

第 8 章
資格覆核
住戶指南

轉換至 PACT 計劃後

本指南將介紹年度及中期資格覆核的辦理流程，以及需要協助時可聯繫的相關人員或單位。

最後更新：2026 年 8 月

NEW YORK CITY HOUSING AUTHORITY

REAL ESTATE DEVELOPMENT
REINVEST · RESTORE · REBUILD

(212) 306-4036
PACT@nycha.nyc.gov
on.nyc.gov/nycha-pact



BAYCHESTER HOUSES PLAYGROUND

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NEW YORK CITY HOUSING AUTHORITY

REAL ESTATE DEVELOPMENT

REINVEST - RESTORE - REBUILD

需要協助？
您可以聯繫以下人員或單位。

NYCHA 客戶服務中心（CCC）

如有以下需要，請致電 (718) 707-7771：

- 使用自助服務網站
- 資格覆核相關問題
- 紙質版資格覆核表格

PACT 物業管理人員

您的「永久可負擔承諾共同推進」（PACT）計劃物業管理人員可以協助您辦理資格覆核。他們可以協助您掃描文件，並提供可上網的設備，供您登入紐約市房屋局（NYCHA）自助服務網站。

如需 PACT 物業管理人員協助您辦理資格覆核，請：

- 致電或發送電子郵件至 PACT 物業管理辦公室預約。
- 前往 PACT 物業管理辦公室。
- 攜帶您的 NYCHA 自助服務網站帳戶的登入信息。
  - 您需要自行登入 NYCHA 自助服務網站。
- 攜帶 NYCHA 寄給您的所有資格覆核相關文件。
- 攜帶您需要協助上傳的文件。

社會服務機構

為您提供服務的社會服務機構也可以協助您辦理資格覆核。他們可以協助您掃描文件，並提供可上網的設備，供您登入紐約市房屋局（NYCHA）自助服務網站。

如需社會服務機構協助您辦理資格覆核，請：

- 致電或發送電子郵件至社會服務機構辦公室預約。
- 前往社會服務機構辦公室。
- 攜帶您的 NYCHA 自助服務網站帳戶的登入信息。
  - 您需要自行登入 NYCHA 自助服務網站。
- 攜帶 NYCHA 寄給您的所有資格覆核相關文件。
- 攜帶您需要協助上傳的文件。

NYCHA
客戶服務辦事處

前往辦事處前，請先預約！

電話預約

請致電 NYCHA 客戶服務中心（CCC）：
(718) 707-7771。

網上預約

請瀏覽 **on.nyc.gov/nycha-ccc-appt** 或掃描二維碼。

NYCHA 客戶服務辦事處地址

布朗克斯／曼哈頓／皇后區

478 E. Fordham Rd
(1 Fordham Plaza), 2nd Fl.
Bronx, NY 10458

布魯克林／史坦頓島／皇后區

787 Atlantic Ave., 2nd Fl.
Brooklyn, NY 11238



BAYCHESTER HOUSES SEATING AREA

常見問題

如果我沒有完成年度資格覆核，會怎樣？

您必須完成年度資格覆核。美國住房與城市發展部（HUD）規定，所有接受聯邦住房補助的住戶，包括第 9 章公共住房住戶和第 8 章計劃參與者，都必須完成年度資格覆核。

如果您的年度資格覆核仍未完成，根據聯邦規定，NYCHA 將終止您的第 8 章補助。在終止補助之前，NYCHA 會向您發出三份終止通知。每份通知都會列出每位家庭成員仍需提交的文件。收到 NYCHA 發出的任何一份終止通知後，您必須盡快通過自助服務網站或親自前往 NYCHA 客戶服務辦事處，提交準確、最新的信息。

您有權申請非正式會議或聽證會，對 NYCHA 的終止決定提出異議。終止通知中會說明如何提出申請。如果您沒有申請非正式會議或聽證會，而年度資格覆核仍未完成，您的第 8 章補助將被自動終止。如果 NYCHA 終止您的第 8 章補助，您可能面臨被驅逐的風險。

如果我的收入最近發生變化，應該怎麼辦？

如果您的收入或家庭成員情況發生變化，您必須在變化發生之日起 30 天內申報，不需要等到下一次年度資格覆核。您可以通過自助服務網站提交中期資格覆核，或致電 NYCHA 客戶服務中心（CCC）(718) 707-7771 尋求協助。及時申報收入或家庭成員情況的變化，有助於確保您的租金和補助金額準確。更多信息請瀏覽 NYCHA 網站：on.nyc.gov/sec8-annual-interim-recertification。

我需要申報所有住在我的住房單位內的人嗎?

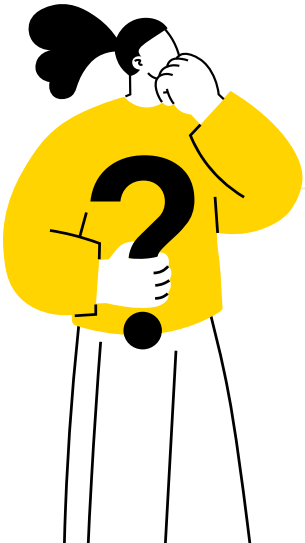
需要。所有家庭成員,包括子女、親屬和其他與您同住的人,都必須在資格覆核中申報。如果您沒有申報住在第 8 章住房單位內的所有家庭成員,您的第 8 章補助可能會被終止。

我不太清楚怎麼辦,可以找人協助嗎?

當然可以。您可以致電 NYCHA 客戶服務中心(CCC)(718) 707-7771,或聯繫您的 PACT 物業管理人員或住宅區內的社會服務機構。自助服務網站可使用 Google 翻譯,支援多種語言。如果您需要紙質版資格覆核表格,也可以致電 NYCHA CCC。

年度資格覆核是因為 PACT 才需要辦理的嗎?

不是。所有接受聯邦住房補助的住戶都必須完成年度資格覆核。所有 NYCHA 住戶,包括第 9 章公共住房住戶和第 8 章計劃參與者,每年都必須完成年度資格覆核。



還有其他問題?

如有其他問題,請瀏覽:nyc.gov/site/nycha/section-8/tenants-faq.page 或掃描二維碼。



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什麼是年度資格覆核？為什麼我需要辦理？

首先，請記住最重要的一點：

您每年都必須完成年度資格覆核。

如果您過去居住在第 9 章公共住房，您可能還記得辦理年度資格覆核的流程。這項要求並沒有改變。美國住房與城市發展部（HUD）規定，所有接受聯邦住房補助的住戶，包括第 9 章公共住房住戶和第 8 章計劃參與者，都必須完成年度資格覆核。現在您是 NYCHA 第 8 章計劃參與者，NYCHA 租賃住房事務部（LHD）將向您發送年度資格覆核通知，並審查和處理您提交的文件。

您必須完成年度資格覆核，才能繼續獲得住房補助。如果您未完成年度資格覆核，根據聯邦規定，您需要支付的租金部分可能會受到影響，第 8 章補助也將被終止。如果 NYCHA 終止您的第 8 章補助，您可能面臨被驅逐的風險。

您可以把年度資格覆核理解為每年一次的例行核對。每年，您都需要更新以下家庭信息：

- 家庭成員情況
- 所有家庭成員的收入
- 所有家庭成員的資產
- 所有家庭成員的支出

年度資格覆核不只是一項規定，也有助於保障您的權益，確保：

- **您需要支付的租金部分準確，並根據家庭最新收入計算。您只需支付應付的金額。**
- **您的家庭信息正確。所有居住在您住房單位內的人都會正確列入家庭成員名單。**
- **您能繼續獲得住房補助。及時更新信息，有助於避免補助中斷。**

年度資格覆核是您每年必須向 NYCHA 提交的信息。

您可以通過以下方式辦理：

使用 NYCHA 自助服務網站

selfserve.nycha.info

網上辦理是完成年度資格覆核最快、最方便的方式！

索取紙質版年度資格覆核表格及資料

如您需要紙質版作為合理便利，可提出申請。

如需申請，請致電 NYCHA 客戶服務中心（CCC）(718) 707-7771。

要完成年度資格覆核，您需要：

- 及時向 NYCHA 提交所有必需的表格和文件。
- 如 NYCHA 要求補充信息，請及時按要求提供。



EDENWALD HOUSES WINDOWS



WILLIAMSBURG HOUSES BASKETBALL COURT

每年需要辦理的事項

年度資格覆核

每年必須辦理

- NYCHA 會在年度資格覆核到期前約五個月通知您。
- 您需要提交家庭收入、資產、支出和證明文件。
- NYCHA 會審查並核實您提交的信息。
- NYCHA 會發出《补助券支付金额调整通知》(VCN)，確認您需要支付的租金部分和補助金額。*

中期資格覆核

年度資格覆核到期前，如家庭情況發生變化，必須辦理

- 家庭成員情況、收入、資產或支出發生變化。
- 您需要提交更新後的信息和證明文件。
- NYCHA 會審查並核實您提交的信息。
- NYCHA 會發出《补助券支付金额调整通知》(VCN)，確認您需要支付的租金部分和補助金額。*

* 如果您不同意您需要支付的租金部分的計算結果，請按照 VCN 上的說明申請非正式會議或聽證會。

資格覆核的類型

年度資格覆核（每年必須辦理）

NYCHA 每年會在年度資格覆核到期前約五個月向您郵寄通知。您需要提交家庭成員情況、收入、資產、支出等信息，以及所需文件。

NYCHA 將審查並核實您提交的所有信息，然後向您和房東發出《补助券支付金额调整通知》（VCN），其中會列明您需要支付的租金部分，以及 NYCHA 支付的租金部分（補助）。*

中期資格覆核（家庭情況發生變化時辦理）

如果您的家庭情況在兩次年度資格覆核之間發生變化，您必須在變化發生之日起 30 天內申報，不要等到下一次年度資格覆核。

如果以下方面發生變化，您可以申請中期資格覆核：

- 收入
- 資產或支出
- 家庭成員，例如有人搬入或搬出

請確保您已完成目前需要辦理的年度資格覆核，以便相關變更得到妥善處理。您可以使用任何可上網的設備，通過自助服務網站快速申請中期資格覆核。

如需紙質版《補助券持有人中期變更申請表》，**可致電 NYCHA 客戶服務中心（CCC）(718) 707-7771 索取。**

NYCHA 將審查並核實您提交的所有信息，然後向您和您的 PACT 合作方發出《補助券支付金額調整通知》（VCN），其中會列明合同租金、您需要支付的租金部分，以及 NYCHA 的補助金額。*

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* 如果您不同意您需要支付的租金部分的計算結果，請按照 VCN 上的說明申請非正式會議或聽證會。

如何完成年度資格覆核

使用 NYCHA 自助服務網站辦理

對大多數住戶來說，網上辦理是最簡單、最快的方式。您需要回答的問題較少，填寫表格也更方便，還可以隨時查看辦理進度和個案信息。以後辦理年度資格覆核也會更快捷。

NYCHA 自助服務網站

selfserve.nycha.info

自助服務網站：

- 每天 24 小時均可使用
- 可通過電腦、平板電腦或智能手機使用
- 提供 Google 翻譯，支援多種語言



如何註冊 NYCHA 自助服務網站帳戶

1. 如果您尚未註冊帳戶，需要先註冊，才能開始在網上辦理資格覆核。
   a. **註冊帳戶：**輸入您的信息，並按照 NYCHA 自助服務網站上的說明完成註冊。
   b. **確認帳戶：**NYCHA 會向您發送一封電子郵件，其中包含帳戶確認鏈接。
   c. **登入帳戶：**在登入頁面輸入 NYCHA 提供的用戶名和密碼。
2. 如果 NYCHA 寄到您住房單位的通知中提供了用戶名和臨時密碼，您可以直接使用這些信息登入，不需要另外註冊或確認帳戶。
3. 如果您在住宅區納入 PACT 計劃前已經註冊了 NYCHA 自助服務網站帳戶，請使用原來的用戶名和密碼登入。

帳戶登入需要協助？

如果您忘記用戶名或密碼，或登入時需要協助，
請致電 NYCHA 客戶服務中心（CCC）(718) 707-7771。

郵寄提交

如您因合理便利需要紙質版年度資格覆核表格及資料，**可致電 NYCHA 客戶服務中心 (CCC) (718) 707-7771 提出申請。**

填妥的紙質版年度資格覆核表格及資料必須郵寄給 NYCHA，或親自送到 NYCHA 客戶服務辦事處。

郵寄地址：

New York City Housing Authority
Leased Housing Department
PO Box 19201
Long Island City, NY 11101

前往 NYCHA 客戶服務辦事處

如需前往 NYCHA 客戶服務辦事處辦理資格覆核，請致電 (718) 707-7771，或瀏覽 on.nyc.gov/nycha-ccc-appt 預約。可預約時段為星期一至星期五上午 8 時至下午 5 時。

NYCHA 客戶服務辦事處地址：

布朗克斯／曼哈頓／皇后區

478 E. Fordham Rd (1 Fordham Plaza), 2nd Fl.
Bronx, NY 10458

布魯克林／史坦頓島／皇后區

787 Atlantic Ave., 2nd Fl.
Brooklyn, NY 11238

如需協助，我們可以幫助您！

您的 PACT 物業管理人員或社會服務機構可以協助您辦理資格覆核。詳情請參閱 第 4 頁。

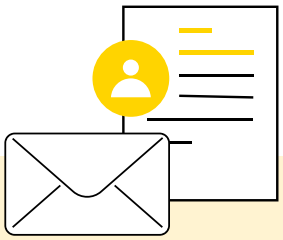


不知道哪種辦理方式適合您？

網上辦理最方便。您之前輸入的信息會保留到下一年度，文件可以直接上傳，也可以隨時查看辦理進度。

填寫紙質版年度資格覆核表格及資料時的注意事項

請按照以下步驟辦理，以免年度資格覆核的處理出現延誤。



- **填妥整份年度資格覆核表格及資料**

  o請確保所有表格均已按要求簽名並交回。如果您收到的年度資格覆核表格及資料中包含《欠公共住房機構的債務》表格和《第三方核實》表格，也必須一併簽名並交回。表格未簽名是年度資格覆核延誤最常見的原因之一。

- **附上所有證明文件**

  這些文件可用來證明您家庭的收入、資產和支出。有關證明文件的更多信息，請參閱 第 21 至 22 頁和第 65 至 69 頁。

- **表格及資料的每一頁都要交回，包括空白頁！**

  NYCHA 必須收到完整的表格及資料，才能處理您的資格覆核。即使部分頁面不適用於您的家庭，缺少任何一頁也可能導致資格覆核延誤。

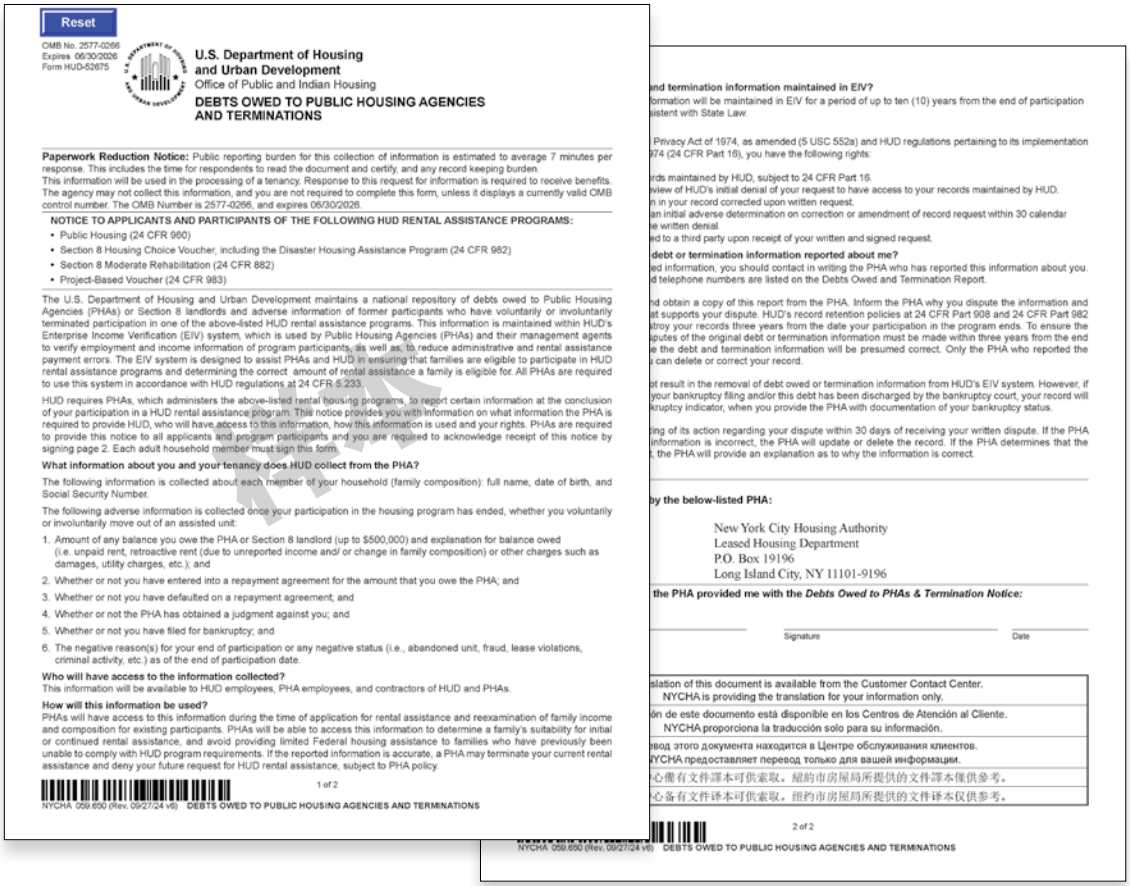
- **為自己保留一份副本**

  郵寄前，請複印所有填妥的表格和證明文件，自己保留一份。如果之後有任何問題，這些副本可以證明您提交了哪些文件，以及提交時間。

- **將填妥的表格及資料郵寄給 NYCHA，或親自送到 NYCHA 客戶服務辦事處。**

  請將填妥的年度資格覆核表格及資料以普通郵件寄至其中列出的郵政信箱地址，或親自送到 NYCHA 客戶服務辦事處。本指南第 15 頁也列有郵寄地址和客戶服務辦事處地址。

範例:《欠公共住房機構的債務》表格。完整版本請參閱第 71 至 73 頁。



Reset

OMB No. 2577-0266
Expires 06/30/2026
Form HUD-52675

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any record keeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 06/30/2026.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to $500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?
This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?
PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

1 of 2

NYCHA 059.650 (Rev. 09/27/24 v6) DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

nd termination information maintained in EIV?
formation will be maintained in EIV for a period of up to ten (10) years from the end of participation
sistent with State Law.

Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation
974 (24 CFR Part 16), you have the following rights:

rds maintained by HUD, subject to 24 CFR Part 16.
view of HUD's initial denial of your request to have access to your records maintained by HUD.
n in your record corrected upon written request.
an initial adverse determination on correction or amendment of record request within 30 calendar
e written denial.
ed to a third party upon receipt of your written and signed request.

debt or termination information reported about me?
ed information, you should contact in writing the PHA who has reported this information about you.
d telephone numbers are listed on the Debts Owed and Termination Report.

nd obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and
at supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982
stroy your records three years from the date your participation in the program ends. To ensure the
sputes of the original debt or termination information must be made within three years from the end
e the debt and termination information will be presumed correct. Only the PHA who reported the
can delete or correct your record.

ot result in the removal of debt owed or termination information from HUD's EIV system. However, if
your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will
kruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

ing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA
information is incorrect, the PHA will update or delete the record. If the PHA determines that the
, the PHA will provide an explanation as to why the information is correct.

by the below-listed PHA:

New York City Housing Authority
Leased Housing Department
P.O. Box 19196
Long Island City, NY 11101-9196

the PHA provided me with the *Debts Owed to PHAs & Termination Notice:*

Signature Date

slation of this document is available from the Customer Contact Center.
NYCHA is providing the translation for your information only.
ón de este documento está disponible en los Centros de Atención al Cliente.
NYCHA proporciona la traducción solo para su información.
евод этого документа находится в Центре обслуживания клиентов.
NYCHA предоставляет перевод только для вашей информации.
心備有文件譯本可供索取。紐約市房屋局所提供的文件譯本僅供參考。
心备有文件译本可供索取。纽约市房屋局所提供的文件译本仅供参考。

2 of 2

NYCHA 059.650 (Rev. 09/27/24 v6) DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

範例:《第三方核實》表格。完整版本請參閱第 75 至 77 頁。



Reset

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

THIRD PARTY VERIFICATION - CONSENT TO RELEASE INFORMATION

TENANT STREET ADDRESS

CITY, STATE, ZIP

A. VOUCHER #

B. ***Use this form for reexaminations effective on or after January 1, 2024. Use form HUD-9886 for reexaminations effective prior to January 1, 2024.***

Authorization for the Release of Information/Privacy Act Notice to the U.S. Department of Housing and Urban Development and the New York City Housing Authority (NYCHA)

U.S. Department of Housing and Urban Development, Office of Public and Indian Housing

New York City Housing Authority requesting release of information:

New York City Housing Authority
90 Church Street, 5th Floor
New York, NY 10001

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. This law requires you to sign a consent form authorizing: (1) HUD, and NYCHA to request verification of salary and wages from current or previous employers; (2) HUD and NYCHA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. HUD regulations (24 CFR 5.210 et. seq.; 24 CFR 5.609; and 24 CFR 960.259) authorize NYCHA to collect other information necessary to determine eligibility for assistance or level of benefits.

Section 104 of the Housing Opportunity and Modernization Act of 2016. The relevant provisions are found at 42 U.S.C. 1437n . This law requires you to sign a consent form authorizing NYCHA to request verification of any financial record from any financial institutions as defined in the Right to Financial Privacy Act (12 U.S.C. 3401)), whenever NYCHA determines the record is needed to determine a Section 9/public housing or Section 8/Housing Choice Voucher applicant's or participant's eligibility for assistance or level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and NYCHA to request income information from the sources listed on the form. HUD and NYCHA need this information to verify your household's income, family composition and related information for every household member, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and NYCHA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, and to Housing Agencies for the purpose of determining housing assistance. NYCHA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and NYCHA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

Who Must Sign the Consent Form: Each member of your family who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the family or whenever members of the family become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

Public Housing
Housing Choice Voucher
Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to NYCHA's grievance procedures and Section 8 informal hearing procedures.

Revocation of consent: If you revoke consent, NYCHA will be unable to verify your information, although the data matches between HUD and other agencies will continue to automatically occur in the Enterprise Income Verification (EIV) System if the family is not terminated from the program.

Sources of Information to be Obtained
State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self-employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

Original is retained by the requesting organization. ref. Handbooks 7420.7, 7420.8, & 7465.1 **HUD-9886-A exp. 10/31/26**

1 of 2

NYCHA 059.293 (Rev. 12/04/23 v4) THIRD PARTY VERIFICATION - CONSENT TO RELEASE INFORMATION

obtained regarding public or private
nt compensation information, worker's
me, military pay, alimony, child support,
attendance verification and information
cial grants, from various entities, credit
ies, including but not limited to the: ●
ministration, ● NYC Office of Payroll
rtment of Finance, ● NYC Department of
NYC Clerk's Office, ● NYS Department
nd NYS Office of Court Administration,
nd ● US Department of Veterans Affairs.
e (HUD only) (This consent is limited to
t and dividends).)
ned directly from: (a) current and former
and wages; and (b) financial institutions
financial Privacy Act (12 U.S.C. 3401),
es the record is needed to determine an
gibility for assistance or level of benefits.
rmation obtained from these sources will
that I provide in determining eligibility

for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information.

Consent: I consent to allow HUD or NYCHA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that Housing Agencies, like NYCHA, that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form remains effective until the earliest of (i) the rendering of a final adverse decision for an assistance applicant; (ii) the cessation of a participant's eligibility for assistance from HUD and NYCHA; or (iii) The express revocation by the assistance applicant or recipient (or applicable family member) of the authorization, in a written notification to HUD or NYCHA.

c. Social Security Number

e. Date (mm/dd/yyyy)

: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the 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
s form authorizes HUD and NYCHA to request income information to verify your household's income in order to
r assisted housing benefits and that these benefits are set at the correct level. Failure to provide any of the requested
lay or rejection of your eligibility approval.

