



# Emergency Housing Voucher Program

## Referral Form and Consent for the Release of Information

The Emergency Housing Voucher (EHV) program, established under the federal Housing Act, provides time limited (10 years) rental assistance to eligible households. The U.S. Department of Housing and Urban Development (HUD), which administers this program, requires that applicants must be certified as eligible for EHV assistance. Applicants must also provide written consent so that agencies helping them to receive assistance under the program can share information.

### **Section 1. Eligibility Certification (to be completed by referring Provider or Agency)**

This section is to be completed by the non-for-profit or other legal business entity provider (the "Referring Provider") or New York City mayoral agency (the "Agency") referring an applicant to NYC Department of Housing Preservation & Development (HPD) or the New York City Housing Authority (NYCHA) for EHV assistance to certify the applicant is eligible for EHV assistance.

Referring Provider or Agency name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant DOB: \_\_\_\_\_

Applicant SSN: \_\_\_\_\_ (if available)

Applicant eligibility category (please check one):

- ☐ *Homeless*
- ☐ *At risk of homelessness*
- ☐ *Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking*
- ☐ *Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability*

### **Certification**

I certify that the above-named applicant meets the eligibility criteria for EHV assistance as indicated above and as defined in HUD Notice PIH 2021-15 (HA): Emergency Housing Vouchers – Operating Requirements, dated May 5, 2021, and Appendix A to this form.

Name of Referring Provider or Agency: \_\_\_\_\_

Referring Provider or Agency Representative:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Referring Provider or

Agency Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Please see Appendix A for detailed definitions for each eligibility category.



## 2. Confidentiality and Consent to Disclose Information (to be completed by applicant)

This section is to be completed by the applicant seeking Emergency Housing Voucher (EHV) assistance. It allows the Referring Provider and Agency to refer the applicant to NYCHA or HPD for EHV assistance and to share eligibility information and other information NYCHA and HPD require to process the application for EHV assistance. By signing the consent, the applicant also allows HPD and NYCHA to share relevant information about the applicant's participation in the EHV program with the Referring Provider and/or any Agency in New York City assisting in the administration and coordination of the EHV Program.

I, the undersigned Applicant, understand that the Referring Provider and/or Agency will be required to share my personal information with NYCHA or HPD when submitting a referral on my behalf to NYCHA or HPD for EHV assistance and that NYCHA and HPD will be required to share my personal information regarding my referral, application, and possible participation in the EHV Program with the Referring Provider and/or any Agency assisting in the administration and coordination of the EHV program in New York City.

☐ By checking this box and signing below I authorize:

- (1) \_\_\_\_\_ (referring agency) to complete a referral for EHV assistance and submit documents and information on my behalf to NYCHA and HPD through the online NYCHA referral portal; and
- (2) NYCHA and HPD to share information in records under my name and the name(s) of minor children in my custody or care with the New York City Human Resources Administration ("HRA") and with the Referring Provider and/or any Agency assisting in the administration and coordination of the EHV program in New York City for the purpose of providing housing assistance through the EHV Program.

I understand the information NYCHA and HPD may share with HRA or the Referring Provider and/or Agency may include name, address, contact information, demographic information about my household, information regarding referral and lease-up for EHV assistance, and information regarding participation in the EHV Program.

By signing below, I confirm, understand, and agree that:

- As a NYC EHV Program applicant, I will complete an online application through the NYCHA online Tenant Self-Service Portal, but my application may be reviewed or processed by either NYCHA or HPD. Accordingly, the consents, declarations, and certifications I provide to NYCHA in my online EHV application, including, for example, those relating to obtaining, using, and disclosing information to determine my eligibility for EHV assistance (such as shown in the attached blank Alternate HUD form 9886) and the completeness and accuracy of the information I provide in my application, may also be relied upon by HPD for the same purposes and subject to the same terms and conditions.
- If I am issued a voucher under the EHV Program by either HPD or NYCHA, HPD may use my personal information, including contact information in order to contact me about participating in an evaluation of the EHV Program. There is no requirement to participate in the evaluation and it will not affect my EHV or any other benefits I may receive.
- The confidentiality of my records and those of minor children in my custody or care are protected under federal and/or state law and regulations.
- If I am a parent or guardian of a family member under the age of 18, I am also consenting on the minor's behalf.
- I may revoke this consent at any time by contacting the Referring Provider or Agency.
- I am entitled to a copy of this signed consent.
- I release NYCHA and HPD from all claims or causes of action arising out of or relating to the disclosure as provided above.

