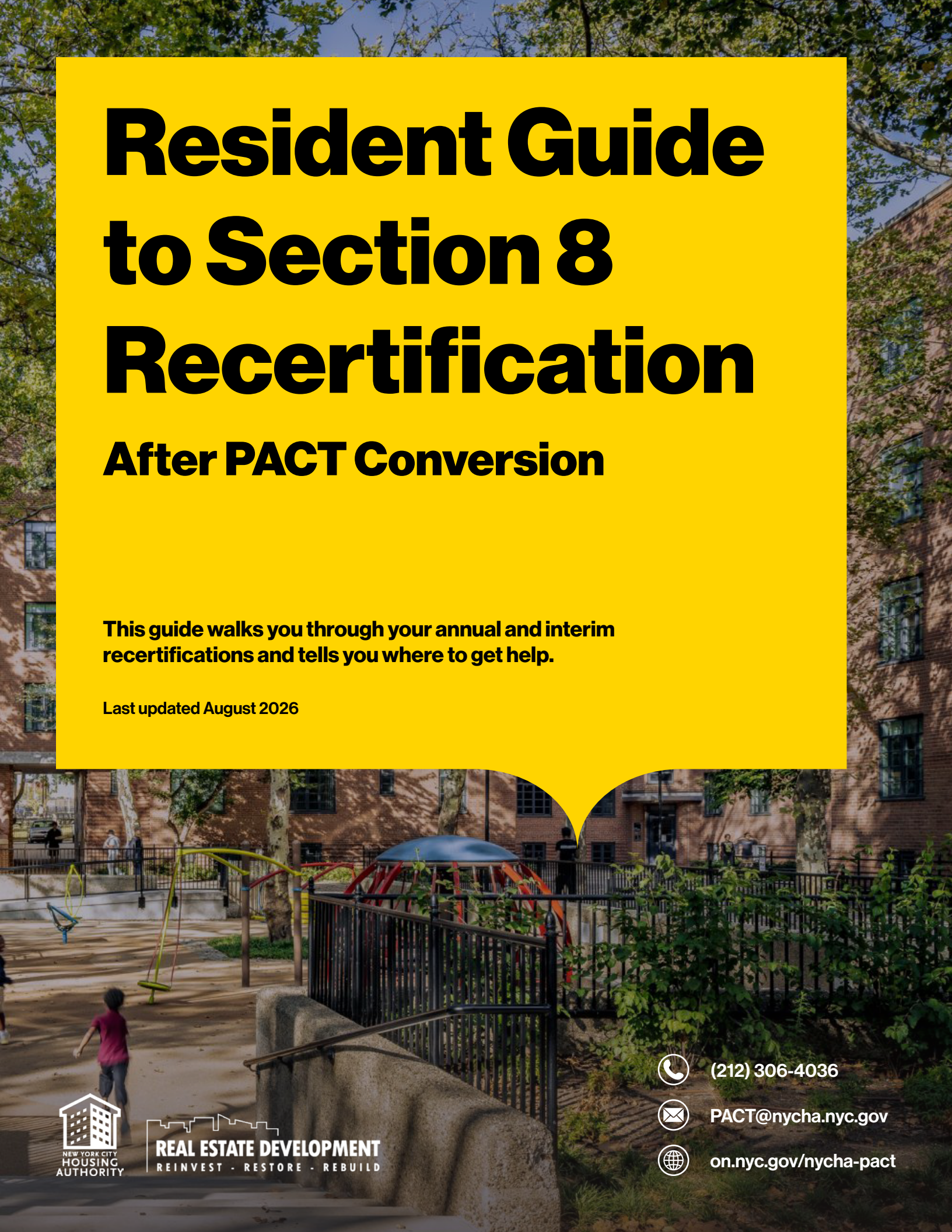
Resident Guide to Section 8 Recertification

After PACT Conversion

This guide walks you through your annual and interim recertifications and tells you where to get help.

Last updated August 2026



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

Need help? Here's who to reach out to.

NYCHA Customer Contact Center (CCC)

Call (718) 707-7771 for:

- Help with the NYCHA Self-Service Portal
- Questions about recertification
- Paper recertification forms

PACT Property Manager

Your PACT property managers can help with your recertification process. They can help scan your documents and provide a device with internet access to log on to the NYCHA Self-Service Portal.

If you want your PACT property manager to help with your recertification, you should:

- Call or email to make an appointment with your PACT property management office.
- Visit your PACT property management office.
- Bring your log-in information for your NYCHA Self-Service Portal account.
  - You will need to log in to the NYCHA Self-Service Portal by yourself.
- Bring any documents you received from NYCHA about your recertification.
- Bring any documents you want help uploading.

Social Service Provider

Your social service provider can help with your recertification process. They can help scan your documents and provide a device with internet access to log on to the NYCHA Self-Service Portal.

If you want your social service provider to help with your recertification, you should:

- Call or email to make an appointment with your social service provider's office.
- Visit your social service provider's office.
- Bring your log-in information for your NYCHA Self-Service Portal account.
  - You will need to log in to the NYCHA Self-Service Portal by yourself.
- Bring any documents you received from NYCHA about your recertification.
- Bring any documents you want help uploading.

NYCHA Walk-In Centers

Make an appointment for your visit!

By Phone

Call NYCHA's CCC at **(718) 707-7771**.

Online

Visit **on.nyc.gov/nycha-ccc-appt** or scan the QR code.

Walk-In Center Locations

Bronx/Manhattan/Queens

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

Brooklyn/Staten Island/Queens

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



BAYCHESTER HOUSES SEATING AREA

Frequently Asked Questions

What happens if I don't complete my annual recertification?

You must complete your annual recertification. Annual recertification is required by the U.S. Department of Housing and Urban Development (HUD) for all federally assisted housing, including the Section 9 public housing and Section 8 programs.

If your annual recertification remains incomplete, in accordance with federal regulations, NYCHA will terminate your Section 8 benefits. NYCHA will send three termination notices before terminating your Section 8 benefits. Each termination notice lists the outstanding documents needed for each family member. Once you receive any of these notices from NYCHA, you must submit accurate, current information through the Self-Service Portal or in person at a NYCHA Walk-In Center as soon as possible.

You have the right to request an informal conference or hearing with NYCHA to challenge the termination. Instructions on how to request an informal conference or hearing are on the termination notices. If a conference/hearing is not requested and your annual recertification remains incomplete, the Section 8 subsidy will be terminated by default. If NYCHA terminates your Section 8 subsidy, you will be at risk of eviction.

What if my income changed recently?

You are required to report any changes in income and household composition within 30 days of the date of such change. You do not have to wait for your annual recertification. Use the Self-Service Portal to submit an interim recertification or contact the NYCHA Customer Contact Center (CCC) at (718) 707-7771 for help. Promptly reporting changes helps keep your rent and assistance accurate. Please see NYCHA's website on.nyc.gov/sec8-annual-interim-recertification for additional information.

Do I need to report everyone living in my apartment?

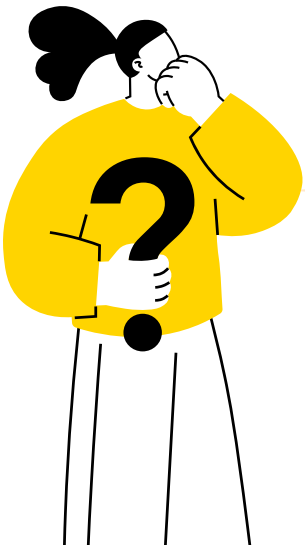
Yes. All members of your household, including children, relatives, and anyone else living with you, must be reported on your recertification. Not reporting someone living in your Section 8 unit could lead to the termination of your Section 8 benefits.

I'm confused – can someone help me?

Absolutely. You can get help with recertification from the NYCHA Customer Contact Center (CCC) at (718) 707-7771, your PACT property manager, or onsite social service providers at your development. Language support is available through Google Translate on the Self-Service Portal, and you can call the NYCHA CCC if you need the recertification in paper form.

Is annual recertification required because of PACT?

Annual recertification is required for all federally assisted housing. All NYCHA residents, including Section 9 public housing and Section 8 residents, must complete their annual recertification every year.



Have more questions?

If you have more questions, visit nyc.gov/site/nycha/section-8/tenants-faq.page, or scan the QR code.



HARLEM RIVER HOUSES MODEL UNIT

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What is an annual recertification, and why do I need to do it?

Let's start with the most important thing to remember:

You must complete your annual recertification every year.

If you lived in Section 9 public housing, you may remember going through the annual recertification process. This requirement has not changed. Annual recertification is required by the U.S. Department of Housing and Urban Development (HUD) for all federally assisted housing, including the Section 9 public housing and Section 8 programs. Now that you are a NYCHA Section 8 participant, NYCHA's Leased Housing Department (LHD) will send you notices about your annual recertification and review and process the documents you submit.

You have to do your annual recertification to keep your housing assistance. If you do not complete your annual recertification, in accordance with federal regulations, the tenant-share portion of your rent may be affected, and your Section 8 benefits will be terminated. If NYCHA terminates your Section 8 benefits, you could be at risk of eviction.

Think of an annual recertification as a yearly check-up. Each year, you'll need to update your household information, including:

- Your household composition
- Income for all household members
- Assets for all household members
- Expenses for all household members

The annual recertification isn't only a requirement. It also helps protect you and ensures that:

- **Your tenant-share portion of the rent stays accurate, based on your household's most recent income.** You only pay what you should.
- **Your household information is correct.** Everyone living in your apartment is properly listed.
- **You keep your housing assistance.** Keeping your information current helps prevent any interruptions to your subsidy.

Your annual recertification is information that you must submit to NYCHA each year.

You can do this by:

Using the NYCHA Self-Service Portal

selfserve.nycha.info

Online is the quickest and easiest way to complete your annual recertification!

Requesting a paper annual recertification packet

You can request a paper version as a reasonable accommodation.

Call the NYCHA Customer Contact Center (CCC) at (718) 707-7771 to make the request.

To complete your annual recertification, you will need to:

- Submit all required forms and documents to NYCHA in a timely manner.
- Respond to any requests from NYCHA for additional information.



EDENWALD HOUSES WINDOWS



WILLIAMSBURG HOUSES BASKETBALL COURT

What to Expect Each Year

Annual Recertification

REQUIRED EVERY YEAR.

- NYCHA notifies you by mail around five months before your recertification due date.
- You submit your household's income, assets, expenses, and supporting documents.
- NYCHA reviews and verifies your submission.
- NYCHA sends a Voucher Payment Change Notice (VCN) confirming your share of the rent and subsidy amount.*

Interim Recertification

REQUIRED WHEN SOMETHING CHANGES BEFORE YOUR ANNUAL RECERTIFICATION IS DUE.

- You have changes in household composition, income, assets, or expenses during the year.
- You submit updated information with supporting documents.
- NYCHA reviews and verifies your submission.
- NYCHA sends a Voucher Payment Change Notice (VCN) confirming your share of the rent and subsidy amount.*

* If you disagree with your tenant-share rent calculation, follow the instructions on the VCN to request an informal conference or hearing.

Types of recertification

Annual Recertification (Required Every Year)

Once a year, NYCHA will notify you by mail approximately five months before it is time to complete your recertification. You will be asked to submit your household composition, income, assets, expenses, and required documents.

NYCHA will review and verify all submitted information and provide both you and the owner with a Voucher Payment Change Notice (VCN) that shows the amount of your share and the NYCHA share (subsidy) of the rent.*

Interim Recertification (When Something Changes)

If something changes in your household during the year, you are required to report it within 30 days of the date of such change. Do not wait for your annual recertification.

You can request an interim recertification if there are changes to:

- Your income
- Your assets or expenses
- Your household members (someone moves in or out)

Make sure your annual recertification is up to date so changes can be processed properly. You can request an interim recertification quickly through the Self-Service Portal on any device with internet access.

You can ask for a paper form (Voucher Holder's Request for Interim Change form) by **calling the NYCHA Customer Contact Center (CCC) at (718) 707-7771.**

NYCHA will review and verify all information you submit and will provide both you and your PACT partner with a Voucher Payment Change Notification (VCN) which indicates the contract rent amount, your share of the rent, and the NYCHA subsidy amount.*

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* If you disagree with your tenant-share rent calculation, follow the instructions on the VCN to request an informal conference or hearing.

How to complete your annual recertification

On the NYCHA Self-Service Portal

Doing the recertification online is the easiest and fastest choice for most residents. You will answer fewer questions, fill out forms more easily, and you can check your status and case information anytime. Future annual recertifications will also be quicker.

NYCHA Self-Service Portal

selfserve.nycha.info

The portal is:

- Available 24/7
- Accessible on a computer, tablet, or smartphone
- Equipped with Google Translate to support various languages



How to register your account on the NYCHA Self-Service Portal

1. Before starting your online recertification, you need to register your account if you haven't done so already.
    a. **Register:** Enter your information. Follow the instructions on the NYCHA Self-Service Portal.
    b. **Confirm your account:** NYCHA will send you an email with a link to confirm your account.
    c. **Log in:** Enter the username and password provided by NYCHA at the login page.
2. If NYCHA provided you with a username and temporary password in a notice mailed to your apartment, you can use that info to log in (and you don't need to register or confirm your account).
3. If you have already registered on the NYCHA Self-Service Portal before PACT conversion, use the same username and password to log in.

Need help with your account?

If you forgot your username or password, or need help logging in, **call the NYCHA Customer Contact Center (CCC) at (718) 707-7771.**

By Mail

You can request a paper recertification packet as a reasonable accommodation by **calling the NYCHA Customer Contact Center (CCC) at (718) 707-7771.**

Paper annual recertification packets must be mailed to NYCHA at the address below OR dropped off at a NYCHA Walk-In Center.

Mailing address:

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

In Person at a NYCHA Walk-In Center

If you want to visit a NYCHA Walk-In Center for your recertification, call (718) 707-7771 or visit on.nyc.gov/nycha-ccc-appt to make an appointment. Appointments are available from Monday to Friday, 8 am to 5 pm.

NYCHA Walk-In Center Locations:

Bronx/Manhattan/Queens

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

Brooklyn/Staten Island/Queens

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

Remember, help is available!

Your **PACT property manager or social service provider** can assist you with your recertification. See page 4 for more details.

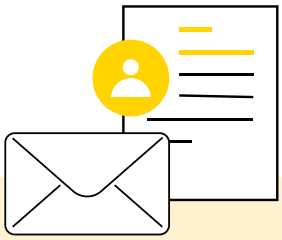


Not sure which method to choose?

Online is your easiest option. Your records carry over from year to year, documents can be uploaded directly, and you can check your recertification status anytime.

Best practices when completing a paper annual recertification packet

Follow these steps to make sure NYCHA can process your annual recertification without delays.



- **Complete the entire annual recertification packet.**

  Make sure you sign and return all forms. If your recertification packet has a Debts Owed to Public Housing Agencies and Third-Party Verification form, make sure to sign and return these too. Unsigned forms are one of the most common reasons annual recertifications are delayed.

- **Include all supporting documents.**

  Supporting documents prove your household's income, assets, and expenses. See pages 21-22 and pages 65-69 to learn more about supporting documents.

- **Return every page of the packet — even blank ones!**

  NYCHA needs the complete packet to process your recertification. Missing pages can delay your recertification, even if they don't apply to your household.

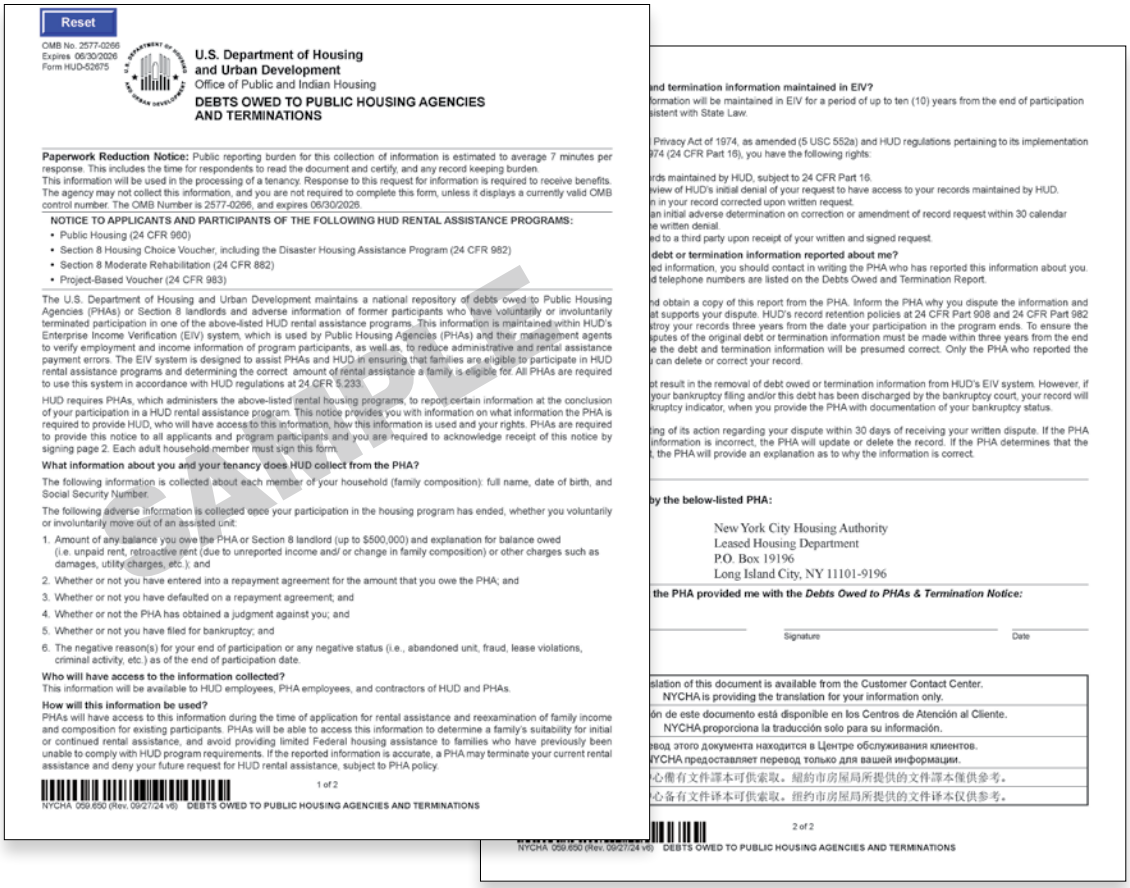
- **Keep a copy for yourself.**

  Before you mail your packet, make a copy of all completed forms and supporting documents for your own records. If any questions come up later, you'll have proof of exactly what you submitted and when.

