

Community Service Requirement Information Sheet

Residents of Shade View Apartments are currently required to perform community service activities* or self-sufficiency activities** that conform to HUD regulations.

WHO IS COVERED?

Every adult resident (18 years of age or older) of the Shade View Apartments complex **must** contribute eight (8) hours per month to community service or self-sufficiency activities *unless they are exempt*.

WHO IS EXEMPT?***

Shade View tenants exempt from the 8-hour per month requirement are, in general, those who are:

- Age 62 or older.
- Blind or disabled or primary caregiver for someone who is blind or disabled.
- Engaged in work activities that conform to section 407(d) of the Social Security Act, for a minimum of 8 hours per month. ***
- Currently engaged in other welfare programs, such as participating in the SNAP program (food stamps), or state-administered welfare-to-work programs.
- Currently engaged in certain educational pursuits: on the job training, vocational/job skills education, secondary school or GED studies

Tenants will be considered exempt **only** if they have signed an exemption form. Non-compliance with the community service requirement will result in a grievance procedure and the Public Housing lease may not be renewed at annual recertification.

HOW DO I COMPLY?

1. Select from the list of approved volunteer opportunities (see reverse) or get approval for another opportunity.
2. Complete a time sheet and have it signed and dated by the volunteer supervisor at the volunteer site.
3. Turn in a timesheet with 8 hours of service to the Program Manager each month.

I understand that I must comply with the above community service obligations in order to reside at Shade View Apartments.

Signature

Date

Community Service Requirement Information Sheet

***Currently these agencies that are accepting community service volunteers.**

Shade View residents may contact them directly to establish dates and times for service opportunities.

- All Saints Episcopal Church – Dena Gentner (570) 884-3509 or Ruth Ryan (570) 374-9872
- Selinsgrove Public Library – Jennifer Johnston at (570) 374-7163
- Middleburg Fire Company – Dwayne Hackenburg (570) 837-3940
- Grace Covenant Church– Catherine Flather or Tammy Clinger (570) 837-5809

Other public/private agencies may be authorized, see the Program Manager for approval.

A. Local public or nonprofit institutions, such as schools, Head Start Programs, before-or after-school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult daycare programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing); **B.** Nonprofit organizations serving PHA residents or their children, such as: Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs...; **C.** Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels; **D.** Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment... **E.** PHA housing to improve grounds or provide gardens (so long as such work does not alter the PHA's insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board, outreach and assistance with PHA-run self-sufficiency activities including supporting computer learning centers; and, **F.** Care for the children of other residents so parents may volunteer

****Self-Sufficiency: Eligible self-sufficiency activities include, but are not limited to:**

A. Job readiness or job training while not employed; B. Training programs through local One-Stop Career Centers, Workforce Investment Boards (local entities administered through the U.S. Department of Labor), or other training providers; C. Higher education (junior college or college); D. Apprenticeships (formal or informal); E. Substance abuse or mental health counseling; F. Reading, financial and/or computer literacy classes; G. English as a second language and/or English proficiency classes; H. Budgeting and credit counseling.

*****Exemptions for adult residents, as codified at 24 CFR 960.601, include persons who are:**

A. 62 years or older;

B. 1. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c), and who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or 2. is a primary caretaker of such individual;

C. Engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is "engaged in work activities," the person must be participating in an activity that meets one of the following definitions of "work activity" contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):

1. Unsubsidized employment; 2. Subsidized private-sector employment; 3. Subsidized public-sector employment; 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available; 5. On-the-job-training; 6. Job-search; 7. Community service programs; 8. Vocational educational training (not to exceed 12 months with respect to any individual); 9. Job-skills training directly related to employment; 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency; 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate.

D. Able to meet requirements under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which PHA is located including a State-administered Welfare-to-Work program; or,

E. A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State¹ in which the PHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

¹ HUD has determined that the Supplemental Nutrition Assistance Program (SNAP) qualifies as a welfare program of the state. Therefore, if a tenant is a member of family receiving assistance under SNAP, and has been found by the administering State to be in compliance with the program requirements, that tenant is exempt from the CSSR.

SNYDER COUNTY HOUSING AUTHORITY
Veterans Preference Survey

1. Are you or your spouse or co-head of household currently serving in the United States Military (this means the Army, Navy, Marines, Air Force, Coast Guard or National Guard)?

Yes _____ No _____

2. Did you or your spouse or co-head of household ever server in the United States Military (Army, Navy, Marines, Air Force, Coast Guard or National Guard)?

Yes _____ No _____

3. If your spouse or parent(s) are deceased, were your spouse or parent a veteran of the United States Military (Army, Navy, Marines, Air Force, Coast Guard or National Guard)?