Consent: HUD and NYCHA (or any employee of HUD or NYCHA) may be subject to penalties for unauthorized
of information collected based on the consent form. Use of the information collected based on the form HUD 9886
ted on the form HUD 9886. Any person who knowingly or willfully requests, obtains, or discloses any information
ing an applicant or participant may be subject to a misdemeanor and fined not more than $5,000. Any applicant or
nt disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against
D or NYCHA for the unauthorized disclosure or improper use.

he public reporting burden for this information collection is estimated to be 0.16 hours for new admissions and
bers turning 19, including the time for reviewing, searching existing data sources, gathering and maintaining the
and reviewing the collection of information. Collection of information income and assets is required for program
ses. The submission of the consent form is necessary (form-HUD 9886) so that PHAs can carry out the requirements
B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and
of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993 (42 U.S.C. 3544) and Section 104 of
nd PHAs can verify eligibility and income information for applicants and participants. This information collection is
he Privacy Act. Send comments regarding this burden estimate or any other aspect of this collection of information,
ce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development,
n providing comments, please refer to OMB Approval No. 2577-0295. HUD may not conduct and sponsor, and a
nd to, a collection of information unless the collection displays a valid control number.

esting organization. ref. Handbooks 7420.7, 7420.8, & 7465.1 **HUD-9886-A exp. 10/31/26**

2 of 2

NYCHA 059.293 (Rev. 12/04/23 v4) THIRD PARTY VERIFICATION - CONSENT TO RELEASE INFORMATION



年度資格覆核辦理步驟

第 1 步	收到 NYCHA 的通知	20
第 2 步	準備文件	21
第 3 步	提交您的信息	23
第 4 步	查看資格覆核狀態	37
第 5 步	收到《補助券支付金額調整通知》(VCN)	38

第 1 步

收到 NYCHA 的通知

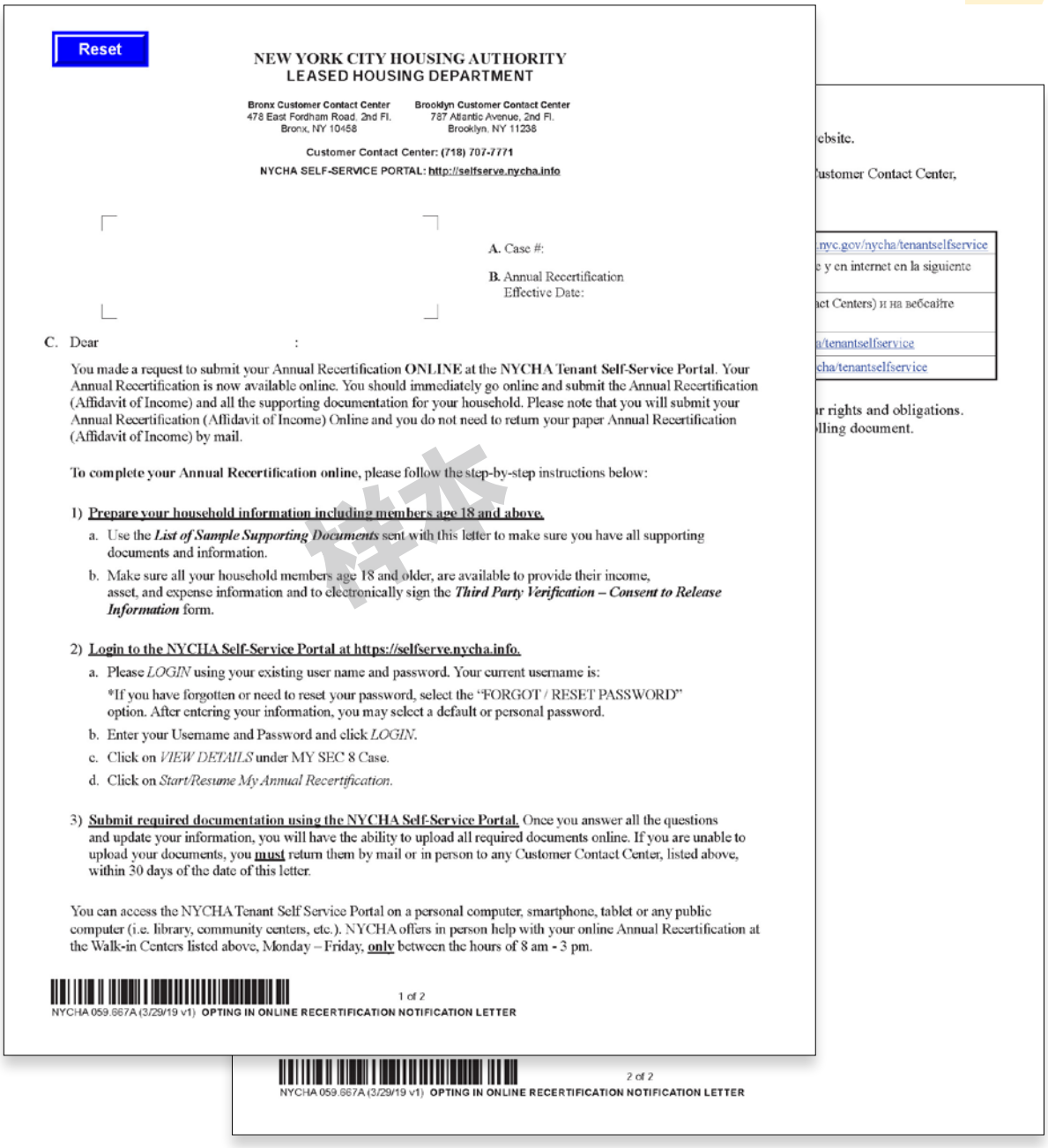
請留意信箱中 NYCHA 寄來的信件。NYCHA 會在年度資格覆核到期前約五個月通知您。



通知會告訴您：

- 年度資格覆核的截止日期
- 需要提交哪些文件（《證明文件清單》）
- 如何登入自助服務網站
- 使用自助服務網站時如何獲得協助

範例：《選擇網上辦理資格覆核通知信》。完整版本請參閱第 61 至 63 頁。



Reset

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

Bronx Customer Contact Center
478 East Fordham Road. 2nd Fl.
Bronx, NY 10458

Brooklyn Customer Contact Center
787 Atlantic Avenue, 2nd Fl.
Brooklyn, NY 11238

Customer Contact Center: (718) 707-7771
NYCHA SELF-SERVICE PORTAL: http://selfserve.nycha.info

A. Case #:

B. Annual Recertification Effective Date:

C. Dear :

You made a request to submit your Annual Recertification **ONLINE** at the **NYCHA Tenant Self-Service Portal**. Your Annual Recertification is now available online. You should immediately go online and submit the Annual Recertification (Affidavit of Income) and all the supporting documentation for your household. Please note that you will submit your Annual Recertification (Affidavit of Income) Online and you do not need to return your paper Annual Recertification (Affidavit of Income) by mail.

To complete your Annual Recertification online, please follow the step-by-step instructions below:

1) **Prepare your household information including members age 18 and above.**
   a. Use the ***List of Sample Supporting Documents*** sent with this letter to make sure you have all supporting documents and information.
   b. Make sure all your household members age 18 and older, are available to provide their income, asset, and expense information and to electronically sign the ***Third Party Verification – Consent to Release Information*** form.

2) **Login to the NYCHA Self-Service Portal at https://selfserve.nycha.info.**
   a. Please *LOGIN* using your existing user name and password. Your current username is:
      *If you have forgotten or need to reset your password, select the "FORGOT / RESET PASSWORD" option. After entering your information, you may select a default or personal password.
   b. Enter your Username and Password and click *LOGIN*.
   c. Click on *VIEW DETAILS* under MY SEC 8 Case.
   d. Click on *Start/Resume My Annual Recertification*.

3) **Submit required documentation using the NYCHA Self-Service Portal.** Once you answer all the questions and update your information, you will have the ability to upload all required documents online. If you are unable to upload your documents, you **must** return them by mail or in person to any Customer Contact Center, listed above, within 30 days of the date of this letter.

You can access the NYCHA Tenant Self Service Portal on a personal computer, smartphone, tablet or any public computer (i.e. library, community centers, etc.). NYCHA offers in person help with your online Annual Recertification at the Walk-in Centers listed above, Monday – Friday, **only** between the hours of 8 am - 3 pm.

样本

NYCHA 059.667A (3/29/19 v1) OPTING IN ONLINE RECERTIFICATION NOTIFICATION LETTER 1 of 2

NYCHA 059.667A (3/29/19 v1) OPTING IN ONLINE RECERTIFICATION NOTIFICATION LETTER 2 of 2

第 2 步

準備文件

收到資格覆核通知信後，請開始準備辦理資格覆核所需的所有文件。

通知信會附上《證明文件清單》表格，幫助您確定需要提交哪些類型的文件。所有文件都必須是最新的。

年度及中期資格覆核文件核對清單：
nyc.gov/assets/nycha/downloads/pdf/airecertchecklist-english.pdf

所需文件：

1. 每位家庭成員的《收入宣誓書》
2. 每位年滿 18 歲的家庭成員的《第三方核實》表格
3. 證明文件，例如：
   a. 收入證明
   b. 就學情況證明
   c. 所有家庭成員的支出證明
4. 每位年滿 18 歲的家庭成員的《欠公共住房機構的債務》表格；如果 NYCHA 已存有該表格，則無需再次提交。

如果您要新增家庭成員

除每位新增成員的收入證明外，您還必須提交以下文件：

- 出生證明
- 社會保障卡
- 公民身份證明或外國人登記卡
- 結婚證或家庭伴侶關係證明（如適用）
- 如果任何家庭成員或新增成員有收入、資產或支出，您必須提供相關的最新證明文件。

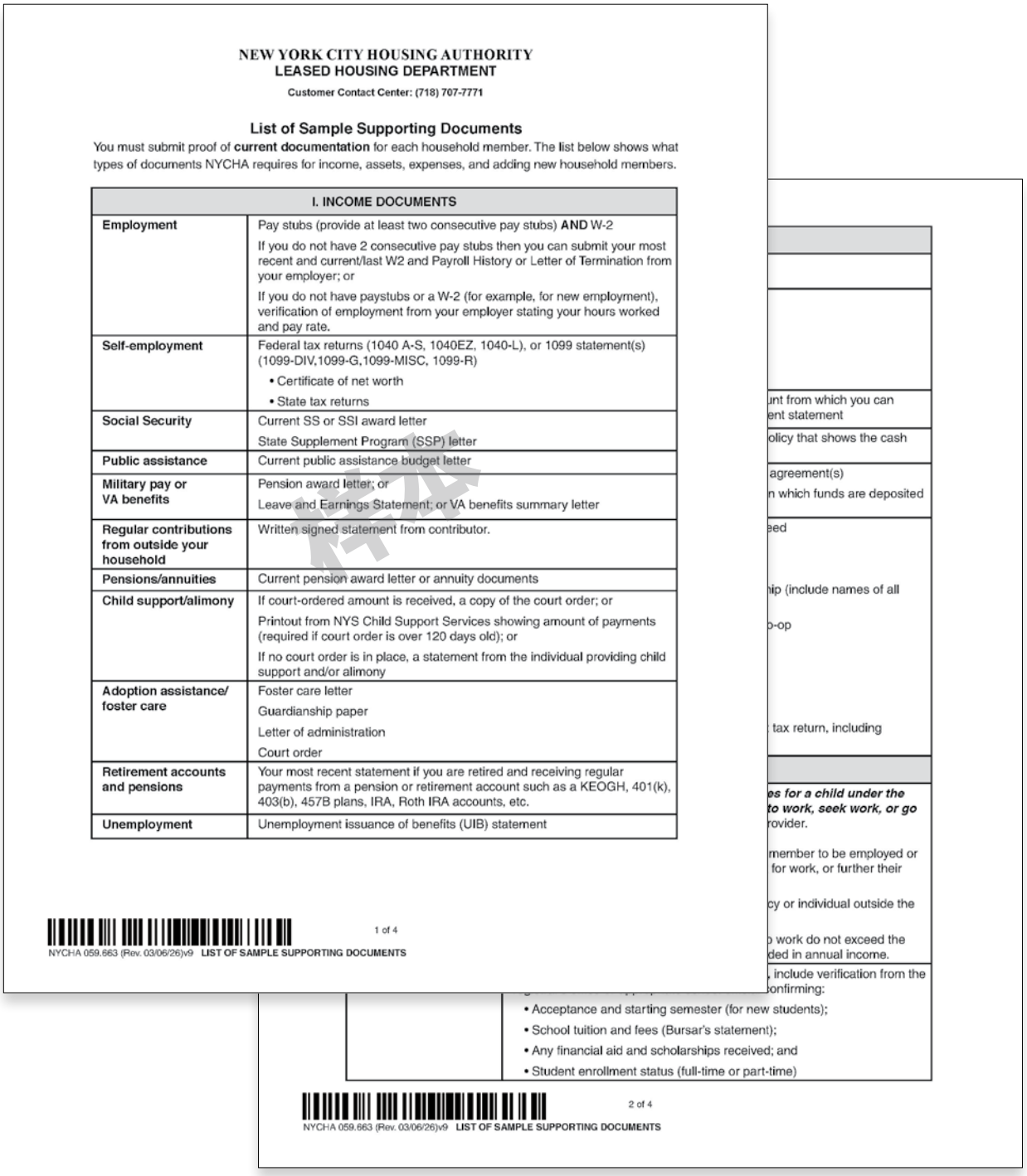
重要提醒：

請務必在辦理年度資格覆核時，一併提交所有必需的表格和文件。如果稍後才提交這些表格或文件，您的資格覆核可能會延誤。



第 2 步　準備文件 (續)

範例:《證明文件樣本清單》。完整版本請參閱第 65 至 69 頁。



NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT
Customer Contact Center: (718) 707-7771

List of Sample Supporting Documents

You must submit proof of **current documentation** for each household member. The list below shows what types of documents NYCHA requires for income, assets, expenses, and adding new household members.

I. INCOME DOCUMENTS	
Employment	Pay stubs (provide at least two consecutive pay stubs) **AND** W-2 If you do not have 2 consecutive pay stubs then you can submit your most recent and current/last W2 and Payroll History or Letter of Termination from your employer; or If you do not have paystubs or a W-2 (for example, for new employment), verification of employment from your employer stating your hours worked and pay rate.
Self-employment	Federal tax returns (1040 A-S, 1040EZ, 1040-L), or 1099 statement(s) (1099-DIV,1099-G,1099-MISC, 1099-R) • Certificate of net worth • State tax returns
Social Security	Current SS or SSI award letter State Supplement Program (SSP) letter
Public assistance	Current public assistance budget letter
Military pay or VA benefits	Pension award letter; or Leave and Earnings Statement; or VA benefits summary letter
Regular contributions from outside your household	Written signed statement from contributor.
Pensions/annuities	Current pension award letter or annuity documents
Child support/alimony	If court-ordered amount is received, a copy of the court order; or Printout from NYS Child Support Services showing amount of payments (required if court order is over 120 days old); or If no court order is in place, a statement from the individual providing child support and/or alimony
Adoption assistance/ foster care	Foster care letter Guardianship paper Letter of administration Court order
Retirement accounts and pensions	Your most recent statement if you are retired and receiving regular payments from a pension or retirement account such as a KEOGH, 401(k), 403(b), 457B plans, IRA, Roth IRA accounts, etc.
Unemployment	Unemployment issuance of benefits (UIB) statement

样本

1 of 4
NYCHA 059.663 (Rev. 03/06/26)v9 **LIST OF SAMPLE SUPPORTING DOCUMENTS**

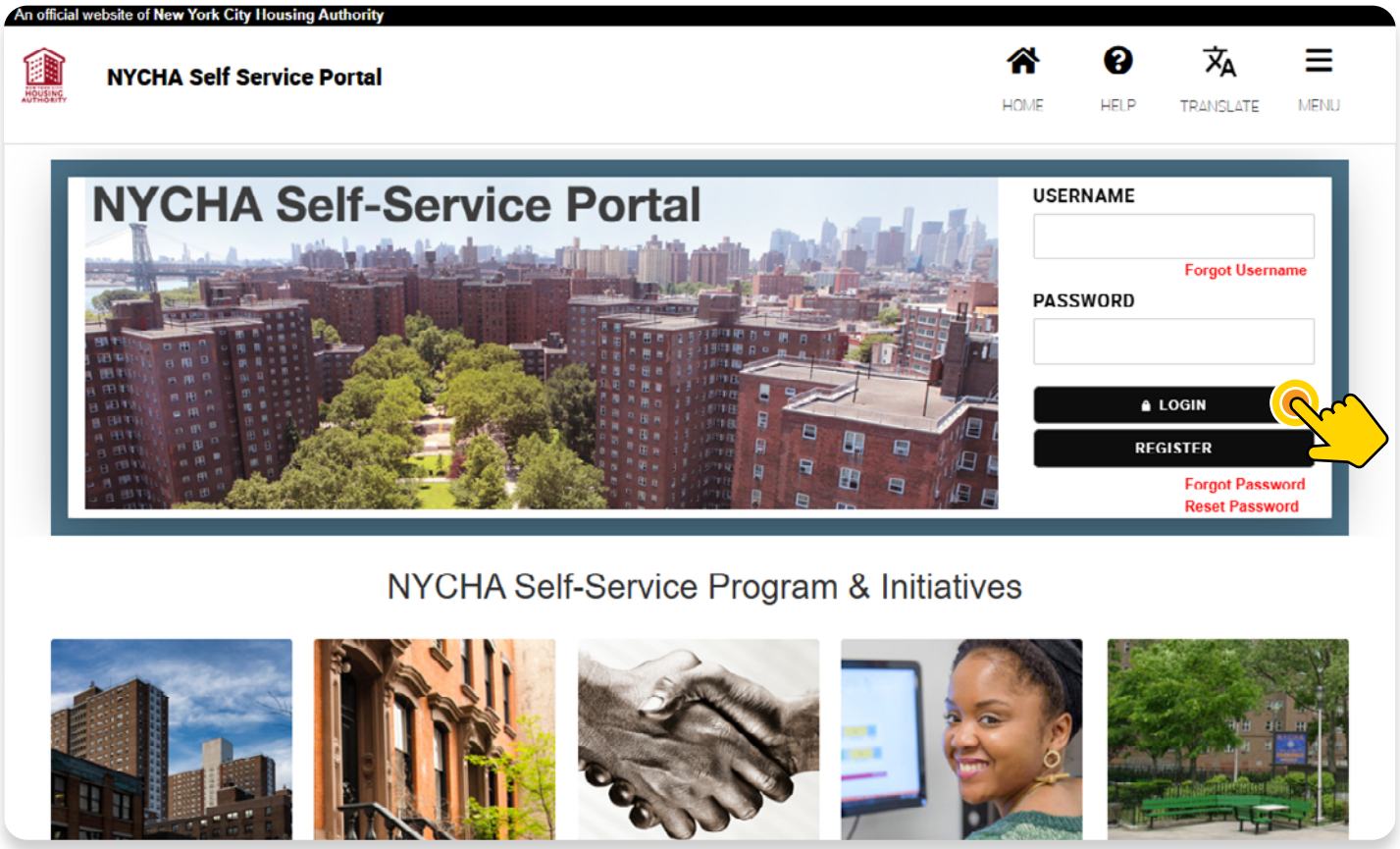
• Acceptance and starting semester (for new students);
• School tuition and fees (Bursar's statement);
• Any financial aid and scholarships received; and
• Student enrollment status (full-time or part-time)

2 of 4
NYCHA 059.663 (Rev. 03/06/26)v9 **LIST OF SAMPLE SUPPORTING DOCUMENTS**

第 3 步

提交您的信息

01. 進入 NYCHA 自助服務網站: selfserve.nycha.info



需要紙質版年度資格覆核表格?

請致電 NYCHA 客戶服務中心 (CCC) **(718) 707-7771** 索取。詳情請參閱第 13 頁。

需要翻譯?

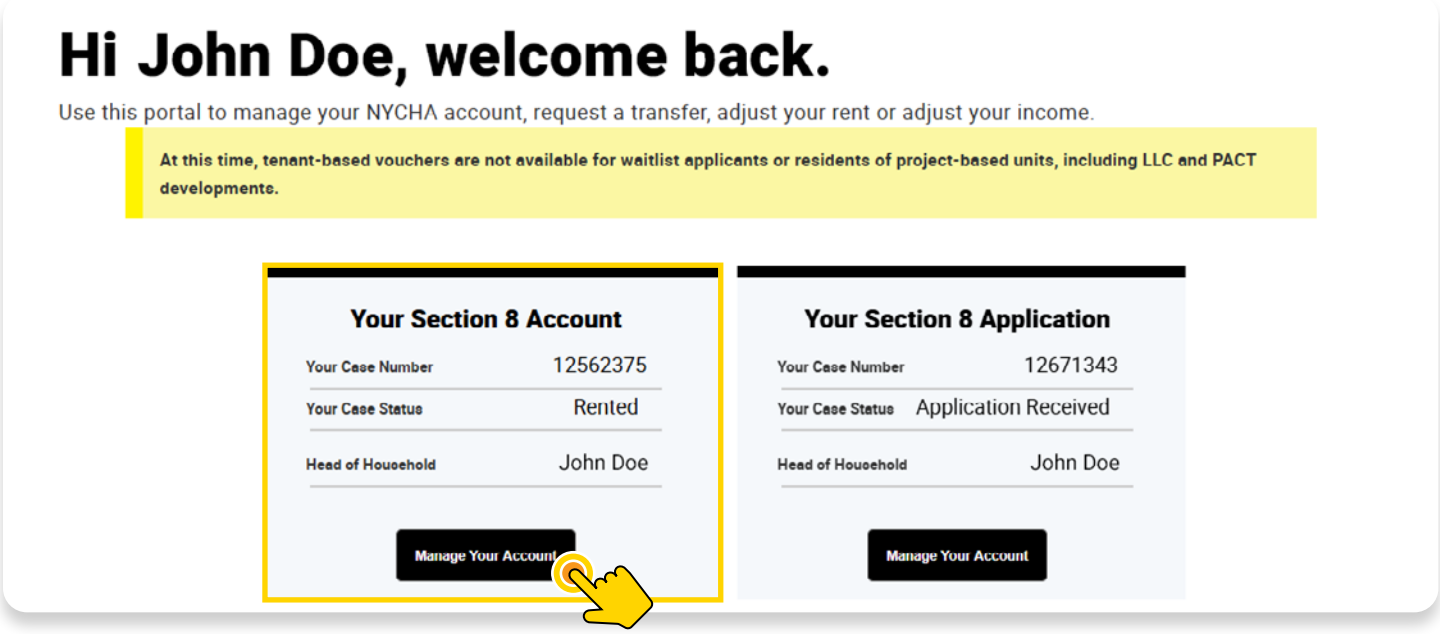
點擊畫面右上方的 “Translate” (翻譯) 圖標, 選擇英語以外的語言。您必須先閱讀免責聲明, 然後再次點擊 “Translate” (翻譯), 再選擇您偏好的語言。



02. 登入您的帳戶

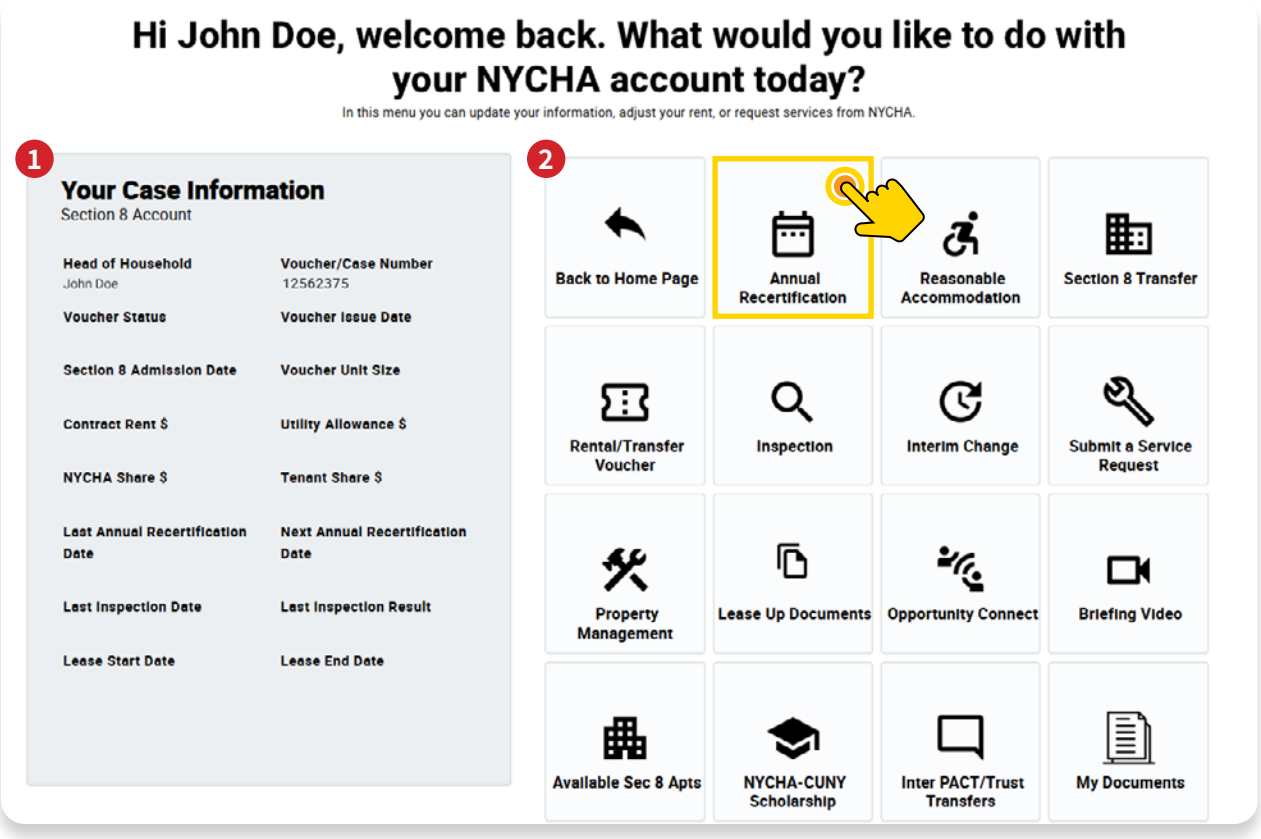
登入您的自助服務網站帳戶。有關如何註冊 NYCHA 自助服務網站帳戶，請參閱第 14 頁。

