

Emergency Housing Voucher Annual Recertification Quick Guide



Each year, [Emergency Housing Voucher](#) (EHV) (and Housing Choice Voucher/Section 8) participants must submit income, asset, expense, and family composition information to the New York City Housing Authority (NYCHA) or the New York City Housing Preservation and Development Department (HPD) to demonstrate continued eligibility for the program.

Components to be reviewed at annual recertification include: 1) updated release and consent forms; 2) changes in income, assets, deductions, expenses; 3) changes in family composition/size; 4) verifying the utility allowance is correct; 5) verifying the payment standard is correct.

Annual Recertification Process Overview:

| NYCHA | HPD |
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| <ol style="list-style-type: none"> NYCHA will notify each EHV participant via mail five months before all forms are due. <ul style="list-style-type: none"> The notice from NYCHA instructs the participant to log into their Self-Service Portal account and complete the online annual recertification. | <ol style="list-style-type: none"> HPD will notify each EHV participant via mail four months before the one-year anniversary of participation. <ul style="list-style-type: none"> The packet will contain all forms required and how to submit. |
| <p>IMPORTANT NOTE: When a participant receives the notice informing them of their upcoming annual recertification, the participant should begin gathering all supporting documents needed to complete the annual recertification process. See table below for Acceptable Supporting Documentation for Recertification.</p> | |
| <ol style="list-style-type: none"> The EHV participant fills out all required forms accurately and completely in the self-service portal and submits all information within 30 days of receiving the online recertification notice. | <ol style="list-style-type: none"> The EHV participant fills out all required forms accurately and completely and returns them to HPD no later than the deadline provided in letter received by the EHV participant. <ul style="list-style-type: none"> Recertification forms and all supporting documents are due within 30 days of the mailing (the notice date). |
| <ol style="list-style-type: none"> NYCHA voucher holders will submit all required documentation and forms in the Self Service Portal <ul style="list-style-type: none"> Annual recertifications should be submitted online through the Self-Service Portal. If you do not have access to the internet, you can call NYCHA's Customer Contact Center at 718-707-7771 or visit a NYCHA Walk-in Center for in-person assistance: <ul style="list-style-type: none"> Bronx/Manhattan/Queens: 478 East Fordham Road (1 Fordham Plaza), 2nd Fl. Bronx, NY 10458, Monday-Friday, 8am-5pm Brooklyn/Staten Island/Queens: 787 Atlantic Avenue, 2nd Fl. Brooklyn, NY 11238, Monday-Friday, 8am-5pm | <ol style="list-style-type: none"> To submit recertification documents to HPD a voucher holder can: <ol style="list-style-type: none"> Upload to the DTR Portal, OR email to DTRProd@hpd.nyc.gov, OR mail the return envelope included in the package. |
| <ol style="list-style-type: none"> NYCHA will review and verify all information submitted and will provide both the EHV participant and the property owner with a Voucher Change Notice that indicates the amount of monthly rent the EHV participant is responsible for and the NYCHA portion of the rent as well as the effective date of any change. | <ol style="list-style-type: none"> HPD will review and verify all information submitted and will provide both the EHV participant and the property owner with a Rent Breakdown Letter via mail. The Rent Breakdown Letter indicates the amount of monthly rent the EHV participant is responsible for and the HPD portion of the rent as well as the effective date of any change. |

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| For assistance with NYCHA Recertification , voucher holders should visit a Walk-In Center or call the NYCHA Customer Contact Center at 718-707-7771. | For assistance with HPD Recertification , voucher holders should call 917-286-4300. HPD voucher holders can also request an appointment for someone to assist them in completing the package. |
| IMPORTANT NOTE: The first contact should always be NYCHA or HPD for help with recertification. If additional assistance is needed after contacting NYCHA or HPD, please use the Homebase locator to find the Homebase location that serves the local ZIP code where the EHV participant resides, along with the facility’s phone number. | |
| Please note: NYCHA and HPD will provide alternate formats of reexamination for people with disabilities that may be unable to submit the documents in the methods described above. Please contact NYCHA or HPD for more information and/or alternative methods are needed. | |

Acceptable Supporting Documentation for Recertification

The lists below provide examples of acceptable supporting documentation. Any delays in submitting supporting documentation will delay the processing of your annual or interim recertification. For example, if a participant is reporting a decrease in income, but does not supply supporting documents, any reduction to the tenant-share amount of rent may be delayed.

