



# Community Service & Self-Sufficiency Requirement Exemption Request Form

Name: \_\_\_\_\_ Community: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Resident Certification:** To be completed by the individual requesting an exemption.

If you wish to claim exemption from the Community Service & Self-Sufficiency Requirement (CSR), you will need to provide SHA with the appropriate documentation for the type of exemption you are claiming. You need only provide documentation for one exemption category.

- Disabled:** If you have already provided SHA with documentation of your disability status you do not need to provide it again. But if you have not previously provided SHA with documentation of your disability status, or if there is more than one adult in your household, you need to apply for this exemption to verify that you are the resident with the disability in your household through self-certification.
- Work Exempt:** If you are exempt from work activity under Part A, Title IV of the Social Security Act or under Washington's welfare program including welfare-to-work, you will need to apply for that exemption and provide third-party documentation from the program under which you are work exempt.
- Parent or Legal Guardian with a Child under Age 13 Living in the Home:** If there are more than one adult in the household, you must provide proof that you are the parent or legal guardian of a child under 13 living in your household.
- On-the-Job Training:** If you are engaged in on-the-job training for a minimum of 8 hours per month, you will need to obtain Third-Party Verification from the employer or program.
- Economic Self-Sufficiency Program:** If you are enrolled in an Economic Self-Sufficiency Program (i.e. an Employment Program) for a minimum of 8 hours per month, you will need to obtain Third-Party Verification from the program.
- Vocational Education/Job Skills Training:** If you are enrolled in Vocational Education/Job Skills Training program for a minimum of 8 hours per month, you will need to obtain Third-Party Verification from the employer or program.
- High School/GED Program/Higher Education:** If you are enrolled in high school, a GED Program or Higher Education (i.e. college or university) for a minimum of 8 hours per month, you will need to obtain Third-Party Verification from the school or program.
- Primary Caretaker of Someone Disabled or Elderly:** If you are the primary caretaker of someone who is disabled or elderly for a minimum of 8 hours per month, you will need to obtain Third-Party Verification from the agency providing oversight of this service, or by the doctor of the elderly/disabled person.
- Providing Child Care for Someone doing Community Service:** If you are providing child care for another resident doing community service, you must provide Third Party Verification by an established agency providing oversight.
- Pregnant:** If you are pregnant you must provide Third Party Verification from a Doctor or other Medical Provider.
- Pending DSHS or Social Security Applications:** If you have a pending application for welfare or social security assistance, you must provide Third Party Verification from that agency

- Person with DSHS/SSA Disputes:** If you are currently involved in a dispute with DSHS or Social Security regarding an application for assistance, you must provide Third Party Verification from that agency.
- Victims of Domestic Violence:** If you are a victim of domestic violence, and participation in this program would put you at risk, you may Self-Certify you are unable to comply with the CSR provisions.
- Sick or Suffering from a Temporary Disability:** If you are sick or suffering from a temporary disability expected to last 60 days, you may receive an exemption with Third Party Verification from a Doctor or other Medical Provider.
- Age 55 or Older:** You may self-certify for an exemption if you are unable to comply with the service provisions of the CSR due to age-related issues.
- Home Schooling:** If you are a parent or legal guardian home schooling a child under the age of 18, you may obtain an exemption with Third Party Verification from Seattle Public Schools.
- Military:** If you are an active duty reservists or member of the military, you may obtain an exemption with Third Party Verification from the person you report to.
- Recent Graduates:** If you are a recent graduate of an educational or vocational program, and currently involved in a job search, you may self-certify and receive an exemption.

**Self-Certification:** To Self-Certify for an exemption, complete the following information.

I certify that I meet the requirements of the exemption described above, and I will inform my Property Manager of any changes to my exempt status prior to my next annual review.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

**Third Party Verification:** Have a representative (case manager, teacher, supervisor, etc.) from the organization complete the following information.

**Organization/Agency Name:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

The individual named above is engaged in the activity as described above.

\_\_\_\_\_  
Third Party Representative

\_\_\_\_\_  
Date