在 “Your Section 8 Account” (您的第 8 章帳户) 部分底部，點擊 “Manage Your Account” (管理您的帳戶)。



03. 進入年度資格覆核頁面

1. 點擊頁面上方的“Annual Recertification”(年度資格覆核)。
2. 選擇您要完成的年度資格覆核。



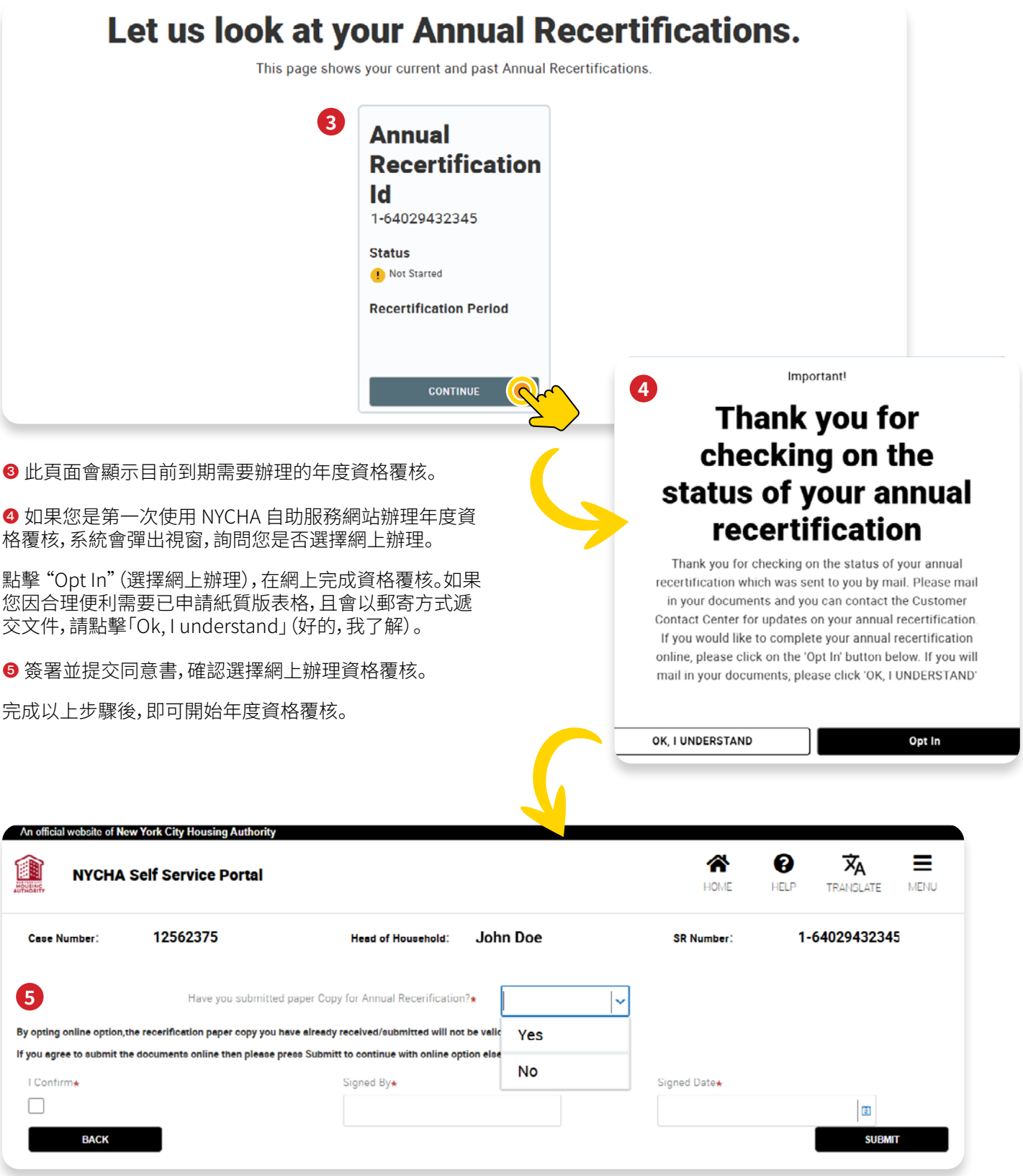
在 “Your Section 8 Account”(您的第 8 章帳戶)部分點擊 “Manage Your Account”(管理您的帳戶)後,您會看到這個頁面。

❶ 左側可以查看您的第 8 章個案信息,包括個案編號、租金和資格覆核日期。

❷ 右側可以選擇年度資格覆核、中期資格覆核或其他功能。

點擊 “Annual Recertification”(年度資格覆核)繼續。

第 3 步　提交您的信息 (續)



❸ 此頁面會顯示目前到期需要辦理的年度資格覆核。

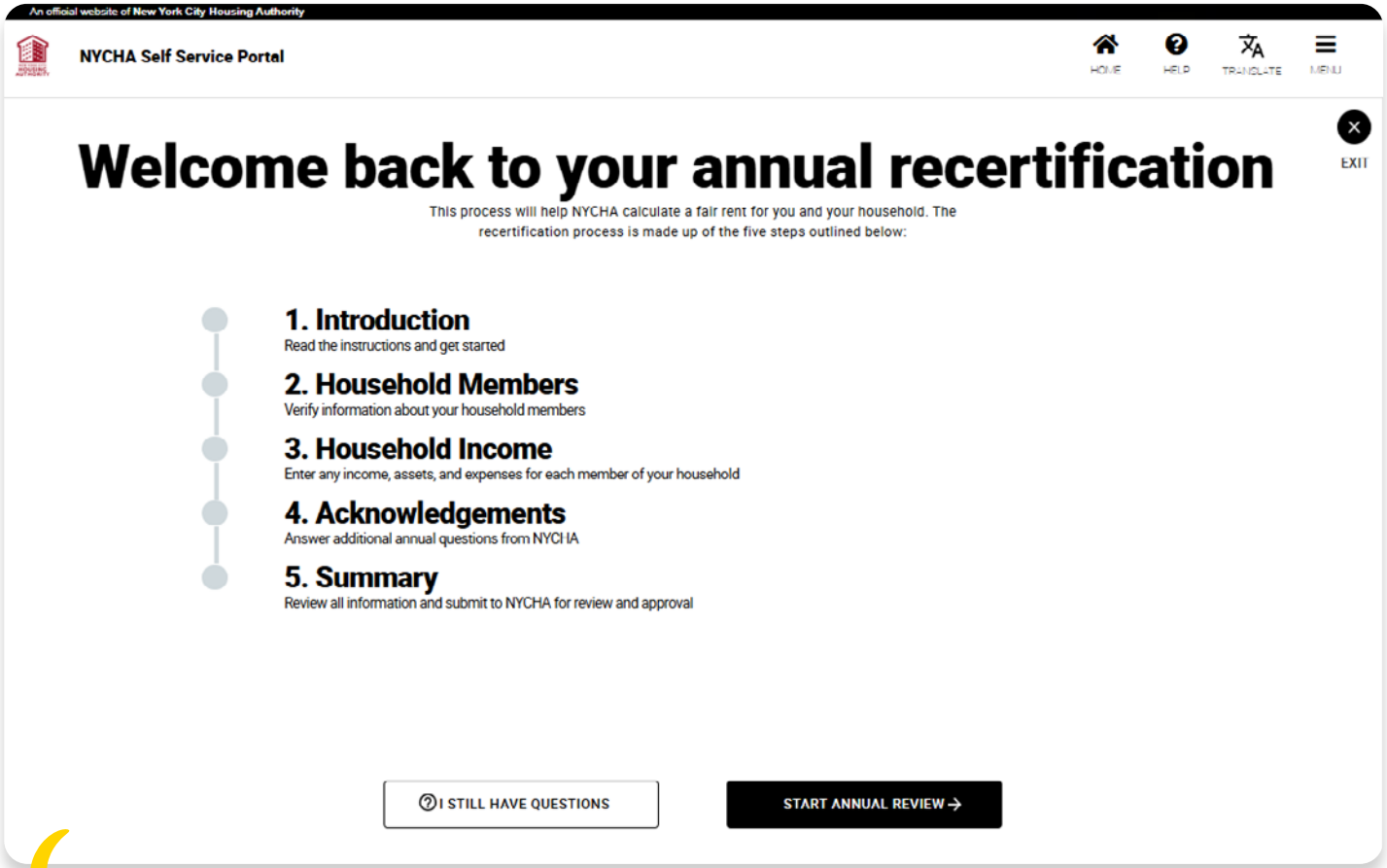
❹ 如果您是第一次使用 NYCHA 自助服務網站辦理年度資格覆核，系統會彈出視窗，詢問您是否選擇網上辦理。

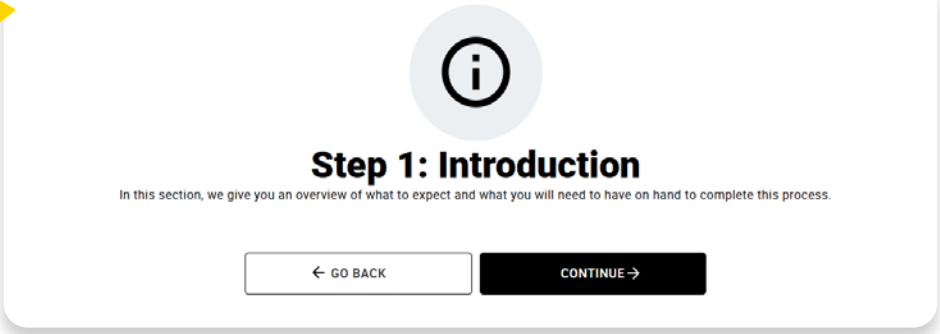
點擊 “Opt In” (選擇網上辦理)，在網上完成資格覆核。如果您因合理便利需要已申請紙質版表格，且會以郵寄方式遞交文件，請點擊「Ok, I understand」(好的，我了解)。

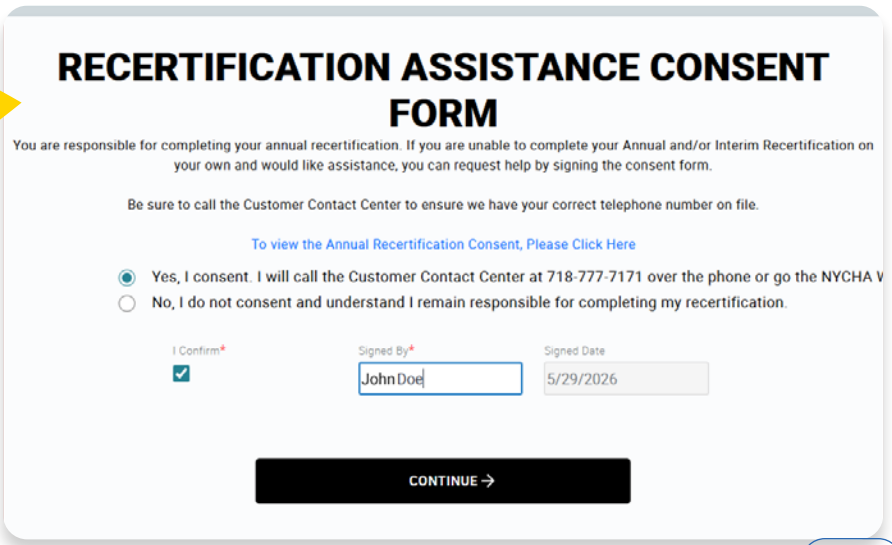
❺ 簽署並提交同意書，確認選擇網上辦理資格覆核。

完成以上步驟後，即可開始年度資格覆核。

第 3 步 提交您的信息 (續)

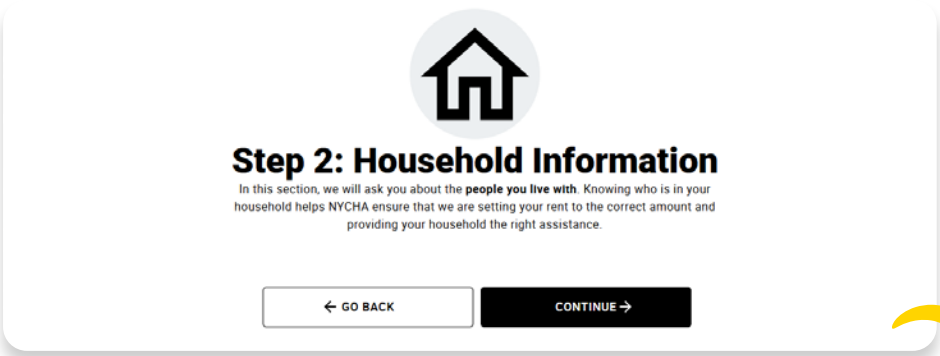

An official website of New York City Housing Authority
NYCHA Self Service Portal
HOME
HELP
TRANSLATE
MENU
EXIT
Welcome back to your annual recertification
This process will help NYCHA calculate a fair rent for you and your household. The recertification process is made up of the five steps outlined below:
1. Introduction
Read the instructions and get started
2. Household Members
Verify information about your household members
3. Household Income
Enter any income, assets, and expenses for each member of your household
4. Acknowledgements
Answer additional annual questions from NYCHA
5. Summary
Review all information and submit to NYCHA for review and approval
I STILL HAVE QUESTIONS
START ANNUAL REVIEW

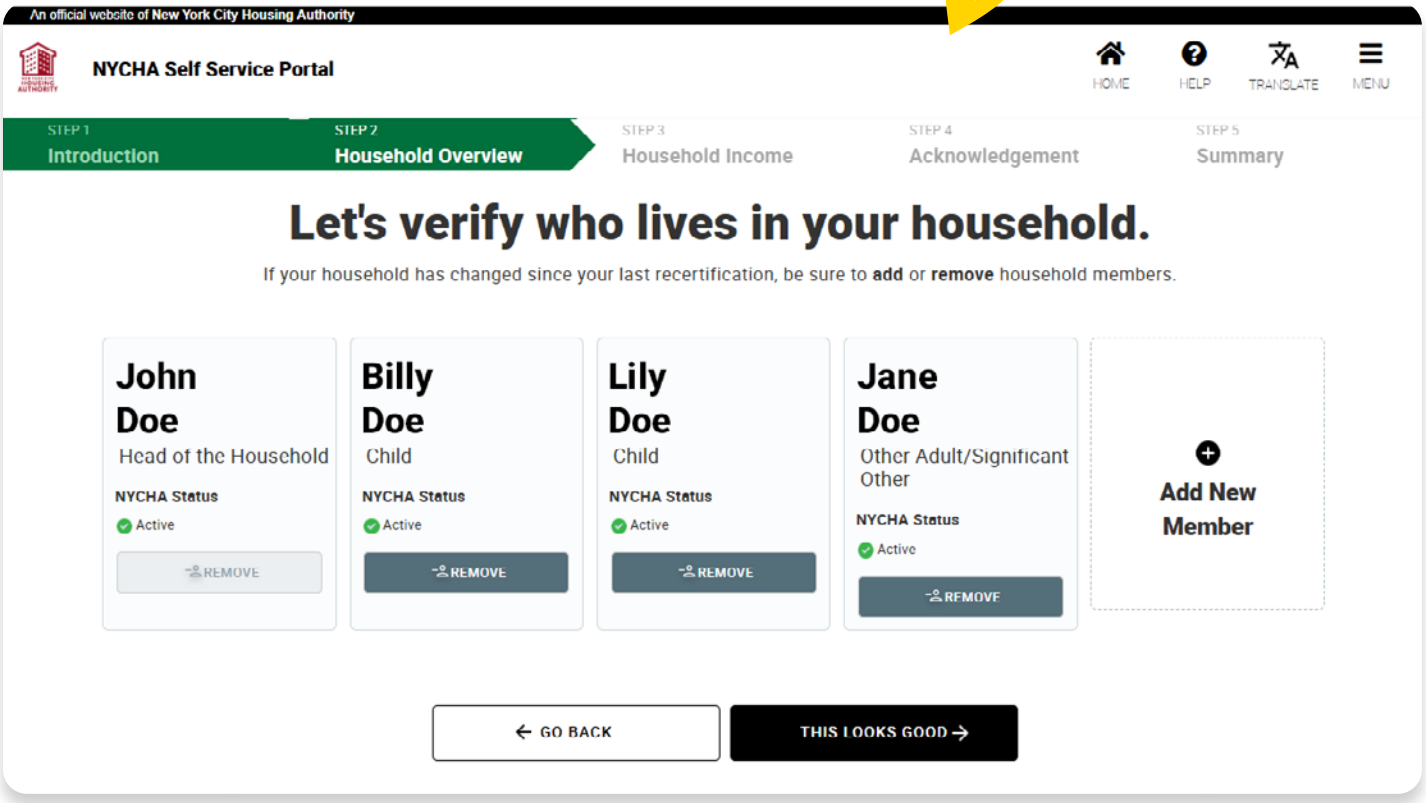

Step 1: Introduction
In this section, we give you an overview of what to expect and what you will need to have on hand to complete this process.
GO BACK
CONTINUE


RECERTIFICATION ASSISTANCE CONSENT FORM
You are responsible for completing your annual recertification. If you are unable to complete your Annual and/or Interim Recertification on your own and would like assistance, you can request help by signing the consent form.
Be sure to call the Customer Contact Center to ensure we have your correct telephone number on file.
To view the Annual Recertification Consent, Please Click Here
Yes, I consent. I will call the Customer Contact Center at 718-777-7171 over the phone or go the NYCHA
No, I do not consent and understand I remain responsible for completing my recertification.
I Confirm*
Signed By*
John Doe
Signed Date
5/29/2026
CONTINUE

04. 確認家庭成員

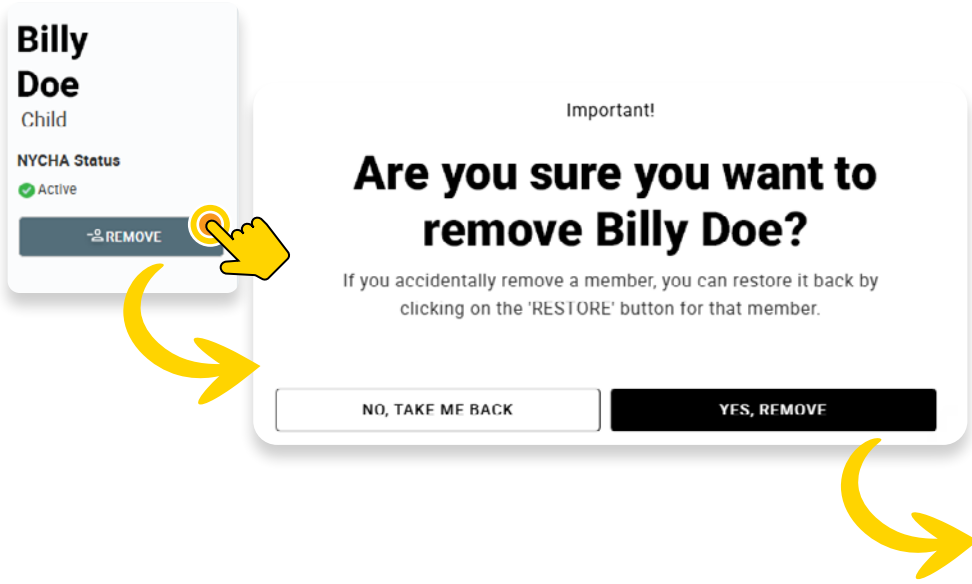
1. 查看家庭成員名單。頁面會顯示您第 8 章家庭中 “Active” (在冊) 的家庭成員。

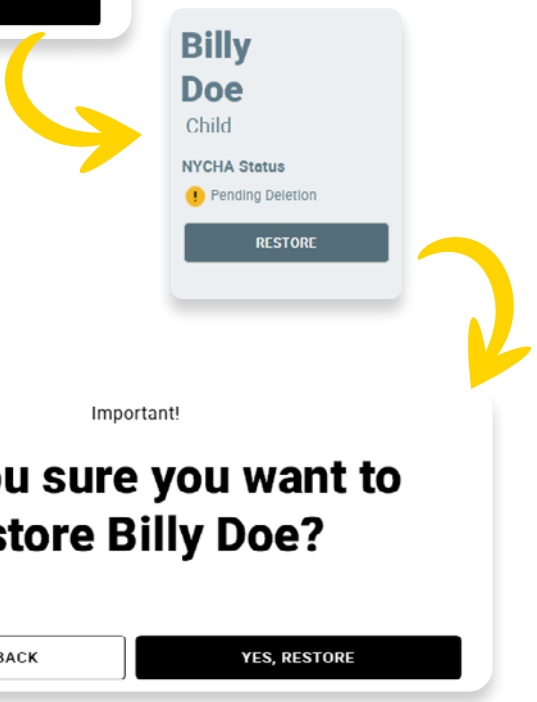




2. 如需刪除在冊家庭成員：

a. 在該家庭成員的信息下方點擊 “Remove” (刪除)。
b. 點擊 “Yes, remove” (是，刪除)，確認刪除該家庭成員。



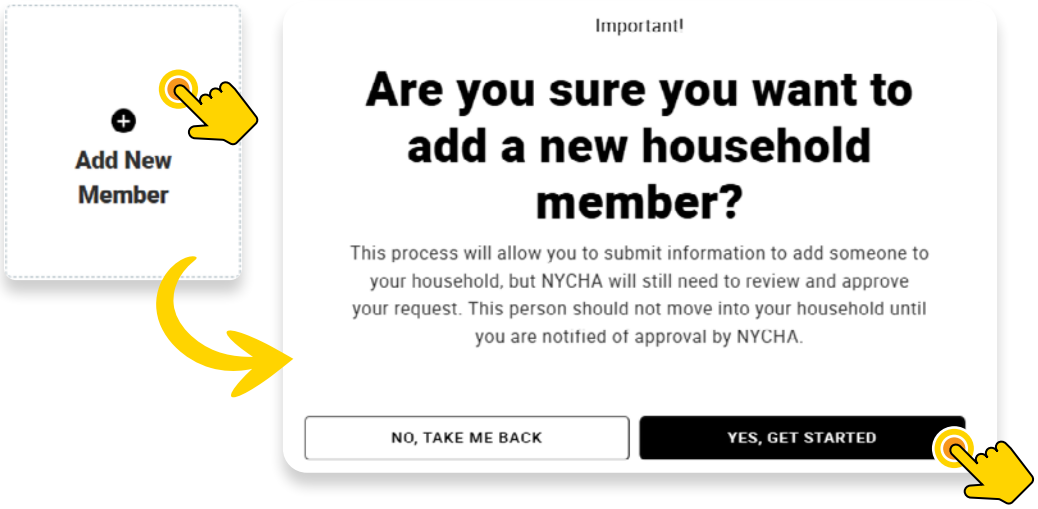


在 NYCHA 批准這項變更之前，畫面會顯示 “Pending Deletion” (待刪除)。
如果您想取消刪除，請點擊 “Restore” (恢復) 並確認。

04. 確認家庭成員 (續)

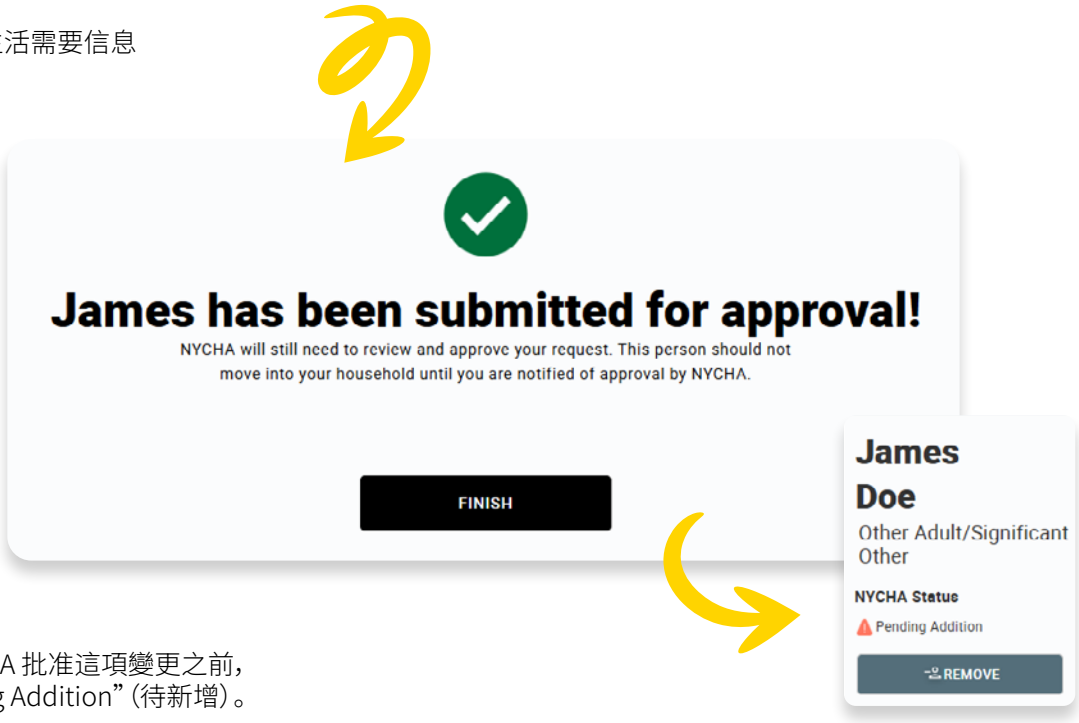
3. 如需新增家庭成員：

a. 點擊 “Add New Member” (新增成員)，並按照步驟輸入該成員的所有信息。



您必須為新增家庭成員提交最準確、最新的信息。
NYCHA 會要求您上傳：

- 身份證明
- 與戶主的關係證明
- 公民身份信息
- 聯絡信息
- 殘障及日常生活需要信息
- 就學信息



新增成員後，在 NYCHA 批准這項變更之前，
畫面會顯示 “Pending Addition” (待新增)。

05. 更新每位家庭成員的信息

1. 查看頁面上每位家庭成員的信息，確認是否還有需要填寫的內容。
2. 點擊 “Enter Finances”（輸入財務信息）。

   您必須回答所有問題，並完成以下各部分：

   - 基本信息
   - 收入和資產信息
   - 學生身份宣誓書
   - 其他信息
   - 緊急聯絡人信息
   - 第三方核實信息披露同意書
   - 公民身份聲明
   - 欠公共住房機構的債務

3. 展開各部分並回答相關問題

   - 對於收入、資產和支出，請填寫收入來源／類型、名稱、地址、金額、開始日期和頻率。
   - 如果該家庭成員沒有收入，請在收入欄輸入 “$0”。
   - 完成各項填寫後，點擊 “Continue”（繼續）。
   - 系統會估算總收入。NYCHA 會在您提交資格覆核後核實收入。

