

# Community Service Requirements

The administrative steps that we will take to implement the Community Service Requirements include the following:

- 1. Development of Written Description of Community Service Requirement:**  
The Housing Authority of Covington has a written policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.
- 2. Scheduled Changes in Leases:**  
The Housing Authority of Covington has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.
- 3. Written Notification to Residents of Exempt Status to each Adult Family Member:**  
The Housing Authority of Covington will notify residents at the time of their recertification.
- 4. Cooperative Agreements with TANF Agencies**  
The Housing Authority of Covington is in the process of renewing/updating our Cooperative Agreement with our TANF Agency.
- 5. Programmatic Aspects**  
Community service includes performing work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, GED, post-secondary education, certificate programs, English proficiency, Job Fair, financial or household management, apprenticeship, and any program necessary to prepare a participant to work including but not limited to such as substance abuse or mental health counseling.

The Housing Authority of Covington will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions. To date, we collaborate with the Covington Independent School District, Brighton Center, Ida Spence Mission Church, NKCAC and St Augustine Parish outreach Center.

Together with the resident advisory councils, the Housing Authority of Covington may create volunteer positions such as facilitating summer lunch programs, litter patrols, flyer distribution and record keeping.

## Programs Related to Self-Sufficiency

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

- Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d) (7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **9/23/24**

#### 2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

### B. Services and programs offered to residents and participants

#### (1) General

##### a. Self-Sufficiency Policies

Which, if any, of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (Select all that apply)

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families  
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
 Preference/eligibility for public housing homeownership option participation  
 Preference/eligibility for section 8 homeownership option participation  
 Other policies (list below)

##### b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

### Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS / Skill Enhancement and Employee Development (SEED) Program	Launched 2024	Voluntary participation; any HAC resident in good standing is eligible; 40 hours classroom work readiness programming; Counts toward community service requirements	All locations	Public Housing
FSS (Family Self-Sufficiency) Program	20 PH as of 1/23/26 & 22 HCV as of 1/23/26  Total: 42	Voluntary participation; Any HAC resident in good standing is eligible; Must meet with case manager, work toward ITSP goals, comply with program guidelines	All Locations	Both

**(2) Family Self Sufficiency programs**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2003 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
<p>FSS program – PH &amp; HCV</p> <p>Voluntary participation; Any HAC resident in good standing is eligible; Must meet with case manager, work toward ITSP goals, comply with program guidelines.</p>	<p>25 per year – minimum</p>	<p>20 as of 01/23/2026 (PH) 22 as of 01/23/2026 (HCV)</p> <p>FSS Coordinator is working with Latonia Terrace Property Manager and HCV Program and conducting extensive outreach efforts in conjunction with FSS Action Plan to sustain enrollment and increase participation in their self-identified goals.</p>

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)