



OSHKOSH HOUSING AUTHORITY  
WINNEBAGO COUNTY HOUSING AUTHORITY

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# COMMUNITY SERVICE POLICY

(Applies to residents of Mainview, Court Tower, and Scattered Site Family Units)

## General

In order to be eligible for continued occupancy, each adult family member (18 years or older) must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) within another development owned by the Housing Authority, or (3) participate in an economic self-sufficiency program unless they are exempt from this requirement.

## Exemptions

The following adult family members of tenant families are exempt from this requirement:

- Family members who are 62 or older
- Family members who are blind or disabled and self-certify annually that they are incapable of completing the mandated community service (self certification form available at Housing Authority offices)
- Family members who are the primary care giver for someone who is blind or disabled.
- Family members engaged in work activity (**income in excess of \$5000.00 per year**)
- Family members who are exempt from work activity under part A, title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- **The Housing Authority will re-verify the exemption status annually or when an interim puts the tenant below the income threshold, except in the case of an individual who is 62 years age or older.**

## Notification of the Requirement

The Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For families paying a flat rent, the obligation begins of the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

### **Volunteer Opportunities**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the Housing Authority board(s) the agency may create volunteer positions.

### **Notification of Non-Compliance with Community Service Requirement**

The Housing Authority will notify any family found to be in non-compliance of the following

- The family member(s) has been determined to be in non-compliance
- That the determination is subject to the grievance procedure, and
- That unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated

### **Opportunity for Cure**

The Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agree to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12 month period. The cure shall occur over the 12 month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than 3 hours after 3 months, the Housing Authority shall take action to terminate tenancy.