

FORT PAYNE HOUSING AUTHORITY

COMMUNITY SERVICE POLICY

This policy must be completed and turned in to the Housing Authority
no later than _____ . Failure to furnish this documentation
will result in termination of your lease.

COMMUNITY SERVICE

Community Service:

Community Service includes any adult person 18 years or older in public housing who does not qualify for exempt status. Community Service is the performance of voluntary work or duties 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. Community service does not include political activities.

Exempt Status:

- Is 62 years of age or older
- Qualifies with disabilities that prevent the individual's compliance. The individual must provide appropriate documentation to support the qualifying disability, which may include self-certification. In addition, any person who is the primary caretaker of such individual is exempt.
- Is engaged in work activities as defined in section 407(d) of the Social Security Act.
- Is participating at least eight hours a month in a welfare-to-work program.
- Is a member of a family receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act.
- Currently working at least 20 hours per week.

Other activities in which a tenant may be exempt are:

- Job readiness programs
- Job training programs
- Skills training programs
- Higher education Junior college or college
- GED classes
- Apprenticeships formal or informal
- Substance abuse or mental health counseling
- English proficiency or literacy reading classes
- English as a second language classes
- Budgeting and credit counseling
- Parenting Classes
- Carrying out any activity required by the Department of Human Resources (DHR) as part of welfare reform

Proof of Compliance:

Each month non exempt family members must present documentation of activities performed over the previous month. Documentation must include signatures of supervisors, instructors or counselors certifying to the number of hours contributed.

Non-Compliance:

The housing authority annually reviews resident compliance at least 30 days prior to the end of the twelve-month lease. Lease renewal is contingent upon compliance with Community Service. If a tenant is found to be non-compliant the lease will not be renewed.

Changes in Exempt or Non-Exempt Status:

Throughout the year changes in the status of these persons 18 or older may occur. These changes may also affect their exempt or non-exempt status which should be reported and will be handled during an interim or annual reexamination. It is the responsibility of each household member to present documentation of exempt or non-exempt status.

Eligible activities for Community Service Include:

- Work at local public or non-profit institutions, including but not limited to schools, head start programs, before or after school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult day care programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing);
- Work with non-profit organizations that serves HA residents or their children, including but not limited to Boy Scouts, Girl Scouts, Boys or Girls Club or Day Camps, 4-H Club, PAL, other children's recreations, mentoring, or education programs, Big Brothers or Big Sisters, Garden Center, or Beautification 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 with public or non-profit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods or performing arts
- Work as an officer of a development or citywide organizations
- Work at the Authority to improve physical conditions (so long as such work does not alter the PHA's insurance coverage)
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with Resident Advisory Board; and
- Caring for the child of other residents so they may volunteer.

Contacts for Community Service

This list has only examples of community service. These agencies may or may not have anything available. However, you can use it as a starting point.

Red Cross (Limited Availability)
DeKalb Regional Medical Center
Contact: Jean Harper
(256)845-0520

Nutrition Center
2000 Watkins Ave. NE
Fort Payne, AL 35967
Contact: Barbara McSpadden
(256)845-3613

Meals on Wheels
2000 Watkins Ave. NE
Fort Payne, AL 35967
Contact: Brenda
(256)845-8590

The ARC of Dekalb County
201 Grand Ave. SW
Fort Payne, AL 35967
Contact: Christy Wood
(256)845-0171

DeKalb County Library
504 Grand Ave. NW
Fort Payne, AL 35967
(256)845-2671

Boy Scouts of America
Contact: Michael Wells
(205)969-4258 or (256)473-5511
Email: miwells@1bsa.org

Girl Scouts
Contact: Mary Felkins
800-734-4541

Hippy Program
Contact: Linda Ramage
256-844-8709

Big Brothers Big Sisters of NE Alabama
P.O. Box 933
Gadsden, AL 35902
Contact: Earl Grant
(256)546-5079
Email: tjohnsonbbs@bellsouth.net

DeKalb County Humane Society
P.O. Box 680653
Fort Payne, AL 35968
Contact: Leslie Johnson
(256)604-0474
hsard1@wildblue.net

DeKalb County 4-H
Contact: Amy Burgess
(256)558-7443

Upper Sand Mnt. Parish
224474 AL Hwy 75
Sylvania, AL 35988
(256)638-2126

Fort Payne Kiwanis Club
P.O. Box 680303
Fort Payne, AL 35967

Fort Payne Lions Club
P.O. Box 680032
Fort Payne, AL 35967

Volunteer Websites:
www.partnershipdekalb.org
www.volunteermatch.org
www.americantowns.com

Volunteer at your local church:

