



EMPLOYMENT & WORK REQUIREMENTS POLICY

BACKGROUND

In June 2026, the Staunton Redevelopment and Housing Authority (SRHA) implemented mandatory employment and work requirements for all non-elderly and non-disabled (able-bodied) household members aged 18 up to 62, regardless of household designation (Elderly, Non-Elderly, or Able-Bodied). Only applicable household members that lived in a Tenant-Based or Project-Based voucher household were affected. The employment and work requirements were employed to prepare SRHA participants for true self-sufficiency, which is a life with little to no housing subsidy and without the penalty of a higher rent until the next household recertification.

Beginning January 1, 2027, all able-bodied household members aged 18 up to 62 were required to be employed working a minimum of 15 hours per week. If you are receiving this policy that means that you are affected by these new employment and work requirements. If you are an able-bodied household member living in a household that has been designated as “Disabled” or “Elderly,” these requirements apply to you as well.

IF YOU ARE

Currently Employed: You may already be employed working 15 or more hours a week, and if so, all you must do is complete and submit an annual employment verification.

Not Currently Employed: If you are not currently employed or working 15 or more hours a week, you must meet monthly with the SRHA staff, on an individual basis, to determine the best course of action, in order to meet the goals of these requirements.

The SRHA, at its discretion, will allow acceptable substitutes for employment, such as education or rehabilitation to fulfill these requirements.

The following individuals are exempt from these requirements:

1. Elderly and/or disabled individuals
2. Individuals under 18 years of age
3. Live-in aides
4. Individuals that are the primary caretaker for a child under 6 years of age
5. Women who are pregnant

Employment and work requirements shall not be applied to exclude, or have the effect of excluding, the admission into housing or participation in supportive services by persons with disabilities, elderly individuals, or families that include persons with disabilities or elderly individuals.

COMPLIANCE

Welcome to the SRHA! If you are not already employed working 15 or more hours a week by the effective date of your lease, you must meet monthly with the SRHA staff, on an individual basis, to determine the best course of action. You will be given 90 days to find employment or a suitable substitute. If you have not found employment along with the stated work requirements within the allotted time, the SRHA will **TERMINATE** your participation in the HCV program.

EMPLOYMENT VERIFICATION

To confirm employment along with the minimum number of hours worked per week, you may choose one of the following verification methods:

1. **Employment Verification Letter:** Have your employer complete and return the Employment Verification Letter to SRHA on an annual basis. This is considered as your annual employment check-in with the SRHA. A hardcopy version of the Employment Verification Letter has been attached to this packet. An electronic copy can be found on the SRHA's website under *Documents and Forms*.
2. **Quarterly Pay Stub:** Provide a hardcopy or an electronic copy, through the SRHA's Tenant Portal, of your pay stub quarterly. The pay stubs should have the date with the following months: January, April, July, and October. This is considered as your quarterly employment check-in with the SRHA.
3. **Entrepreneur Affidavit and Tax Return:** If you are an entrepreneur, you must complete and submit an annual Entrepreneur Affidavit attesting to your entrepreneur status along with your most recently filed tax return. This is considered as your annual employment check-in with the SRHA. A hardcopy version of the Entrepreneur Affidavit has been attached to this packet. An electronic copy can be found on the SRHA's website under *Documents and Forms*.

Submitting Paper Documents

You may physically submit hardcopy documents in the drop box at the SRHA. Please ensure all documents are correctly noted and labeled. The envelope should contain your name, the time frame, and "Employment Verification," e.g. *Stephanie Washington April 2027 Employment Verification* or *Jason Brown 2027 Annual Employment Verification*.

Emailing Electronic Documents

You may email electronic documents directly to Ms. Hutchens at ahutchens@stauntonrha.org. Please ensure all documents are correctly noted and labeled. The email subject line should contain your name, the time frame, and "Employment Verification," e.g. *Stephanie Washington April 2027 Employment Verification* or *Jason Brown 2027 Annual Employment Verification*.

Uploading Electronic Documents into the Tenant Portal

You may upload electronic documents directly into the SRHA's tenant portal. Please ensure all documents are correctly noted and labeled. The upload subject line should contain your name, the time frame, and "Employment Verification," e.g. *Stephanie Washington April 2027 Employment Verification* or *Jason Brown 2027 Annual Employment Verification*.

