

**NYCHA - Community Service Program CREDITS for Specific Individuals (APPENDIX B – Revised January 2006) – Page 1**

	CATEGORY	# of Credit Hours	TYPE OF CREDIT	PROOF REQUIRED FOR CREDIT
1	TA Officer	8 hours monthly	Tenant Association (TA) President's and executive board members shall be credited for 8 hours of community service during any month in which they serve in office.	Verification of the TA position by Housing Manager
2	Foster Parent	8 hours per 30 days	A foster parent whose foster child (ren), resides in the same NYCHA apartment shall be credited for 8 hours of community service for every 30 days that the foster care relationship continues. Even if there is more than one foster child in the apartment, the credit remains at 8 hours per month.	Verification of foster care relationship from: <ul style="list-style-type: none"> <li>• NYC Administration for Children's Services (ACS), or</li> <li>• A foster care agency under contract with ACS, for which the foster parent works</li> </ul>
3	Job Search	16 hours per year	<p>Job search and job readiness assistance. The resident is credited with <b>16</b> hours of community service (and not more than 16) for any job search activities, during any lease year. This is <b>not</b> an Exemption although verified on the <i>Community Service Exemption Verification – Education Job Training</i> form.</p> <p><i>Job readiness assistance</i> includes any of the following criteria:</p> <ul style="list-style-type: none"> <li>a) Training in job-seeking skills</li> <li>b) Training in the preparation of resumes or job applications</li> <li>c) Training in interviewing skills</li> <li>d) Participating in a job club</li> <li>e) Other related activities to help someone to secure competitive employment</li> </ul> <p>Receipt of Unemployment Insurance Benefits qualifies as job search.</p>	<p>1) Skills/training provider completes the <i>Exemption Verification: Education/Job Training</i> form, indicating box number 8, and</p> <p>2) Attaches a sheet of its letterhead, that is signed and dated, if institution did not stamp form.</p> <p>OR</p> <p>Resident submits proof of Unemployment Benefits to receive a credit of 16 hours.</p>
4	Military Service	96 hours per year	<p>A resident shall receive a credit of 96 hours of community service if (s)he serves in any of the following: [Note: 96 hours is one year's worth]</p> <ul style="list-style-type: none"> <li>• <b>Active Duty</b> in one of the <u>armed forces</u>. This includes: Army, Air Force, Navy, Marine Corps or Coast Guard</li> <li>• In a <b>Reserve Component</b>. This includes: Army National Guard, Air National Guard, Army Reserve, Air Force Reserve, Navy Reserve, Marine Corps Reserve or Coast Guard Reserve</li> </ul>	Tenant submits a letter from the relevant service stating that (s) he is enrolled.

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	<b>CATEGORY</b>	<b># of Credit Hours</b>	<b>TYPE OF CREDIT</b>	<b>PROOF REQUIRED FOR CREDIT</b>
5	Pregnancy	8 hours per pregnancy	A resident shall receive a credit of 8 hours of community service upon proof of pregnancy. No other medical factors are needed. This credit can be given only once during the same pregnancy. (This credit does not prevent a woman from qualifying for the Disability exemption based on pregnancy.)	Medical letter certifying that the woman is pregnant.
6	Inability to work due to illness or injury	8 hours per 30 days	A resident shall receive a credit of 8 hours of community service for every 30 days that he/she is ill or injured and unable to work. (This credit does not prevent a resident from qualifying for the Disability exemption.)	Medical letter certifying that person is ill or injured <u>and</u> unable to work. A credit of 8 hours shall be given unless the medical letter specifies that the resident's illness and inability to work extends for more than 30 days. In that case 8 hours credit shall be given for each additional 30 day period.
7	Domestic Violence / Intimidated – Victims (VDV/IV/IW)	8 hours per 30 days	Victims of Domestic Violence, Intimidated Victims and Intimidated Witnesses (VDV/IV/IW): A resident whose request to <u>transfer</u> to another development as a VDV/IV/IW has been <u>approved</u> , receives a credit of 8 hours of community service for every 30 days that the transfer request is pending, or until the resident moves out of the apartment.	Verification by Manager from NYCHA's TSAP system.
8	Incarceration	8 hours per 30 days	The resident shall be credited for 8 hours of community service for every 30 days during which a resident is incarcerated. Upon release from jail, however, the resident is required to perform community service, unless otherwise exempt.	Proof of incarceration is a letter from the Court or correctional institution indicating the date of initial incarceration <u>and</u> the date of release.