- **Mail your completed packet back to NYCHA or bring it to a NYCHA Walk-In Center.**

  Return your annual recertification packet via regular mail to the PO Box listed in the recertification packet, or bring it to a NYCHA Walk-In Center. The mailing address, as well as the addresses of the Walk-In Center can also be found on page 15 of this guidebook.

Sample: Debts Owed to Public Housing Agencies. View the full version of the form on pages 71-73.



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

Sample: Third-Party Verification form. View the full version of the form on pages 75-77.



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.)

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

m/dd/yyyy)

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
f 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



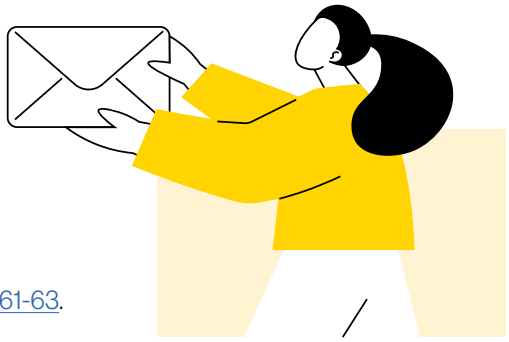
Step-by-Step Annual Recertification Guide

Step 1	Receive your notice from NYCHA	20
Step 2	Gather your documents	21
Step 3	Submit your information	23
Step 4	Check the status of your recertification	37
Step 5	Receive a voucher payment change notification (VCN)	38

Step 1

Receive your notice from NYCHA

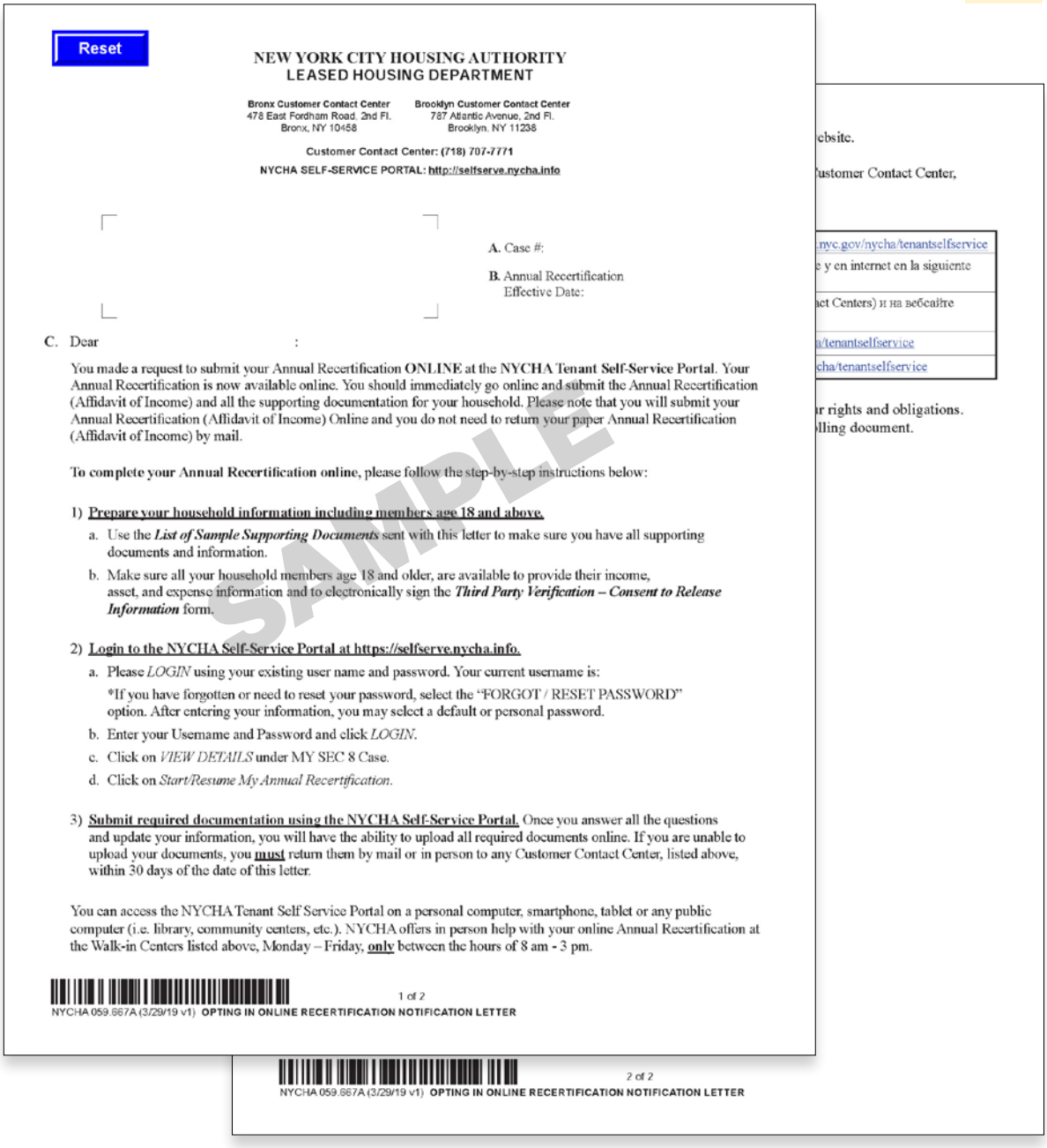
Look for a letter from NYCHA in your mailbox. NYCHA notifies you approximately five months before your annual recertification is due.



The notice will tell you:

- When your annual recertification is due
- What to submit (List of Supporting Documents)
- How to access the Self-Service Portal
- How to get help with the Self-Service Portal

Sample: *Online Recertifcation Notifcation Letter.* View the full version of the letter on pages 61-63.



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.

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

SAMPLE

ebsite.

ustomer Contact Center,

nyc.gov/nycha/tenantselfservice
y en internet en la siguiente
ct Centers) и на вебсайте
/tenantselfservice
cha/tenantselfservice

r rights and obligations.
lling document.

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

Step 2

Gather your documents

Once you get your recertification letter, start gathering all the documents you'll need to complete the process.

The letter includes the "List of Supporting Documents" form to help you determine which type of documentation to submit. All documentation must be up to date.

View the Annual and Interim Recertification Checklist here:
nyc.gov/assets/nycha/downloads/pdf/airecertchecklist-english.pdf

Required documents:

1. Affidavit of Income for all individual household members
2. Third Party Verification form for household members 18 years of age or older
3. Supporting documentation, such as:
    a. Proof of income
    b. Student status
    c. Expenses for all household members
4. Debts Owed to Public Housing Agencies for all household members 18 years of age or older, if this form is not already on file with NYCHA

If you want to add a new person(s) to your household

You must submit the following documents along with proof of income for each person:

- Birth certificate
- Social Security card
- Proof of citizenship or an alien registration card
- Marriage license or domestic partnership certificate, if applicable
- If any household member and/or new person has any income, assets, or expenses, you must provide current documentation as proof

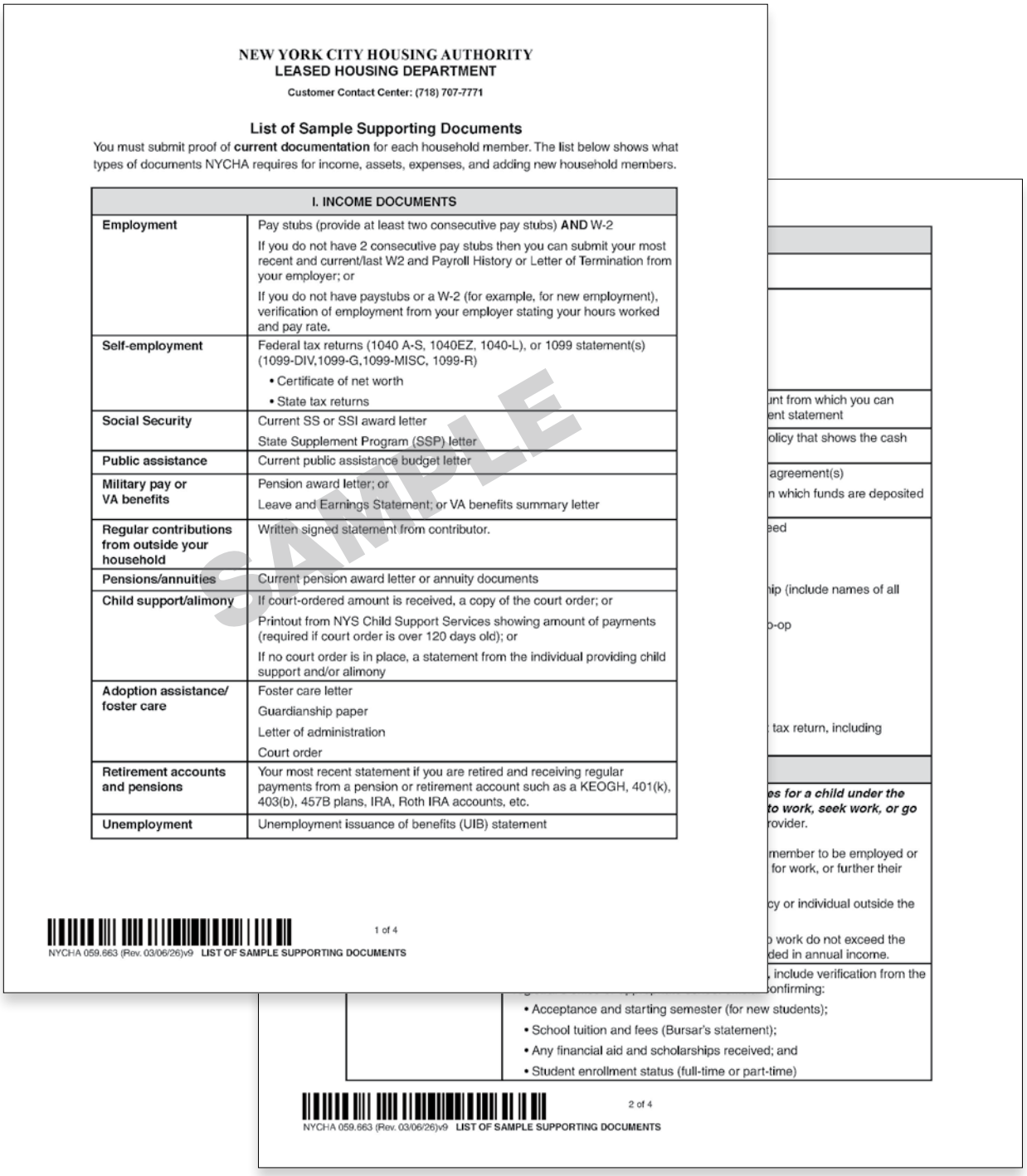
IMPORTANT NOTE:

Be sure to submit all your required forms and documents together with your annual recertification. If you wait to send them, your recertification process will be delayed.



Step 2 Gather your documents (continued)

Sample: *List of Sample Supporting Documents*. View the full version of the document on pages 65-69.



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

SAMPLE

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

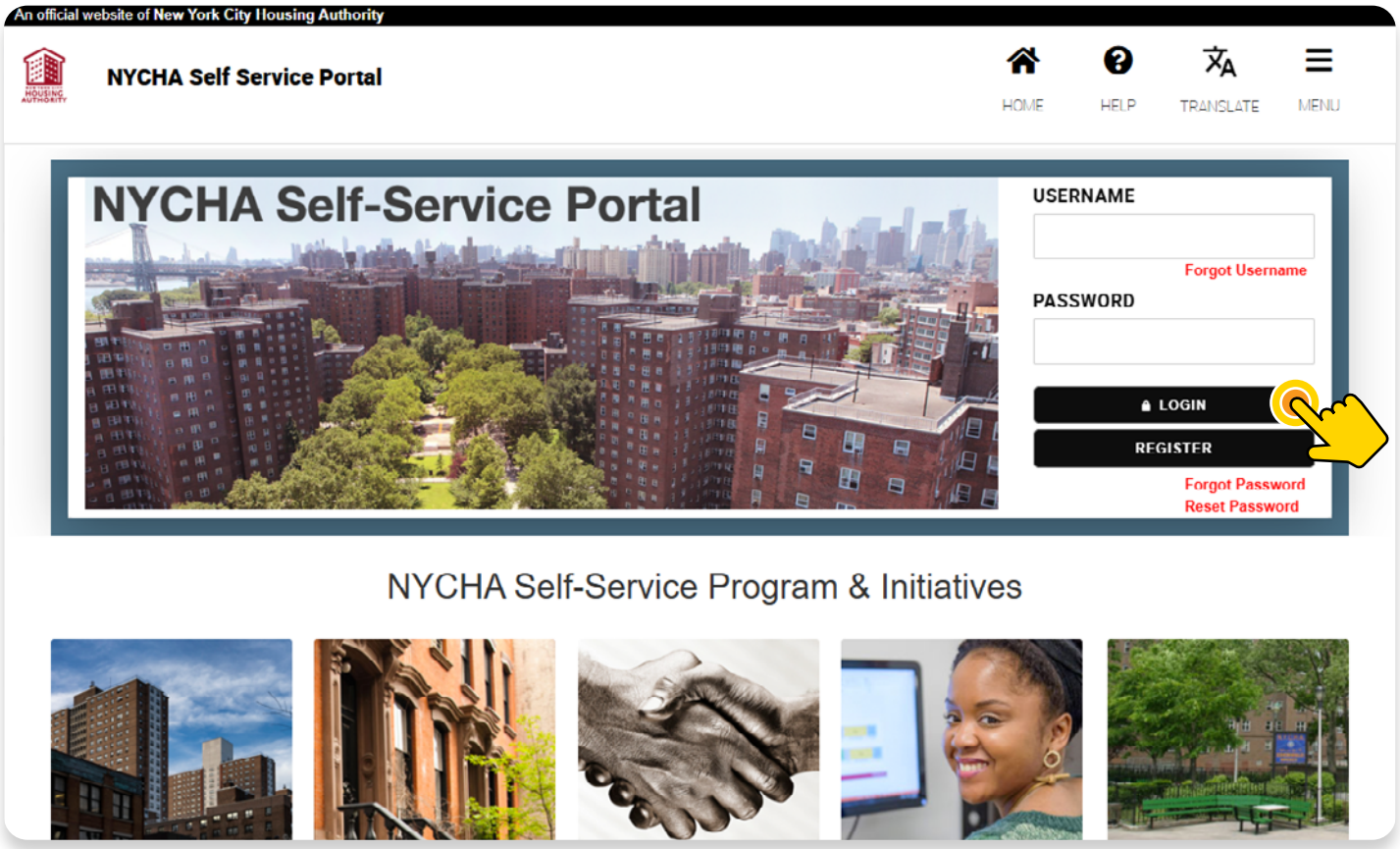
• Acceptance and starting semester (for new students);
• School tuition and fees (Bursar's statement);
• Any financial aid and scholarships received; and
• Student enrollment status (full-time or part-time)

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

Step 3

Submit your information

01. Access NYCHA's Self-Service Portal at selfserve.nycha.info.



Need a paper copy of the annual recertification form?

Call NYCHA's Customer Contact Center (CCC) at **(718) 707-7771** to request one. See page 13 for more information.

Do you need a translation?

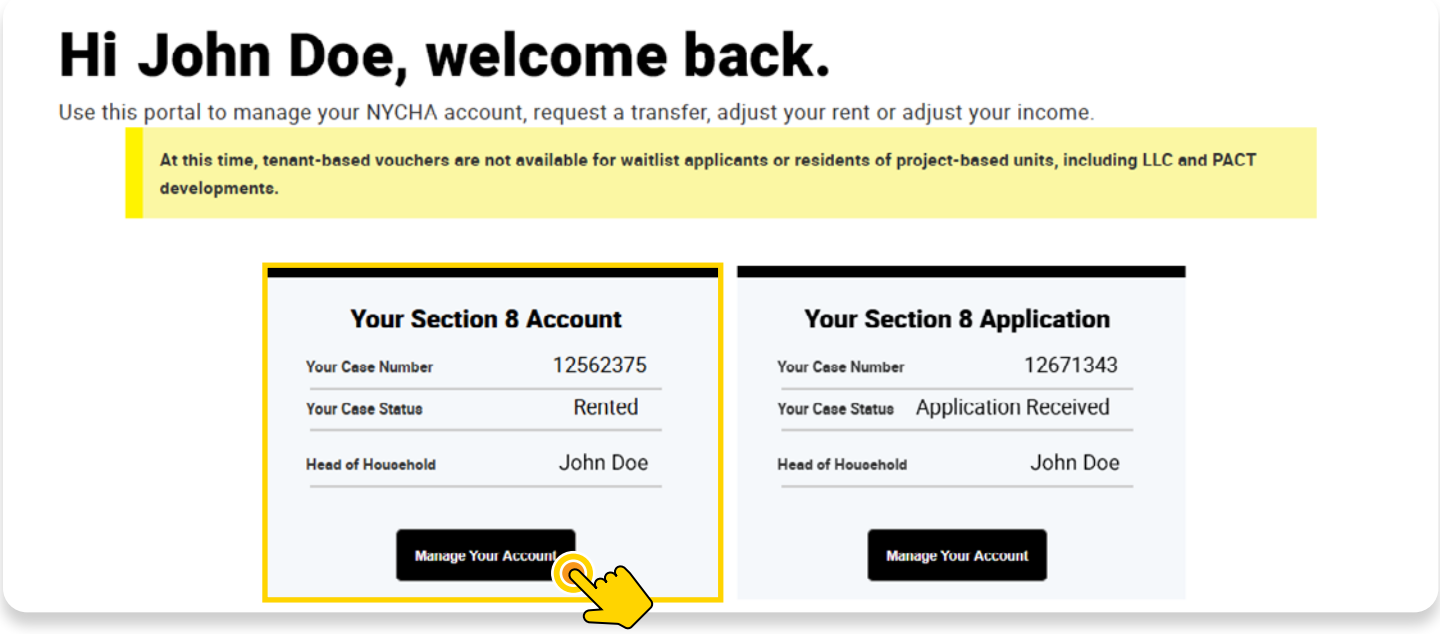
Click on the Translate icon at the top right of the screen to select languages other than English. You must read the disclaimer first, then click "Translate" again. After doing this, you can select your preferred language.



