residents are asked and encouraged to contact the office for approval of any opportunities and activities the resident may be pursuing to obtain their hours.

A non-exempt resident is only required to perform a minimum of 8 hours each month they are considered to be non-exempt. Any hours that exceed the minimum will not be allowed to carry over into the next month. Each month there must be a minimum of 8 hours worked for that month. In the event the 8 hour minimum is not met for a month, those hours will have to be made up the following month along with the 8 hour minimum.

Residents should turn in their time sheets whenever they get their hours in. It is recommended that the time sheets are not held to turn in later or to give the time sheet to anyone else besides to the office. Time sheets need to be turned in no later than the first week of each month and pick up another time sheet. Time sheets not turned into the office in a timely manner may result in those hours not being counted.

Community Service Status Change

All adult household members will sign a Community Service Status form at the initial lease up period. The form will show the status of an adult household member. The member will either be Exempt or Non-Exempt. Those Exempt will not be required to perform Community Service. Those Non-Exempt will be required to meet the requirements of Community Service.

Each time an adult household member status changes, a new form will be signed. Residents are responsible to change their status as it becomes necessary. If a resident becomes Exempt but failed to come to the office and change their status will still be responsible for any hours for the period of time our records show the resident as being Non-Exempt. If the resident has any questions about Community Service, that resident just needs to call the office.

What if I have questions later?

Residents can call the Housing Authority office Monday through Friday from 8:00 AM—4:45 PM at (270) 827-1294.

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: school, Head Start, other before or after school programs, child care centers, hospital, clinic, hospice, nursing home, recreation center, senior center, adult day care program, homeless shelter, feeding programs food bank (distributing either donated or commodity foods) or clothes closets (distributing donated clothing, etc.
- ◇ Work with a non-profit organization that serves PHA 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 of Retired Executives, Senior means program, Senior Center, Meals on Wheels, etc.
- ◇ Work with any other public or non-profit youth or senior organization
- ◇ Work as a member of the Resident Advisory Committee
- ◇ Helping neighborhood groups with special projects