

March 31, 2021

«Name»

«Address»

«City»

Dear «Salutation»;

The Quality Housing and Work Responsibility Act of 1998 require that all non-exempt (see definitions) public housing adult residents (18 or older) contribute **eight (8) hours per month** of community service (volunteer work). This is a requirement of the Public Housing Lease.

Below are the reasons a public housing adult resident could be exempt from this requirement:

Exempt Adult - an adult member of the family who is

- 62 years of age or older; or
- A person with disabilities & has a certification from a medical professional that indicates he/she cannot perform community service (volunteer work); or
- A caretaker of a disabled person who has a certification from a medical professional that he/she cannot perform community service (volunteer work) ; or
- Is working at least 20 hours per week; or
- Is certified as exempt from work activities under a State Program; or
- Members of a family receiving welfare benefits- TANF- Temporary Assistance to Needy Families

Annually, we are required to recertify your exemption to this requirement. If you are not able to work or do volunteer service of at least eight hours per month, please have your medical professional sign the enclosed form and return to our office **by May 15th, 2015.**

Please contact me with any questions at 402-564-1131.

Thank you for your cooperation in this matter.

Sincerely,

Bonnie McPhillips, Executive Director
Columbus Housing Authority/Heritage House