02. Access your account

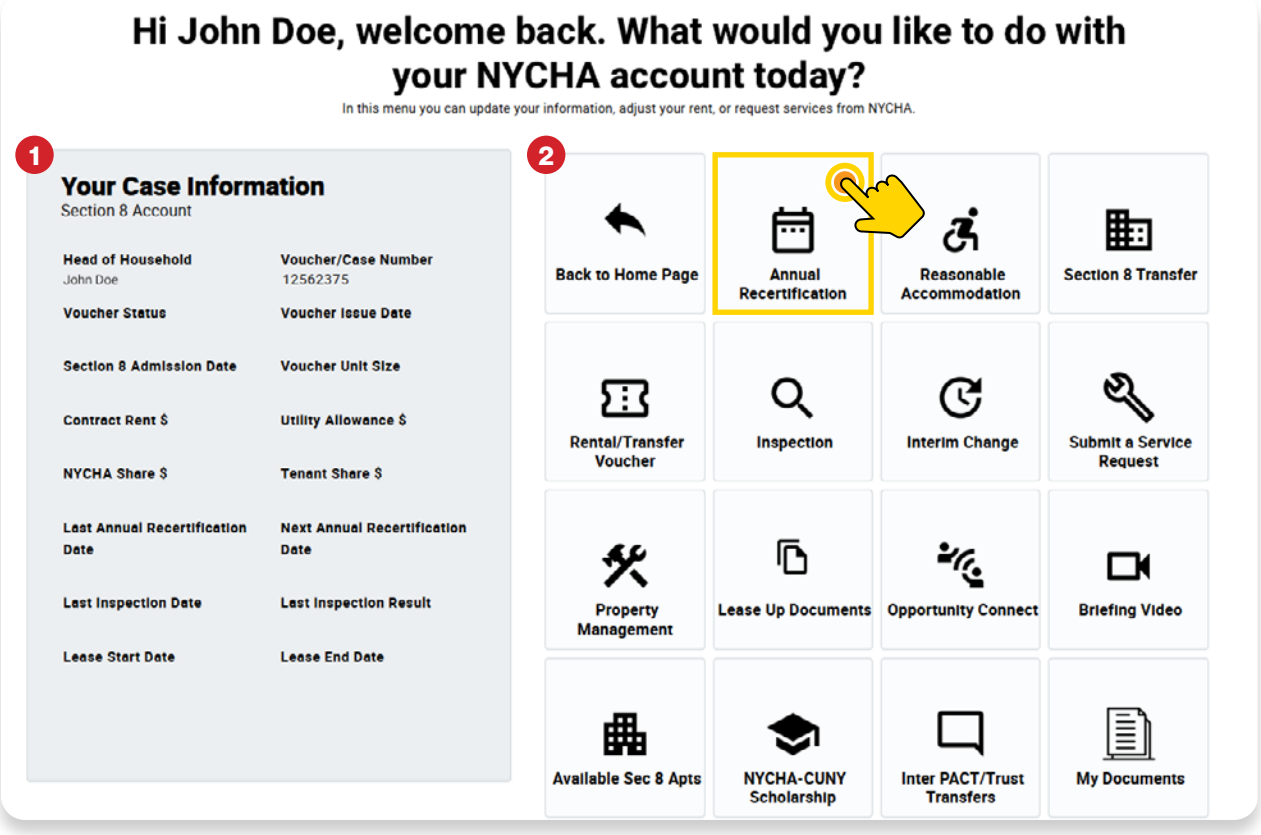
Log in to your Portal account.
Learn how to register your account at NYCHA Self-Service Portal on page 14.

Select "Manage Your Account" at the bottom of the "Your Section 8 Account" section.



03. Access the Annual Recertification page

1. Select the “Annual Recertification” tile at the top of the page.
2. Select the annual recertification you would like to complete.



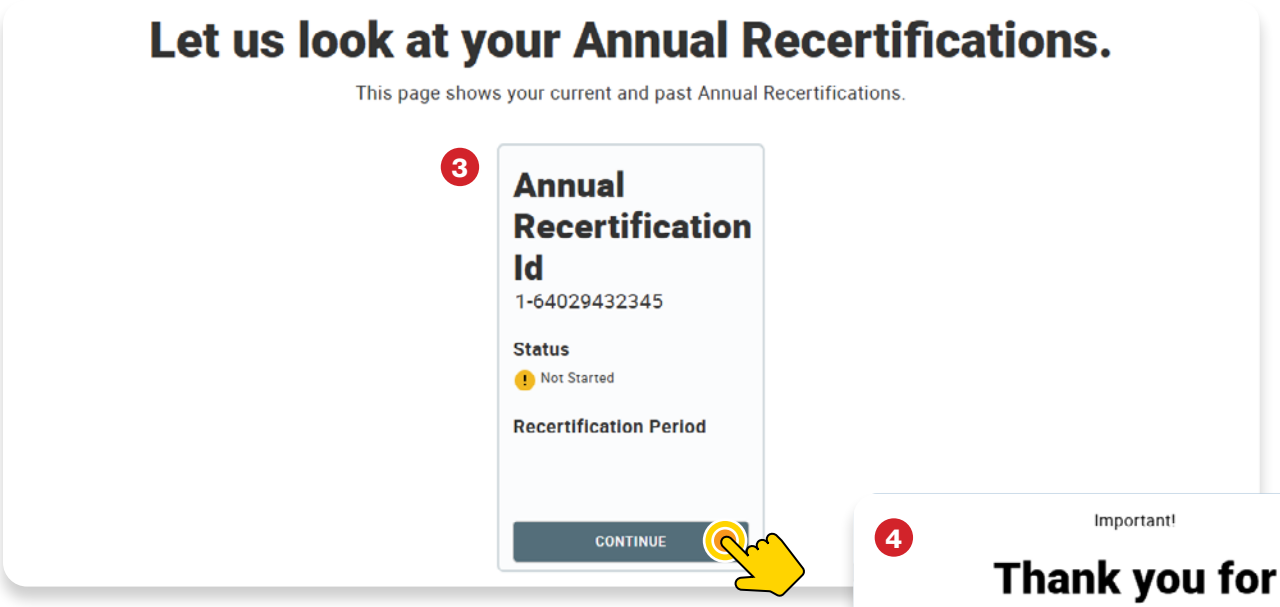
You will see this page after clicking “Manage Your Account” under the “Your Section 8 Account” card.

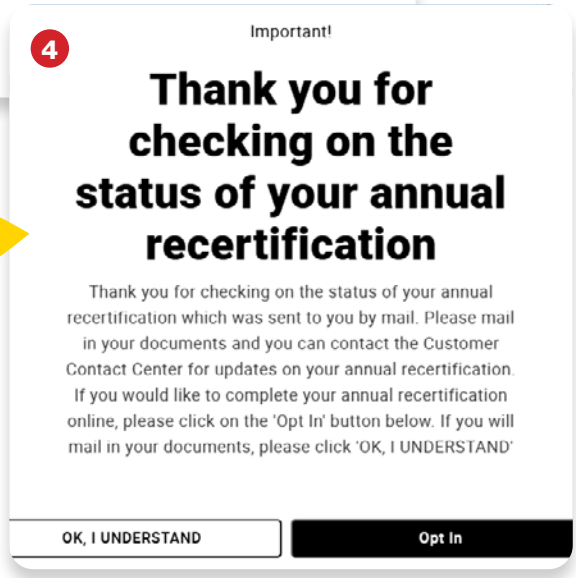
❶ On the left, you can check your case information, including your Section 8 case number, rent, and recertification date.

❷ On the right, you can navigate to annual recertification, interim recertification, or more.

Click the “Annual Recertification” tile to continue.

Step 3 Submit your information (continued)





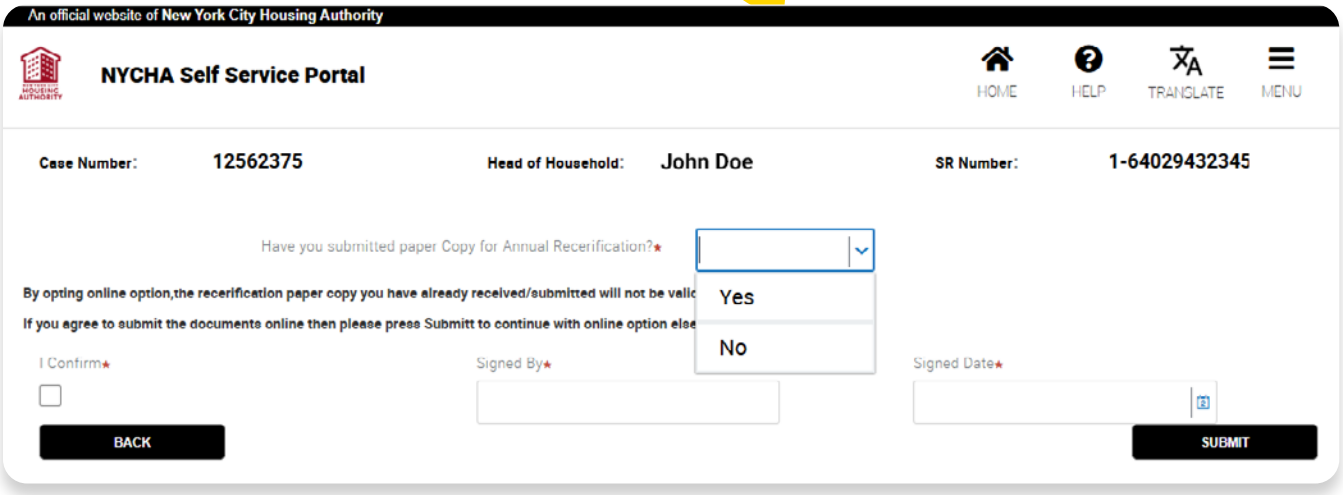
❸ This page will show your recertification that is due.

❹ If it is your first time using the NYCHA Self-Service Portal for your annual recertification, a pop-up will appear asking if you want to opt in to online recertification.

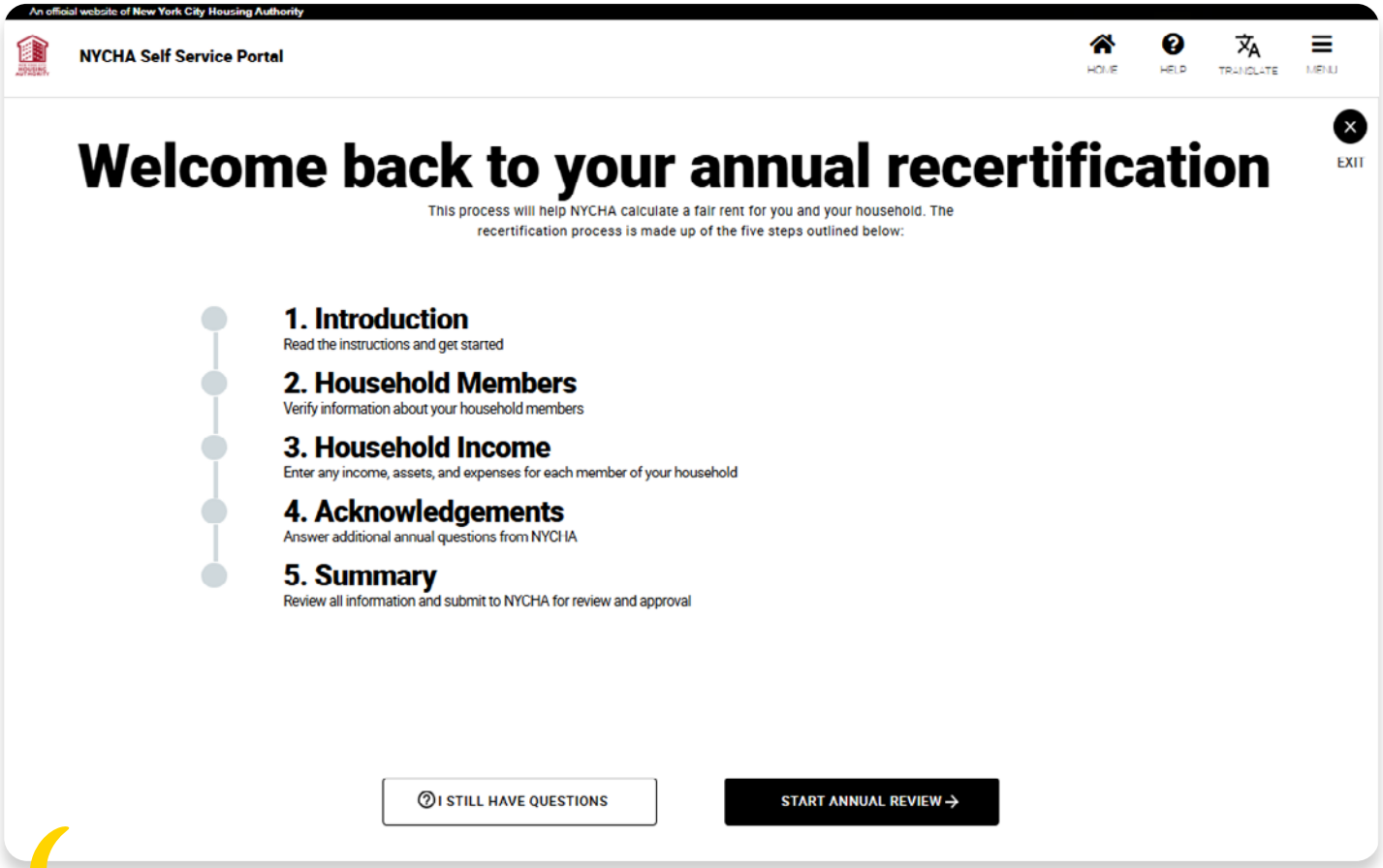
Click "Opt In" to finish your recertification online.
Click "Ok, I understand" if you have requested paper forms as a reasonable accommodation and will mail in your documents.

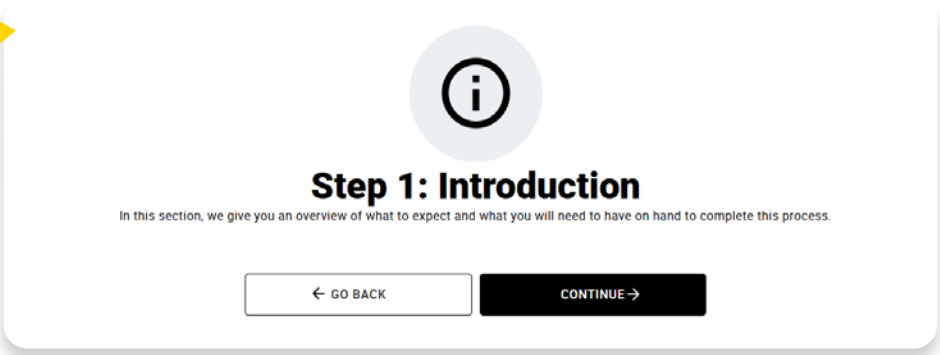
❺ Sign and submit your consent form to opt in.

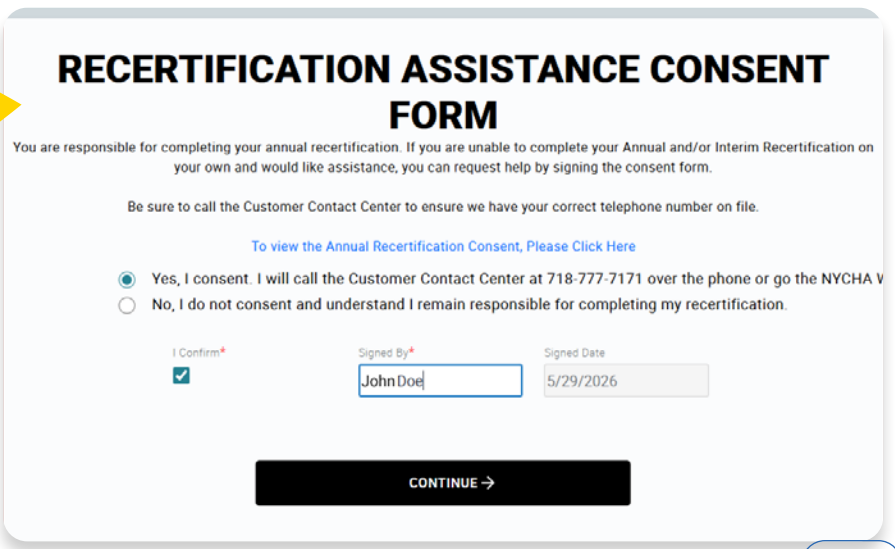
You're ready to begin your annual recertification!