Baptist

Central Baptist Church, 1400 Clark Ave. NE, Fort Payne 997-9100
Delmar Baptist Church, 1305 Adamsburg Rd. E, Fort Payne 845-6501
First Baptist Church of Douglas, 304 11th St. SE, Fort Payne 845-7746
First Baptist Church, 106 Grand Ave. N, Fort Payne 845-2015
Gault Ave. Baptist Church, 1308 Gault Ave., Fort Payne 845-0124
Godfrey Ave. Baptist Church, 1615 Godfrey Ave. NE, Fort Payne 997-9303
Gravel Hill Baptist Church, 14701 US Hwy. 11 S, Fort Payne 845-1305
Highland Baptist Church, 2005 Clark Ave. N, Fort Payne 845-6260
Minvale Baptist Church, 205 19th St. NW, Fort Payne 845-1048
Mt. Carmel Baptist Church, 702 Clark Ave., Fort Payne 845-2746
Mt. Herman Baptist Church, 2077 Co. Rd. 555, Fort Payne 845-4002
Mt. Lebanon Baptist Church, 260 Co. Rd. 209, Fort Payne 845-6800
Northside Missionary Baptist Church, 3006 Gault Ave. N, Fort Payne 845-4345
Pine Ridge Baptist Church, 1726 Co. Rd. 835, Fort Payne 845-0850
Pleasant Hill Baptist Church, Fort Payne 623-3110
Ruhama Baptist Church, 3310 Co. Rd. 81, Fort Payne 997-0142
Second Baptist Church, 1021 Grand Ave. NW, Fort Payne 845-3112
Southeast Baptist Church, 605 5th St. SE, Fort Payne 845-6045
Street Side Baptist Church, 2002 Wallace Ave. NE, Fort Payne 845-7748
Union Hill Baptist Church, 2525 Fischer Rd. NE, Fort Payne 845-4405
Welcome Hill Baptist Church, 900 Co. Rd. 52, Fort Payne 523-9422
Sylvania Baptist Church, 10754 County Road 27, Sylvania, AL 35988

Catholic

Our Lady of The Valley Catholic Church, 2813 Gault Ave. N, Fort Payne 845-4774

Church of Christ

Church of Christ, 513 Grand Ave. N, Fort Payne 845-0621

Church of God/Church of God of Prophecy

Fort Payne Church of God, 505 Williams Ave. NE, Fort Payne 845-5949
Sylvania Church of God, 73 Main St. S., Sylvania, AL 35988

Church of Jesus Christ of Latter Day Saints

The Church of Jesus Christ of Latter Day Saints, 6611 Banks Dr. NW, Ft Payne 845-0467

Episcopal

St. Phillips Episcopal Church, 2813 Godfrey Ave. N, Fort Payne 845-1192

Jehovah's Witnesses

Jehovah's Witnesses, Airport Rd., Fort Payne 845-6486

Lutheran

Prince of Peace Lutheran Church, 1519 SW Smith Gap Road, Fort Payne, 845-4842

Methodist

Asbury United Methodist Church, 4510-A Gault Ave. N, Fort Payne 845-4169
First United Methodist Church, 209 AL Ave. NW, Fort Payne 845-6450
New Oregon United Methodist, 1204 New Oregon Dr. NE, Fort Payne 845-7446
St. Paul United Methodist Church, 303 9th St. NW, Fort Payne 845-2717

Nazarene

Briarwood Community Church of the Nazarene, 2200 Briarwood Ave. SW, Fort Payne 845-4673

Non-Denominational

Fort Payne Christian Center 3610A Grand Ave. SW, Fort Payne 997-0047

Fort Payne Family Worship Center, 3901 Grand Ave. SW, Fort Payne 997-9537

Word of Faith 18140 AL Highway 176, Fort Payne 844-4705

United Pentecostal

Apostolic Light House, 3502 Godfrey Ave. NE, Fort Payne 845-7808

Presbyterian

First Presbyterian Church, 300 Grand Ave. N, Fort Payne 845-2915

Grace Presbyterian Church, 5760 Gault Ave. N, Fort Payne 845-4756

Seventh - day Adventist

Seventh Day Adventist Church, 2062 Co. Rd. 88, Fort Payne 845-3622

Wesleyan

Mt. Carmel Wesleyan Church, 5414 Co. Rd. 255, Fort Payne 845-5350

Volunteer at your local school:

Fort Payne High School
201 45th St. NE
Fort Payne, AL 35967
(256)845-0535

Sylvania High School
P.O. Box 390
Sylvania, AL 35988
(256)638-2030

Fort Payne Middle School
4910 Martin Ave. NE
Fort Payne, AL 35967
(256)845-7501

Valley Head School
P.O. Box 149
Valley Head, AL 35989
(256)635-6228

Williams Avenue Elementary School
1700 Williams Ave. NE
Fort Payne, AL 35967
(256)845-0626

Wills Valley Elementary School
4111 Williams Ave. NE
Fort Payne, AL 35967
(256)845-3201

Websites: www.forttpayk12.org
www.dekalbk12.org

Volunteer at your local Housing Authority:

Fort Payne Housing Authority
203 13th St. NW
Fort Payne, AL 35967
Contact: Cass Garrett
(256)845-0424

Every 1st and 3rd Tuesday of the month from 8:00am-12:00pm the HA will have a designated Community Service Project that will be supervised by a Fort Payne Housing Authority employee at a designated area, weather permitting. The areas in which community service will be completed will be on your quarterly newsletter. All tenants that choose to complete their community service with the Housing Authority will be required to complete it at the scheduled supervised times. If you cannot make it to the scheduled time and date you will be responsible to complete your 8 hours with another organization. All tenants must also complete a Waiver and Release Form in order to complete the community service with Fort Payne Housing Authority.