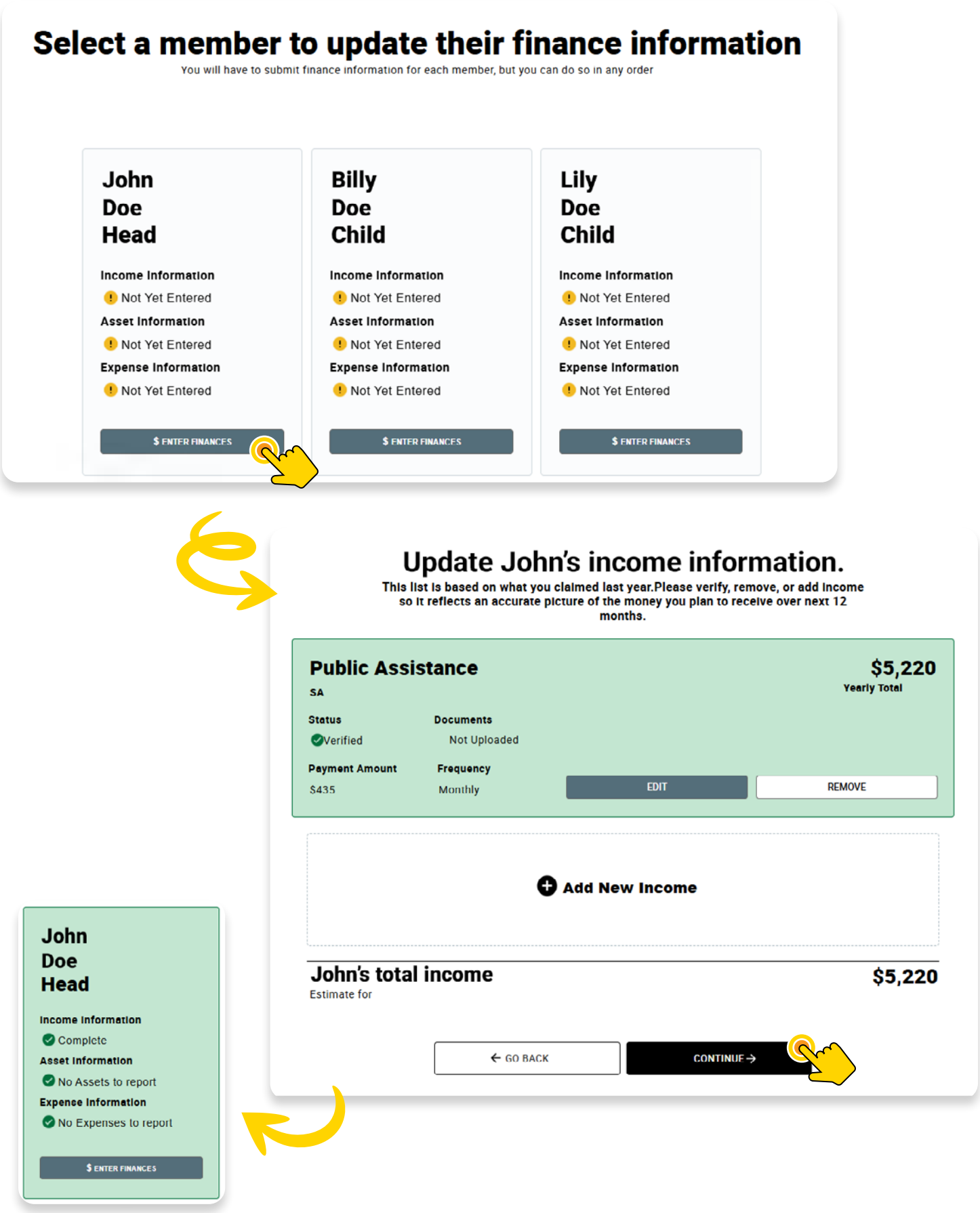
4. 完成後，按照頁面顯示的選項點擊 “This looks good”（信息正確）或 “Ok, I understand”（好的，我了解）。

請準備好您的文件！

您可以在此流程最後上傳所有必需的證明文件。

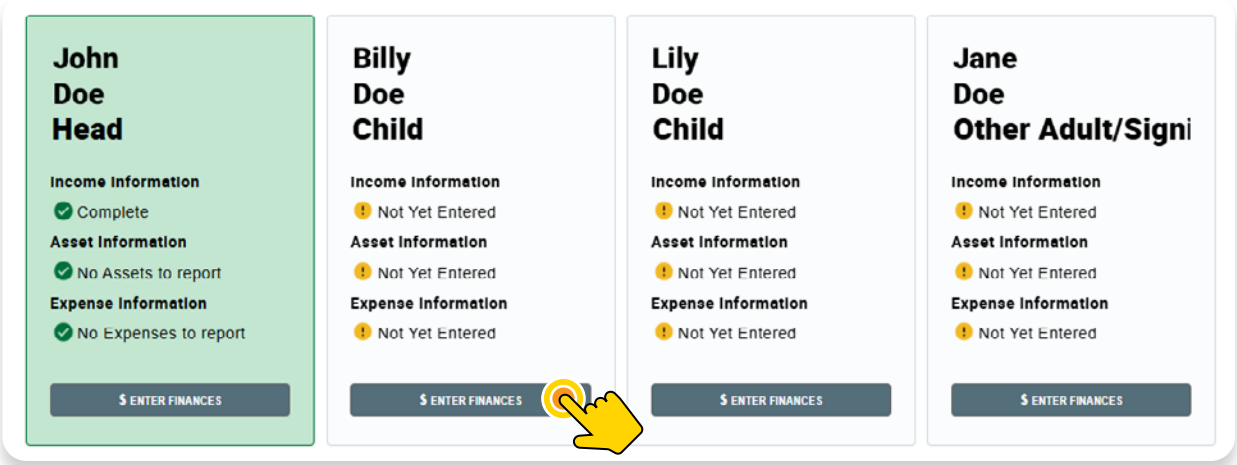


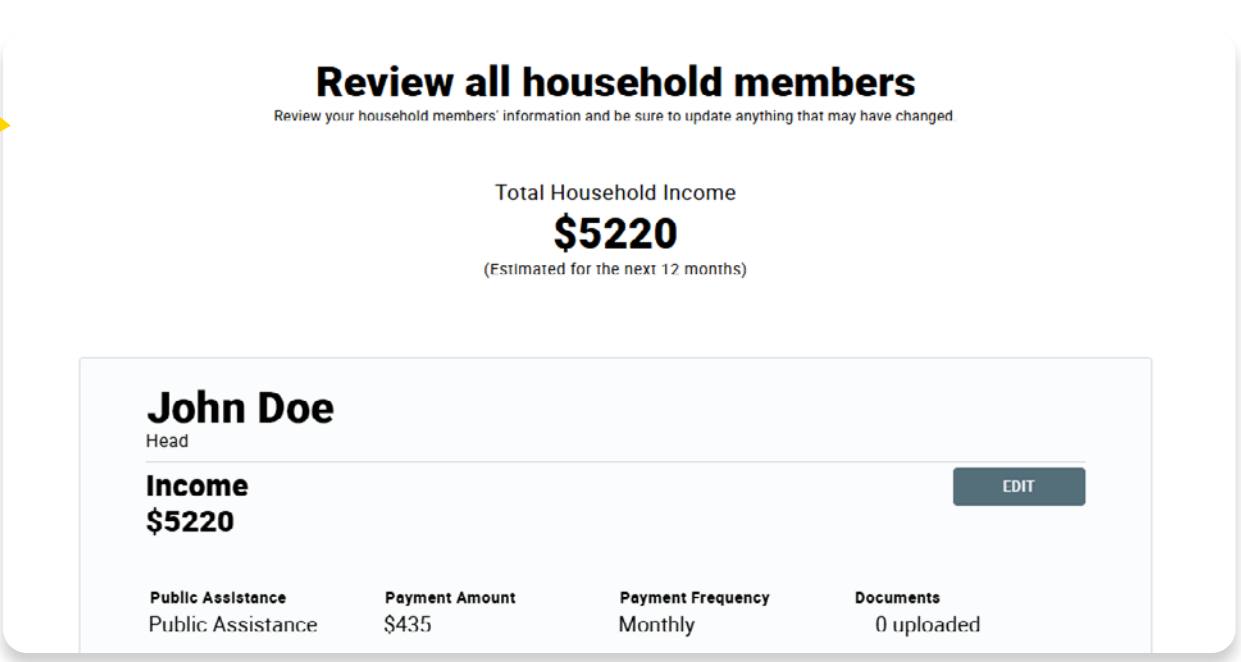
第 3 步 提交您的信息 (續)


Select a member to update their finance information
You will have to submit finance information for each member, but you can do so in any order
John Doe Head
Income Information
Not Yet Entered
Asset Information
Not Yet Entered
Expense Information
Not Yet Entered
$ ENTER FINANCES
Billy Doe Child
Income Information
Not Yet Entered
Asset Information
Not Yet Entered
Expense Information
Not Yet Entered
$ ENTER FINANCES
Lily Doe Child
Income Information
Not Yet Entered
Asset Information
Not Yet Entered
Expense Information
Not Yet Entered
$ ENTER FINANCES
Update John's income information.
This list is based on what you claimed last year.Please verify, remove, or add income so it reflects an accurate picture of the money you plan to receive over next 12 months.
Public Assistance
SA
$5,220
Yearly Total
Status
Verified
Documents
Not Uploaded
Payment Amount
$435
Frequency
Monthly
EDIT
REMOVE
Add New Income
John's total income
Estimate for
$5,220
← GO BACK
CONTINUE →
John Doe Head
Income Information
Complete
Asset Information
No Assets to report
Expense Information
No Expenses to report
$ ENTER FINANCES

06. 查看您輸入的信息摘要

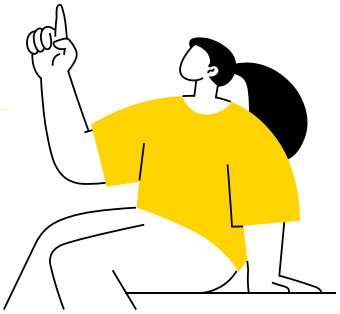
1. 請確認每位家庭成員的信息欄中都沒有顯示圖標 ! 。如果有圖標 ! ，請點擊 “Update”（更新），完成與該成員相關的所有問題。





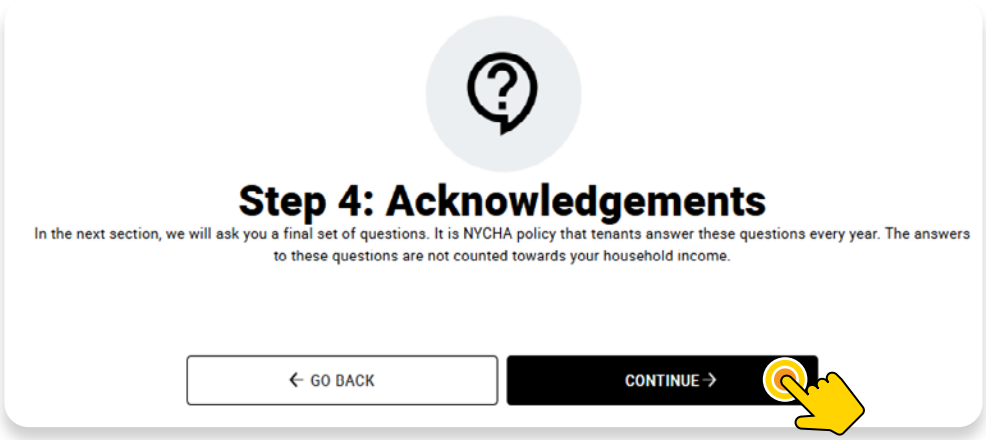
重要提醒：

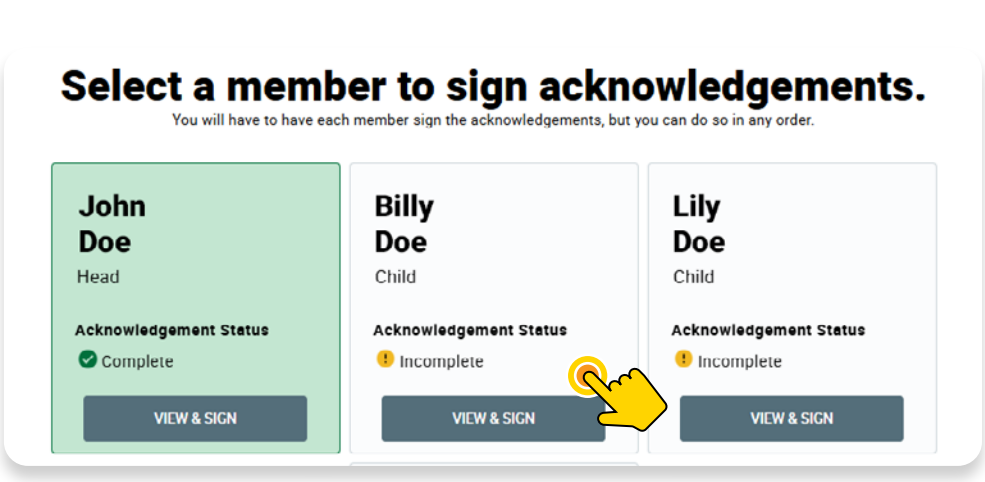
只有在 NYCHA 收到所有必需文件後，您的年度資格覆核才視為完成。



06. 查看您輸入的信息摘要 (續)

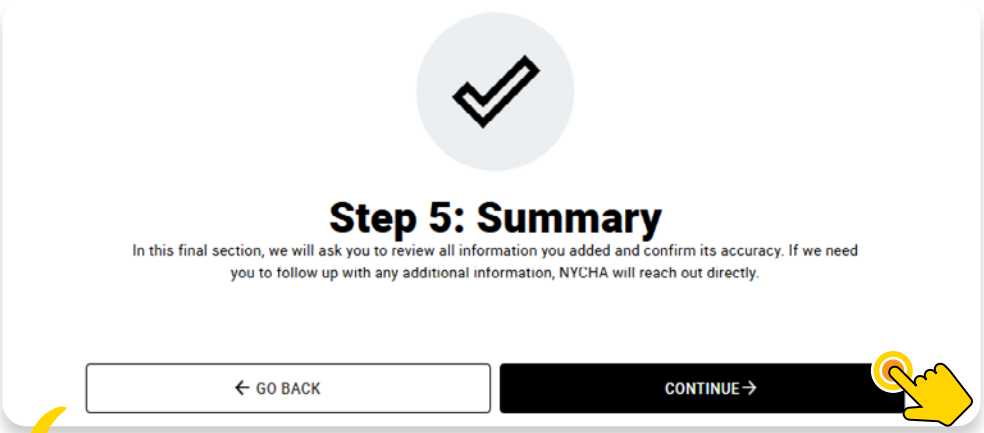
2. 完成家庭成員信息後，頁面會顯示 “Acknowledgements” (確認事項)。點擊 “Continue” (繼續)。
3. 請回答以下問題：
   - 是否有任何家庭成員目前正在服現役，或由現役軍人供養；
   - 是否有任何家庭成員是終身登記的性犯罪者。
4. 確認戶主的聯絡信息和緊急聯絡人。
5. 查看並簽署每位家庭成員的以下表格：
   - 《第三方核實：信息披露同意書》
   - 《公民身份聲明》
   - 《非公民符合資格的理由》(家庭成員為非公民時)
   - 《欠公共住房機構的債務及住房補助資格終止》

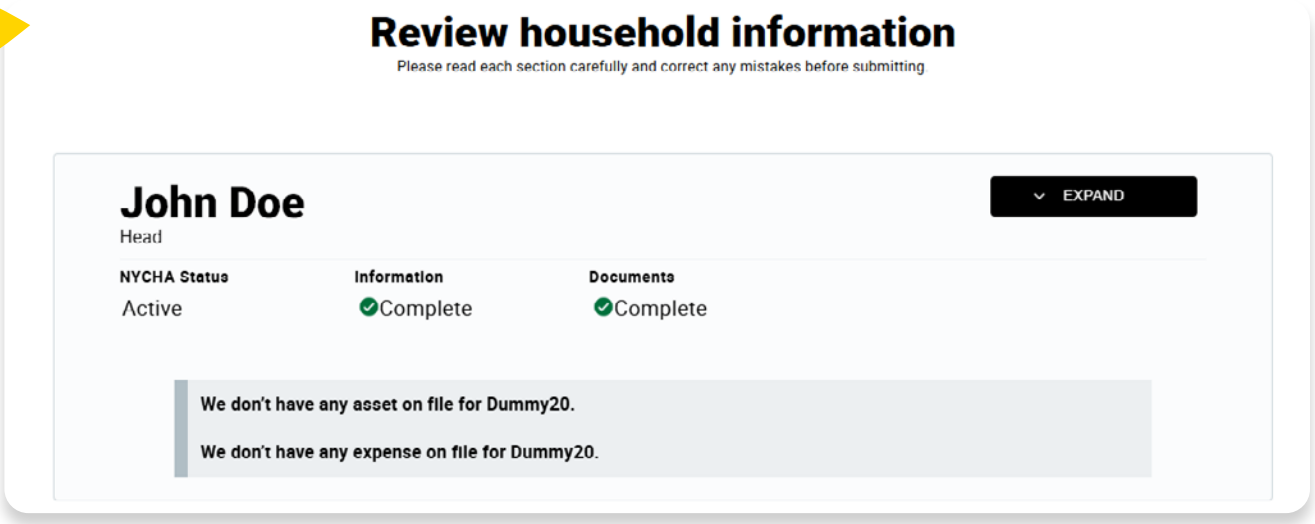




第 3 步　提交您的信息 (續)

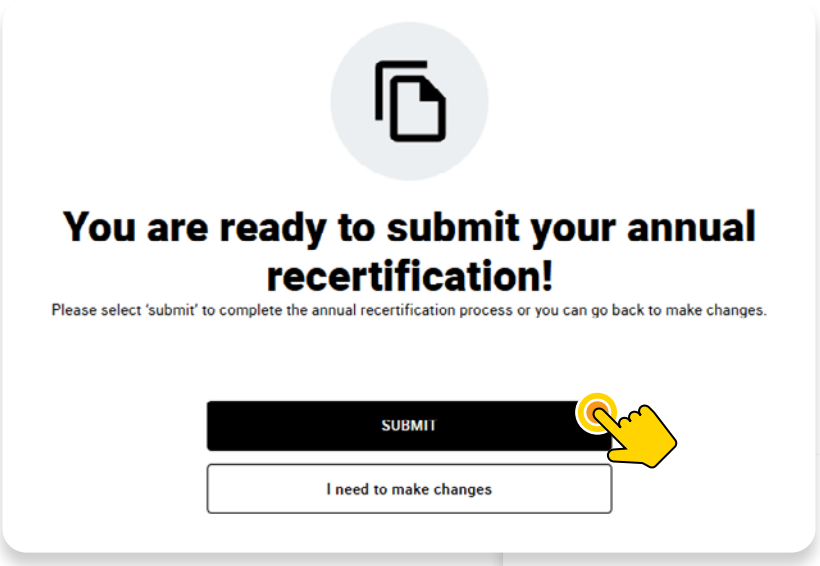
6. 完成確認事項後，您會看到年度資格覆核摘要。
7. 查看摘要。如需修改，請選擇 “Go Back” (返回)；如果信息正確，請選擇 “Save & Continue” (保存並繼續)，提交年度資格覆核。
8. 之後會看到資格覆核的最後一頁。確認無誤後，點擊 “Submit” (提交)；如需修改信息，請選擇 “I need to make changes” (我需要修改)。

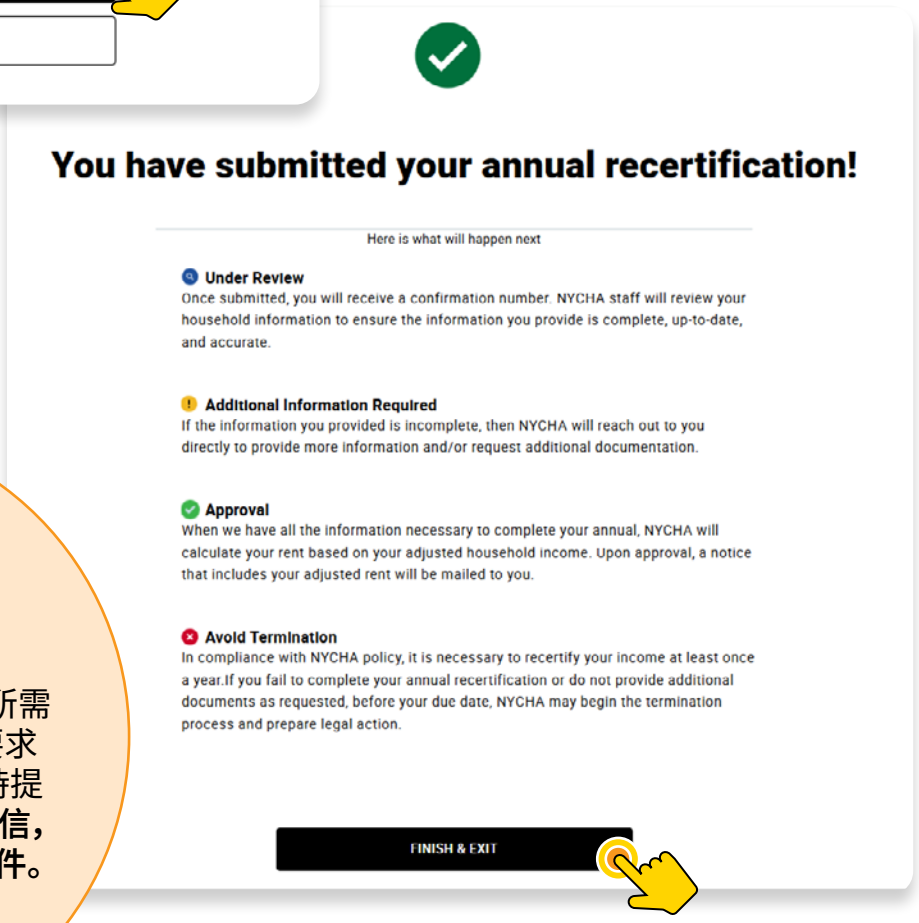




07. 點擊 “Submit” (提交) 後, 系統會顯示接下來的步驟。

如果您尚未提交所有必需文件, 年度資格覆核仍未完成。自助服務網站會列出您仍需補交的信息或文件。





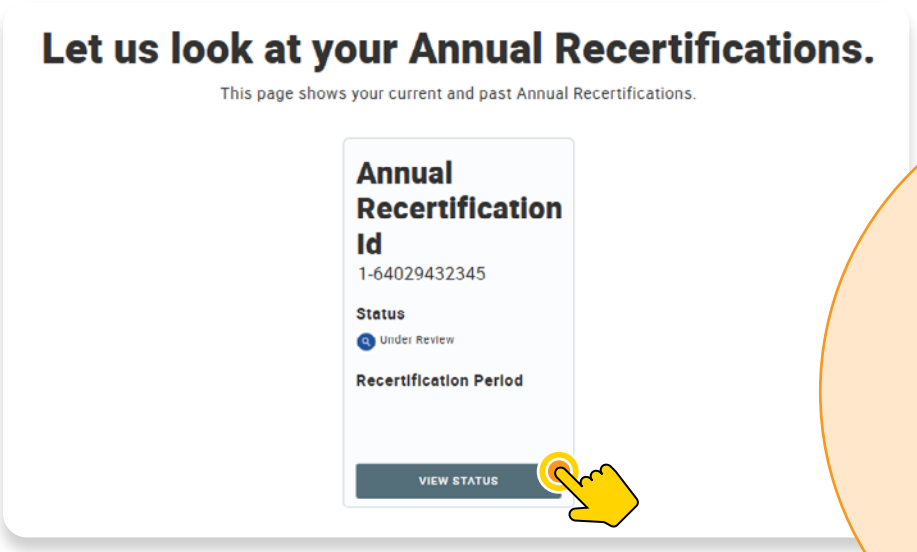
提交後

您可能還需要補交資格覆核所需的信息或文件。如 NYCHA 要求補充信息或文件, 請務必及時提供。**NYCHA 會向您郵寄通知信, 列明您仍需補交的信息或文件。**

第 4 步

查看資格覆核狀態

提交年度資格覆核後，您可以再次登入 NYCHA 自助服務網站，查看辦理進度，也可以查看、打印或上傳文件。

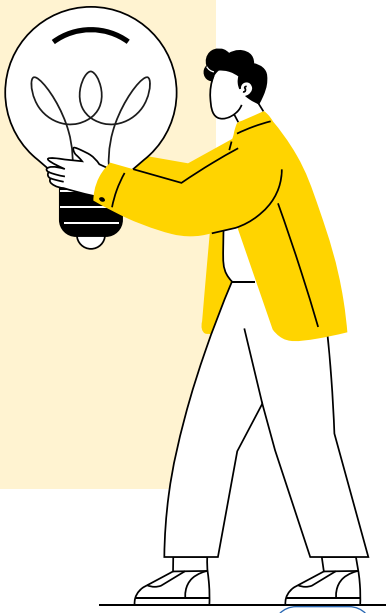


收到終止通知？

如果您收到 NYCHA 發出的終止通知，您有權申請非正式會議或聽證會。請勾選方框，並按照終止通知上的說明辦理。

您的年度資格覆核可能會顯示以下狀態之一：

Under Review（正在審查）	提交後，您會收到一個確認號碼。NYCHA 工作人員會審查您的家庭信息，確認您提交的信息是否完整、最新和準確。
Additional Information Required（需要補充信息）	如果您提交的信息不完整，NYCHA 會直接聯繫您，要求您提供更多信息和／或補充文件。
Approval（已批准）	NYCHA 收到完成年度資格覆核所需的所有信息後，會根據您家庭經調整後的收入計算租金。批准後，NYCHA 會向您郵寄通知，列明調整後的租金金額。
Avoid Termination（避免資格被終止）	根據 NYCHA 的規定，您每年至少需要辦理一次收入資格覆核。如果您未能在截止日期前完成年度資格覆核，或未能在截止日期前按要求提供補充文件，NYCHA 可能會啟動終止程序，並準備採取法律行動。