Step 3 Submit your information (continued)

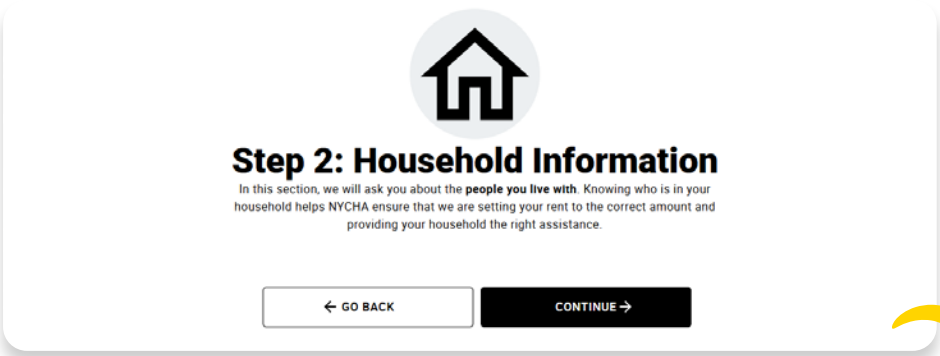


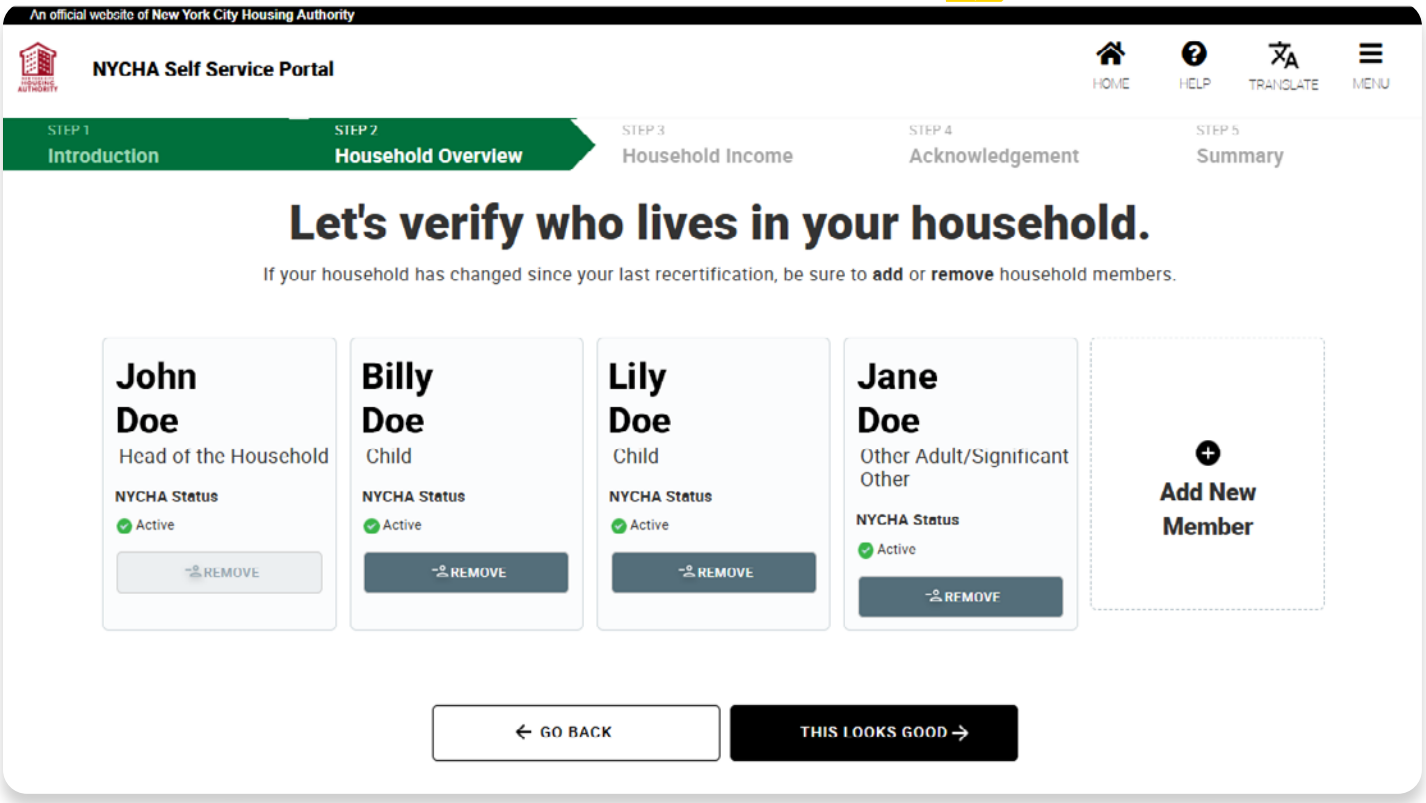




04. Confirm your household members

1. View the list of your household members. It will show the “Active” members in your Section 8 household.

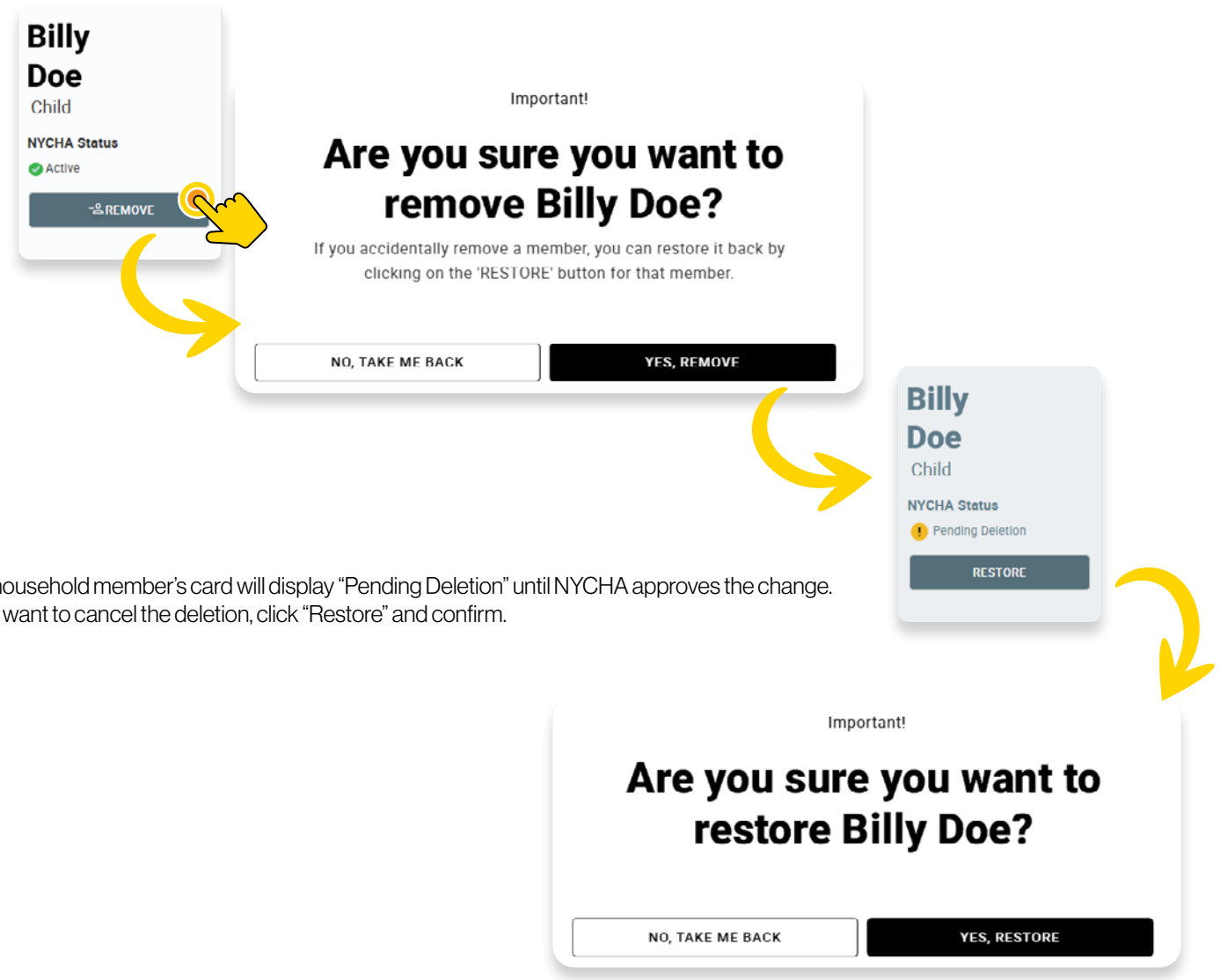




2. To remove an active household member:

a. Click “Remove” under each member’s information card.

b. Confirm that you want to remove a household member by clicking the “Yes, remove” button.

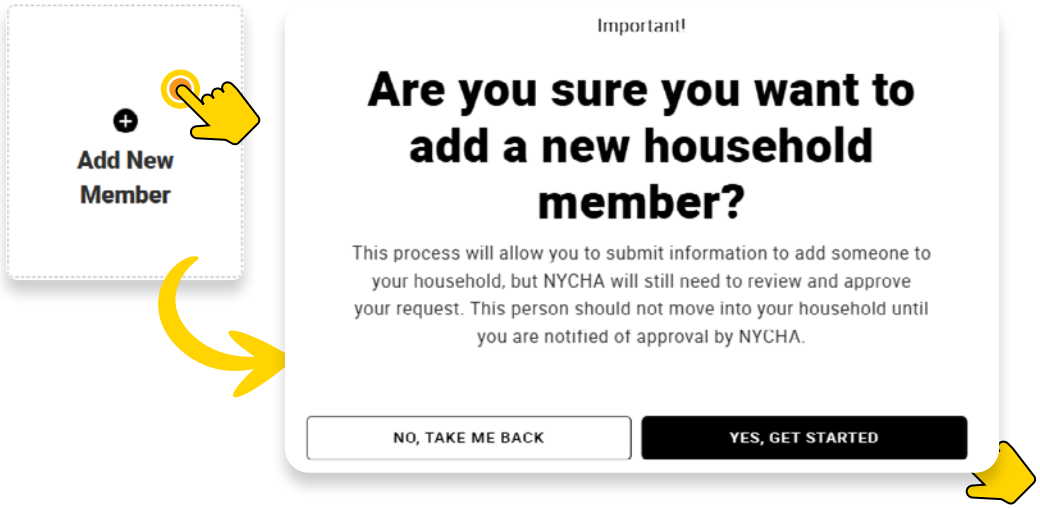


The household member’s card will display “Pending Deletion” until NYCHA approves the change. If you want to cancel the deletion, click “Restore” and confirm.

04. Confirm your household members (continued)

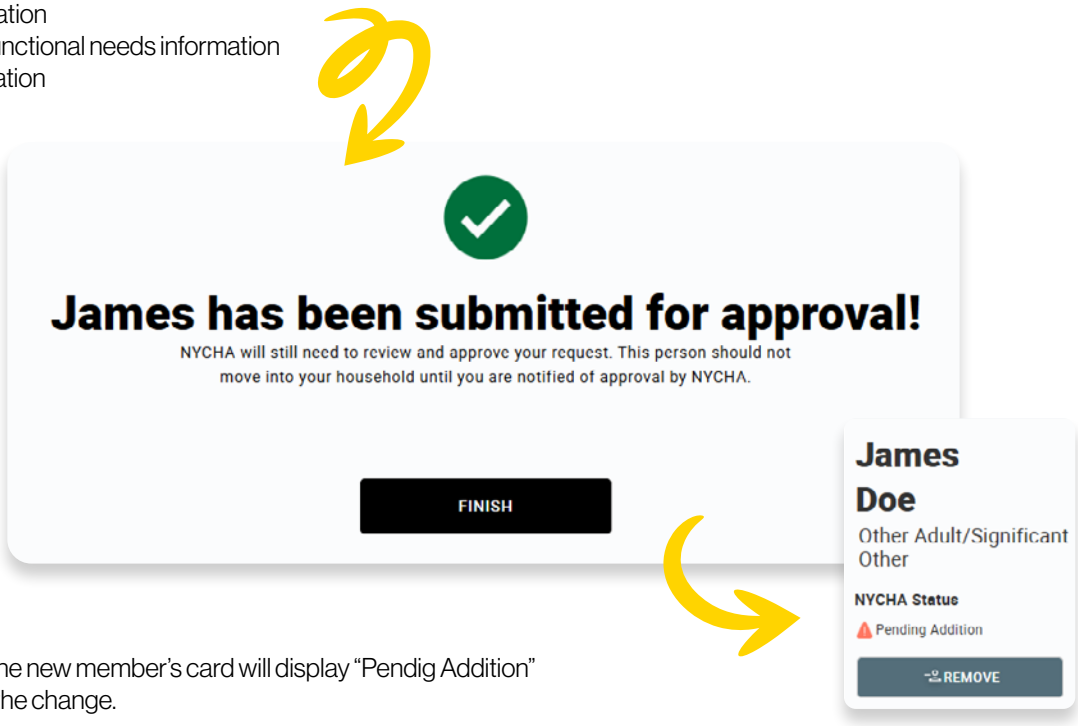
3. To add a new household member:

a. Click “Add New Member” to follow the steps to enter all of their information.



You must submit the most accurate, current information for a new household member. NYCHA will ask you to upload:

- Proof of identification
- Relationship to head of household
- Citizenship status
- Contact information
- Disability and functional needs information
- Student information



After adding a person, the new member’s card will display “Pendig Addition” until NYCHA approves the change.

05. Update each household member's information

1. Check what information is missing from each member's card.
2. Click the "Enter Finances" button.

   You must answer all questions and complete the following entries:

   - Basic details
   - Earnings/Asset related information
   - Affidavit of student status
   - Additional information
   - Emergency contact information
   - Third Party Verification Consent to Release Information
   - Declaration of Citizenship
   - Debts Owed to Public Housing Authorities

3. Expand each section to answer questions.

   - For income, assets, and expenses, enter the source/type of income, name, address, amount, start date, and frequency.
   - If the member does not have income, enter "$0" in the income field.
   - Once entries are completed, select "Continue."
   - The system will provide an estimate of the total income. NYCHA will verify the income after your submission.

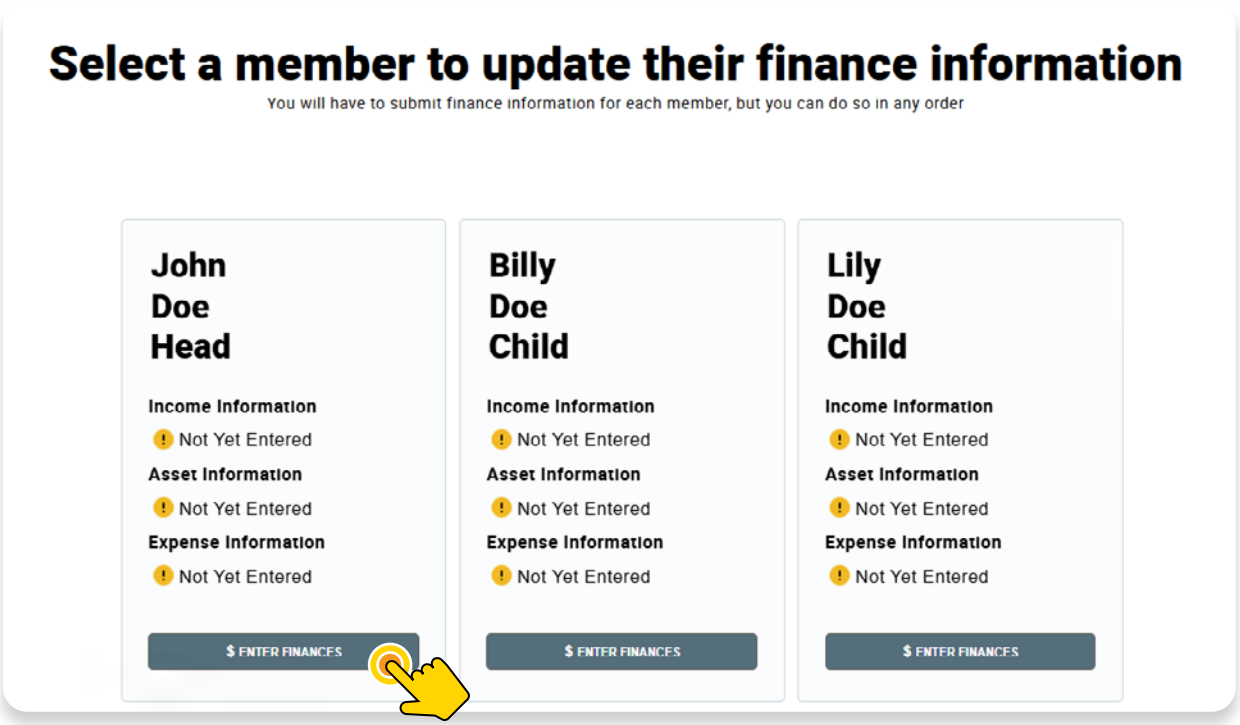
4. Once finished, click "This looks good" or "Ok, I understand."

