EMPLOYMENT & WORK REQUIREMENTS

Frequently Asked Questions

Q: Why were employment and work requirements implemented?

A: To prepare SRHA participants for self-sufficiency, which is a life with little to no housing subsidy, while allowing wealth accumulation without the penalty of a higher rent until the next household recertification.

Q: Who does the employment and work requirements affect?

A: All able-bodied individuals aged 18 up to 62 regardless of household family type (Able-Bodied, Elderly, Disabled).

Q: Who is exempt from the employment and work requirements?

A: Elderly and/or disabled individuals, individuals under 18 years of age, live-in aides, individuals that are the primary caretaker for a child under 6 years of age, and women who are pregnant.

Q: Are Special Purpose Voucher holders, such as VASH, required to follow the new employment and work requirement?

A: No, as of now, the employment and work requirement only affects Tenant-Based and Project-Based Voucher holders.

Q: How many hours must I work per week?

A: A minimum of 15 hours per week.

Q: When does this start? When must I be employed working a minimum of 15 hours per week?

A: If you are a current participant: January 1, 2027. New admissions on the HCV program must be compliant within 90 days of signing the lease agreement along with other requirements as outlined in the SRHA's Employment and Work Requirements Policy.

Q: I am currently employed more than 15 hours per week, what do I have to do?

A: If you have not done so already, you must submit your employment verification to the SRHA. Please refer to the Employment and Work Requirements Policy for the next steps.

Q: I am an able-bodied adult that lives in a household that is designated as Elderly or Disabled. Does the employment and work requirements apply to me?

A: Yes, the employment and work requirements applies to all able-bodied individuals aged 18 up to 62 regardless of household designation.

Q: I am aged 61 ½, and I am able-bodied. Do the employment and work requirements apply to me?

A: Yes, the employment and work requirements apply to you until your 62nd birthday.

Q: I am aged 18 or older, able-bodied, and in high school. Do the employment and work requirements apply to me?

A: If you are in high school full-time, you may be exempt. Contact the SRHA for a determination.

Q: I am aged 18 or older, able-bodied, and in college. Does the employment and work requirements apply to me?

A: That depends on your full-time or part-time status and situation; you may or may not be exempt. Contact the SRHA for a determination.

Q: I am aged 18, able-bodied, and in an unpaid training/apprenticeship. Does the employment and work requirements apply to me?

A: That depends on your full-time or part-time status and situation; you may or may not be exempt. Contact the SRHA for a determination.

Q: Are there acceptable substitutes for employment?

A: Yes, the SRHA, at its discretion, will allow acceptable substitutes for employment, such as education or rehabilitation to fulfill these requirements. Contact the SRHA for more information and a determination.

Q: I am currently employed, but I work less than 15 hours per week, what do I have to do?

A: You must increase your working hours to at least 15 hours per week, if feasible, or you may need to secure additional employment to reach the minimum number of working hours per week.

Q: Can I work multiple jobs?

A: Yes, as long as the combined hours you work equals a minimum of 15 hours per week.

Q: I am an entrepreneur. Do the employment and work requirements apply to me?

A: Yes, it applies to entrepreneurs. Complete and submit the Entrepreneur Affidavit to the SRHA along with your most recently filed tax return on an annual basis.

Q: If my working hours increase, do I have to notify the SRHA?

A: No, the only notification the SRHA needs is when your employer changes or you experience a job loss. When you experience such a change, you must complete and submit an Employment Change Form.

Q: If my working hours decrease below 15 hours per week, do I have to notify the SRHA?

A: Yes, when you experience such a change, you must complete and submit an Employment Change Form.

Q: I changed jobs, do I have to notify the SRHA?

A: Yes, please complete and submit the Employment Change Form and the applicable Employment Verification Form.

Q: I lost my job, what do I do next?

A: Inform the SRHA by completing and submitting an Employment Change Form within 10 days of losing your job. Please refer to the Employment and Work Requirements Policy for the next steps.

Q: I quit my job, what do I do next?

A: Inform the SRHA by completing and submitting an Employment Change Form within 10 days of quitting your job. Please refer to the Employment and Work Requirements Policy for the next steps.

Q: How do I verify my employment and the hours worked?

A: By completing and submitting the Employment Verification Form to the SRHA.

Q: How often do I have to complete and submit the Employment Verification Form to the SRHA?

A: You must submit the Employment Verification Form annually to the SRHA, and when/if you change employers.

Q: How do I submit the necessary paperwork (Employment Verification Form, Employment Change Form, etc.) to the SRHA for these requirements?

A: You may submit electronic paperwork via email or upload them directly into the online tenant portal. You may also submit hard copies via the drop box at the SRHA.

Q: If I lose my job, can I request a hardship?

A: Yes, you may request a hardship if you qualify for an applicable family situation. Please note that a request does not guaranteed approval. Refer to the SRHA's Employment and Work Requirements Policy and SRHA's Hardship Policy for further guidance.

Q: If I lose my job, can I get an interim?

A: Yes, you may request an interim if the loss of income to the household is 10% or more. Refer to the SRHA's Employment and Work Requirements Policy and the SRHA's Administrative Plan for further guidance.

Q: Can I be terminated from the housing program if I do not comply with the employment and work requirements?

A: Yes, if you fail to adhere to the SRHA's Employment and Work Requirements Policy, you may be terminated for non-compliance.

Q: How do I stay compliant with the employment and work requirements?

A: Review and adhere to the SRHA's Employment and Work Requirements Policy. Any changes or updates to the SRHA's Employment and Work Requirements Policy will be published and participants will be notified.

Q: If I have a special situation that prevents me from working or being compliant with the employment and work requirement, what do I do?

A: Speak individually with the SRHA about your situation and bring the necessary support documentation.

Q: I have more questions. Is there a written document that I can reference?

A: Yes, the SRHA's Employment and Work Requirements Policy provides all the necessary documents, information, and procedures. You may also contact the SRHA directly.