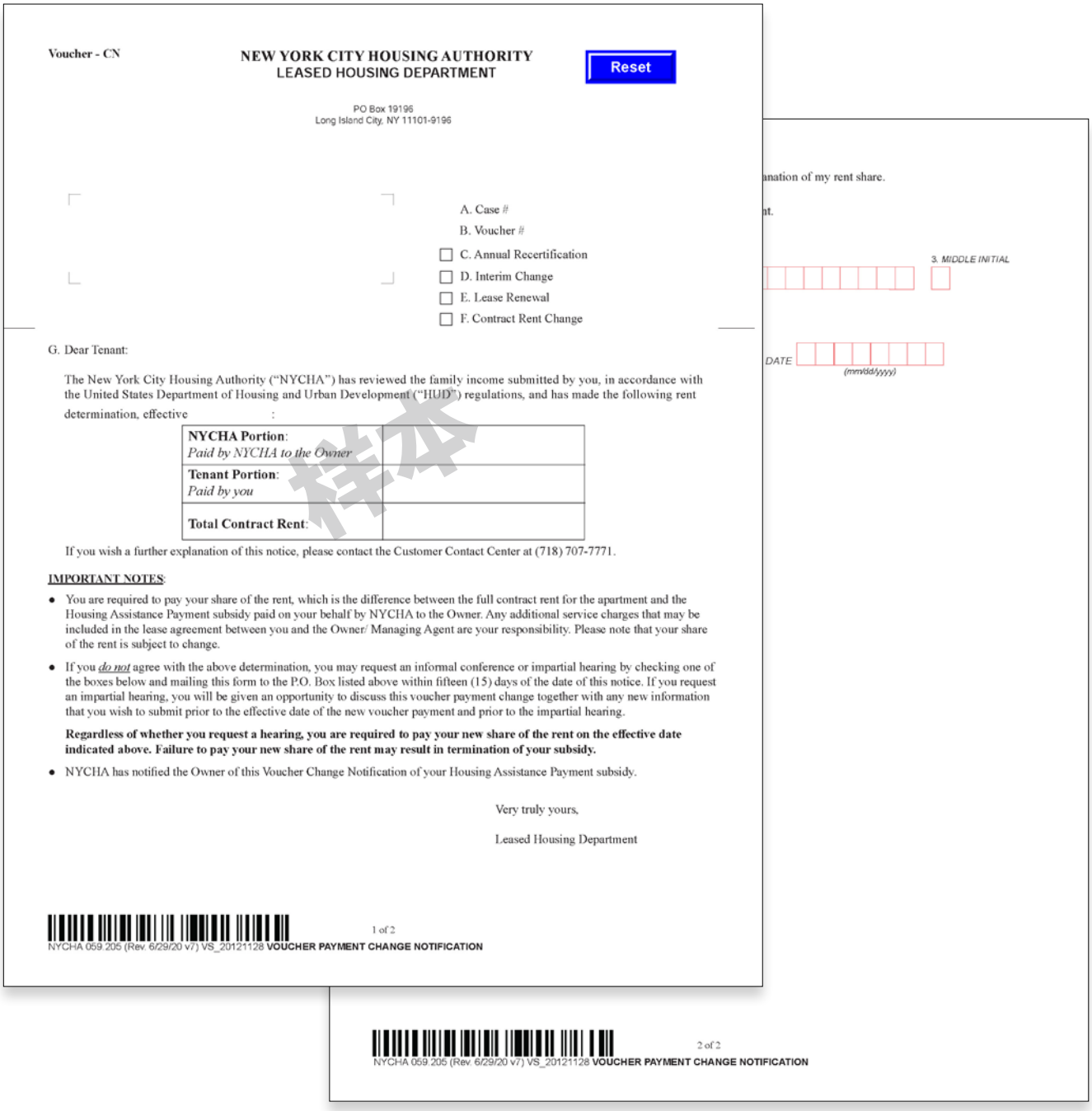
第 5 步

收到《補助券支付金額調整通知》(VCN)

NYCHA 租賃住房事務部會審查並核實您提交的所有信息，然後向您和您的 PACT 合作方發出《補助券支付金額調整通知》(VCN)。通知會列明合同租金、您需要支付的租金部分，以及 NYCHA 的補助金額。

如果您收到的 VCN 已勾選「年度資格覆核」方框，即表示您的年度資格覆核已完成。

範例：《補助券支付金額調整通知》(VCN)。完整版本請參閱第 79 至 81 頁。



Voucher - CN

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

Reset

PO Box 19196
Long Island City, NY 11101-9196

A. Case #
B. Voucher #
☐ C. Annual Recertification
☐ D. Interim Change
☐ E. Lease Renewal
☐ F. Contract Rent Change

G. Dear Tenant:

The New York City Housing Authority ("NYCHA") has reviewed the family income submitted by you, in accordance with the United States Department of Housing and Urban Development ("HUD") regulations, and has made the following rent determination, effective :

NYCHA Portion: *Paid by NYCHA to the Owner*	
Tenant Portion: *Paid by you*	
Total Contract Rent:	

样本

If you wish a further explanation of this notice, please contact the Customer Contact Center at (718) 707-7771.

IMPORTANT NOTES:

- You are required to pay your share of the rent, which is the difference between the full contract rent for the apartment and the Housing Assistance Payment subsidy paid on your behalf by NYCHA to the Owner. Any additional service charges that may be included in the lease agreement between you and the Owner/ Managing Agent are your responsibility. Please note that your share of the rent is subject to change.
- If you *do not* agree with the above determination, you may request an informal conference or impartial hearing by checking one of the boxes below and mailing this form to the P.O. Box listed above within fifteen (15) days of the date of this notice. If you request an impartial hearing, you will be given an opportunity to discuss this voucher payment change together with any new information that you wish to submit prior to the effective date of the new voucher payment and prior to the impartial hearing.

  Regardless of whether you request a hearing, you are required to pay your new share of the rent on the effective date indicated above. Failure to pay your new share of the rent may result in termination of your subsidy.
- NYCHA has notified the Owner of this Voucher Change Notification of your Housing Assistance Payment subsidy.

Very truly yours,

Leased Housing Department

1 of 2
NYCHA 059.205 (Rev. 6/29/20 v7) VS_20121128 VOUCHER PAYMENT CHANGE NOTIFICATION

anation of my rent share.
nt.
3. MIDDLE INITIAL
DATE
(mm/dd/yyyy)

2 of 2
NYCHA 059.205 (Rev. 6/29/20 v7) VS_20121128 VOUCHER PAYMENT CHANGE NOTIFICATION

本頁刻意留白。



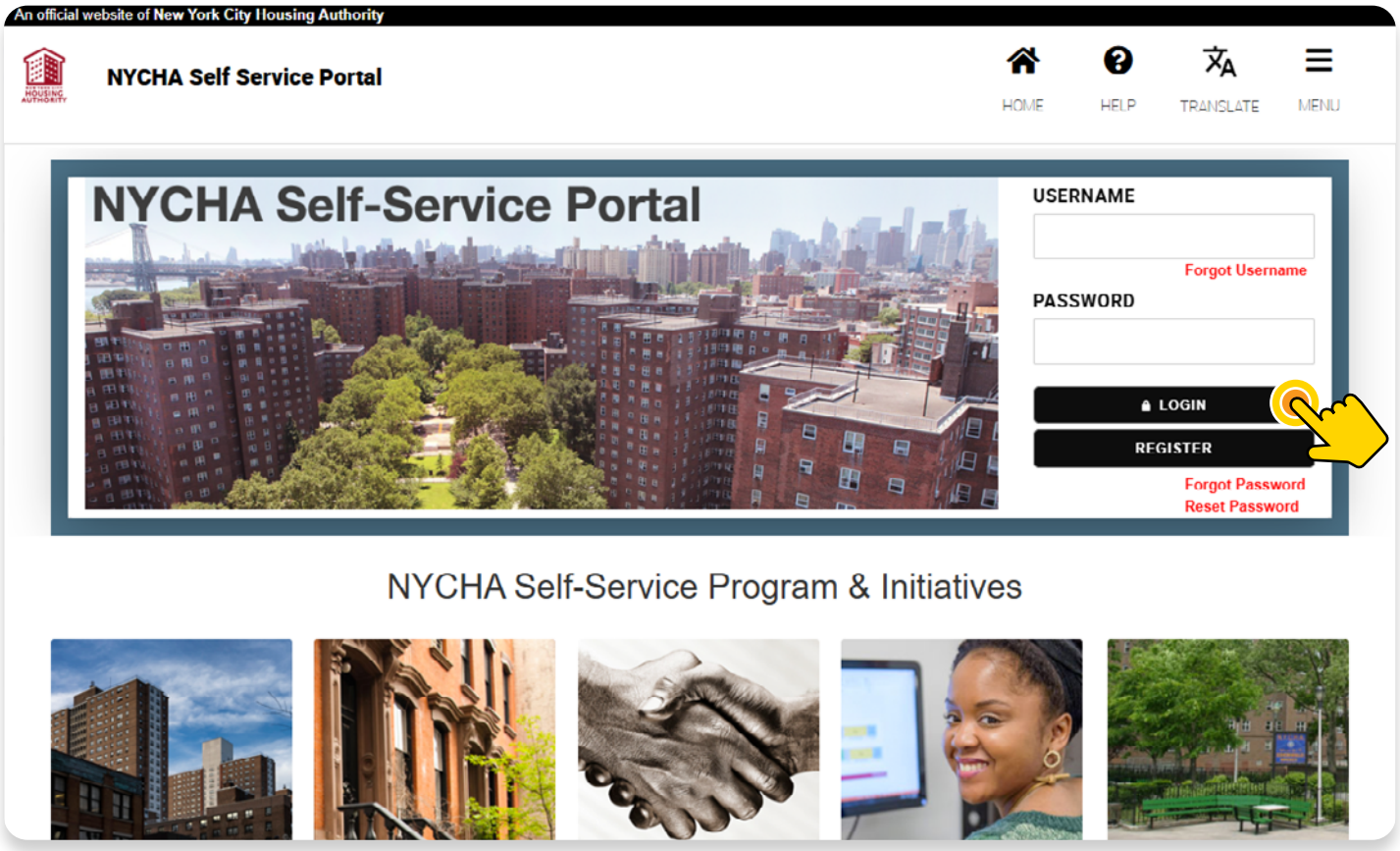
中期資格覆核辦理步驟

第 1 步	**登入 NYCHA 自助服務網站帳戶**	**42**
第 2 步	**開始辦理**	**43**
第 3 步	**提交您的信息**	**45**
	情況 1：您想新增家庭成員	46
	情況 2：您想刪除家庭成員，或刪除現有戶主並指定新戶主	50
	情況 3：您的家庭收入發生變化	53
第 4 步	**查看資格覆核狀態**	**56**
第 5 步	**收到《補助券支付金額調整通知》（VCN）**	**58**

第 1 步

登入 NYCHA 自助服務網站帳戶

NYCHA 自助服務網站：selfserve.nycha.info



需要紙質版年度資格覆核表格?

請致電 NYCHA 客戶服務中心 (CCC) **(718) 707-7771** 索取。詳情請參閱第 13 頁。

需要翻譯?

點擊畫面右上方的 “Translate” (翻譯) 圖標，選擇英語以外的語言。您必須先閱讀免責聲明，然後再次點擊 “Translate” (翻譯)，再選擇您偏好的語言。

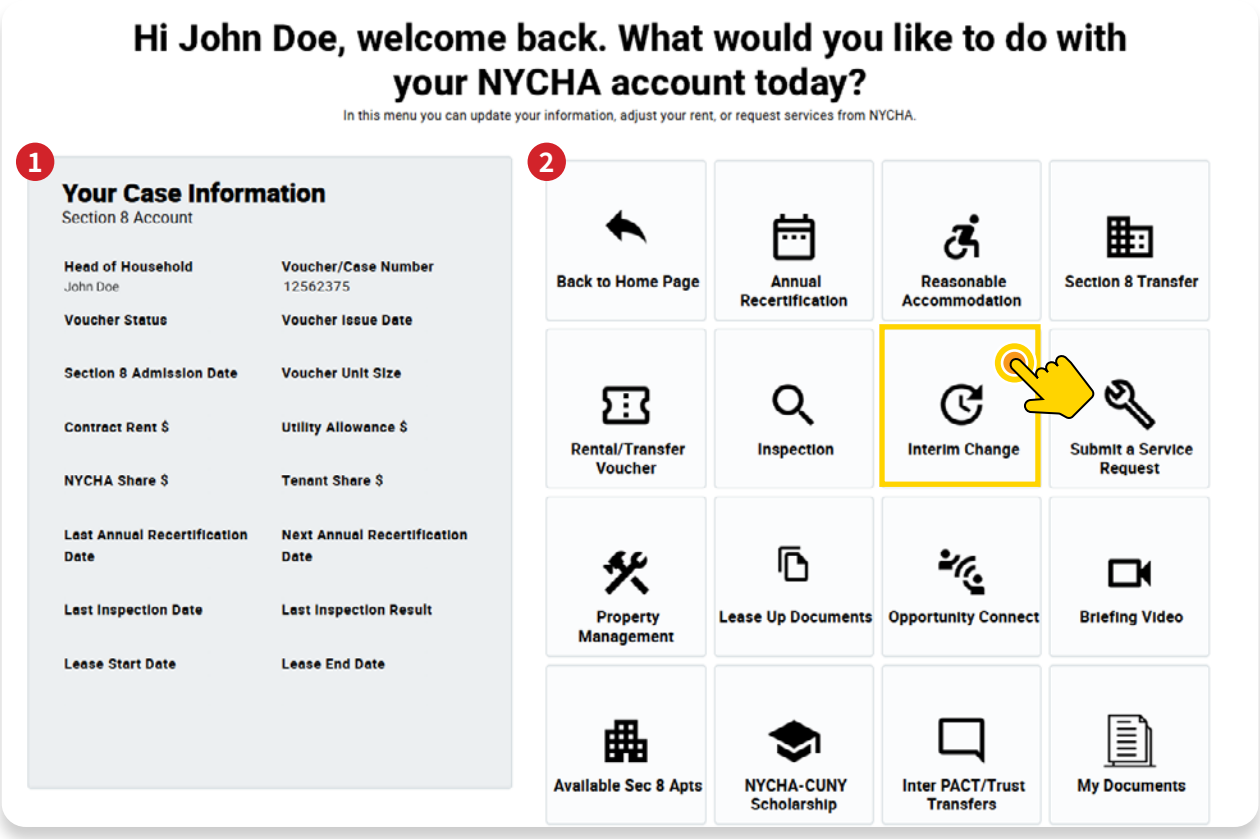


第 2 步

開始辦理

01. 進入中期資格覆核頁面

點擊頁面上方的 “Interim Change” (中期變更)。



在 “Your Section 8 Account” (您的第 8 章帳戶) 部分點擊 “Manage Your Account” (管理您的帳戶) 後，您會看到這個頁面。

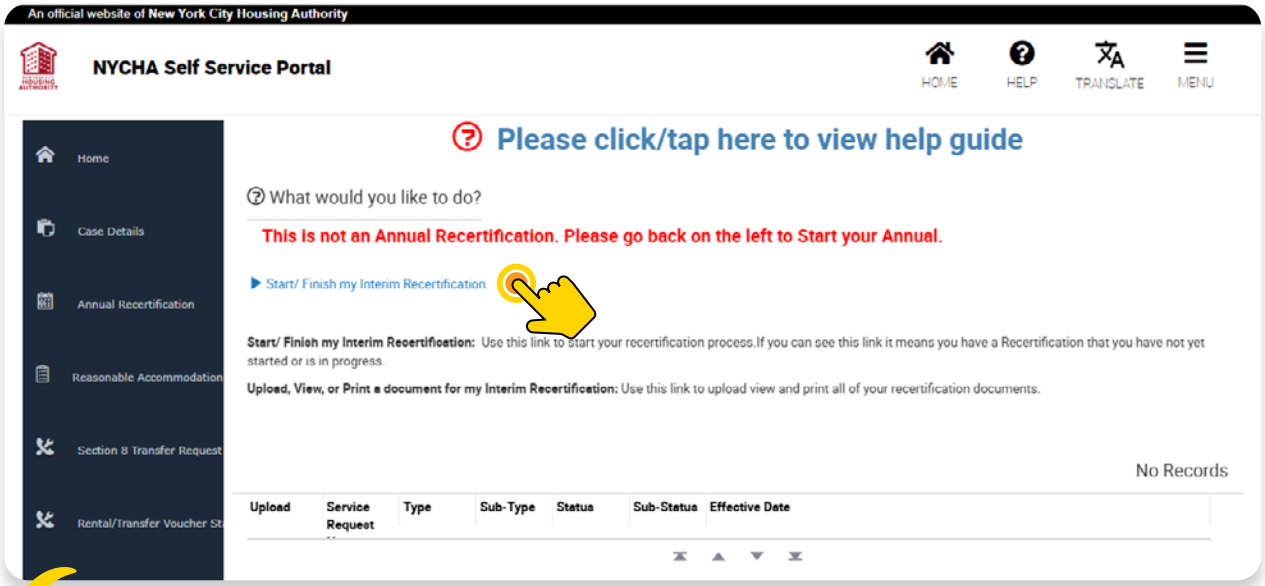
❶ 側可以查看您的第 8 章個案信息，包括個案編號、租金和資格覆核日期。

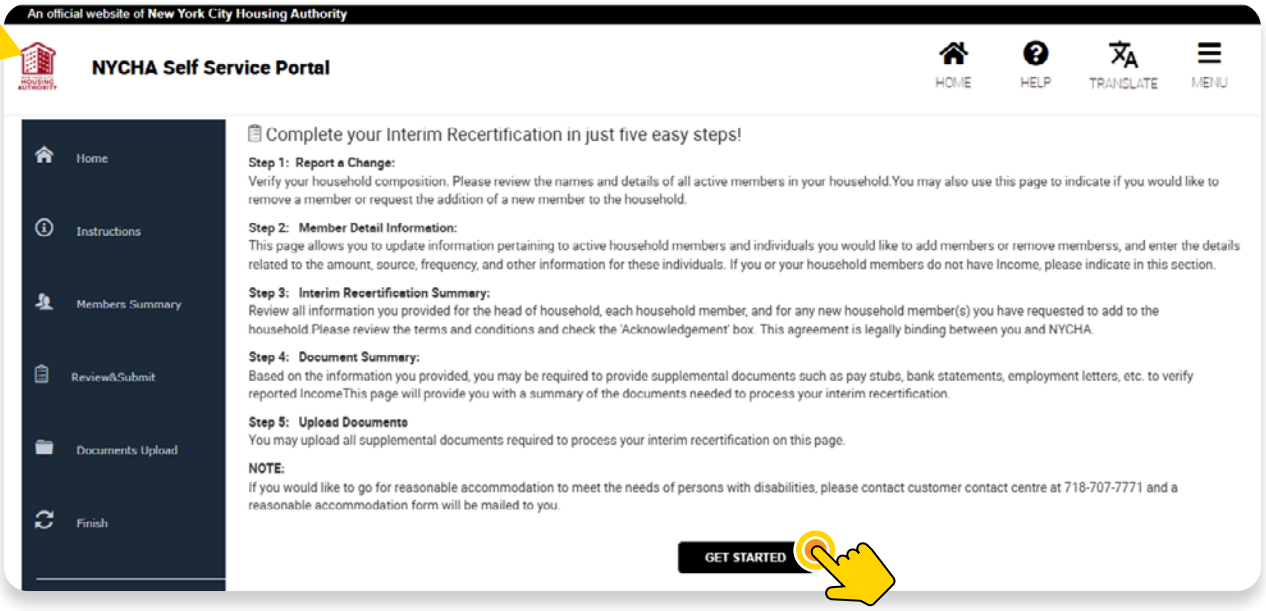
❷ 右側可以選擇年度資格覆核、中期資格覆核或其他功能。

點擊 “Interim Change” (中期變更) 繼續。

02. 開始中期資格覆核

1. 點擊 “Start/Finish my Interim Recertification” (開始／完成我的中期資格覆核)。
2. 閱讀頁面上的辦理說明, 然後點擊 “Get Started” (開始辦理)。





第 3 步

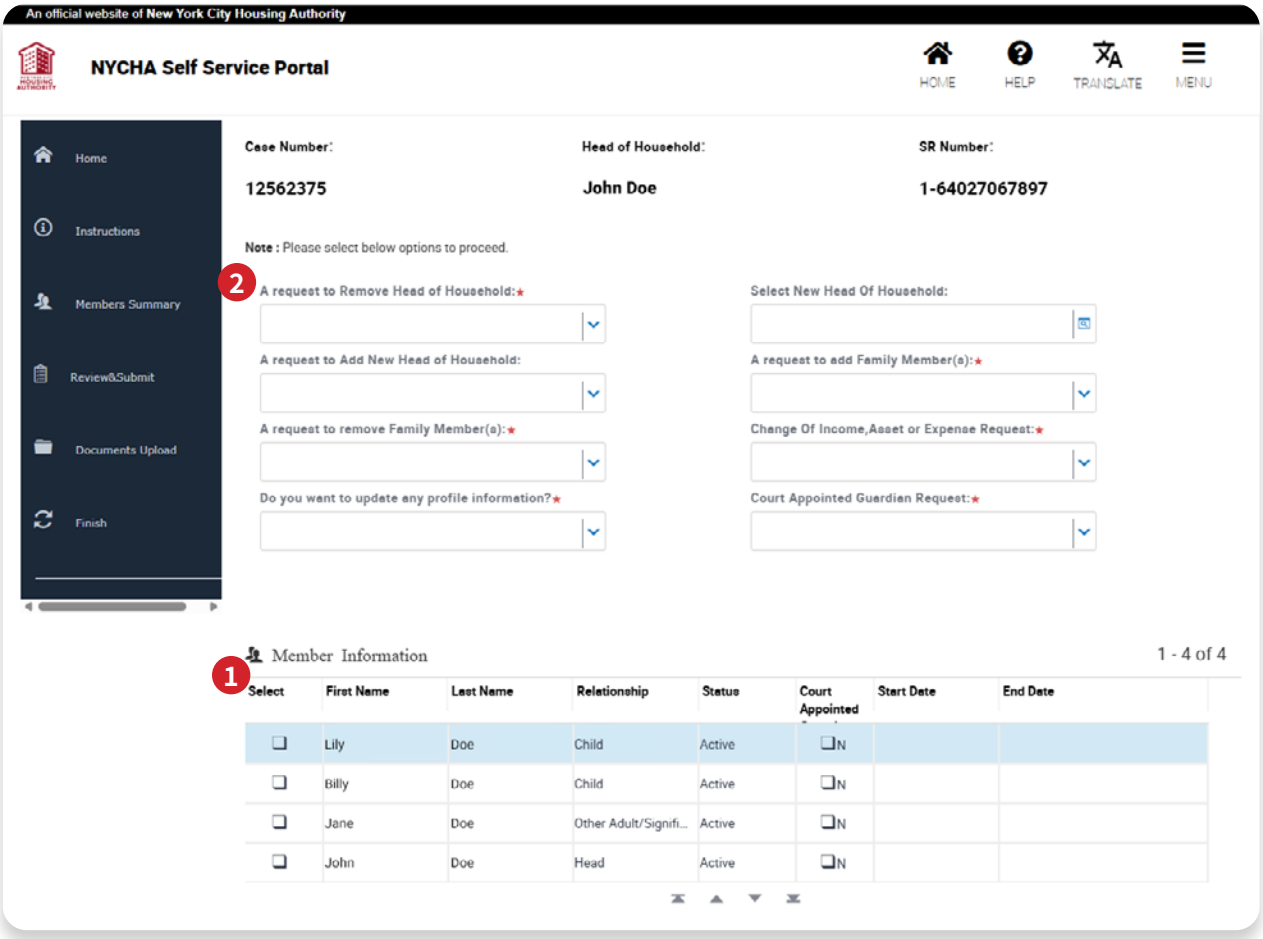
提交您的信息

如何開始

1. 查看❶“Member Information”（家庭成員信息）部分列出的在冊家庭成員。
2. 在您的個案編號和姓名❷下方，您會看到以下項目：

   - “A request to remove head of household”（申請刪除戶主）
   - “Select new head of household”（選擇新戶主）
   - “A request to add new head of household”（申請新增戶主）
   - “A request to add family member(s)”（申請新增家庭成員）
   - “A request to remove family member(s)”（申請刪除家庭成員）
   - “Change of income request”（申請變更收入）
   - “Do you want to update any profile information?”（您是否需要更新個人信息?）

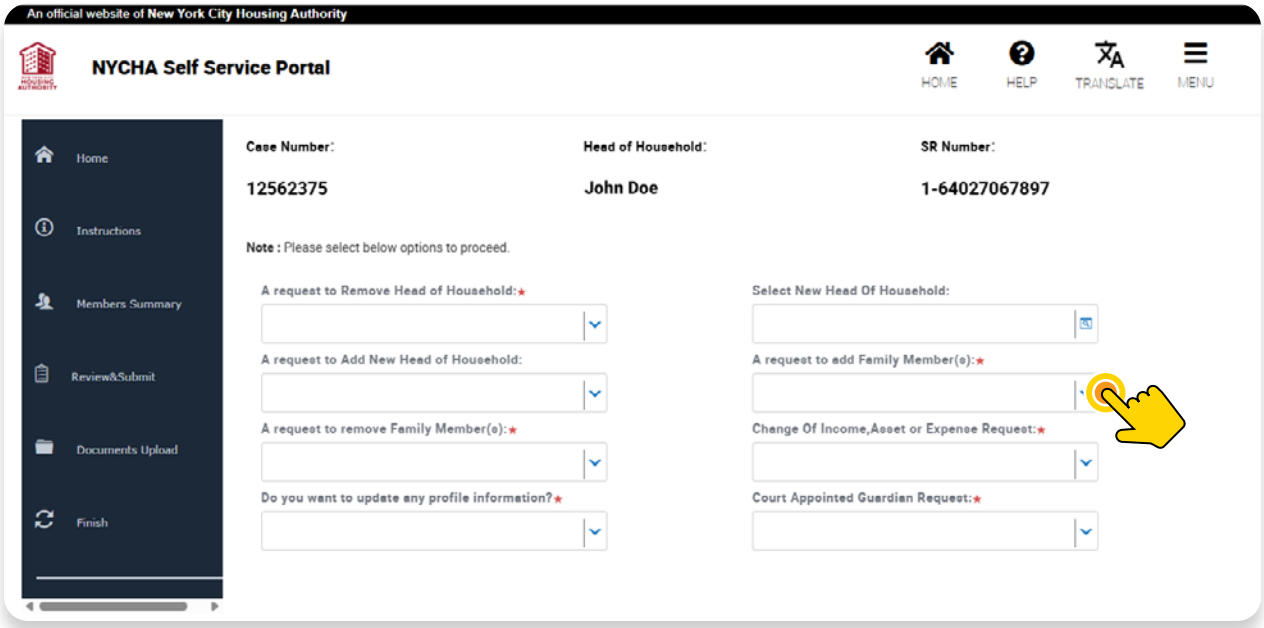
3. 在每個項目的下拉選單中選擇 “Yes”（是）或 “No”（否）。
   帶有紅色星號★的項目必須作出選擇。
4. 點擊 “Save & Continue”（保存並繼續），並按照步驟輸入所有必需的信息。