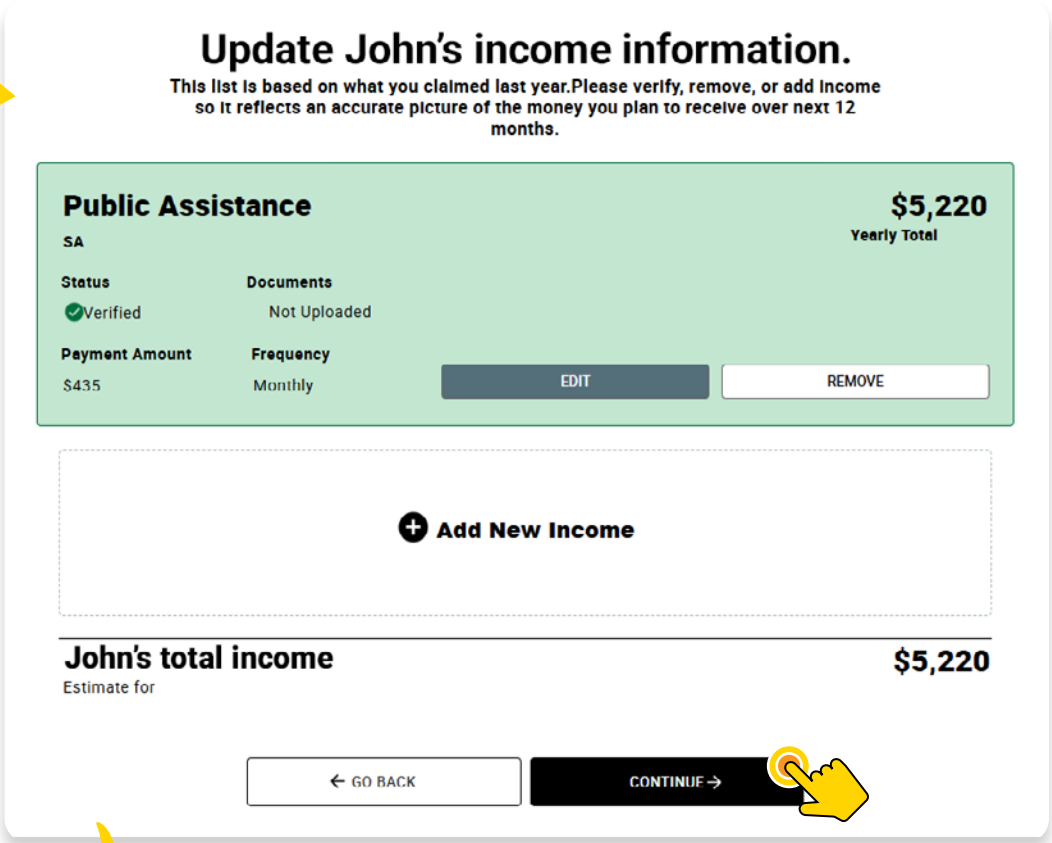
Have your documents ready!

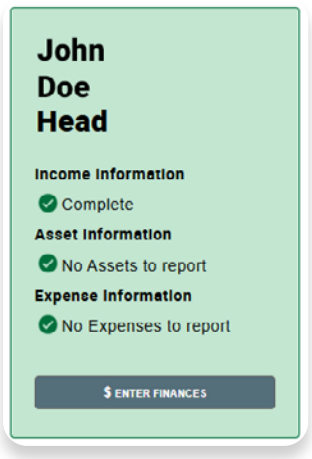
You will be able to upload all required supporting documents at the end of this process.



Step 3 Submit your information (continued)

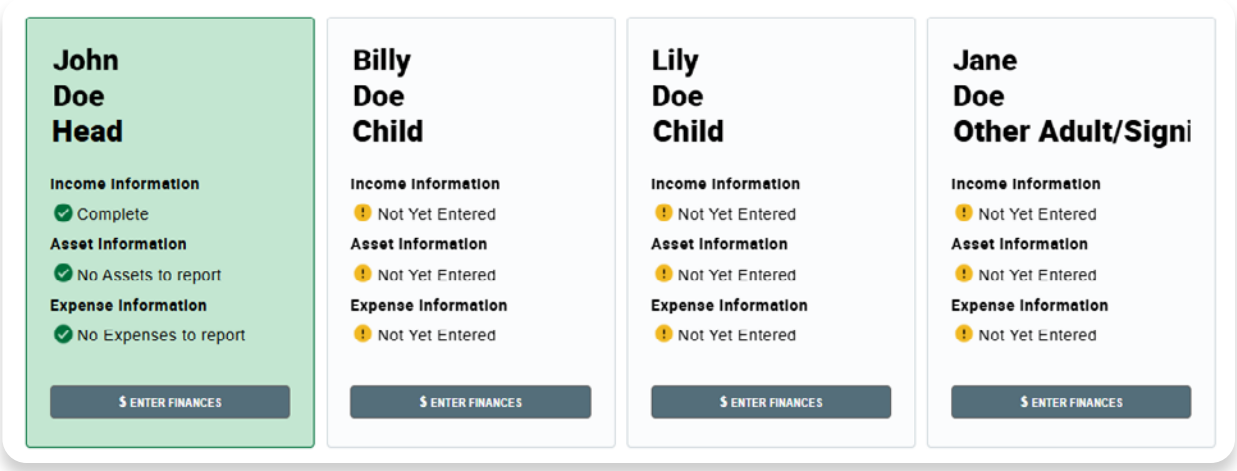


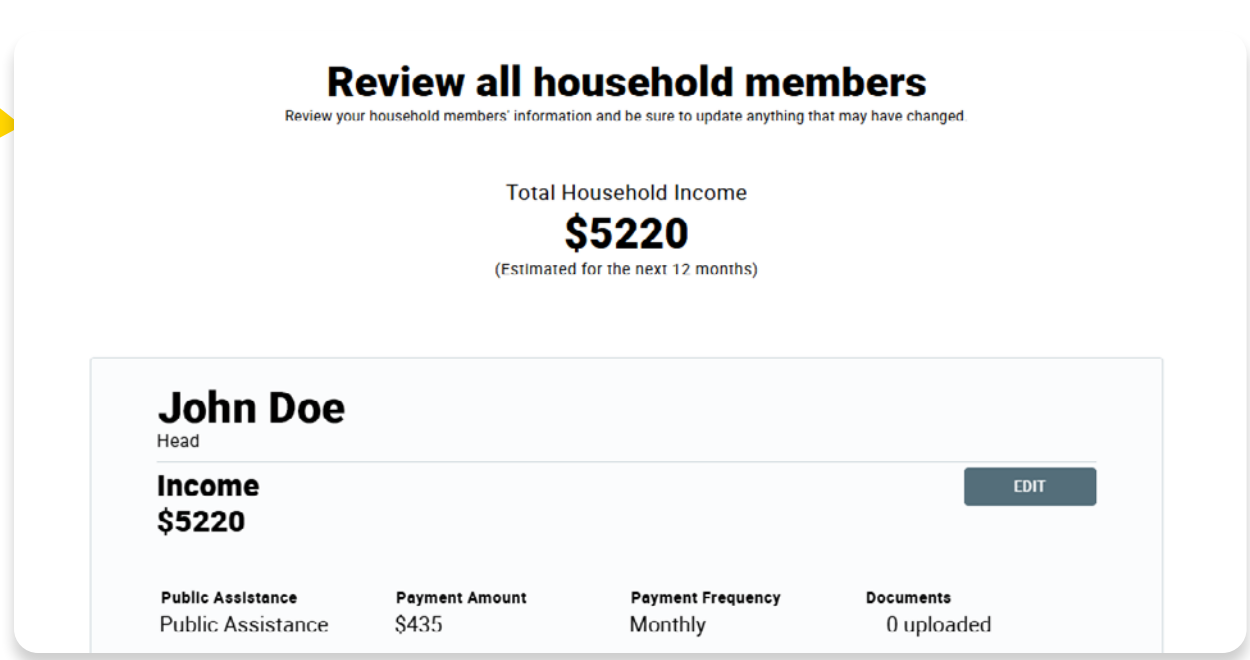




06. Review the summary of what you entered

1. Make sure that there are no members with an icon ! in their card. If there is an icon !, then select "Update" to complete all questions related to the member.





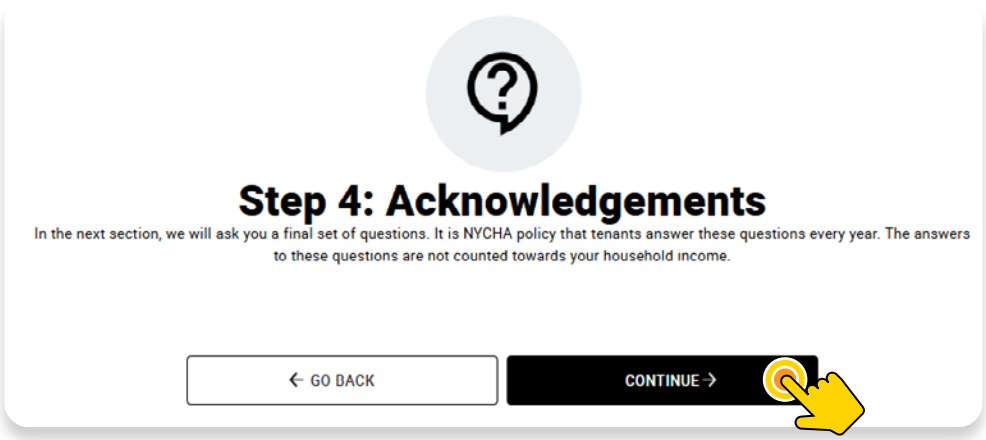
IMPORTANT NOTE:

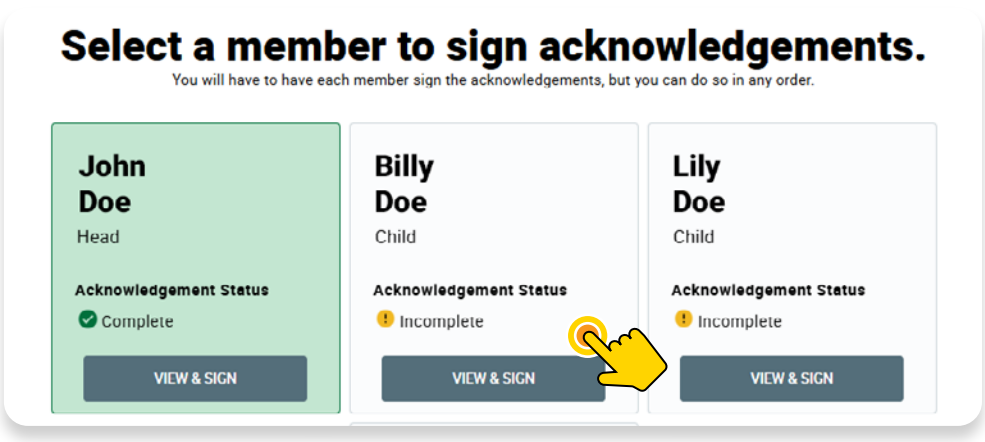
Your annual recertification will not be completed until NYCHA receives all required documentation.



06. Review the summary of what you entered (continued)

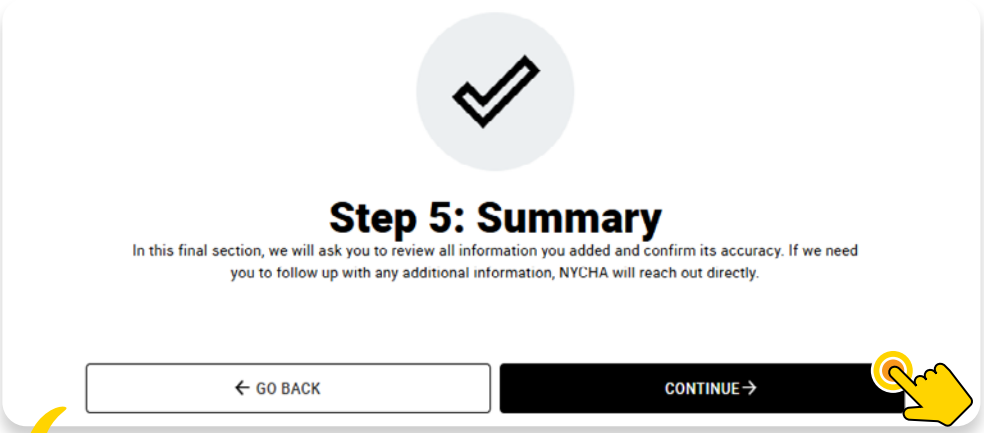
2. After updating members' information, you will see "Acknowledgements" displayed. Click "Continue."
3. Provide additional information:
   - If any member is currently in the military or dependent on someone in the military;
   - If any household member is a lifetime sex offender.
4. Confirm the head of household's contact information and emergency contact.
5. View and sign the following forms for each household member:
   - Third Party Verification: Consent to Release Information
   - Declaration of Citizenship
   - Reason Being Eligible Non-Citizen, if a member is a non-citizen
   - Debts Owed to Public Housing Agencies and Terminations

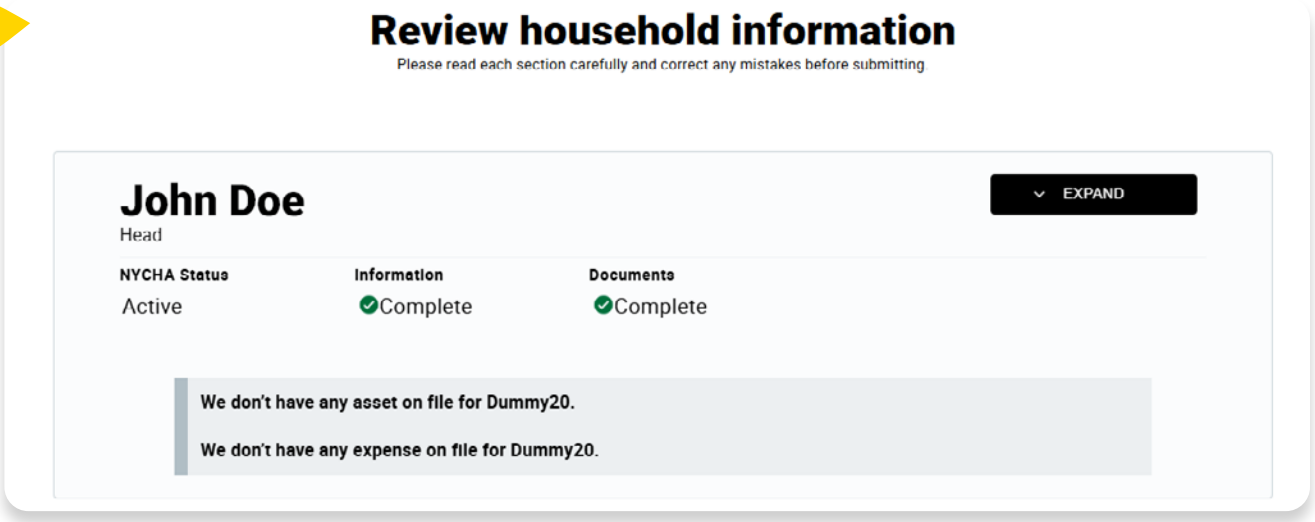




Step 3 Submit your information (continued)

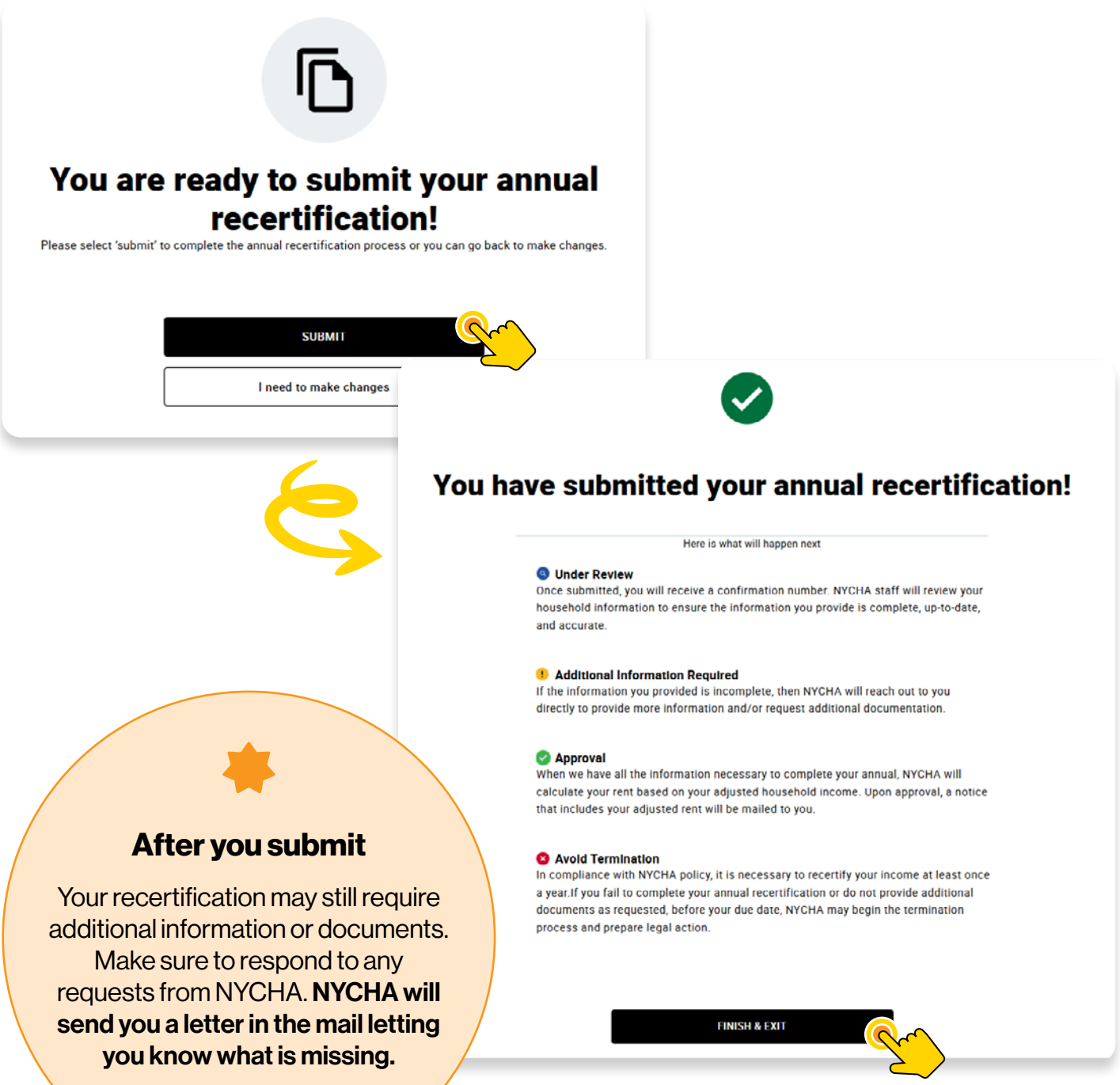
6. Once you complete the Acknowledgments, you will see a summary of your annual recertification.
7. Review the Summary. Select “Go Back” if you want to make changes, or “Save & Continue” to submit your annual recertification.
8. You will see the last page of the recertification. Confirm your submission by clicking “Submit” or update the information by selecting “I need to make changes.”