- Go to housing.stauntonrha.org
- Click on **Resident Login**
- Scroll down and click on **Continue with Email**
- Enter your email address
- Click **Send Verification Code**
- Choose whether to have the code sent to your phone via text message or to your email
- Enter the 6-digit verification code to log in
- Click on the **Documents** tab
- Follow the instructions to upload your employment verification documents

CHANGES IN EMPLOYMENT

If your employer changes, you must:

1. Complete and submit the Employment Change Form to the SRHA.
2. Verify your employment with the new employer using one of the three prescribed employment verification methods.

Employment changes with the same employer, i.e. internal job promotion, does NOT require you to complete and submit an Employment Change Form. A hard copy version of the Employment Change Form has been attached to this packet. An electronic copy can be found on the SRHA's website under *Documents and Forms*.

JOB LOSS & COMPLIANCE

If you lose your job, whether initiated by the company or yourself, you must notify the SRHA within 10 days using the Employment Change Form. If the job loss is not due to a hardship, the SRHA will issue a written warning and you must gain employment within six months. The SRHA will also refer you to one of SRHA's community partners for services, of which you must attend. You must check in monthly with the SRHA regarding the progress of your job search. If in good faith you have not obtained employment in six months, the SRHA will extend the job search for another 60 days. If you have not obtained employment in six months, have failed to check-in with the SRHA, and have failed to participate in the employment services offered, the SRHA will **TERMINATE** your participation in the HCV program.

If you FAIL to give notice within 10 days, you will receive a "curable" deficiency notice from the SRHA stating your non-compliance. Additionally, the letter will state the requirements for you, which includes finding employment within 90 days, checking in monthly with the SRHA, and partaking in services with the SRHA's

community partner. If in good faith you have not obtained employment in three months, the SRHA will extend the job search for another 30 days. If you have not obtained employment in three months, have failed to check-in with the SRHA, and have failed to participate in the employment services offered, the SRHA will **TERMINATE** your participation in the HCV program.

If you **FAIL** to give notice within 10 days, you will receive a “curable” deficiency notice from the SRHA stating your non-compliance. If you completely **DISREGARD** the “curable” deficiency notice, the SRHA will **TERMINATE** your participation in the HCV program.

Prior to your **TERMINATION** from the housing program for non-compliance, you may request an informal hearing. You may find the Grievance and Appeal Procedures in the SRHA’s Administrative Plan, Chapter 16, which is available on the SRHA’s website.

Job Loss - Hardship

If your job loss is due to no fault of your own, you may request a financial hardship, if you meet the criteria of a financial hardship. You must formally request a hardship by completing and submitting the proper paperwork to the SRHA. Requesting a hardship is not a guarantee. The SRHA suggests that you review the Hardship Policy for your own understanding prior to submitting a request. Please note that a hardship only temporarily suspends your rent; you are still obligated to repay the SRHA once the hardship ends. You must also gain employment within the allotted amount of time, depending on when you notify the SRHA of your job loss.

Job Loss - Interim

If you lose your job, whether initiated by the company or yourself, you may request an interim, but only if the loss of income to the household is 10% or more. If and once you receive an interim due to job loss, you must receive another interim once you are employed at the minimum of 15 hours per week. The newest rental portion will remain in effect until the next full recertification or another self-initiated or required interim.

GOOD FAITH DOCUMENTS

If you have lost your job and are searching for employment, the documents below, are considered “Good Faith Documents” that must be submitted to the SRHA to show that you are actively engaged in seeking employment:

1. Completed and submitted online job applications
2. Job interview confirmation letter(s)
3. Unemployment benefit statements

ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYMENT & WORK REQUIREMENTS POLICY

Please read the Staunton Redevelopment and Housing Authority's Employment and Work Requirements Policy and submit a signed copy of this statement.

HEAD OF HOUSEHOLD NAME _____

HOUSEHOLD MEMBER NAME _____

CURRENT ADDRESS _____

I ACKNOWLEDGE that I have received a copy of the Staunton Redevelopment and Housing Authority Employment and Work Requirements Policy (Policy). I understand that it is my responsibility to review the Policy and to familiarize myself with the policies and procedures contained in the Policy, and I have been given the opportunity to ask any questions I might have about the Policy.

Household Member Signature _____ **Date** _____