



Department of Social Services
Accountability Office

**INVESTIGATION, REVENUE AND ENFORCEMENT ADMINISTRATION
BUREAU OF ELIGIBILITY VERIFICATION**

**NOTICE TO APPLICANT
REFERRAL TO BUREAU OF ELIGIBILITY VERIFICATION**

Job Center: _____ Caseload: _____ Date: _____
 Case Type: _____ Suffix: _____
 Case Name: _____ Case Number: _____

Reason For Office Visit

Our review of your application will include an interview at the BEV office with all adults listed on the application. We may also need to visit your home. BEV Investigators must show identification when they come to your home.

A **MANDATORY** interview has been scheduled for: _____
Client Name

At: _____	Floor: _____
Date: _____	Time: _____
For travel directions, please call the MTA at 718-330-1234 or visit http://www.mta.info	

***** Please arrive ONLY at your scheduled time. *****

At the Interview

The BEV Investigators will ask to look at some of your documents. They will use your documents to find out if you can get Cash Assistance. The documents they need to see are listed on pages 3-5. You must bring these documents to the interview.

The BEV Investigators also may contact other people and organizations to get information about your eligibility, residency, income, and resources. They will not share information about your case.

Don't have documents we ask for?

If you cannot bring us these documents, we will look at the documents in your file before we make a decision on your case. You must comply with the BEV Review.

(TURN PAGE)

Contact Us

Please call **BEV** at _____ if you cannot keep the **BEV** appointment. **Please call before the appointment date.**

Missed the Appointment

If you miss this appointment, call your worker at the Job Center.

You must have a good reason for not keeping your appointment. You may be asked for proof of the reason. Listed below are **acceptable reasons** for not keeping your appointment.

- Medical appointment
- Court appointment
- Child-related emergency
- Death in the family
- Unable to get that day off from work
- Other emergencies

A medical or mental health condition or disability may make it hard for you to understand this notice or to do what this notice is asking you to do. This kind of condition may make it hard for you to get other services at HRA. **If this is true for you, we can help you.** Call us at _____. You have a right to ask for this kind of help under the law.

(TURN PAGE)

Documents You Need to Show

You must provide documents to verify your Identity, Social Security Number, and Residence.

Verify	Acceptable Documents	
Identity	One of the following: Valid Government Photo I.D. Driver's license U.S. passport Naturalization certificate Hospital/Doctor's records Adoption papers	Or Two of the following: Statement from another person Birth/baptismal certificate Validated Social Security Number (SSN)
Social Security Number	One of the following: · Social Security card · Official correspondence from SSA	
Residence	One of the following: Statement from landlord/primary tenant Current rent receipt or lease Mortgage records Utility bill, Telephone bill	Or Two of the following: Statement from another person Current mail School records

You will have to give us proof if you have:

any of the resources or income listed in left column below.

not proved your citizenship status.

health insurance.

As proof, you need to give us one of the documents listed in the column to the right of that item.

Verify	Acceptable Documents	
Resources	One of the following:	
Bank Accounts: checking, savings, retirement (IRA and Keogh), credit union	Current bank records Current credit card records	
Stocks, bonds, certificates and mutual funds	Stock/bond certificate Statement from financial institution	
Life insurance	Insurance policy Statement from insurance company	
Burial trust or fund, burial plot, or funeral agreement	Burial agreement Burial plot deed Statement from funeral home	

(TURN PAGE)

Verify

Acceptable Documents

Income tax refund or
Earned Income Tax
Credit (EITC)
Real estate other than
residence

Refund of EITC check
Statement from tax office

Motor vehicle

Deed
Statement from real estate broker
Broker's appraisal/estimate of current value by broker

Lump sum payment

Registration (older models)
Title of ownership
Appraisal of current value by dealer
Financing data

Other resources

Statement from the source of payment
Lump sum check

Statement from household
Statement from nursing home
Household statement of current value
Sales slips
Insurance appraisal

Earned Income

One of the following:

From employer

Current wage stubs and statements of tips
Pay envelopes
Contact with employer
On letterhead, rate of pay per hour, hours worked per week, first pay date, if
new and employer's phone number

From self-employment

Business records
Tax records
Records and related materials concerning self-employment earnings and
expenses

Income from rent or
room/board

Current income tax return
Current contribution check
Statement from roomer, boarder, tenant
Income tax record

(TURN PAGE)

Unearned Income	One of the following:
Child Support	Statement from Family Court Statement from person paying support Check stubs Official correspondence from the Child Support Enforcement Unit
Unemployment Insurance Benefits (UIB)	Current award certificate Official correspondence with New York State Department of Labor
Social Security benefits (including SSI)	Current award certificate/letter Current benefit check Official correspondence from SSA
Veteran's benefits	Veterans Administration official correspondence Current award certificate/letter Current benefit check
Worker's Compensation	Award certificate/letter Check stub
Education grants and loans	Statement from school Statement from bank Statement from agency administering grant/award letter
Interest/dividends/royalties	Statement from bank or credit union Statement from broker/financial institution/agent
Private pension/annuity	Current award letter Current benefit check Official correspondence from source of income Contact with source of income Current contribution check
Citizenship or Current Alien Status	One of the following: Birth certificate Baptismal certificate/records Hospital records U.S. passport Military service records Naturalization certificate USCIS documentation Evidence of continuous U.S. residence since prior to 1/1/72
Health Insurance	One of the following: Insurance policy/card Statement from provider of coverage Medicare card Separation or divorce agreement with court-ordered health coverage