07. If you clicked "Submit," the system will show you what happens next

If you did not submit all the required documentation, your annual recertification will not be complete. The Portal will show you what information you missed.



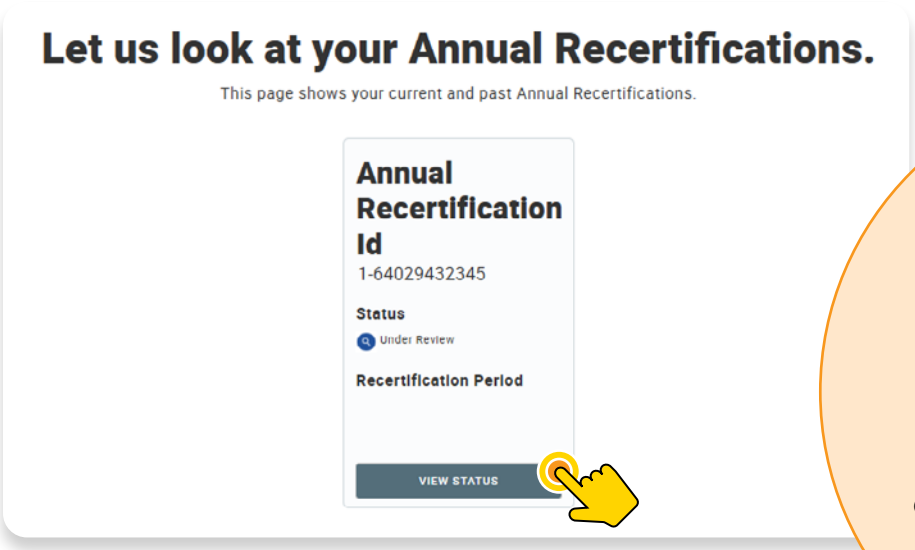
After you submit

Your recertification may still require additional information or documents. Make sure to respond to any requests from NYCHA. **NYCHA will send you a letter in the mail letting you know what is missing.**

Step 4

Check the status of your recertification

After your annual recertification has been submitted, you can come back to NYCHA's Self-Service Portal to check the status of your recertification and view, print, or upload your documents.

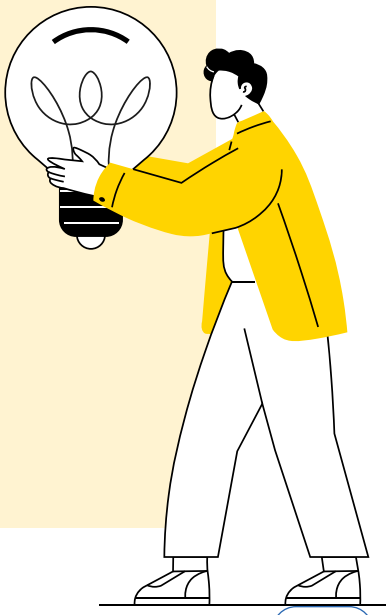


Received a termination notice?

If you receive a termination notice from NYCHA, you have the right to request an informal conference/hearing. Check the box and follow the instructions on the termination notice.

Your annual recertification status could be one of the following:

Under Review	Once submitted, you will receive a confirmation number. NYCHA staff will review your household information to ensure the information you provided is complete, up to date, and accurate.
Additional Information Required	If the information you provided is incomplete, NYCHA will reach out to you directly to request more information and/or additional documentation.
Approval	When we have all the information necessary to complete your annual recertification, NYCHA will calculate your rent based on your adjusted household income. Upon approval, a notice that includes your adjusted rent will be mailed to you.
Avoid Termination	In compliance with NYCHA policy, it is necessary to recertify your income at least once a year. If you fail to complete your annual recertification or do not provide additional documents as requested, before your due date, NYCHA may begin the termination process and prepare legal action.



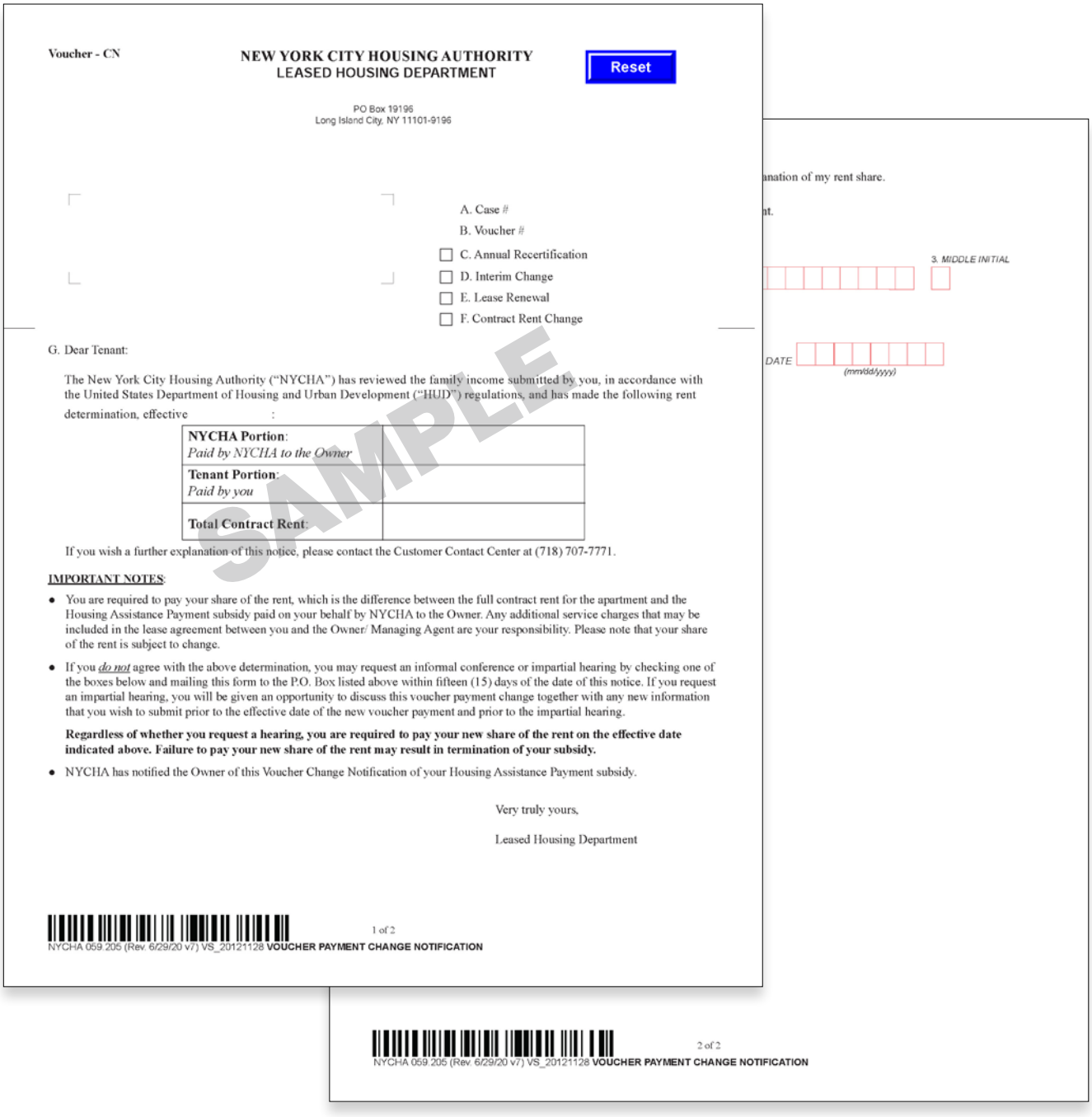
Step 5

Receive a Voucher Payment Change Notification (VCN)

NYCHA's Leased Housing Department will review and verify all information submitted and will provide you and your PACT partner with a Voucher Payment Change Notification (VCN) that indicates the contract rent amount, the tenant-share of the rent, and the NYCHA subsidy amount.

By receiving a VCN with the annual recertification box checked, you know your annual recertification is complete.

Sample: *Voucher Payment Change Notifcation (VCN).* View the full version of this notice on pages 79-81.



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:	

SAMPLE

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

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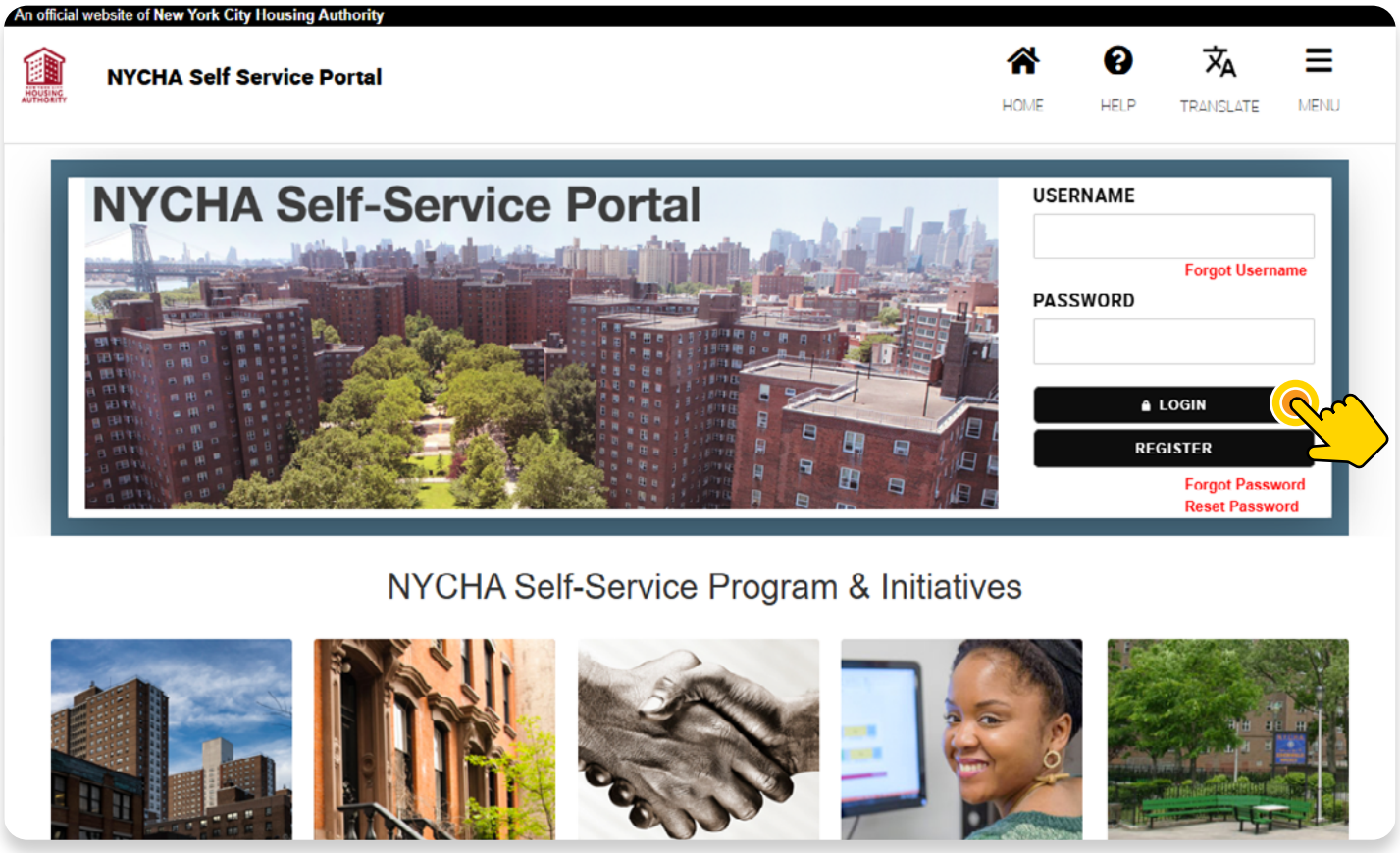
Step-by-Step Interim Recertification Guide

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Step 1

Access your account in NYCHA's Self-Service Portal

NYCHA's Self-Service Portal: selfserve.nycha.info.



Need a paper copy of the interim recertification form?

Call NYCHA's Customer Contact Center (CCC) at **(718) 707-7771** to request one. See page 13 for more information.

Do you need a translation?

Click on the Translate icon at the top right of the screen to select languages other than English. You must read the disclaimer first, then click "Translate" again. After doing this, you can select your preferred language.

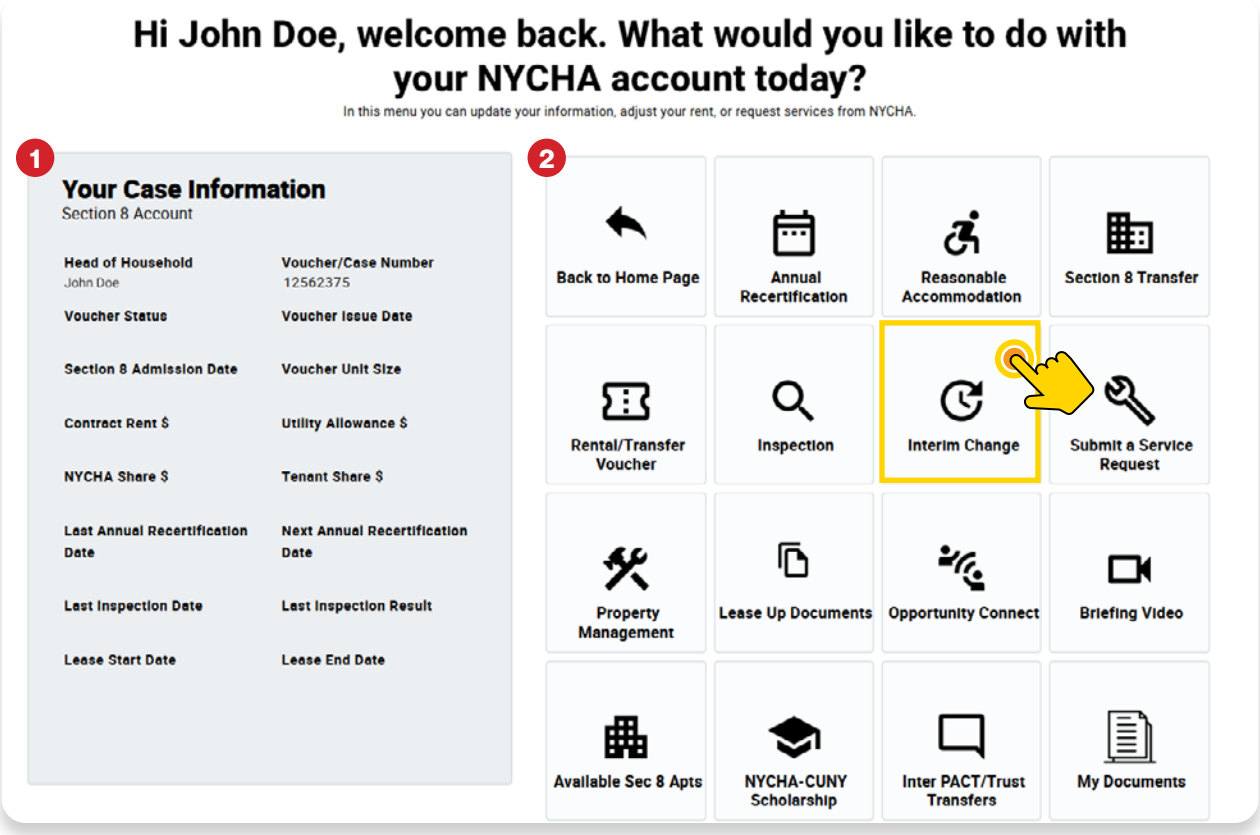


Step 2

Get started

01. Access the Interim Recertification page

Select the “Interim Change” tile at the top of the landing page.



You will see this page after clicking “Manage Your Account” under the “Your Section 8 Account” card.

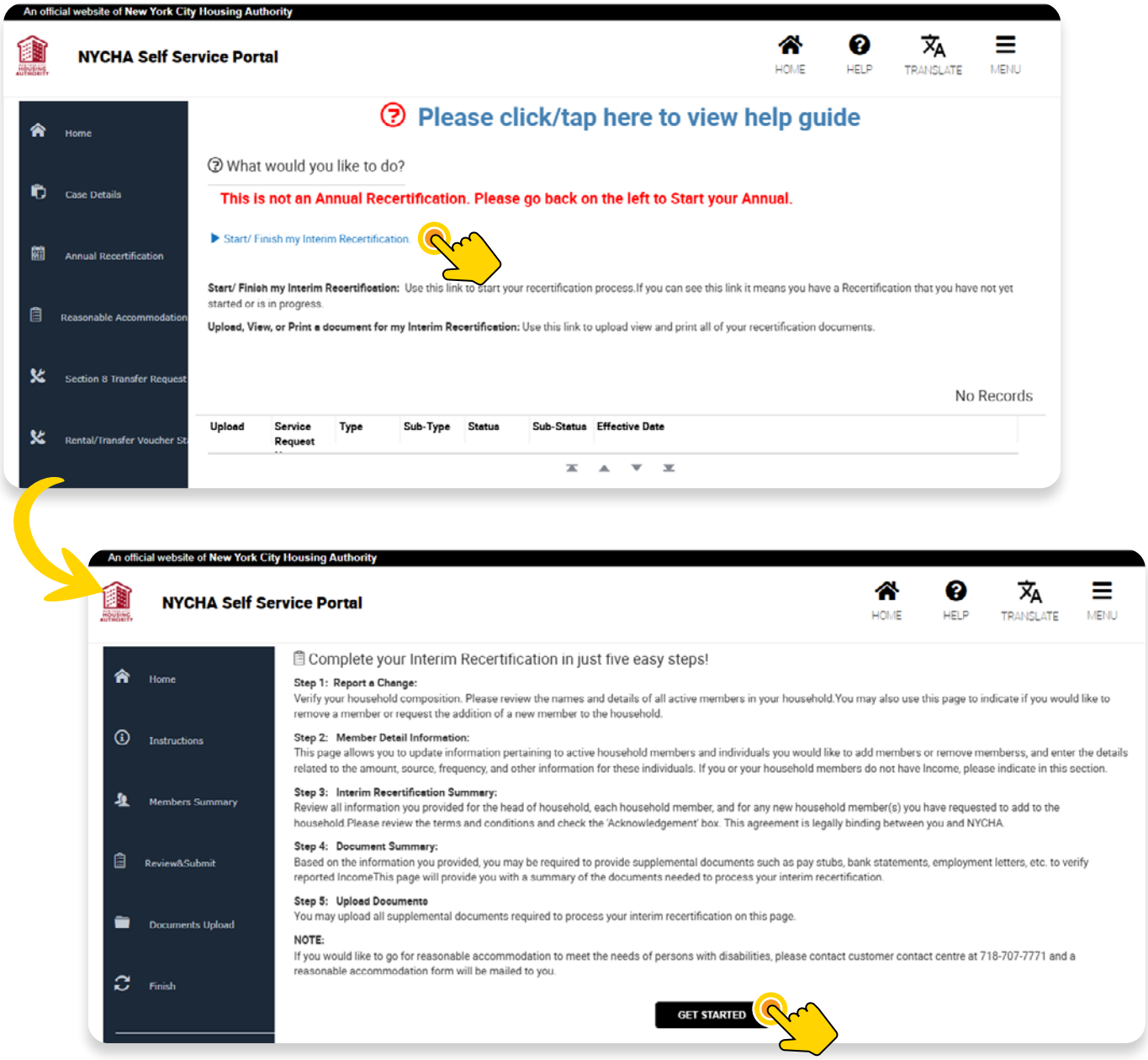
❶ On the left, you can check your case information, including your Section 8 case number, rent, and recertification date.