第 3 步　提交您的信息 (續)

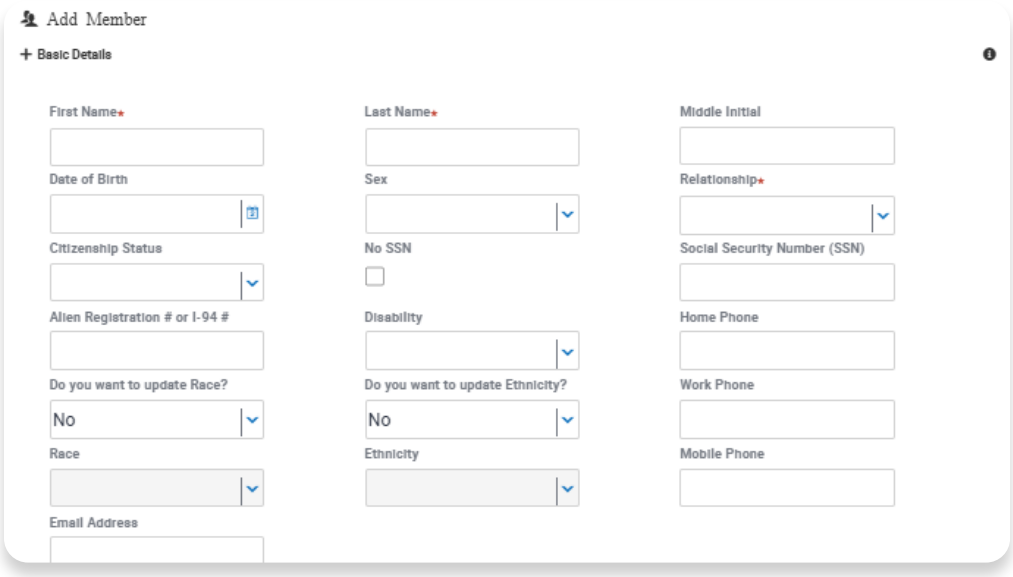
情況 1：您想新增家庭成員

1. 在 “A request to add family member(s)” (申請新增家庭成員) 下選擇 “Yes” (是)，然後點擊 “Save & Continue” (保存並繼續)。



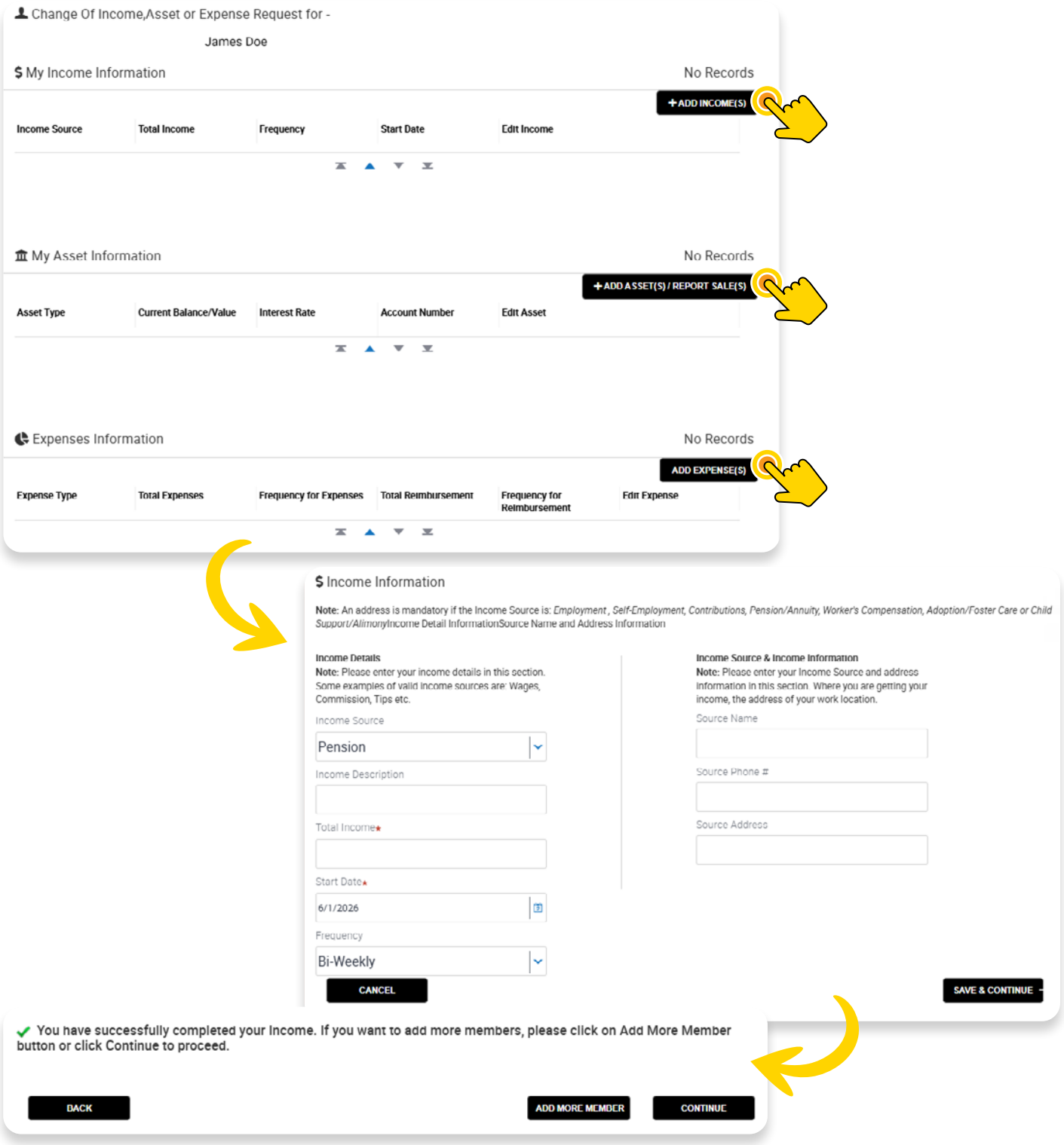
2. 按照各部分的要求填寫所有必需的信息：

- 基本信息
- 收入和資產信息
- 學生身份宣誓書
- 其他信息
- 緊急聯絡人信息
- 公民身份聲明
- 欠公共住房機構的債務



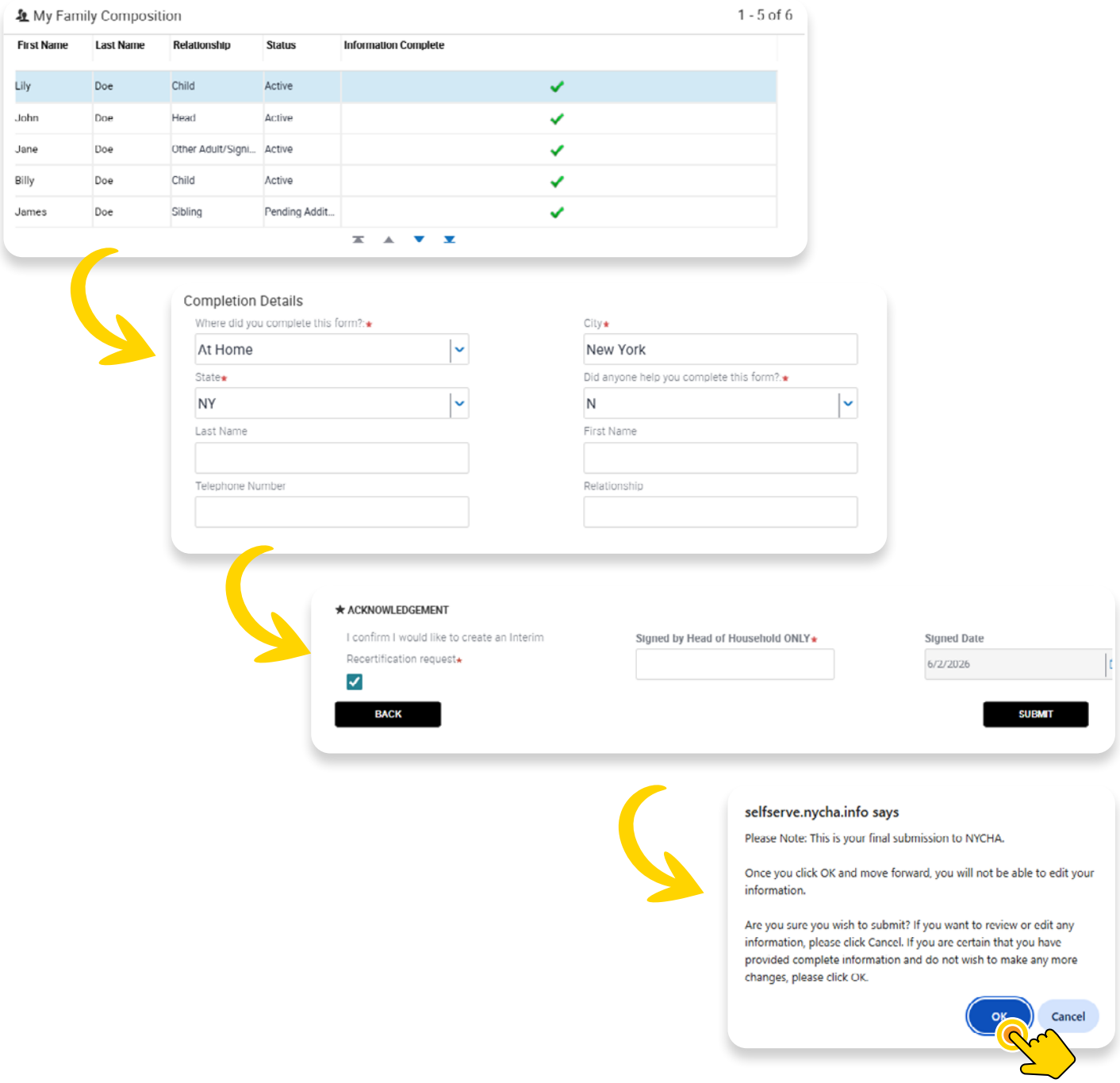
第 3 步　提交您的信息 (續)

3. 在各部分填寫新增家庭成員的所有收入、資產或支出信息，然後點擊 “Continue” (繼續)。
4. 如需新增其他家庭成員，請點擊 “Add More Member” (新增其他家庭成員)；否則，請點擊 “Continue” (繼續)。

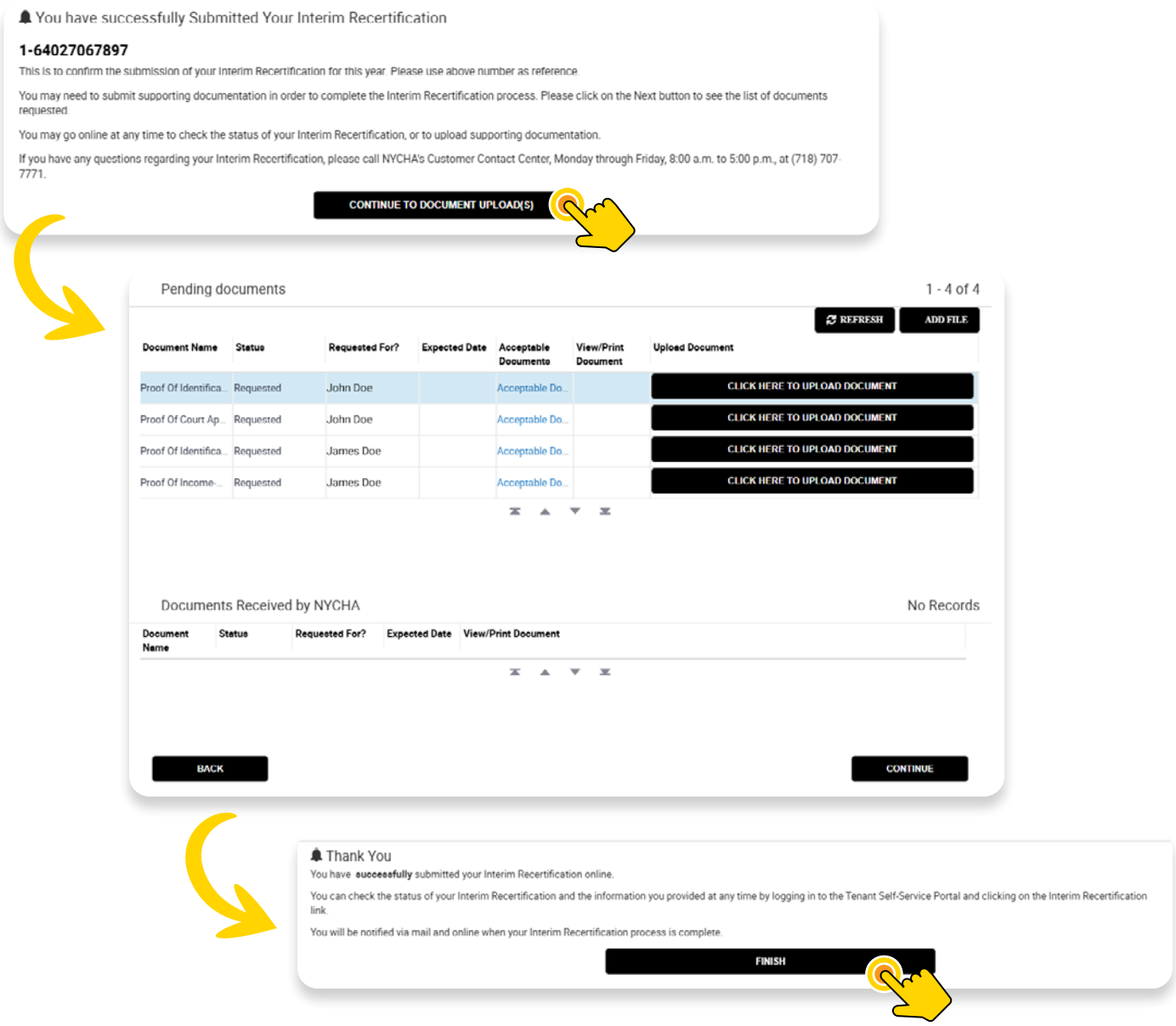


情況 1：您想新增家庭成員 (续)

5. 查看您的家庭信息摘要。
6. 填寫 “Completion Details”（填寫詳情）部分，並簽署確認表格。
7. 系統會彈出提示。請確認所有信息均為最新且準確，然後點擊 “OK”（確定）。

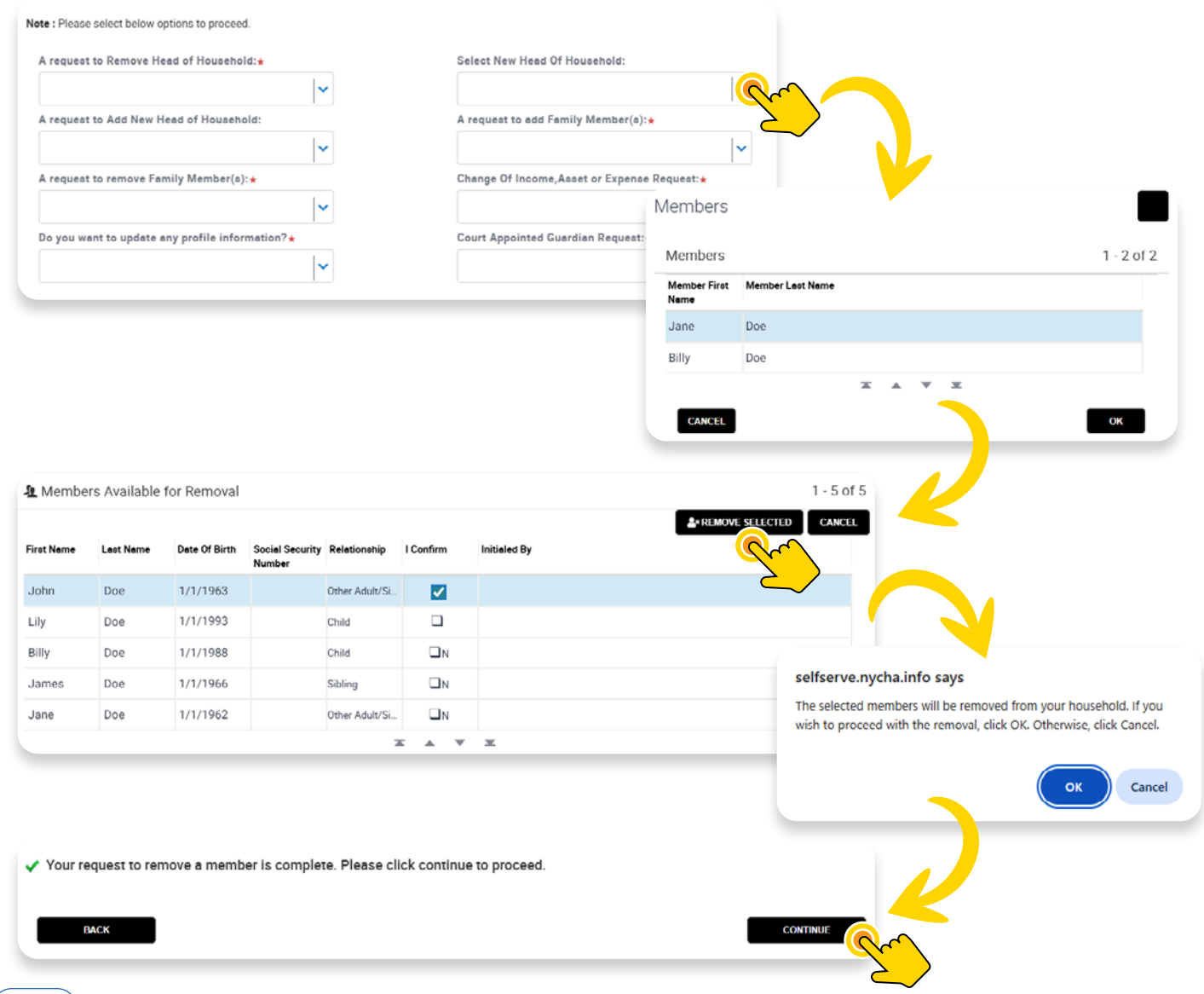


8. 如果新增成員有收入、資產或支出，您必須提交最新的證明文件。點擊 “Continue to Document Upload(s)” (繼續上傳文件)。《證明文件清單》請參閱第 65 至 69 頁。
9. 在 “Pending Documents” (待提交文件) 部分，可以查看每位新增成員需要提交的文件。點擊 “Click Here to Upload Document” (點擊此處上傳文件) 上傳文件。在 “Documents Received by NYCHA” (NYCHA 已收到的文件) 部分，可以查看已上傳的文件。
10. 上傳所有文件後，點擊 “Continue” (繼續)。
11. 點擊 “Finish” (完成)。
12. 如需查看中期資格覆核的辦理進度，請參閱第 51 頁的相關說明。



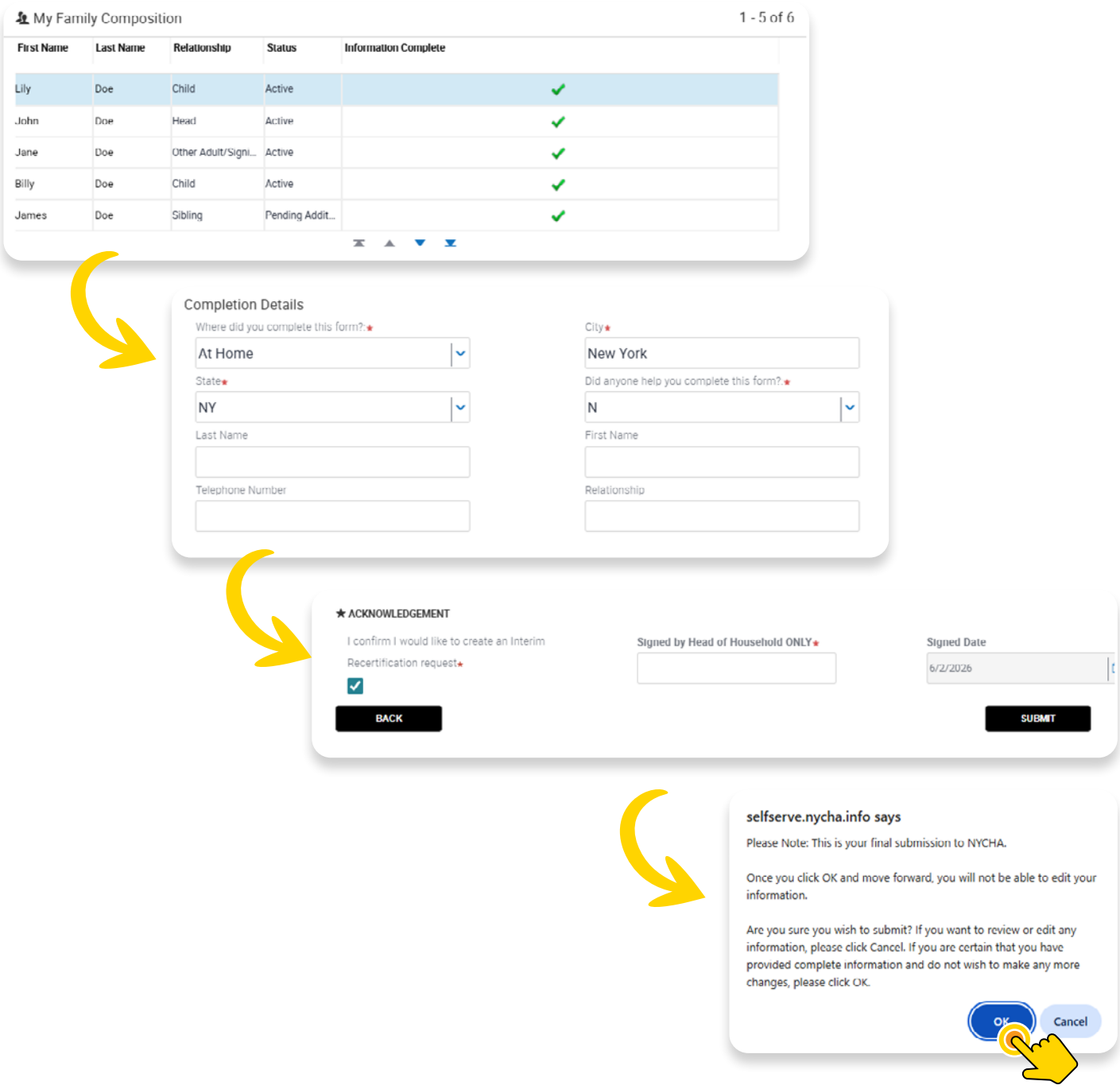
情況 2：您想刪除家庭成員，或刪除現有戶主並指定新戶主

1. 如要刪除家庭成員，請在 “A request to remove family member(s)” (申請刪除家庭成員) 下選擇 “Yes” (是)。
2. **如要刪除現有戶主並指定新戶主，您需要：**
   - 在 “A request to remove head of household” (申請刪除戶主) 下選擇 “Yes” (是)；
   - 點擊 “Select new head of household” (選擇新戶主)。系統會彈出視窗，請您選擇新戶主。選定後，點擊 “OK” (確定)。
3. 點擊 “Save & Continue” (保存並繼續)。
4. 在 “Members Available for Removal” (可刪除的家庭成員) 部分，勾選 “I confirm” (我確認) 方框，並在 “Initialed By” (姓名首字母) 欄輸入姓名首字母，然後點擊 “Remove Selected” (刪除所選成員)。
5. 系統會彈出確認視窗。點擊 “OK” (確定) 繼續。



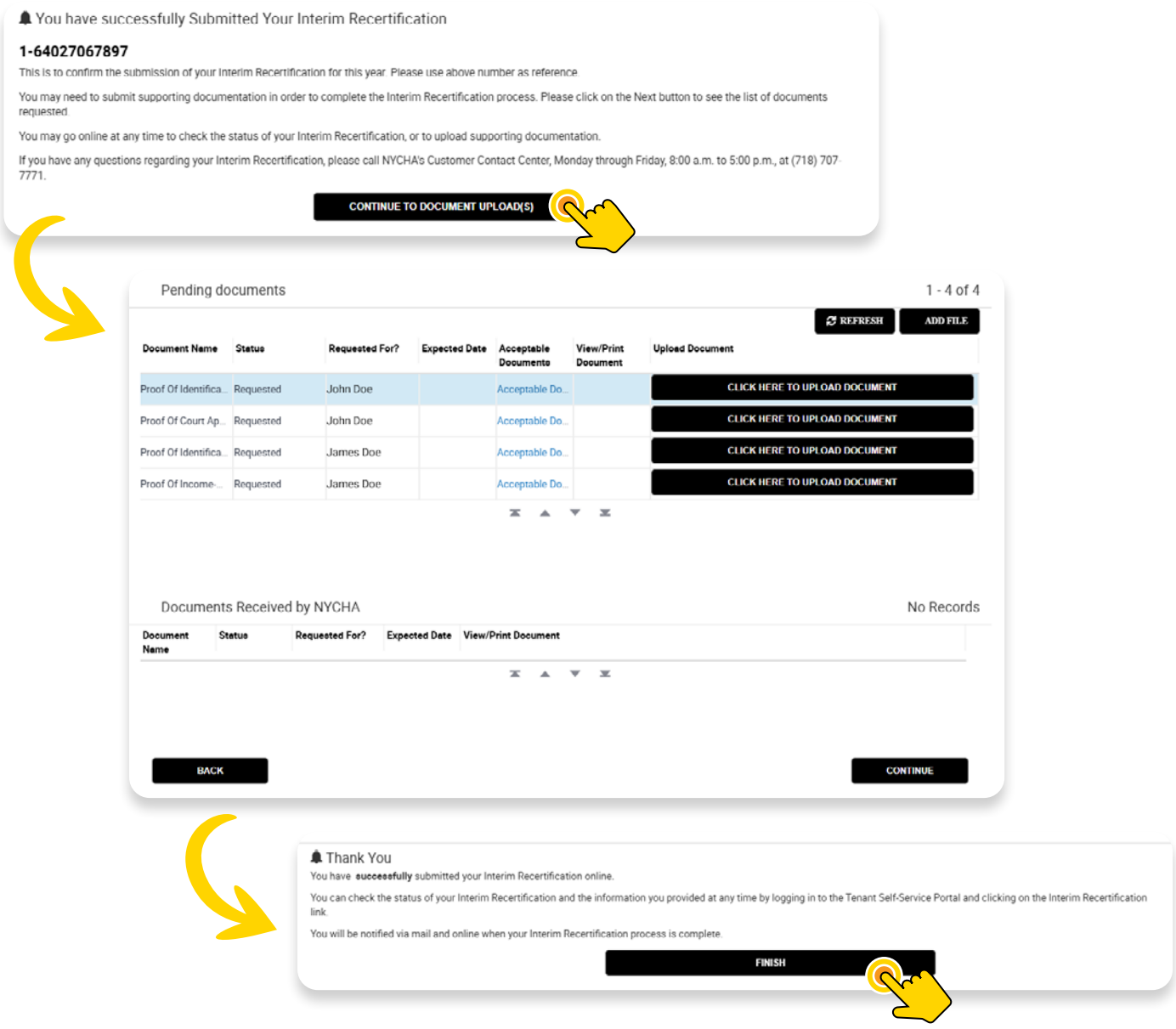
第 3 步　提交您的信息 (續)

