**NOTICE**

Federal law requires adult residents of public housing to provide eight (8) hours of community service or to receive eight (8) hours of self-sufficiency training as a condition for retaining their tenancy.

An exemption from the community service / self-sufficiency requirement is provided for residents who currently participate in educational activities, job training, job search or are engaged in a work activity. You are requested to verify that the above-named resident participates in any of said activities.
ORGANIZATION’S STATEMENT

(Organization’s Name) __________________________________________________________________, is an organization engaged in the activity described below. We, hereby, certify that the named resident is engaged in the below-described activity on a [full-time/part-time] basis:

- Vocational training (may not exceed 12 months)
- Job skills training directly related to employment
- Work experience (including work associated with refurbishment of publicly assisted housing)
- Job search and job readiness assistance (not exceeding 6 weeks in any calendar year)
- On-the-job training
- Full-time attendance in a course of study leading to a certificate of general equivalence
- Education directly related to employment, in the case of an individual who has not received high school diploma or certificate of equivalency
- Other - ___________________________________________________

NAME OF ORGANIZATION: ________________________________
FULL ADDRESS: _________________________________________
TELEPHONE NO: ___________________________ FAX NO: ___________________________
NAME OF ORGANIZATION REPRESENTATIVE: ___________________ SIGNATURE: ___________________________
TITLE: ___________________________ DATE: ___________________________

FOR OFFICE USE ONLY

RECEIVED BY: ___________________________ INITIALS: ___________________ DATE: ___________________________

WARNING: Making a false statement or providing false information is a criminal offense under federal and local law. This agency will prosecute violations of this notice.