«LetterDate»

Tenant ID: «SS4»

«ToName»

«MailAddress»

Dear «ToName»:

We have reviewed the information you submitted to us regarding exemptions from community service requirements. Based on the information you provided and the information already in our files, the following persons are exempt from community service:

«Exempt»

The following persons must comply with community service requirements:

«NotExempt»

We have enclosed more timesheets for your use in the coming year. You will be required to submit a timesheet each year at your annual income certification. The Timesheet must show that you have participated in community service and/or self-sufficiency activities for at least 8 hours per month, every month of the year, beginning now.

You are required to notify the Housing Authority of all changes that may impact your community services and/or self-sufficiency activity requirements within 14 calendar days of the event. You will then be notified if you need to start performing community services and/or self-sufficiency activities or if the change no longer requires you to perform either community series service or self-sufficiency activities.

Failure to comply with these requirements may result in termination of your tenancy at the end of your lease term.

Sincerely,

Eligibility and Occupancy Department Enclosures

If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.

Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.

# TIMESHEET

**Community Service or Self-Sufficiency Activities**

Please complete one timesheet for each adult household member who is required to perform the community service requirements. You may complete your community service activities at any agency that provides activities 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.” Political activities may not be counted as community service. Examples of eligible Community Services activities: schools, hospitals, local community (non-profit) agencies, homeless shelters, recreations centers, senior centers, food banks. You choose where you perform your volunteer services.

You may also participate in economic self-sufficiency activities. These include “job training, employment counseling, work placement, basic skills training, education (junior college, college), English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.”

Household members may perform the 8 hours per month, or perform them at one time for a total of 96, annually. The total of 96 hours each year must be completed for each family member who is not exempt and is required to perform these activities: **(Total hours required per year: 12 months X 8 hours per month = 96 hours)**

Name: Head of Household SS#: «SS4»

Description of Activities Completed:

Name of Agency/School:

Agency/School Address: City: State: Zip Code:

Contact Person: Phone:

List dates and number of hours performed per month, each month. **You need 96 hours per year.**

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| **Month/Year** | **Number of Hours** | **Month/Year** | **Number of Hours** | **Month/Year** | **Number of Hours** |
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By signing below, I certify that I have completed the activities described above and I authorize the Housing Authority to contact the agency listed to verify my activities. I understand that failure to comply with the Community Service and Self-Sufficiency requirements may result in non-renewal of my lease.

## X X

Tenant Signature Date Community Service, Date

Economic Self Sufficiency Agency Signature

**You may copy this form if you need more space**