If weather does not permit working on the 1st or 3rd Tuesday, community service will be rescheduled for the following Thursday.

Transportation Opportunities:

DeKalb County Public Transportation
600 Tyler Ave. SE
Fort Payne, AL 35967
(256)845-8593
\$2 per destination
Must call 1 day in advance.

COMMUNITY SERVICE

NON-EMEMPT PUBLIC HOUSING RESIDENTS

I have received and read the Community Services and Self Sufficiency Requirement. I understand that as a resident of public housing, I am required by law to contribute 8 hours per month of community service or participate in an economic self-sufficiency program. I further understand that if I am not exempt, failure to comply with CSSR is grounds for lease nonrenewal. My signature below certifies I received notice of this requirement at the time of initial program participation.

I understand that Community Service is the performance of voluntary work or duties 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. Community Service does not include political activities.

For the purposes of community service requirement an adult is a person 18 years or older.

I certify that I am **NOT EMEMPT** and **MUST CONTRIBUTE** 8 hours of community service per month.

I understand that to be in compliance with this provision of my lease, I must turn in my Tenant Community Service Certification on the 1st of each month no later than the 5th of each month. I further understand that: **FAILURE TO COMPLY WITH THE COMMUNITY SERVICE REQUIREMENT AND TO PROVIDE APPROPRIATE VERIFIABLE DOCUMENTATION EACH MONTH SHALL RESULT IN THE LEASE NOT BEING RENEWED BY THE HOUSING AUTHORITY.**

I further understand I must report any change to my income or circumstance within 10 days of the change. Reporting these changes will be handled during an interim or annual-examination and may affect my exempt or non-exempt status.

Resident Signature

Date

NON-EXEMPT PUBLIC HOUSING RESIDENT

INDIVIDUAL COMMUNITY SERVICE PLAN

Instructions: In the space below, write **what** you will do to contribute your (8) eight hours of community service per month. If you need more room to write, you may add more pages. What is written below will be called your **Individual Community Service Plan**.

Both you and your PHA manager must sign and date the plan.

My Individual Community Service Plan is:

Date: _____

Resident Signature and Date

Resident Social Security No: _____

PHA Manager Signature and Date

cc: Tenant File

COMMUNITY SERVICE Waiver & Release Form

(Please complete only if you are going to perform community service for Fort Payne Housing Authority)

In signing this absolute and unqualified release from all liability, I acknowledge that I understand its intent, and for myself, my heirs, executors, administrators and representatives, do hereby agree and **WAIVE, RELEASE, DISCHARGE, HOLD HARMLESS AND PROMISE TO INDEMNIFY AND NOT TO SUE** the Fort Payne Housing Authority, Employees, Board Members, Cooperating Organizations and any other parties connected with this event in any way together with their respective successors from and against any blame and liability for any injury, harm, loss, inconvenience, or any other damage of any kind whatsoever, to include Housing Authorities own negligence, which may result from or be connected in any way to my performing temporary work on Housing Authority premises. This agreement may not be modified orally, and a waiver or modification of any provision shall not be construed as a waiver or modification of any other provision herein or as consent to any subsequent waiver or modification.

I hereby represent that: (1) I am physically capable of participating (2) I am of adult legal age (18 or older) to work a forty hour week (3) I will conduct myself in a safe and prudent manner while working on the premises. **I hereby WAIVE, RELEASE, DISCHARGE, HOLD HARMLESS AND PROMISE TO INDEMNIFY AND NOT TO SUE** the Housing Authority or any other parties or members of the Housing Authority.

I CERTIFY THAT I HAVE READ THIS WAIVER & RELEASE AND UNDERSTAND THEIR SIGNIFICANCE.

Name Printed: _____

Signature: _____

Address: _____

Date: _____

Witness: _____

Notary: _____

My Commission Expires: _____

(Seal)

**THE HOUSING AUTHORITY
OF THE
CITY OF FORT PAYNE, ALABAMA**

Public Housing Manager

203 13th Street N.W., Fort Payne, AL 35967-3129 Phone: (256) 845-0424

Date: _____

Name: _____ (Please Print)

Apartment No: _____ Date Completed: _____

(Hours Worked) From: _____ AM/PM To: _____ AM/PM

Community Service Completed: _____

TENANT COMMUNITY SERVICE CERTIFICATION

I do hereby certify that _____ has performed eight (8) hours of volunteer community service work for the month of _____, 20____ for identified agency/organization i.e: School, Church, City Housing Authority, Scouts, Youth Programs, Child Development Center, Nutrition Center, SPCA, Library, Mental Health, ARC, CASA, Salvation Army, Red Cross, or any non-profit organization.

Name of Agency/Organization

Address

City State Zip

Signature of Representative of Agency/Organization Date

Agency/Organization Telephone Number

Signature of Resident Date