

COMMUNITY SERVICE REQUIREMENTS FOR PUBLIC HOUSING

DWELLING LEASE: Page 3 Section 5; Obligations of Resident: Item C:

Adult members of the Resident's household agree to participate at least 8 hours a month in community service or economic self-sufficiency training.

*Adults who are elderly, disabled, already employed, exempt under W-2 or other Wisconsin programs, full time students need not comply with this **federal mandate**.*

The Owner will not renew the dwelling lease if the household fails to satisfy this provision.

To start community service:

You must identify an agency that you will be completing your volunteer hours at. This agency should provide a signed, written statement on their letterhead affirming you have been accepted as a volunteer and listing a proposed schedule for volunteer hours. If you change sites, this process should be repeated.

Residents are responsible for securing their own service site, and can contact the Volunteer Center of East Central Wisconsin (www.volunteercenter.net/ ~ Appleton 920-832-9360 ~ Oshkosh 920-230-3663) for help in locating a volunteer site. Please keep in mind the following when selecting a volunteer site:

- Community Service is generally associated with volunteer work with a recognized non-profit organization, a local school or education program, or a municipal service program such as city hall or the police department. Working at a for-profit employment site and/or friend's business, while may be done as a volunteer, is not community service. The specific language from policy states that the work must be done "**in the public benefit**".
- The service must be completed within Winnebago County, or obtain prior authorization from the HA for activities outside of the county.
- HUD specifically lists possible community service opportunities, including:
 - Work at a local public or non-profit institution, including but not limited to: school; Head Start; hospitals and clinics; nursing homes and senior centers; homeless shelters and feeding programs.
 - 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, Community clean-up programs.
 - Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps of Retired Executives, Senior meals programs, Senior Center, Meals on Wheels, etc.;
 - 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 in a specific/approved position.

Helpful Ideas:

- ** Volunteering in any school district will count, even if you are volunteering in your child's class.
- ** Participating in certain workshops offered through the local Workforce Development Center, Technical College, FISC, Family Services, or the Housing Authority will count.
- ** Working with ADVOCAP or Fox Valley Technical College on your HSED or GED will count for hours.

RENT PAYMENTS / COLLECTION

All residents will be instructed that under the terms of their lease, their rent is due and payable in advance on the first working day of the month, with a five-day grace period permitted. **Rent is delinquent after the fifth day of the month.** If the first falls on a weekend or holiday, the rent shall be due and payable on the first business day thereafter.

All rents must be paid by personal check or money order made payable to the Oshkosh Housing Authority, Winnebago County Housing Authority or the Cumberland Court Housing Commission. **No cash payments will be accepted.**

The PHA will accept only money order payment to replace a tenant payment made with a check returned due to non-sufficient funds (NSF). The PHA shall also charge the tenant with any bank fees/charges incurred as a result of the NSF check.

All unpaid rents become delinquent on the fifth day of each month. The resident will be served a “14 Day Quit or Pay Rent” notice, informing them that their rent is past due and must be paid in full no later than 14 days from the date of notice or their lease is terminated.

Extensions may be granted beyond the fifth day of each month for good cause. To receive consideration for an extension, a written request must be received prior to the fifth day of the month. **No rent extensions will be considered for rent that is already delinquent.** Approval of any rent payment extension shall be noted in the resident’s file. If the rent is not paid on the date agreed to, the tenancy will be terminated in the usual manner. A maximum of two extensions in any twelve-month period may be granted.

If after receiving the “14 Day Quit or Pay Rent” notice the resident does not satisfy their obligation in the allotted time, the Housing Authority will proceed with the termination of the lease, and the matter will be turned over to the attorney for the Housing Authority.

Residents are expected to make rent payments in the full amount due. Partial payments of the full amount due will be accepted only twice in any given twelve-month period. A third attempt to make partial payment of rent in any twelve-month period will result in a “Notice of Termination.”

Any resident who habitually disregards their obligation for payment of rent shall be evicted regardless of the status of their current rent payments.