Applicant Name: (Print) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



A translation of this document is available. The translation of this document is for your information only.  
Please fill out the English language version of the document.

Spanish: La traducción de este documento está disponible. La traducción de este documento es solo para su información. Complete la versión en inglés del documento.

Simplified Chinese: 本人建提供译文。本文件的译文仅供您参考。请填写本文件的英文版本。

Traditional Chinese: 本文件提供譯文。本文件之譯文，僅供您參考。請填寫本文件的英文版本。

Russian: Существует перевод данного документа. Это письмо предназначено только для вашего сведения. Заполните версию документа на английском языке.

دنتسما نم تیز یلجلا یا تغلا ءخسل اماکی یرجی. طقف کتا مولعل دنتسما اذه ءمجر ت. ءحاتم دنتسما اذه ءمجر ت Arabic:

Bengali: এই নথির একটি অনুবাদ লভ্য আছে। এই নথির অনুবাদটি কেবলমাত্র আপনার নিজস্ব গুণাবলীর জন্যই। অনুগ্রহ করে এই নথির ইংরেজি সংস্করণটি পূরণ করুন।

French: Une traduction de ce document est disponible. La traduction de ce document est fournie à titre d'information uniquement. Veuillez remplir la version anglaise du document.

Haitian Creole: Yon tradiksyon dokiman sa a disponib. Tradiksyon dokiman sa a se sèlman pou ba ou enfòmasyon. Tanpri ranpli vèsyon anglè dokiman sa a.

Korean: 이 문서의 번역본을 사용할 수 있습니다. 이 문서의 번역은 참고용으로만 제공됩니다. 영문판 문서를 작성해 주세요.

Polish: Dostępne jest tłumaczenie tego dokumentu. Tłumaczenie tego dokumentu służy wyłącznie celom informacyjnym. Proszę wypełnić angielską wersję dokumentu.

یوزیر گنا اک زیواتسد سا مرک ہار ہے ہے کے تاملو مے کے پآ فرصد ہمجر ت اک زیواتسد سا ہے ہبایتسد ہمجر ت اک زیواتسد سا Urdu



**Appendix A: Homeless Definitions**  
**Pursuant to Notice PIH 2021-15 (HA): Emergency Housing Vouchers –**  
**Operating Requirements, dated May 5, 2021**

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**1. Homeless: Individuals and Families who are homeless**

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

- a. Homeless means:
  - i. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - 1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
    - 2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
    - 3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
  - ii. An individual or family who will imminently lose their primary nighttime residence, provided that:
    - 1. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
    - 2. No subsequent residence has been identified; and
    - 3. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
  - iii. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
    - 1. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
    - 2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
    - 3. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
    - 4. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth



with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

**2. At-Risk of Homelessness: Individuals or families who are at-risk of homelessness**

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

- a. *At risk of homelessness.* (1) An individual or family who:
  - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
  - iii. Meets one of the following conditions:
    - 1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - 2. Is living in the home of another because of economic hardship;
    - 3. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
    - 4. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
    - 5. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
    - 6. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
    - 7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan.
- b. (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5) (A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- c. (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**3. Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking**

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence



if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90-day period preceding the date of the request for transfer.