6. 查看您的家庭信息摘要。
7. 填寫 “Completion Details”（填寫詳情）部分，並簽署確認表格。
8. 系統會彈出提示。請確認所有信息均為最新且準確，然後點擊 “OK”（確定）。



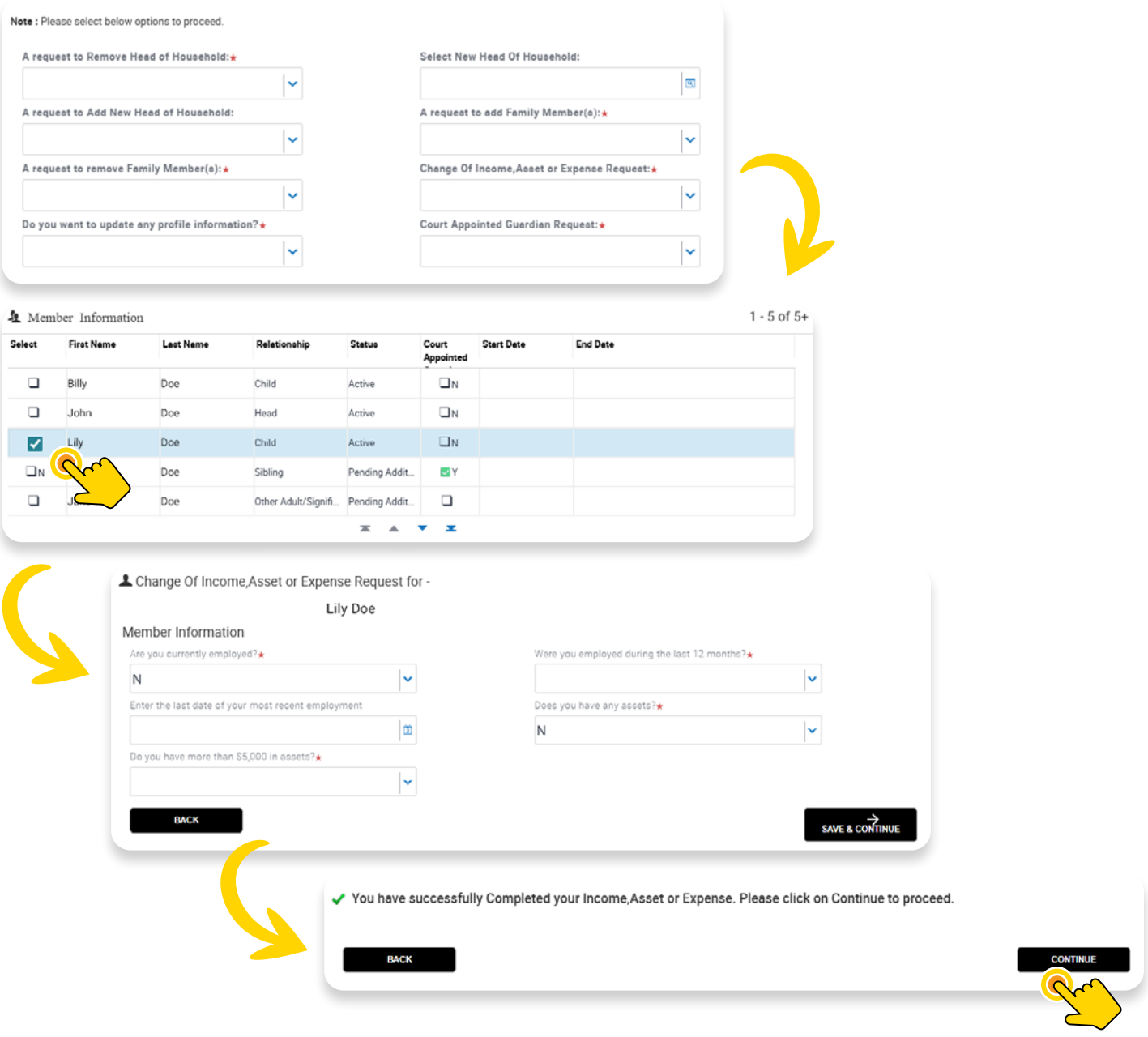
情況 2：您想刪除家庭成員，或刪除現有戶主並指定新戶主 (续)

9. 您必須提交最新的收入、資產或支出證明。點擊 “Continue to Document Upload(s)” (繼續上傳文件)。《證明文件清單》請參閱第 65 至 69 頁。
10. 在 “Pending Documents” (待提交文件) 部分，可以查看每位家庭成員需要提交的文件。點擊 “Click Here to Upload Document” (點擊此處上傳文件) 上傳文件。在 “Documents Received by NYCHA” (NYCHA 已收到的文件) 部分，可以查看已上傳的文件。
11. 上傳所有文件後，點擊 “Continue” (繼續)。
12. 點擊 “Finish” (完成)。
13. 如需查看中期資格覆核的辦理進度，請參閱第 51 頁的相關說明。



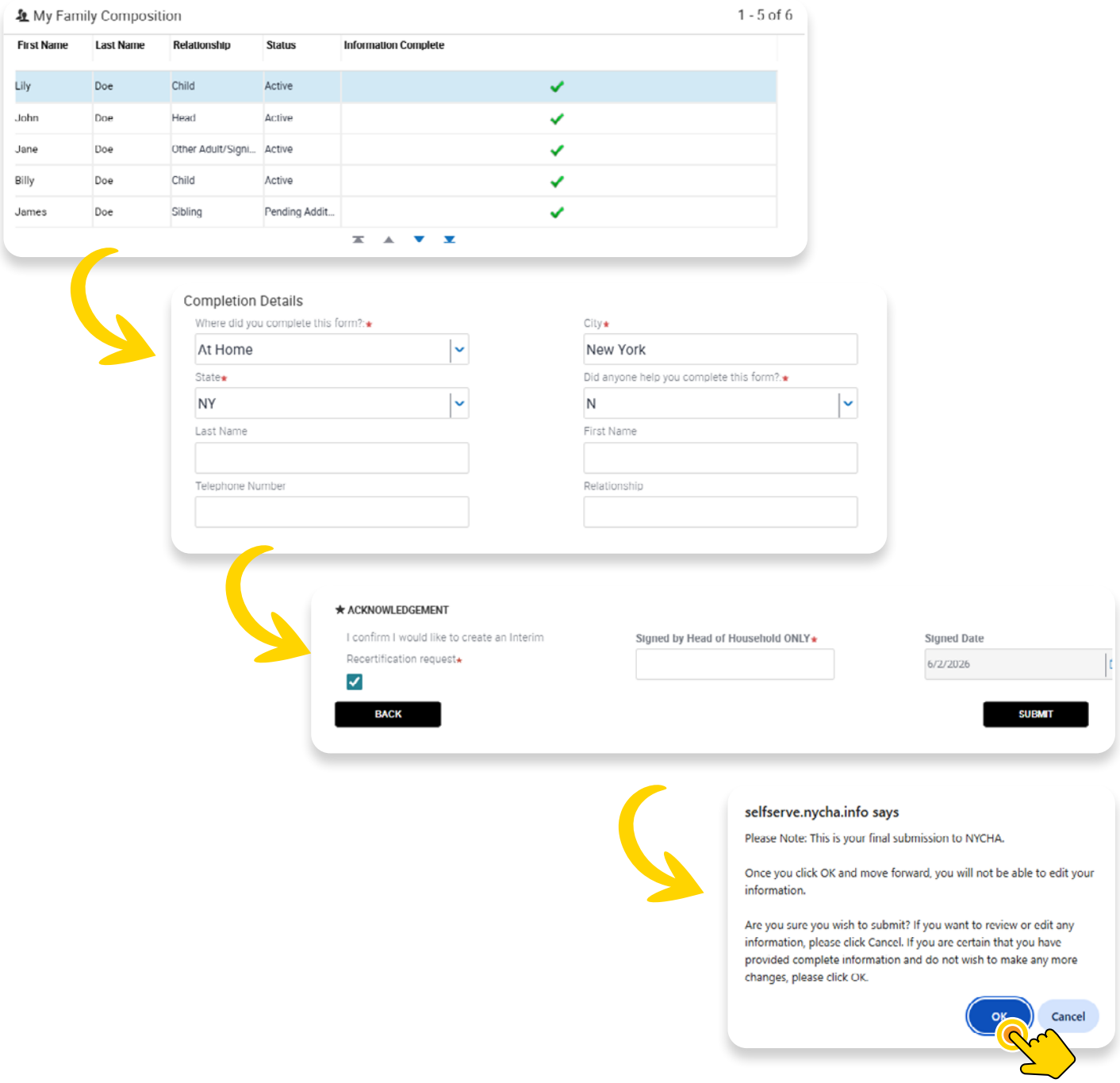
情況 3:您的家庭收入發生變化

1. 在 “Change of Income, Asset, or Expense Request”(申請變更收入、資產或支出)選項下選擇 “Yes”(是)。
2. 在 “Member Information”(家庭成員信息)部分,找到需要申報收入變化的家庭成員,然後勾選 “Select”(選擇)方框。
3. 點擊 “Save & Continue”(保存並繼續)。
4. 填寫每位家庭成員的就業記錄和資產信息,然後點擊 “Save & Continue”(保存並繼續)。
5. 填寫收入變化原因、收入來源信息、總收入和開始日期。

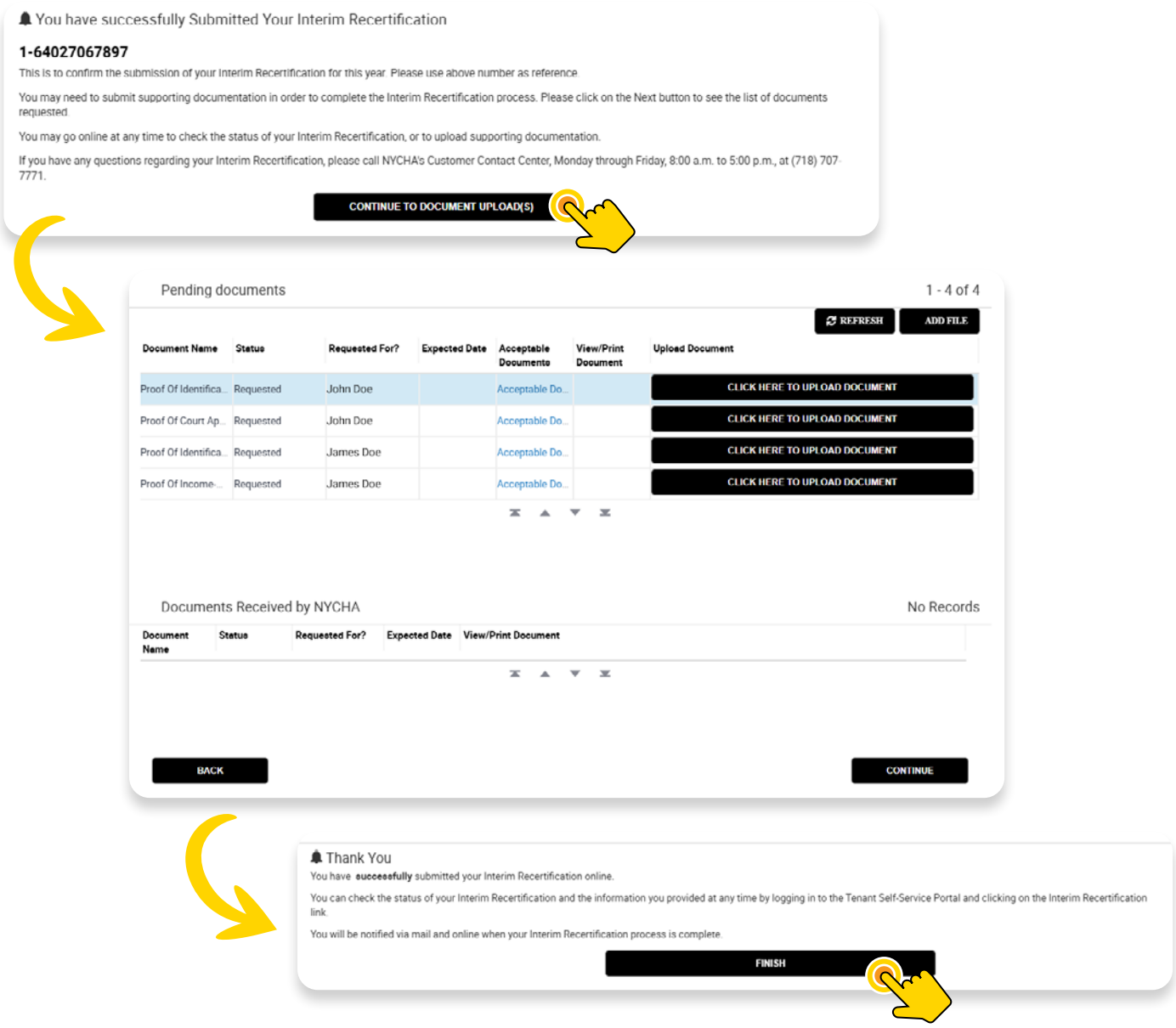


情況 3:您的家庭收入發生變化 (續)

6. 查看您的家庭信息摘要。
7. 填寫 “Completion Details”(填寫詳情)部分,並簽署確認表格。
8. 系統會彈出提示。請確認所有信息均為最新且準確,然後點擊 “OK”(確定)。



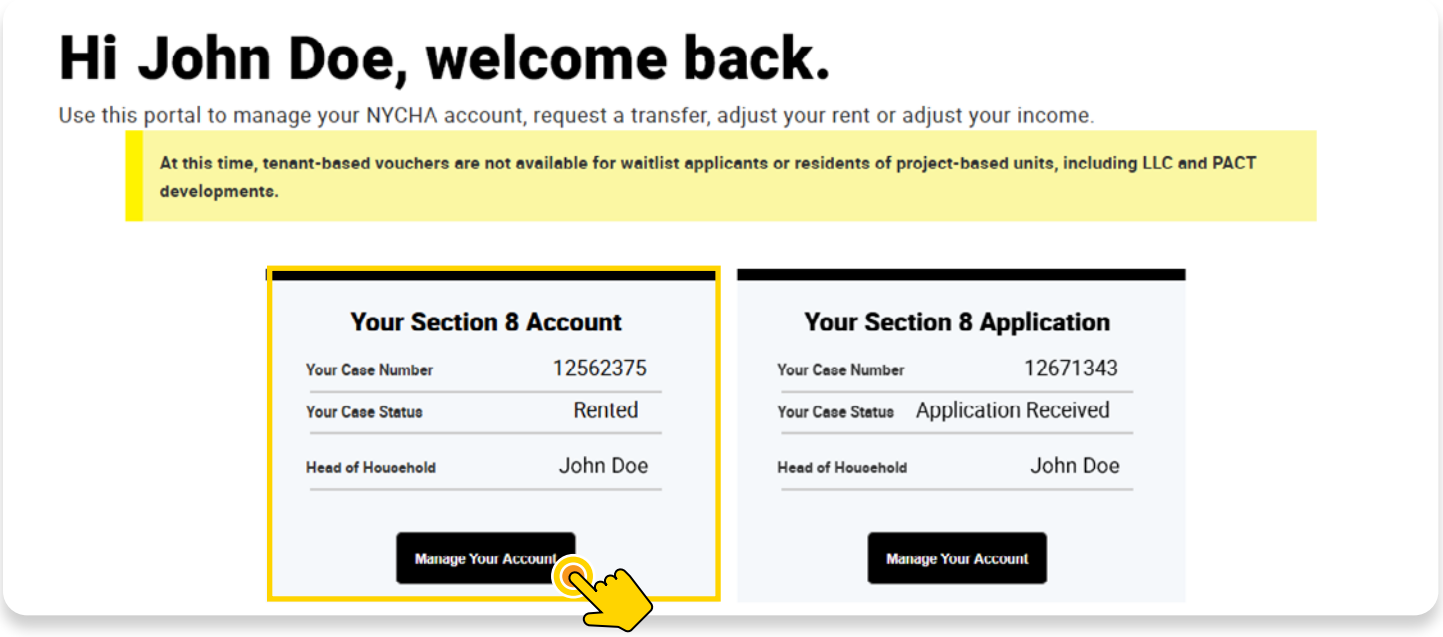
9. 您必須提交最新的收入、資產或支出證明。點擊 “Continue to Document Upload(s)” (繼續上傳文件)。《證明文件清單》請參閱第 65 至 69 頁。
10. 在 “Pending Documents” (待提交文件) 部分，可以查看每位家庭成員需要提交的文件。點擊 “Click Here to Upload Document” (點擊此處上傳文件) 上傳文件。在 “Documents Received by NYCHA” (NYCHA 已收到的文件) 部分，可以查看已上傳的文件。
11. 上傳所有文件後，點擊 “Continue” (繼續)。
12. 點擊 “Finish” (完成)。
13. 如需查看中期資格覆核的辦理進度，請參閱第 51 頁的相關說明。

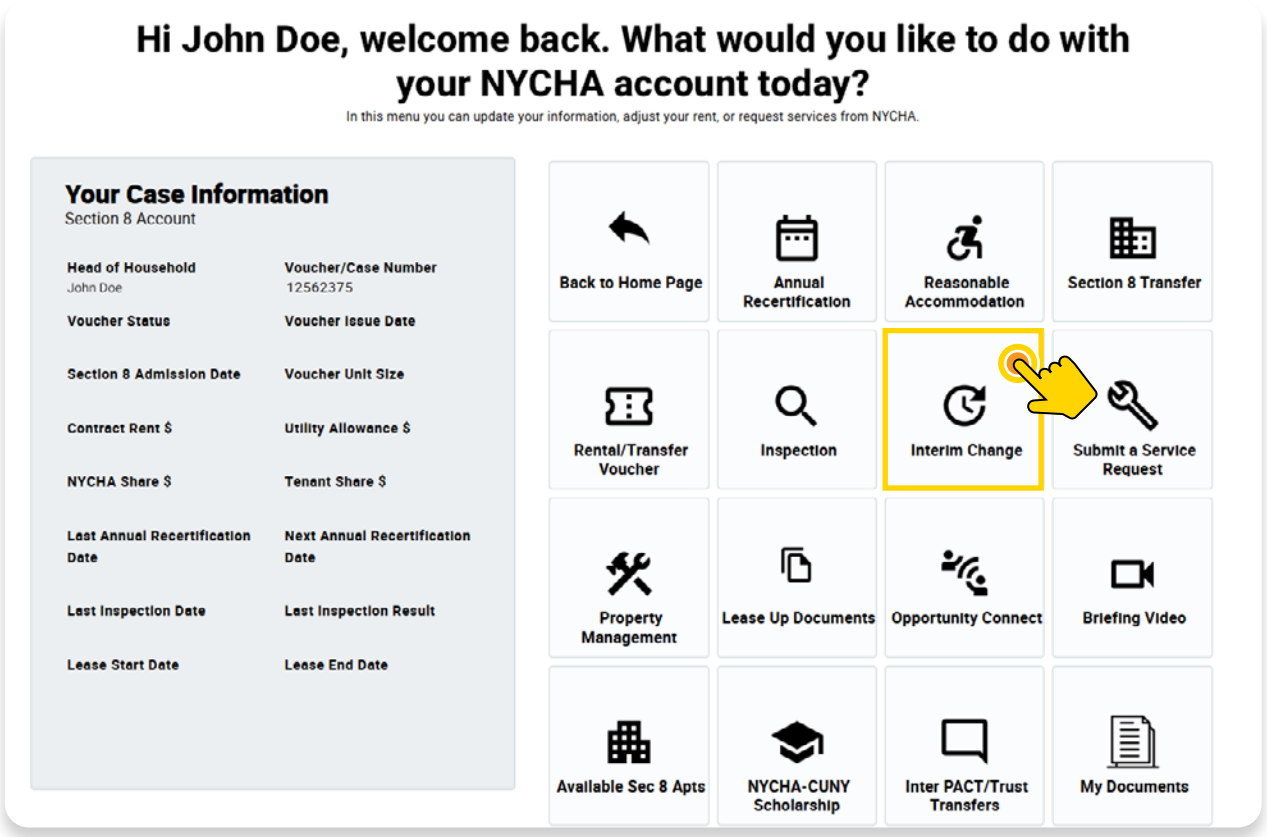


第 4 步

查看資格覆核狀態

提交中期資格覆核後，您可以再次登入 NYCHA 自助服務網站，查看資格覆核狀態，也可以查看、打印或上傳文件。

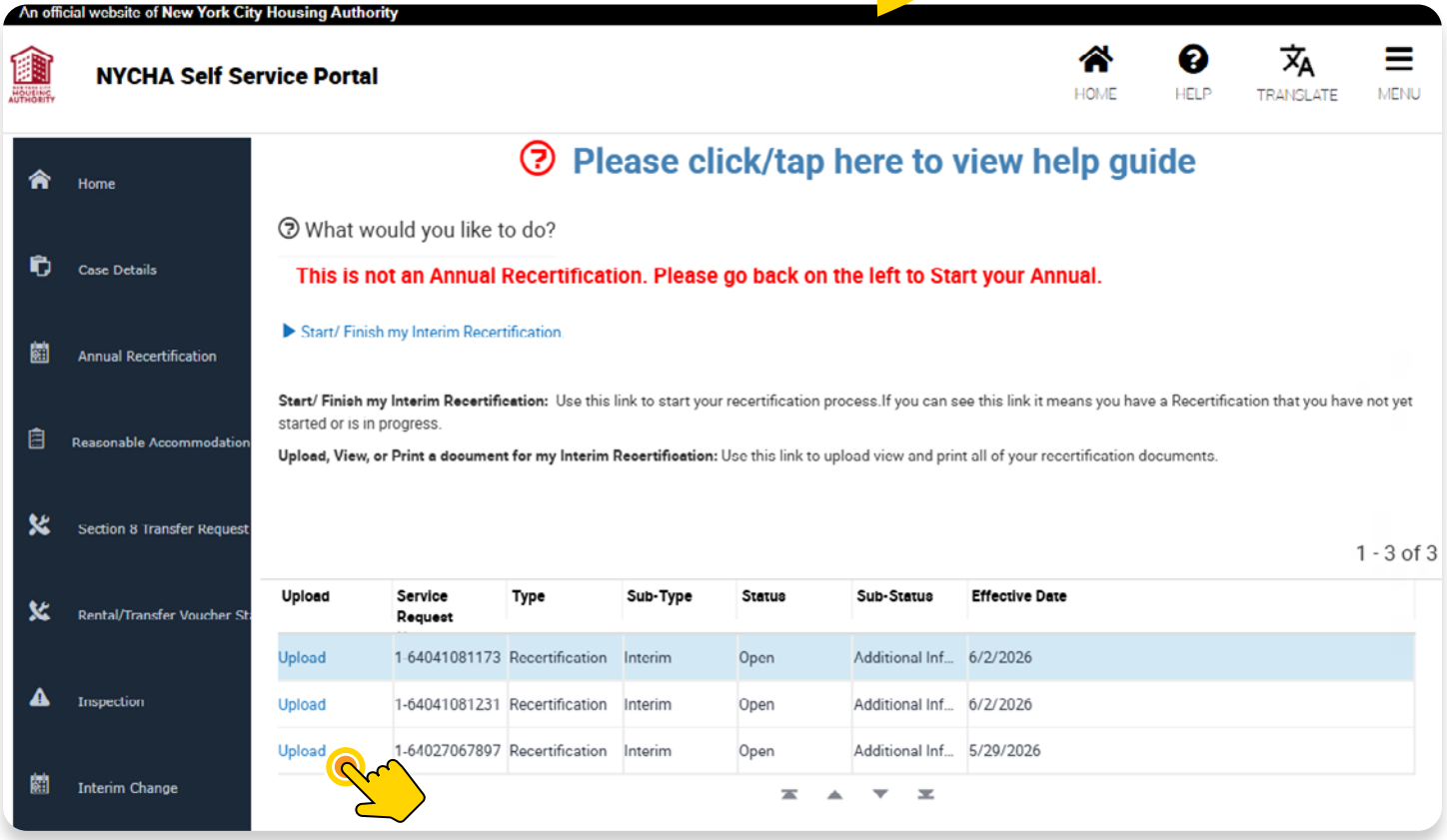




第 4 步　查看資格覆核狀態 (續)