AND

Did their death occur do to military service related causes, either during active duty military service or within 5 years from the honorable discharge of such service;

AND

Has their death occurred within five years from the date of your application for Public Housing?

Yes _____ No _____

When your name nears the top of our waiting list you will be contacted and you will need to provide proof of military service if you answered YES to any of the questions listed above. If you do not currently have proof of such service we encourage you to contact the Veteran's Administration and obtain the necessary documentations. You can visit the military archives site on the internet at:

<http://www.archives.gov/veterans/military-service-records/index.html>

to obtain a copy of form DD214 which documents military service. If you wait until your name reaches the top of the waiting list to obtain proof of military service, our ability to process your application and possibly offer you housing assistance may be delayed.

You DO NOT need to provide proof of military service to us at this time. Please make sure you have the proof in your possession so you can give it to us when we ask for it.
Please Note: Your current position on the waiting list may be affected by the implementation of these preferences.

Applicant's Signature

Date

Print Name

10.1 PREFERENCES

Consistent with the Snyder County Housing Authority Agency Plan, the Snyder County Housing Authority will select families based on the following preferences.

- A. Displaced person(s): Applicants who are homeless or in substandard housing as a result of a disaster such as fire or flood. For applicants claiming this preference, the Housing Authority will require a third-party written verification from an agency or unit of government certifying that the applicant has been displaced, and if known, the cause of the disaster which caused the applicant to be displaced. (15 points)
- B. Applicants who reside in, or who work in or who have been hired to work in Snyder County. (10 points)
- C. Veterans: A preference shall be provided to any active duty United States armed forces or veteran who received an honorable or general discharge from such forces. (5 points) This preference shall extend to:
 - a. The household of which the service member or veteran is a member
 - b. The surviving household members of a deceased service member or veteran who died of a service-connected causes, provided:
 - i. The death occurred during active duty service or within five years of discharge from the service; and
 - ii. The death occurred not more than five years prior to the date of application for housing; and
 - iii. The applicant claiming the preference must be the head/co-head or minor child of the deceased service member or deceased veteran

Nothing in this section shall be construed to supersede: (1) any federal law or regulation relating to or local preferences adopted pursuant to Federal law or (2) any federal law or regulation concerning tenant eligibility and selection of local criteria adopted pursuant to Federal law.

The above preferences are each assigned points. However, the preferences are cumulative and families may qualify for more than one preference. Families with the highest number of points will be selected before families with fewer points.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.


Buildings Designed for the Elderly and Disabled (Mixed Population Developments): Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Buildings Designated as Elderly Only Housing: none at this time

Buildings Designated for Disabled Only Housing: none at this time

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features who reside in the development that has the vacancy. If there are no families residing in that development needing the accessible unit, it shall then be offered to families residing in other developments who may benefit from the accessible unit. If there are no families residing in the other developments needing the accessible unit, it shall then be offered to applicants on the waiting list who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above.

If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, may be requested to sign a lease rider stating they will accept a transfer (at the PHA's expense) if, at a future time, a family requiring an accessible feature applies or requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30 calendar-day notice.



Snyder County
HOUSING AUTHORITY
Snyder County Housing Authority
Smoke-Free Policy

As required by the U.S. Department of Housing & Urban Development (HUD), the Snyder County Housing Authority (SCHA) is hereby adopting a policy to forbid smoking in all of its structures and within 25 feet of a SCHA owned structure. It does not prohibit smoking by public housing residents. It just states where they cannot smoke. **This policy shall go into effect on July 1, 2018.**

A. PURPOSE:

This policy was developed to:

1. Protect tenants from the medical hazards of second-hand smoke;
2. Protect lives and property from fires due to smoking accidents; and
3. Reduce turnover costs associated with smoke damage in our residential units.

B. DEFINITIONS:

Prohibited tobacco products. Items that involve the ignition and burning of tobacco leaves, such as (but not limited to) store bought or hand-rolled cigarettes, cigars, and pipes. This includes water pipes and/or hookahs, electronic nicotine delivery systems or E-cigarettes. Electronic Cigarette or E-Cigarette means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as he or she simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarette, e-cigars, e-pipes, ENDS, and all vaping devices.

Restricted areas. Smoking is not allowed in any public housing living units and other interior areas, including but are not limited to, hallways, rental, and administrative offices, maintenance facilities, community centers, day care facilities, laundry facilities, and similar structures. Smoking is also prohibited in outdoor areas within 25 feet of public housing, administrative offices, administrative office buildings, outdoor playgrounds, and other SCHA owned structures.

At this point in time SCHA does not provide any designated smoking areas.