❷ On the right, you can navigate to annual recertification, interim recertification, or more.

Click the “Interim Change” tile to continue.

02. Start the Interim Recertification process

1. Click “Start/Finish my Interim Recertification.”
2. Read the steps for completing the interim recertification. Click “Get Started.”



Step 3

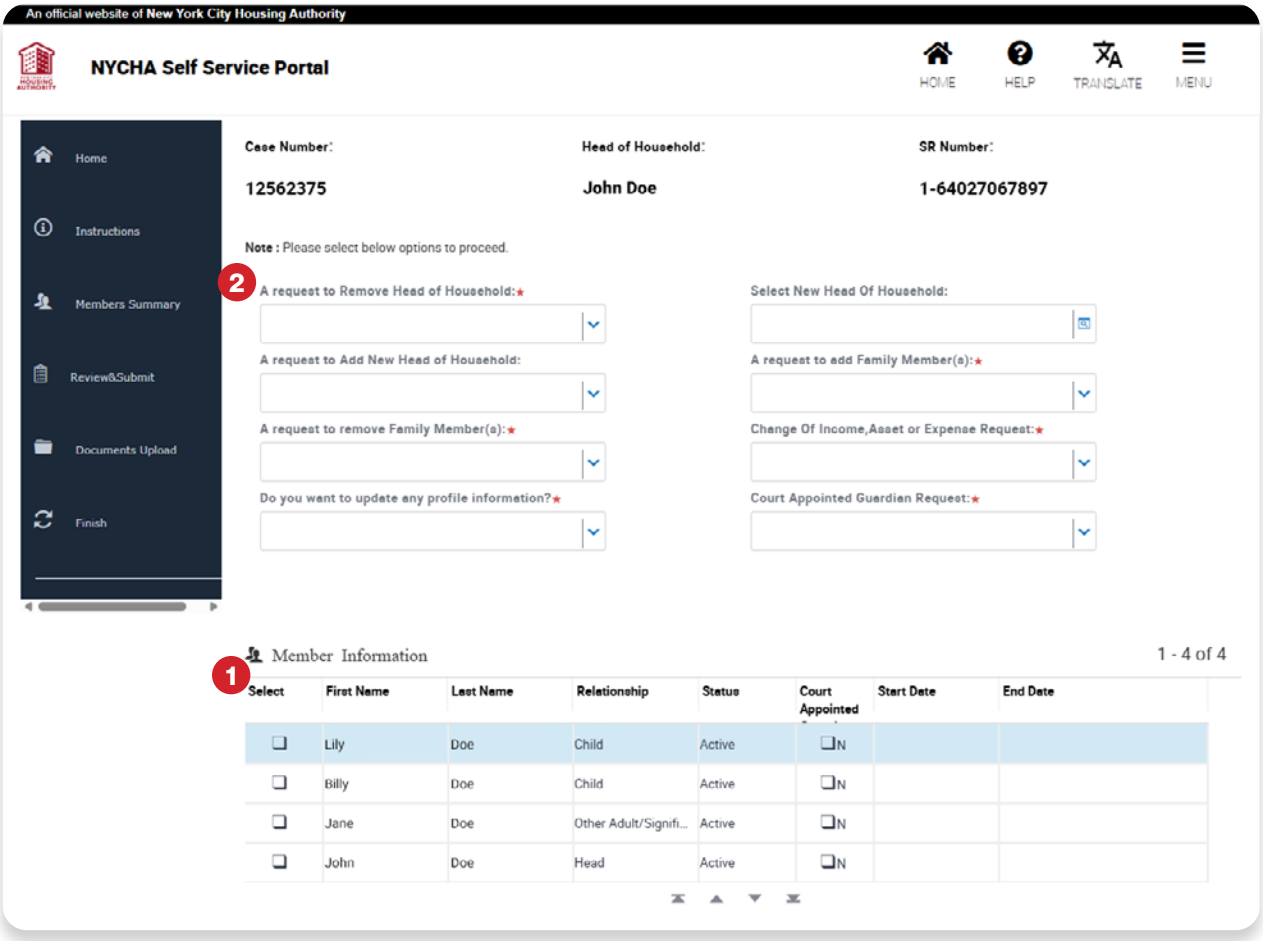
Submit your information

How to begin

1. Review the list of active household members under ❶ “Member Information.”
2. Below your case number and name ❷, you will see the fields such as the following:

   - A request to remove head of household
   - Select new head of household
   - A request to add new head of household
   - A request to add family member(s)
   - A request to remove family member(s)
   - Change of income request
   - Do you want to update any profile information?

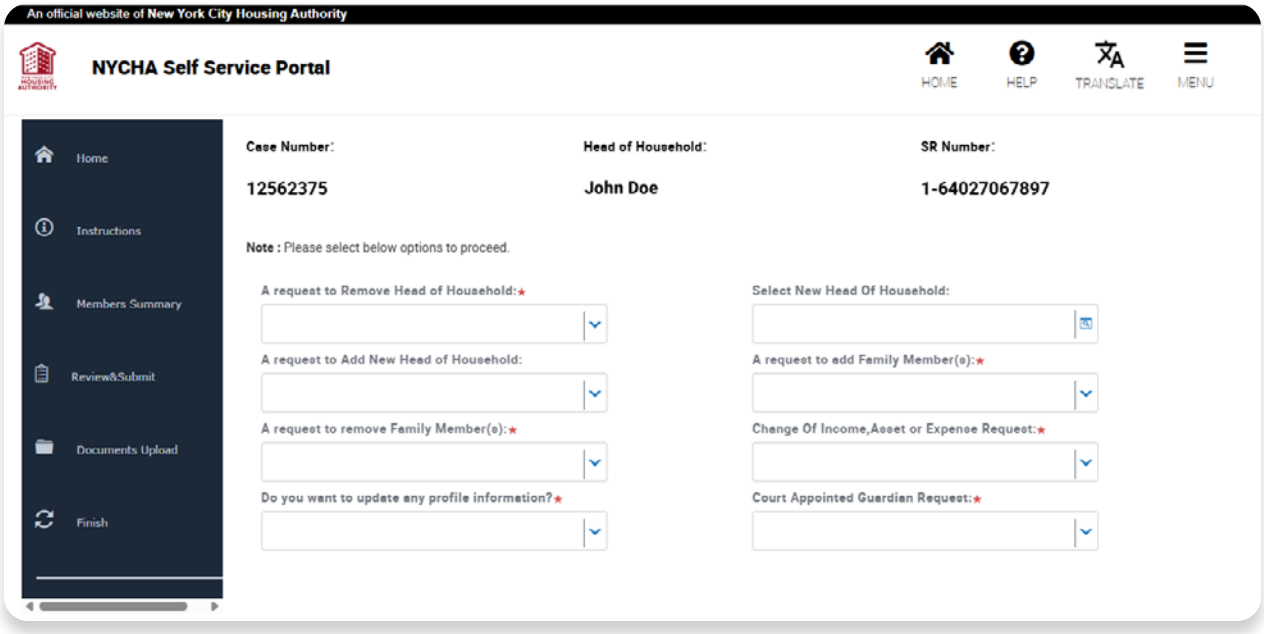
3. Select “Yes” or “No” for each field’s dropdown.
   You must make selections one for the fields with a red star ★.
4. Click “Save & Continue” and follow the steps to enter all required information.



Step 3 Submit your information (continued)

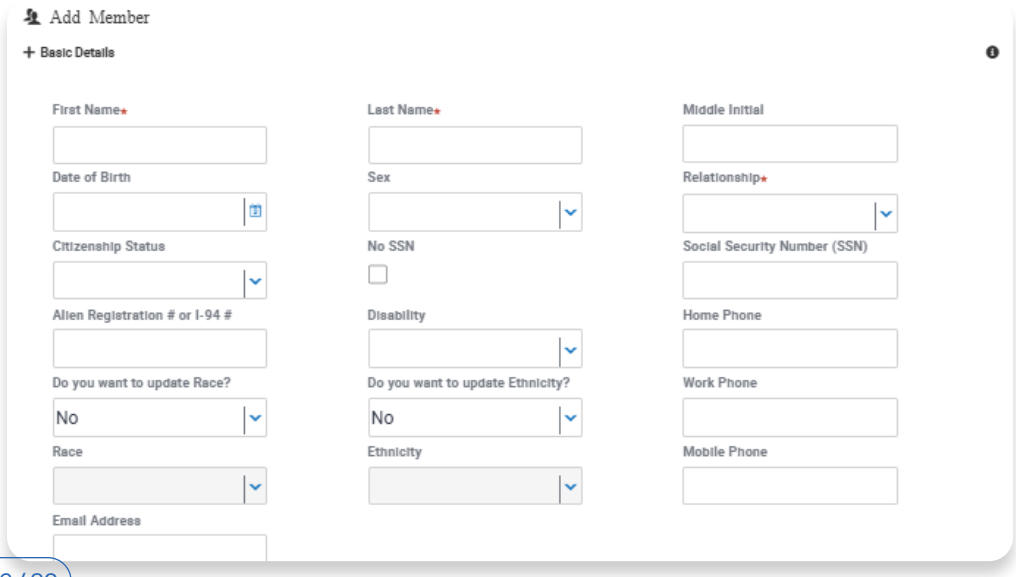
Scenario 1: You want to add a new member.

1. Select “Yes” under “A request to add Family Member(s).” Click “Save & Continue.”



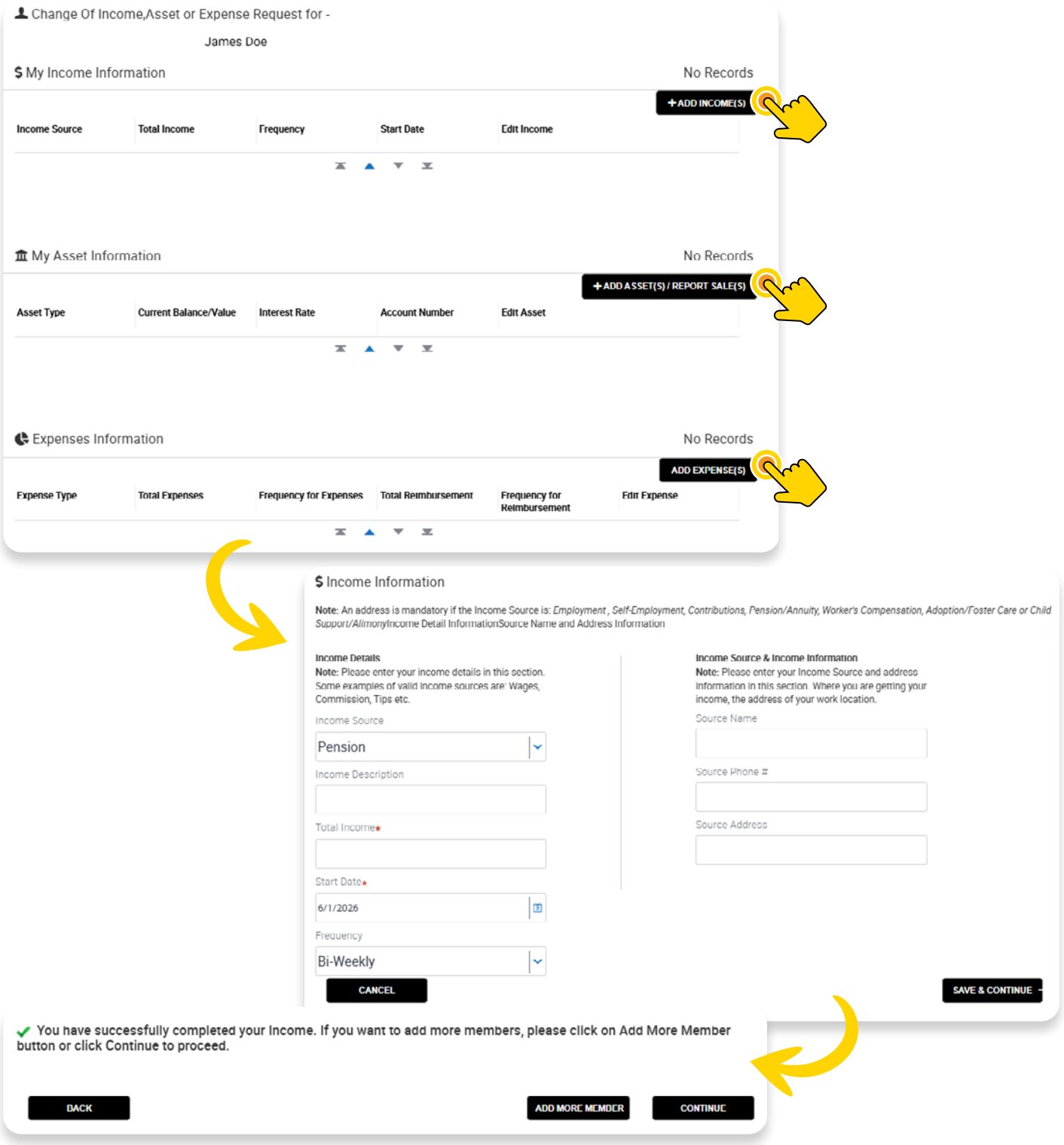
2. Enter all the required information section by section.

   - Basic Details
   - Earnings/Asset related information
   - Affidavit of student status
   - Additional information
   - Emergency contact information
   - Declaration of citizenship
   - Debts Owed to Public Housing Authorities



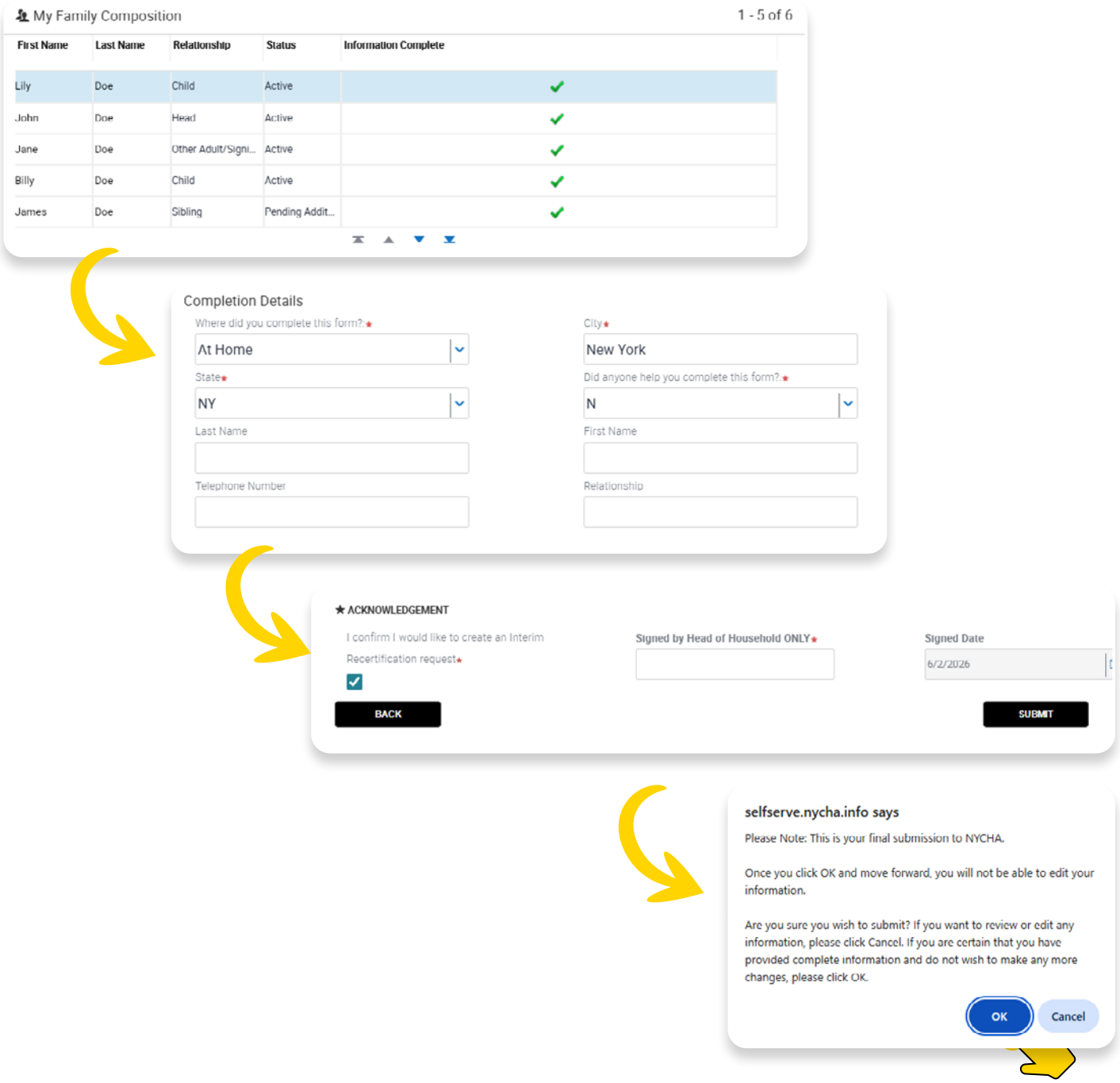
Step 3 Submit your information (continued)

3. Provide all information regarding the new person's income, assets, or expenses in each section. Click "Continue."
4. If you want to add more household members, click "Add More Member." Otherwise, click "Continue."

