

Name (NYCHA Resident): Last:		First:
Address & Apt. #:		Last 4 Digits of Social Security #:
Account Number:	Development:	

Notice to Employer/Educational Institution/Job Training Provider

The above named individual is a resident of public housing living in a New York City Housing Authority (“NYCHA”) apartment. A change in federal law requires adult residents to provide eight hours of **community service** or engage in eight hours of **economic self-sufficiency activity**, each month. This requirement is a condition of tenancy unless he/she qualifies for an exemption under the law. The above named NYCHA resident requests that you verify his/her eligibility for an exemption, as specified below.

The law provides an exemption when an individual is engaged in educational activity, job search, job training or work experience activity. If your program is provided by an established institution which fits into one of the specific categories listed below, you may complete the certification below. This certification is required before NYCHA grants this individual an exemption.

Employer/Educational Institution/Job Training Provider - Certification

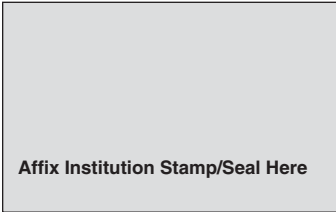
(Print/Type Name of Institution) _____, an institution providing one of the services below (*check applicable box which best identifies your program/activity*) hereby certifies that the above named individual is currently participating in the program or activity.

- (1) Vocational educational training (available one time only per resident).
- (2) Job skills training directly related to employment, including attendance in a trade school. (The individual might not be currently employed, but employment can depend on successful completion of job training.)
- (3) Education directly related to employment, in the case of an individual who has not received a high school diploma or a certificate of high school equivalency. (The individual might not be currently employed, but employment may be contingent on successful completion of job training.)
- (4) Satisfactory attendance at secondary school or higher.
- (5) Satisfactory attendance in a course of study leading to a certificate of general equivalence, if the resident has not completed secondary school or received such a certificate.
- (6) Work experience (including work associated with the refurbishment of publicly assisted housing) if sufficient private sector employment is not available, e.g., Youthbuild.
- (7) On-the-job training.
- (8) Job search and job readiness assistance – ***This is not an Exemption for one year but a Credit for 16 hours.***
Job readiness assistance includes the following criteria: **a)** Training in job-seeking skills;
b) Training in the preparation of resumes or job applications; **c)** Training in interviewing skills;
d) Participating in a job club; or
e) Other related activities that may assist an individual to secure competitive employment.

NOTE: To avoid incidents of fraud, representatives of the New York City Housing Authority may contact your office to verify statements made in this regard. **Warning: Providing false statements or information is a criminal offense punishable under federal and local laws.**

Dated: _____, 20____. Signature: _____
 Title of Signatory: _____

Institution Office Address: _____
 City: _____ State: _____ ZIP: _____
 Office Telephone: (_____) _____



Note to Institution: Please affix your institution’s stamp/seal in the gray box, OR staple this form to a sheet of your letterhead, mark it “VOID” and sign and date the letterhead. Return this completed form to the above named NYCHA resident.