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| Proof of Income | | IMPORTANT NOTE: Report all income even if it may be excluded for NYCHA and HPD review. |
| Employment Income | | Public Assistance |
| <ul style="list-style-type: none"> • Pay stubs (please provide at least two consecutive pay stubs) • W-2 • Verification of employment from your employer • Payroll history | | <ul style="list-style-type: none"> • Budget letter |
| | | Workers’ Compensation |
| | | <ul style="list-style-type: none"> • Workers’ compensation statement |
| Self Employment | | |
| <ul style="list-style-type: none"> • Federal tax returns (1040 A-S, 1040EZ, 1040-L) • 1099 Statement(s) (1099-DIV, 1099-G, 1099-MISC, 1099-R) • Certificate of net worth • State tax returns (IT-50S, IT-201L, Etc.) • Certified transcript of tax return | | Military Pay/Veterans Benefits |
| | | <ul style="list-style-type: none"> • Pension award letter • Military pay statement • Veterans’ pay statement |
| | | Contributions |
| | | <ul style="list-style-type: none"> • Contributor statement |
| Social Security | | Child Support/Alimony |
| <ul style="list-style-type: none"> • SSI award letter AND SSP letter (State Disability) • Social Security benefits | | <ul style="list-style-type: none"> • Alimony documents • Statement form child support provider • Court order • Court Stipulations |
| | Adoption/Foster Care | |
| <ul style="list-style-type: none"> • Foster care letters • Guardianship papers • Letters of administration | | |

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| Proof of Expenses | | IMPORTANT NOTE: If no proof of expenses is submitted, no deduction will be given. |
| Education Expenses | | |
| <ul style="list-style-type: none"> • Full-time student verification (18 years or older) | | |
| Medical Expenses | | |
| <ul style="list-style-type: none"> • Medical documents showing expenses | | |
| Childcare Expenses | | |
| <ul style="list-style-type: none"> • Childcare affidavit (signed statement from childcare provider showing expenses) | | |
| Disability Expenses | | |
| <ul style="list-style-type: none"> • Any unreimbursed medical or disability expenses such as receipts for prescription or nonprescription medicines; receipts for medical supplies and equipment; medical insurance premiums; receipts for services of doctors, health care professionals, or health care facilities, etc. | | |

| Proof of Assets IMPORTANT NOTE: For a family with net assets equal to or less than \$5,000, NYCHA and HPD accept a family's declaration that it has net assets equal to or less than \$5,000 without taking additional steps. | |
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| Checking Account/Savings Account | Stocks/Bonds |
| <ul style="list-style-type: none"> Bank statement(s) (all pages) 1099 interest statement | <ul style="list-style-type: none"> Stock broker summary/statement (s): stocks, bonds, and mutual funds Stock certificate(s) (copy) 1099 interest statement(s) |
| Money Market Funds/Mutual Funds | Real Estate |
| <ul style="list-style-type: none"> Bank statement(s) (all pages) Stock broker summary/statement(s): stocks, bonds, and mutual funds Stock certificate(s) (copy) 1099 Interest statement(s) | <ul style="list-style-type: none"> Letter from closing attorney and unrecorded deed Letter or agreement from the condominium/co-op Testamentary letters from the estate Proprietary co-op letter Co-op shareholder certificate Recorded deed Federal tax return (including Schedule E) |
| Life Insurance Policy | Trust Funds |
| <ul style="list-style-type: none"> Life insurance policy statements | <ul style="list-style-type: none"> Proof of Trust Funds, which includes: Trust agreements(s) Bank statement(s) (all pages) |

| NYCHA Recertification Info & Resources | HPD Recertification Info & Resources |
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| Annual and Interim Recertification Checklist: English Español 中文 (繁体 / 简体) Русский | Recertification Package (Section 8 Housing Choice Voucher Program) Español General participation FAQ: hcv-faq.pdf (nyc.gov) |
| <ol style="list-style-type: none"> How to Complete an Annual Recertification on the NYCHA Self Service Portal English Español 中文 (繁体 / 简体) Русский NYCHA Section 8 Program - Annual and Interim Recertification Process This video tutorial provides an overview of NYCHA's annual and interim recertification process and requirements for participants in its Section 8 program. | HPD Individual Recertification Forms: <ol style="list-style-type: none"> Form 1*: Authorization for the Release of Information Español Form 2*: Declaration of Employment Status Español Form 3: Declaration of All Income Español Form 4: Verification of Wages Español Form 5: Verification of Assets Español Form 6: Declaration of Un-Reimbursed Medical Expenses Español Form 7: Declaration of Un-Reimbursed Disability Expenses Español Form 8: Verification of Student Status Español Form 9: Verification of Childcare Expenses Español Form 10*: Debts Owed to Public Housing Agencies and Terminations Español Form 11: Request to Add a Household Member Español Form 12: Request to Remove a Household Member Español <p>*Forms require signatures from all adults in the household</p> |
| Interim Recertification At any time, EHV participants may request an Interim Recertification if there is a change in household composition, income, assets, or expenses. <i>This is especially important if there is a significant decrease in income.</i> | |
| How to Complete an Interim Recertification on the NYCHA Self Service Portal English Español 中文 (繁体 / 简体) Русский | To report changes to HPD: reporting-income-decrease-form.pdf (nyc.gov) OR use Forms 11 or 12 listed above to add/remove household members |