- a. Domestic violence includes felony or misdemeanor crimes of violence committed by:
  - i. current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
  - ii. a person with whom the victim shares a child in common,
  - iii. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - iv. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
  - v. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- b. Dating violence means violence committed by a person:
  - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - 1. The length of the relationship;
    - 2. The type of relationship; and
    - 3. The frequency of interaction between the persons involved in the relationship.
- c. Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
- d. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - i. Fear for the person’s individual safety or the safety of others; or
  - ii. Suffer substantial emotional distress.
- e. Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:
  - i. Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)
  - ii. Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

#### **4. Recently Homeless: Individuals or families who are recently homeless**

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

- f. *Recently homeless* is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.

Individuals and families classified as recently homeless must be referred by the CoC or its designee.







## Division of Tenant Resources

HEAD OF HOUSEHOLD NAME	SOCIAL SECURITY NUMBER (last 4 digits)
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### FORM 1. AUTHORIZATION FOR THE RELEASE OF INFORMATION / PRIVACY ACT NOTICE

**The Head of Household and all family members 18 years of age or older must sign a consent form** according to federal law (42 U.S.C. § 3544) and U.S. Department of Housing and Urban Development (HUD) regulation (24 CFR §5.230). Failure to sign this consent form may result in denial of household's eligibility and/or termination of household's subsidy.

This consent authorizes HUD and HPD to obtain information directly from third party sources in order to verify the income, the value of assets, expenses related to deductions from income (including medical, pharmaceutical and day care expenses), family composition information, and related information for each household member. HUD and HPD will use the information received for the purposes of determining whether your family is eligible for Rental Subsidy benefits and to ensure that these benefits are set at the correct level.

**EACH HOUSEHOLD MEMBER 18 YEARS OF AGE OR OLDER MUST COMPLETE AND SIGN THIS FORM.**

In order to complete or verify an application for participation and to maintain continued assistance in the Rental Subsidy program, this consent form authorizes the release of information necessary to permit HUD and HPD to obtain:

1. Information from SWICAs (State Wage Information Collection Agencies, such as a Labor Department)
2. Salary and wage income information from previous or current employers and unearned income information (such as interest and dividend payments) from banks or other financial institutions
3. Information such as but not limited to:
  - Income from public or private pension funds, unemployment compensation, worker's compensation income, disability payments, military pay, alimony, child support, and private contributions; information related to school attendance verification and the receipt of financial grants from entities, credit agencies, or government agencies, including but not limited to the:
  - NYC Human Resources Administration, NYC Office of Payroll Administration, NYC Department of Finance, NYC Department of Health and Mental Hygiene, NYC Clerk's Office, NYS Department of Motor Vehicles, Courts and NYS Office of Court Administration, NYS Department of Labor, and U.S. Department of Veterans Affairs
4. Information from the Social Security Administration (SSA) for the purpose of verifying Social Security numbers and income information
5. Tax return information from the Internal Revenue Service (IRS)

**The authorization to release information specified by this consent form expires 15 months after the date that the form is signed. Photocopies of this consent form shall be as valid as the original.**

**CONSENT:** I consent to allow HUD and HPD to request and to obtain income information from the sources listed on this form for the purpose of verifying my eligibility and determining my level of benefits under HUD's assisted housing programs. I understand that HPD will not use information obtained by this consent to deny, reduce, or terminate assistance without first independently verifying the accuracy of this information. In addition, I must be given an opportunity to contest those determinations.

PRINT NAMES OF ALL FAMILY MEMBERS AGE 18 OR OLDER	DATE OF BIRTH	SOCIAL SECURITY NUMBER	SIGNATURE	DATE

**PRIVACY ACT NOTICE:** Authority: HUD is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601 -19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security number of each household member. Purpose: Your income and other information collected by HUD and HPD is used to determine your eligibility for Rental Subsidy assistance, the appropriate bedroom size of your voucher, and the amount that your family will pay toward rent and utilities. Other Uses: HPD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate federal, state, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD or HPD, except as permitted or required by law. Penalty: You must provide all of the information requested by HPD, including all Social Security numbers that you and all other household members ages six years or older have and use. Providing the Social Security numbers of all household members is mandatory, and not providing the Social Security numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