在 “Manage Your Account” (管理您的帳戶) 頁面點擊 “Interim Change” (中期變更)，即可查看資格覆核狀態。

如果頁面顯示 “Additional Information Required” (需要補充信息)，請盡快上傳所有尚未提交的文件。





重要提醒：

只有在 NYCHA 收到所有必需文件後，您的中期資格覆核才視為完成。

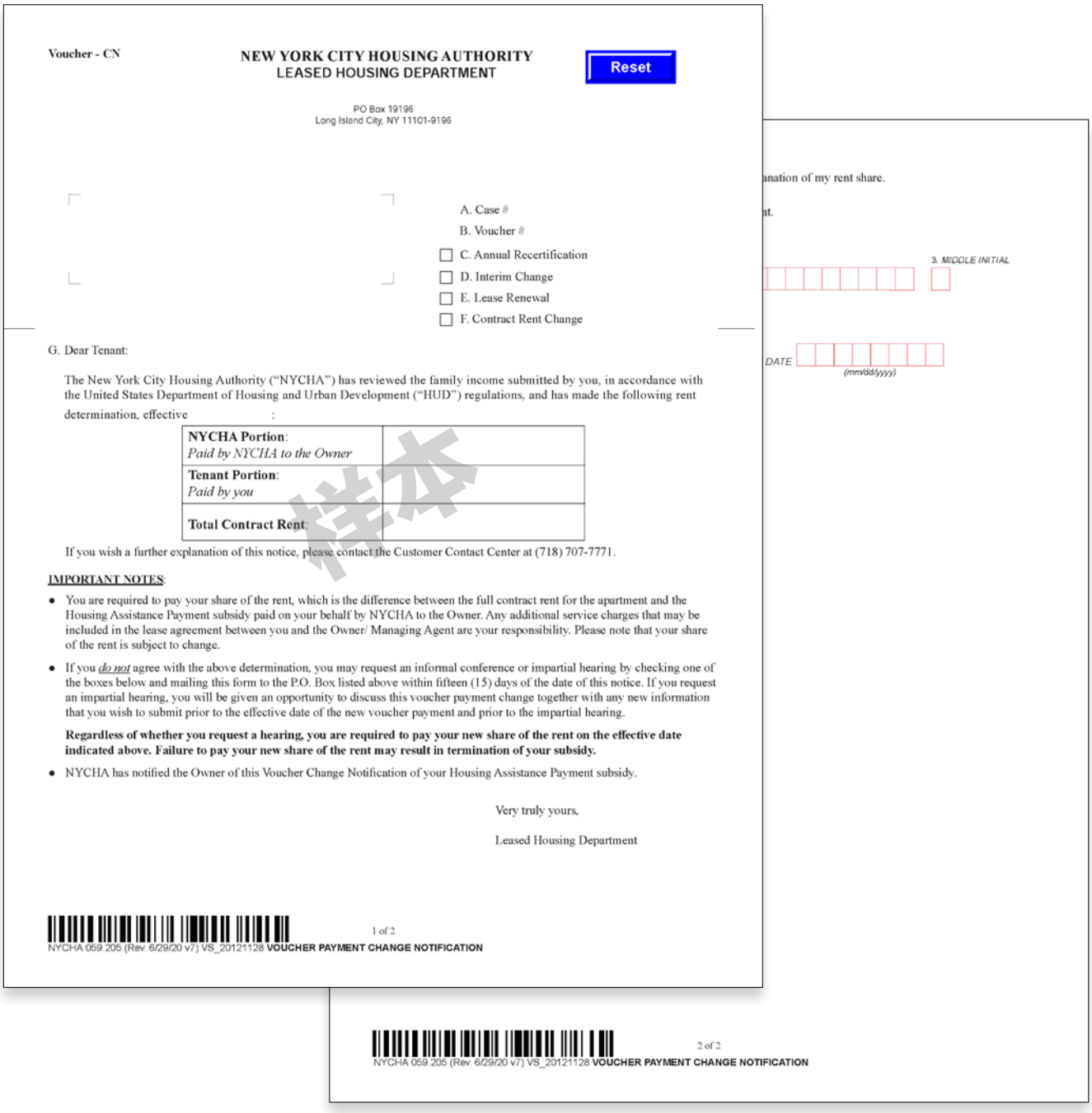
第 5 步

收到《補助券支付金額調整通知》(VCN)

NYCHA 租賃住房事務部會審查並核實您提交的所有信息，然後向您和您的 PACT 合作方發出《補助券支付金額調整通知》(VCN)。通知會列明合同租金、您需要支付的租金部分，以及 NYCHA 的補助金額。

如果您收到的 VCN 已勾選「年度資格覆核」方框，即表示您的年度資格覆核已完成。

範例：《補助券支付金額調整通知》(VCN)。完整版本請參閱第 79 至 81 頁。



Voucher - CN

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

Reset

PO Box 19196
Long Island City, NY 11101-9196

A. Case #
B. Voucher #
☐ C. Annual Recertification
☐ D. Interim Change
☐ E. Lease Renewal
☐ F. Contract Rent Change

G. Dear Tenant:

The New York City Housing Authority ("NYCHA") has reviewed the family income submitted by you, in accordance with the United States Department of Housing and Urban Development ("HUD") regulations, and has made the following rent determination, effective :

NYCHA Portion: *Paid by NYCHA to the Owner*	
Tenant Portion: *Paid by you*	
Total Contract Rent:	

样本

If you wish a further explanation of this notice, please contact the Customer Contact Center at (718) 707-7771.

IMPORTANT NOTES:

- You are required to pay your share of the rent, which is the difference between the full contract rent for the apartment and the Housing Assistance Payment subsidy paid on your behalf by NYCHA to the Owner. Any additional service charges that may be included in the lease agreement between you and the Owner/ Managing Agent are your responsibility. Please note that your share of the rent is subject to change.
- If you *do not* agree with the above determination, you may request an informal conference or impartial hearing by checking one of the boxes below and mailing this form to the P.O. Box listed above within fifteen (15) days of the date of this notice. If you request an impartial hearing, you will be given an opportunity to discuss this voucher payment change together with any new information that you wish to submit prior to the effective date of the new voucher payment and prior to the impartial hearing.

  Regardless of whether you request a hearing, you are required to pay your new share of the rent on the effective date indicated above. Failure to pay your new share of the rent may result in termination of your subsidy.
- NYCHA has notified the Owner of this Voucher Change Notification of your Housing Assistance Payment subsidy.

Very truly yours,

Leased Housing Department

1 of 2
NYCHA 059.205 (Rev. 6/29/20 v7) VS_20121128 VOUCHER PAYMENT CHANGE NOTIFICATION

anation of my rent share.

nt.

3. MIDDLE INITIAL

DATE
(mm/dd/yyyy)

2 of 2
NYCHA 059.205 (Rev. 6/29/20 v7) VS_20121128 VOUCHER PAYMENT CHANGE NOTIFICATION

本頁刻意留白。

附錄

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附錄 A

網上辦理資格覆核通知信

這封信會告知住戶下一次年度資格覆核的截止日期。
NYCHA 會在該截止日期前約五個月寄出這封信。

附錄 A　網上辦理資格覆核通知信（第 1 頁）

Reset

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

Bronx Customer Contact Center
478 East Fordham Road, 2nd Fl.
Bronx, NY 10458

Brooklyn Customer Contact Center
787 Atlantic Avenue, 2nd Fl.
Brooklyn, NY 11238

Customer Contact Center: (718) 707-7771

NYCHA SELF-SERVICE PORTAL: http://selfserve.nycha.info

A. Case #:

B. Annual Recertification Effective Date:

C. Dear :

You made a request to submit your Annual Recertification **ONLINE** at the **NYCHA Tenant Self-Service Portal**. Your Annual Recertification is now available online. You should immediately go online and submit the Annual Recertification (Affidavit of Income) and all the supporting documentation for your household. Please note that you will submit your Annual Recertification (Affidavit of Income) Online and you do not need to return your paper Annual Recertification (Affidavit of Income) by mail.

To complete your Annual Recertification online, please follow the step-by-step instructions below:

1) **Prepare your household information including members age 18 and above.**
   a. Use the ***List of Sample Supporting Documents*** sent with this letter to make sure you have all supporting documents and information.
   b. Make sure all your household members age 18 and older, are available to provide their income, asset, and expense information and to electronically sign the ***Third Party Verification – Consent to Release Information*** form.

2) **Login to the NYCHA Self-Service Portal at https://selfserve.nycha.info.**
   a. Please *LOGIN* using your existing user name and password. Your current username is:

      *If you have forgotten or need to reset your password, select the "FORGOT / RESET PASSWORD" option. After entering your information, you may select a default or personal password.
   b. Enter your Username and Password and click *LOGIN*.
   c. Click on *VIEW DETAILS* under MY SEC 8 Case.
   d. Click on *Start/Resume My Annual Recertification*.

3) **Submit required documentation using the NYCHA Self-Service Portal.** Once you answer all the questions and update your information, you will have the ability to upload all required documents online. If you are unable to upload your documents, you **must** return them by mail or in person to any Customer Contact Center, listed above, within 30 days of the date of this letter.

You can access the NYCHA Tenant Self Service Portal on a personal computer, smartphone, tablet or any public computer (i.e. library, community centers, etc.). NYCHA offers in person help with your online Annual Recertification at the Walk-in Centers listed above, Monday – Friday, **only** between the hours of 8 am - 3 pm.

样本

附錄 A　網上辦理資格覆核通知信（第 2 頁）

Please email: selfservice.help@nycha.nyc.gov if you are having technical issues with the website.

For questions related to your Section 8 case and the recertification process please call our Customer Contact Center, Monday – Friday, between the hours of 8am - 5pm, at (718) 707-7771.

Translations of these documents are available in Customer Contact Centers and online at http://www.nyc.gov/nycha/tenantselfservice
La traducción de estos documentos se encuentra disponible en los Centros de Atención al Cliente y en internet en la siguiente dirección http://www.nyc.gov/nycha/tenantselfservice
Переводы этих документов находятся в Центрах обслуживания клиентов (Customer Contact Centers) и на вебсайте http://www.nyc.gov/nycha/tenantselfservice
客戶服務中心和房屋局網站備有譯本可供索取，網址：http://www.nyc.gov/nycha/tenantselfservice
客户服务中心和房屋局网站备有文件译本可供索取，网址：http://www.nyc.gov/nycha/tenantselfservice

The translation is provided to you as a convenience to assist you to understand your rights and obligations.
The English language version of this document is the official, legal, controlling document.
The translation is not an official document.

样本


FDNY
ACCESS

附錄 B

證明文件樣本清單

這份清單列出可用作收入、資產和支出證明的文件，
並隨《選擇網上辦理資格覆核通知信》一併寄出。

附錄 B　證明文件樣本清單（第 1 頁）

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

Customer Contact Center: (718) 707-7771

List of Sample Supporting Documents

You must submit proof of **current documentation** for each household member. The list below shows what types of documents NYCHA requires for income, assets, expenses, and adding new household members.

I. INCOME DOCUMENTS	
Employment	Pay stubs (provide at least two consecutive pay stubs) **AND** W-2 If you do not have 2 consecutive pay stubs then you can submit your most recent and current/last W2 and Payroll History or Letter of Termination from your employer; or If you do not have paystubs or a W-2 (for example, for new employment), verification of employment from your employer stating your hours worked and pay rate.
Self-employment	Federal tax returns (1040 A-S, 1040EZ, 1040-L), or 1099 statement(s) (1099-DIV,1099-G,1099-MISC, 1099-R) • Certificate of net worth • State tax returns
Social Security	Current SS or SSI award letter State Supplement Program (SSP) letter
Public assistance	Current public assistance budget letter
Military pay or VA benefits	Pension award letter; or Leave and Earnings Statement; or VA benefits summary letter
Regular contributions from outside your household	Written signed statement from contributor.
Pensions/annuities	Current pension award letter or annuity documents
Child support/alimony	If court-ordered amount is received, a copy of the court order; or Printout from NYS Child Support Services showing amount of payments (required if court order is over 120 days old); or If no court order is in place, a statement from the individual providing child support and/or alimony
Adoption assistance/ foster care	Foster care letter Guardianship paper Letter of administration Court order
Retirement accounts and pensions	Your most recent statement if you are retired and receiving regular payments from a pension or retirement account such as a KEOGH, 401(k), 403(b), 457B plans, IRA, Roth IRA accounts, etc.
Unemployment	Unemployment issuance of benefits (UIB) statement

样本

附錄 B　證明文件樣本清單（第 2 頁）

II. ASSET DOCUMENTS	
Checking and savings accounts	Most recent bank statement (all pages) Form 1099-INT (if interest is received)
Investment accounts: stocks/bonds/money market/mutual funds	Most recent bank statement (all pages) Stockbroker summary / statement(s) Most recent investment report Stock certificate Form 1099-INT
Retirement accounts	If you are working and have a retirement account from which you can access funds, such as a 401(k), your most recent statement
Life insurance policy (whole life)	If you have whole life insurance, most recent policy that shows the cash surrender value
Trusts	Proof of trust / trust funds which includes trust agreement(s) Most recent bank statement for any accounts in which funds are deposited (all pages)
Real property	Letter from closing attorney and unrecorded deed Proof of property value Evidence of current loan/mortgage amount Proof of ownership and percentage of ownership (include names of all owners of the property) Letter or agreement from the condominium / co-op Testamentary letters from the estate Proprietary co-op letter Co-op shareholder certificate Recorded deed If the property is being rented out, most recent tax return, including Schedule E
III. EXPENSES	
Childcare expenses	***If you have out-of-pocket childcare expenses for a child under the age of 13 that allow someone in the family to work, seek work, or go to school,*** submit a letter from the childcare provider. The child care is necessary to enable a family member to be employed or to further his or her education (e.g., work, look for work, or further their education (academic or vocational); • The expense is not reimbursed by an agency or individual outside the household; and • The expenses incurred to enable a family to work do not exceed the amount of employment income that is included in annual income.
Student status	***If an adult in the household attends school,*** include verification from the registrar's office or appropriate school official confirming: • Acceptance and starting semester (for new students); • School tuition and fees (Bursar's statement); • Any financial aid and scholarships received; and • Student enrollment status (full-time or part-time)

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Unreimbursed health and medical care expenses	***If the head of household, spouse, or cohead is 62 or older or a person with disabilities,*** provide evidence of any unreimbursed health and medical care expenses for all family members, including but not limited to: • Receipts for prescription or non-prescription medicines • Receipts for medical supplies and equipment • Documentation of medical insurance premiums • Receipts for services of doctors, health care professionals, or health care facilities, etc.
Reasonable Attendant Care and Auxiliary Apparatus Expenses	***If a disabled individual in the family requires an auxiliary apparatus or attendant care which allows someone in the family to work,*** provide proof of expense and proof of payment (e.g., cancelled check, etc.).

IV. ADDITIONS TO HOUSEHOLD	
Below are additional required documents you must submit to NYCHA if you wish to add a new household member to your unit. Failure to request NYCHA's permission prior to adding a household member may lead to the loss of your subsidy.	
Birth certificate	If you do not have a birth certificate, you may instead provide: • Baptismal certificate • Military discharge papers • Valid passport • Census document showing age • Naturalization certificate • Social Security Administration benefits printout
Social Security card	If you do not have a Social Security card, you may instead provide an original document from: • The Social Security Administration that shows the person's name and entire social security number (SSN) • A federal, state, or local government agency with the person's name and entire social security number (SSN) (for example, public assistance or Medicaid documents) Note: If you are adding a household member who does not contend to have eligible immigration status, documentation of a Social Security number is not required.
Proof of citizenship or eligible immigration status	Proof of citizenship or eligible immigration status is required for each family member. Evidence of citizenship may be fulfilled through submission of a birth certificate or other valid documentation described in the Birth Certificate section above. Proof of eligible immigration status for noncitizens under 62 years of age may include: • Alien Registration Receipt Card • Form I-94 with one of the following annotations: - "Admitted as Refugee Pursuant to Section 207"; - "Section 208" or "Asylum"; - "Section 243(h)" or "Deportation stayed by Attorney General"; - "Paroled Pursuant to Section 212(d)(5) of the INA";

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附錄 B　證明文件樣本清單（第 4 頁）

Proof of citizenship or eligible immigration status *(Continued)*	• If Form I-94, is not annotated, then Form I-94 accompanied by one of the following documents: - A final court decision granting asylum (but only if no appeal is taken); - A letter from an INS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from an INS district director granting asylum (if application filed before October 1, 1990); - A court decision granting withholding or deportation; or - A letter from an asylum officer granting withholding or deportation (if application filed on or after October 1, 1990). • Form I-688B, annotated "Section 245A" or "Section 210; • Form I-688B, annotated "Provision of Law 274a.12"; • A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified For noncitizens who are 62 years of age or older, proof of eligible immigration status includes: • Signed declaration of eligible immigration status; and • Proof of age document. If the person you want to add is a US citizen or does not contend to have eligible immigration status, no proof of immigration status is required.

SUBMISSION INFORMATION
Online users can submit their application or an annual recertification, along with additional information/supporting documents using the NYCHA Self Service Portal. (selfserve.nycha.info) To submit supporting documents by mail, the address is: New York City Housing Authority PO Box 19196 Long Island City, NY, 11101-9775 **Note: If you submit documents by mail, do not mail any original documents.**

A translation of this document is available from the Customer Contact Center.
La traducción de este documento está disponible en el Centro de Atención al Cliente.
Перевод этого документа находится в Центре обслуживания клиентов.
客户服務中心提供本文件的譯本。
客户服务中心提供本文件的译本。



附錄 C

欠公共住房機構的債務及住房補助資格終止

這份美國住房與城市發展部（HUD）的通知說明住房機構如何申報和使用有關欠款，以及過往計劃資格被終止情況的信息。每位年滿 18 歲的家庭成員都必須簽名，確認已收到這份通知。

附錄 C　欠公共住房機構的債務及住房補助資格終止（第 1 頁）

Reset

OMB No. 2577-0266
Expires 06/30/2026
Form HUD-52675

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any record keeping burden.
This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 06/30/2026.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

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What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to $500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?
This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?
PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

附錄 C 欠公共住房機構的債務及住房補助資格終止（第 2 頁）

How long is the debt owed and termination information maintained in EIV?
Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

What are my rights?
In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

What do I do if I dispute the debt or termination information reported about me?
If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report.

You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record.

Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

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This Notice was provided by the below-listed PHA:

New York City Housing Authority
Leased Housing Department
P.O. Box 19196
Long Island City, NY 11101-9196

I hereby acknowledge that the PHA provided me with the *Debts Owed to PHAs & Termination Notice:*

Printed Name _____ Signature _____ Date _____

A translation of this document is available from the Customer Contact Center. NYCHA is providing the translation for your information only.
La traducción de este documento está disponible en los Centros de Atención al Cliente. NYCHA proporciona la traducción solo para su información.
Перевод этого документа находится в Центре обслуживания клиентов. NYCHA предоставляет перевод только для вашей информации.
客戶服務中心備有文件譯本可供索取。紐約市房屋局所提供的文件譯本僅供參考。
客户服务中心备有文件译本可供索取。纽约市房屋局所提供的文件译本仅供参考。



EASTCHESTER GARDENS ACCESSIBLE KITCHEN

附錄 D

第三方核實——信息披露同意書

這份表格授權 NYCHA 和美國住房與城市發展部（HUD）直接向僱主、銀行、政府機構等單位核實您家庭的收入。每位年滿 18 歲的家庭成員都必須簽署這份表格。

附錄 D　第三方核實——信息披露同意書（第 1 頁）

Reset

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

THIRD PARTY VERIFICATION - CONSENT TO RELEASE INFORMATION

TENANT STREET ADDRESS

CITY, STATE, ZIP　　A. VOUCHER #

B. *Use this form for reexaminations effective on or after January 1, 2024. Use form HUD-9886 for reexaminations effective prior to January 1, 2024.*

Authorization for the Release of Information/Privacy Act Notice to the U.S. Department of Housing and Urban Development and the New York City Housing Authority (NYCHA)

U.S. Department of Housing and Urban Development, Office of Public and Indian Housing

New York City Housing Authority requesting release of information:

New York City Housing Authority
90 Church Street, 5th Floor
New York, NY 10001

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. This law requires you to sign a consent form authorizing: (1) HUD, and NYCHA to request verification of salary and wages from current or previous employers; (2) HUD and NYCHA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. HUD regulations (24 CFR 5.210 et. seq.; 24 CFR 5.659; and 24 CFR 960.259) authorize NYCHA to collect other information necessary to determine eligibility for assistance or level of benefits.

Section 104 of the Housing Opportunity and Modernization Act of 2016. The relevant provisions are found at 42 U.S.C. 1437n . This law requires you to sign a consent form authorizing NYCHA to request verification of any financial record from any financial institutions as defined in the Right to Financial Privacy Act (12 U.S.C. 3401)), whenever NYCHA determines the record is needed to determine a Section 9/public housing or Section 8/Housing Choice Voucher applicant's or participant's eligibility for assistance or level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and NYCHA to request income information from the sources listed on the form. HUD and NYCHA need this information to verify your household's income, family composition and related information for every household member, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and NYCHA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, and to Housing Agencies for the purpose of determining housing assistance. NYCHA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and NYCHA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

Who Must Sign the Consent Form: Each member of your family who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the family or whenever members of the family become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

Public Housing
Housing Choice Voucher
Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to NYCHA's grievance procedures and Section 8 informal hearing procedures.

Revocation of consent: If you revoke consent, NYCHA will be unable to verify your information, although the data matches between HUD and other agencies will continue to automatically occur in the Enterprise Income Verification (EIV) System if the family is not terminated from the program.

Sources of Information to be Obtained
State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self-employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

附錄 D 第三方核實——信息披露同意書(第 2 頁)

Information may also be obtained regarding public or private pension funds, unemployment compensation information, worker's compensation, disability income, military pay, alimony, child support, private contributions, school attendance verification and information relating to the receipt of financial grants, from various 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 ● US Department of Veterans Affairs.

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages; and (b) financial institutions as defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever NYCHA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits. I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information.

Consent: I consent to allow HUD or NYCHA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that Housing Agencies, like NYCHA, that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form remains effective until the earliest of (i) the rendering of a final adverse decision for an assistance applicant; (ii) the cessation of a participant's eligibility for assistance from HUD and NYCHA; or (iii) The express revocation by the assistance applicant or recipient (or applicable family member) of the authorization, in a written notification to HUD or NYCHA.

C. Member (age 18 or older)

a. NAME

b. Date of Birth *(mm/dd/yyyy)*

c. Social Security Number

d. Sign

e. Date *(mm/dd/yyyy)*

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D. **Privacy Advisory. Authority:** The Department of Housing and Urban Development (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). Purpose: This form authorizes HUD and NYCHA to request income information to verify your household's income in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent: HUD and NYCHA (or any employee of HUD or NYCHA) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than $5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or NYCHA for the unauthorized disclosure or improper use.

OMB Burden Statement. The public reporting burden for this information collection is estimated to be 0.16 hours for new admissions and .08 hours for household members turning 19, including the time for reviewing, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information income and assets is required for program eligibility determination purposes. The submission of the consent form is necessary (form-HUD 9886) so that PHAs can carry out the requirements of Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993 (42 U.S.C. 3544) and Section 104 of HOTMA to ensure that HUD and PHAs can verify eligibility and income information for applicants and participants. This information collection is protected from disclosure by the Privacy Act. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0295. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Original is retained by the requesting organization. ref. Handbooks 7420.7, 7420.8, & 7465.1 **HUD-9886-A exp. 10/31/26**



附錄 E

補助券支付金額調整通知（VCN）

這份通知確認您的年度資格覆核已完成，並列明總合同租金、NYCHA 支付的租金部分（補助），以及您需要支付的租金部分。

附錄 E　補助券支付金額調整通知（VCN）（第 1 頁）

Voucher - CN

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT

Reset

PO Box 19196
Long Island City, NY 11101-9196

A. Case #

B. Voucher #

☐ C. Annual Recertification

☐ D. Interim Change

☐ E. Lease Renewal

☐ F. Contract Rent Change

G. Dear Tenant:

The New York City Housing Authority ("NYCHA") has reviewed the family income submitted by you, in accordance with the United States Department of Housing and Urban Development ("HUD") regulations, and has made the following rent determination, effective :

NYCHA Portion: *Paid by NYCHA to the Owner*	
Tenant Portion: *Paid by you*	
Total Contract Rent:	

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If you wish a further explanation of this notice, please contact the Customer Contact Center at (718) 707-7771.

IMPORTANT NOTES:

- You are required to pay your share of the rent, which is the difference between the full contract rent for the apartment and the Housing Assistance Payment subsidy paid on your behalf by NYCHA to the Owner. Any additional service charges that may be included in the lease agreement between you and the Owner/ Managing Agent are your responsibility. Please note that your share of the rent is subject to change.
- If you *do not* agree with the above determination, you may request an informal conference or impartial hearing by checking one of the boxes below and mailing this form to the P.O. Box listed above within fifteen (15) days of the date of this notice. If you request an impartial hearing, you will be given an opportunity to discuss this voucher payment change together with any new information that you wish to submit prior to the effective date of the new voucher payment and prior to the impartial hearing.

  Regardless of whether you request a hearing, you are required to pay your new share of the rent on the effective date indicated above. Failure to pay your new share of the rent may result in termination of your subsidy.
- NYCHA has notified the Owner of this Voucher Change Notification of your Housing Assistance Payment subsidy.

Very truly yours,

Leased Housing Department

附錄 E　補助券支付金額調整通知（VCN）（第 2 頁）

☐ I would like an informal conference for an explanation of my rent share.

☐ I would like a hearing to contest my share of rent.

1. *LAST NAME*　　2. *FIRST NAME*　　3. *MIDDLE INITIAL*

4. *SIGNATURE*　　5. *SIGNATURE DATE* *(mm/dd/yyyy)*

样本



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Sigue el código QR para descargar las traducciones de este documento.
请扫描二维码下载本文件的翻译版本。請掃描二維碼下載本文件的翻譯版本。
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NEW YORK CITY HOUSING AUTHORITY

REAL ESTATE DEVELOPMENT
REINVEST · RESTORE · REBUILD