Covered individuals. This policy covers not only everyone living on the property, but also all live-in aides, guests, visitors, outside vendors hired by residents, all contractors hired by the SCHA and all SCHA employees. Each resident is responsible for his or her live-in aides, guests or visitors. Violations of this policy by a live-in aide, guest or visitor will be considered to have been made by the resident(s) head of household. The SCHA is responsible for enforcing the policy with their contractors and SCHA employees.

C. THE POLICY:

Beginning July 1, 2018, no lighted prohibited tobacco products will be allowed in restricted areas of the SCHA (all public housing living units and other interior areas. Interior areas include, but are not limited to, hallways, rental, and administrative offices, maintenance facilities, community centers, day care facilities, laundry facilities, and similar structures. Smoking is also prohibited in outdoor areas within 25 feet of public housing, administrative offices, administrative office buildings, outdoor playgrounds, and other SCHA owned structures). Residents, live-in aides, visitors, guests, outside vendors hired by residents, contractors hired by the SCHA and all SCHA employees are all covered by this policy. Any costs incurred by the SCHA due to a violation of this policy by a resident, an aide, visitor, guest, or outside vendor hired by the resident shall become the financial obligation of the resident. Any costs incurred due to a violation of this policy by contractors, their employees, or subcontractors shall be the responsibility of the contractor.

D. PHASE-IN PERIOD:

All residents will need to sign a new lease (or lease addendum) incorporating this policy into the lease and sign a form attached to the end of this acknowledging their understanding of the Smoke-Free Policy. Refusal to execute the Lease Addendum will be considered a material breach of the residents' lease agreement.

The SCHA is providing the following information to assist people who want to begin their effort to quit smoking even before the new No Smoking Policy goes into effect.

PA Dept. of Health YOU CAN QUIT – Call 1-800-QUIT-NOW (1-800-784-8669, or go the web site <https://pa.quitlogix.org> . Information will be available in either English or Spanish. The web site has a myriad of links for smoking cessation and other related programs.

American Lung Association - <http://www.lung.org/stop-smoking/>

If any of the above services cannot accept a resident or applicant into its stop smoking program, this is not a valid reason to continue smoking. This policy must be complied with in all situations.

While the policy will not take effect until July 1, 2018, the SCHA urges its smoking residents to begin their transition to a smoke-free life as soon as possible. The SCHA recognizes that quitting smoking is a difficult task and urges its residents to give themselves as much time as possible to make the transition.

Residents living in the property when this policy is adopted have time to make the transition. This will not be the case for smokers admitted after the effective date of this policy. The fact that one smokes is not a valid reason for rejecting an applicant for public housing. However, smokers admitted after the effective date of this policy are required to comply with the policy immediately upon their admission to public housing. For this reason, the SCHA will offer a referral to a smoking cessation program to any applicant who indicates that he/she is a smoker. Whether one takes advantage of the referral is totally up to the applicant. However, anyone moving into public housing must comply with this policy, and be fully aware of the penalties for non-compliance as outlined below.

E. REASONABLE ACCOMMODATION REQUESTS:

An addiction to nicotine or smoking is not a disability. That stated, a person with a disability may request a reasonable accommodation if they are a smoker. However, smoking inside a public housing unit is not a reasonable accommodation. **If** designated smoking areas were to be provided by SCHA, such as a covered section for persons wanting to smoke, the smoking areas would have to be accessible to all.

F. ENFORCEMENT OF THE SMOKE-FREE POLICY FOR RESIDENTS:

A breach of this policy constitutes grounds for initiation of the lease violation proceedings of the Smoke Free Policy. A breach of this policy, by a household member, live-in-aide, or guest of the Tenant, shall be a breach of the Lease Agreement and grounds for immediate termination of the Lease Agreement by the HACC.

Penalties

1st Violation – Resident will be sent a written violation of the Smoke Free Policy, with a copy of the policy attached

2nd Violation – A meeting will be scheduled with the resident to discuss the Smoke-Free Policy and their repeated offenses. Management will discuss strategies to help the resident comply with the policy, i.e., smoking cessation materials and referral to smoking cessation program. Resident must sign an Acknowledgement of Written Warning and an agreement not to violate the Policy again or face further action.

3rd Violation – Written termination of the lease agreement. Tenant has a right to file a grievance under the Authority’s Grievance Procedure.

G. DISCLAIMER:

The SCHA’s adoption of this policy does not change the standard of care it has for the living units or common areas. The SCHA specifically disclaims any implied or express warranties concerning the air quality in either the living units or common area. There is no warranty or promise that the air will be smoke free.

I, _____, acknowledge receipt of a copy of the SCHA’s Smoke-Free Policy. I have read the policy and understand that the violation of the policy by any members of the household and/or guests can lead to me and my family’s eviction from the property.

Signatures are required by all family members age 18 and over.

Signature: _____
Printed Name: _____ Date _____

Signature: _____
Printed Name: _____ Date _____

