

**ITHACA HOUSING AUTHORITY'S**  
**PUBLIC HOUSING COMMUNITY SERVICE POLICY**

Federal law requires that adult public housing residents provide eight hours of Community Service or engage in eight hours of Economic Self-Sufficiency activity each month. This requirement is a condition of tenancy unless the resident qualifies for an exemption.

**Community Service** is defined by law 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.

**Economic Self-Sufficiency** is defined as any program that is designed to encourage, assist, train or facilitate the economic independence of its participants and their families.

**(24 CFR 960.601(b), PIH-Notice 2009-48**

**EXEMPT INDIVIDUAL**

Engaged in Work Activities (20 hours/week minimum)
Age 62 or Older
Blind or Disabled (as defined under section 216(i)(1) or 1614 of the Social Security Act
Is the Primary Caretaker of Blind or Disabled Household Member
Participating in a Welfare-to-Work (TANF or SNAP) Program

**ELIGIBLE COMMUNITY SERVICE / ECONOMIC SELF-SUFFICIENCY  
ACTIVITIES INCLUDE (but are not limited to):**

Volunteering at a school such as: before/after school program or child care center	Volunteering at: nursing home, homeless shelter, feeding program, food bank, clothing distribution center
Volunteering at a nonprofit organization such as: Boy Scouts, Girl Scouts, 4-H Clubs, Police Assistance League, Big Brother/Big Brother Program	Volunteering for community clean-up programs, beautification programs, garden centers, performing arts centers, cultural awareness programs
Care for the children of other Public Housing Residents so they may volunteer	Volunteering at IHA to improve the grounds or provide gardens or work on resident advisory boards
Participation in job readiness trainings or programs	English Proficiency or Literacy Classes
GED or Adult Education Classes	Budgeting Classes or Credit Counseling
Substance Abuse or Mental Health Counseling	Apprenticeships
Any Class to help towards obtaining economic self-sufficiency	Full-time Student Status at any school, college, or vocational school

**PROGRAM REQUIREMENTS:**

- At least eight (8) hours a month of volunteer work must be performed each month.
- An individual may not skip a month and then double up the following month, unless special circumstances warrant special conditions. All requests for special circumstances must be requested in writing within 5 business days of the circumstances becoming known.
- Activities must be performed within the Tompkins County community (not outside of IHA’s jurisdictional area).
- If, during the twelve (12) month lease period, a non-exempt person becomes exempt, it is his/her responsibility to report this to IHA and provide documentation of such within 10 days of the change.
- If, during the twelve (12) month lease period, an exempt person becomes non-exempt, it is his/her responsibility to report this to IHA within 10 days of the change.
- Community Service Time Sheets must be completed each month and submitted to Ithaca Housing Authority no later than the 15<sup>th</sup> of each month to report the month prior’s activities.
- If IHA finds a family member to be non-compliant with the community service requirements, the resident will be given the opportunity to enter into an Agreement to Cure and to make up the deficient hours over the next twelve (12) month period.
- If an Agreement to Cure has been entered into, and the family member is non-compliant with those terms, then the lease will not be renewed and the entire family will have to vacate unless the non-compliant member agrees to move out of the unit.
- The family may use the IHA’s grievance procedure to protest the lease termination.

**I have received and read the Community Services and Self-Sufficiency Requirement. I understand that as a resident of Public Housing, I am required by law to contribute 8 hours per month of community service or participate in an economic self-sufficiency program. I further understand that if I am not exempt, failure to comply with CSSR is grounds for lease nonrenewal. My signature below certifies I received notice of this requirement at the time of initial program participation.**

\_\_\_\_\_  
Signature of Head of Household

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\_\_\_\_\_  
Signature of Other Adult Household Member

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Signature of Other Adult Household Member

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Signature of Other Adult Household Member

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Signature of IHA Assistant Property Manager

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