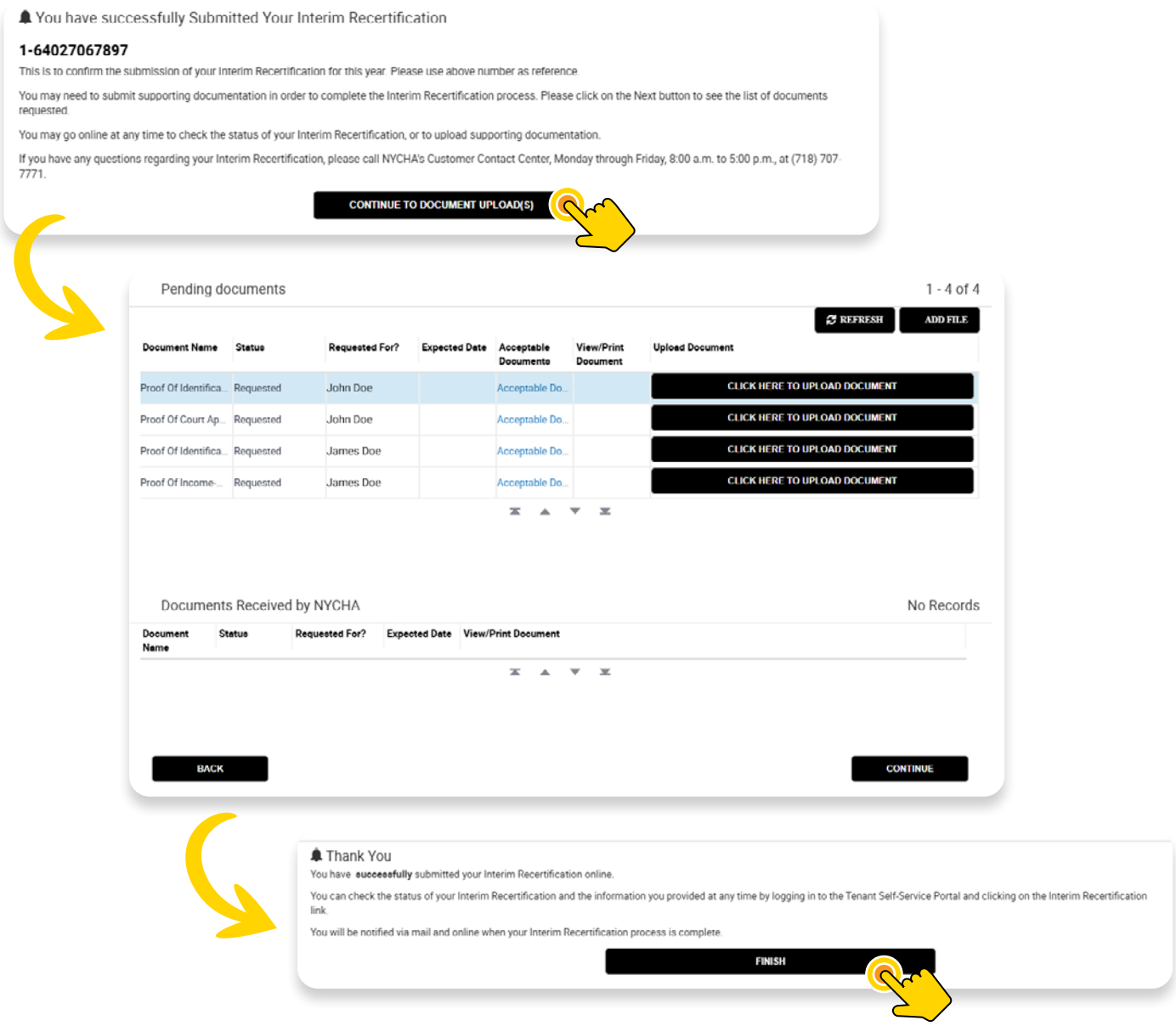


Scenario 1: You want to add a new member. (Continued)

5. Review the summary of your household information.
6. Fill out the Completion Details section and sign the Acknowledgement form.
7. A pop-up message will appear. Make sure all information is current and accurate and then click “OK.”

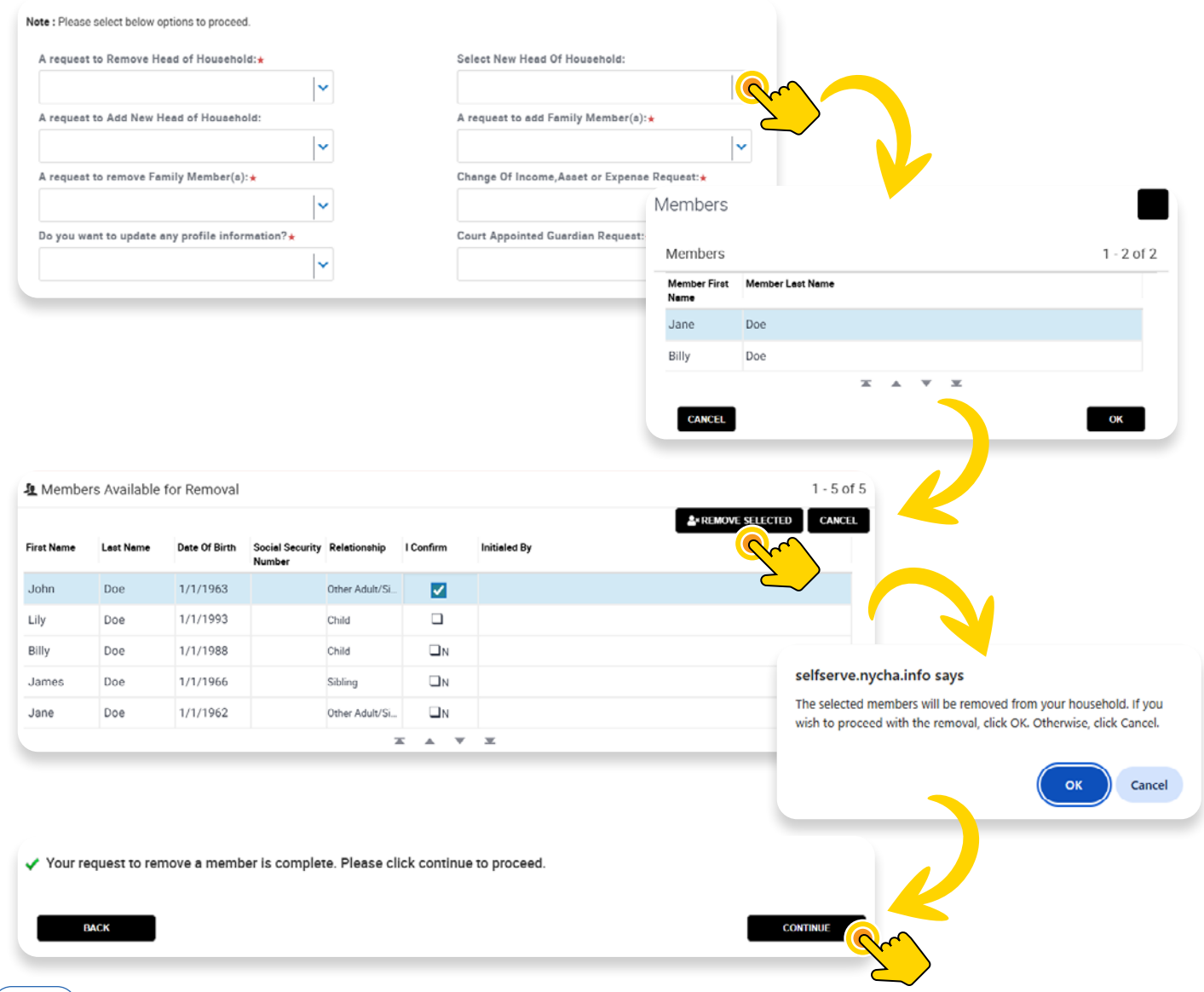


8. If the new person has any income, assets, or expenses, you must provide current documentation as proof. Click "Continue to Document Upload(s)." See the List of Supporting Documents on pages 65-69.
9. You will see each of the new member's required documents under "Pending documents." Upload documents by clicking "Click Here to Upload Document." You can review the uploaded documents under "Documents Received by NYCHA."
10. After adding all documents, click "Continue."
11. Click "Finish."
12. See page 56 to learn how to check the status of your interim recertification.



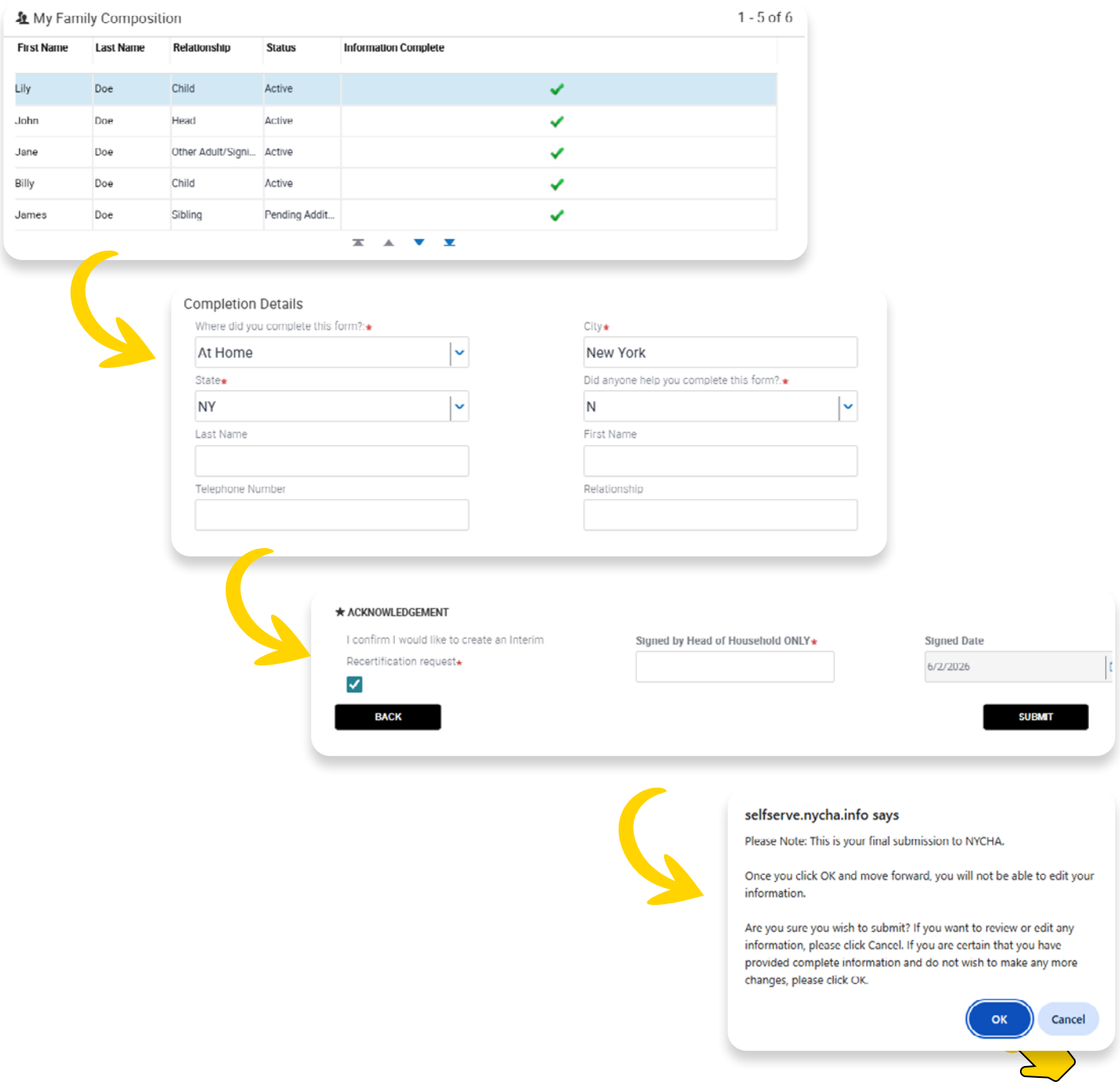
Scenario 2: You want to remove a household member. Or you want to remove the head of household and add a new one.

1. If you want to remove a household member, select "Yes" under "A request to remove Family Member(s)."
2. **If you want to remove your Head of Household and add a new one, you need to:**
   - Select "Yes" under "A request to Remove Head of Household."
   - Click "Select New Head of Household." A pop-up will appear and you will be able to select the new head of household household. Select one and click "OK."
3. Click "Save & Continue."
4. Under "Members Available for Removal," check the "I confirm" box and add the person's initials at the "Initialed By" field. Click "Remove Selected."
5. A confirmation pop-up will appear. Click "OK" to proceed.



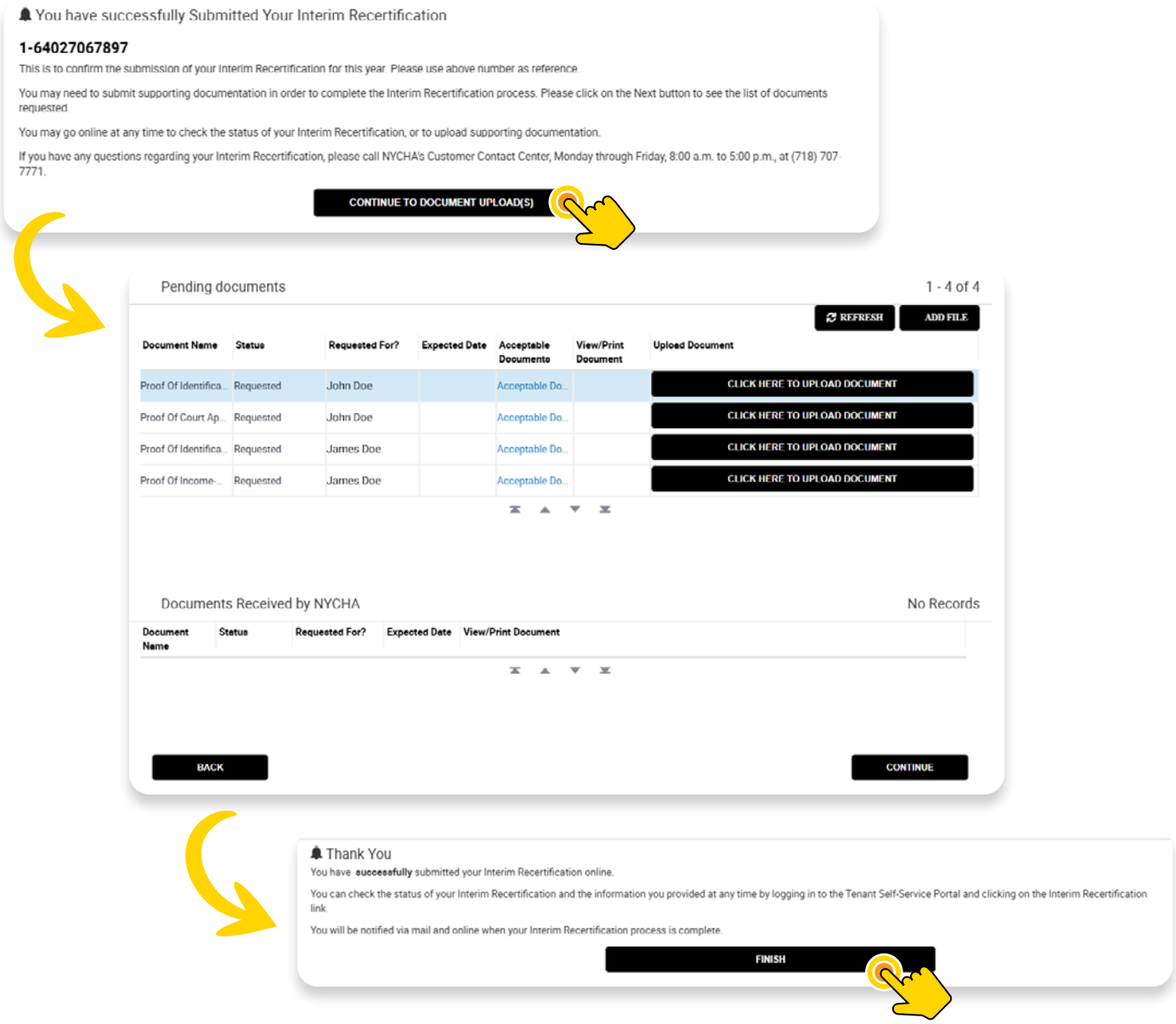
Step 3 Submit your information (continued)

6. Review the summary of your household information.
7. Fill out the Completion Details section and sign the Acknowledgement form.
8. A pop-up message will appear. Make sure all information is current and accurate and click “OK.”



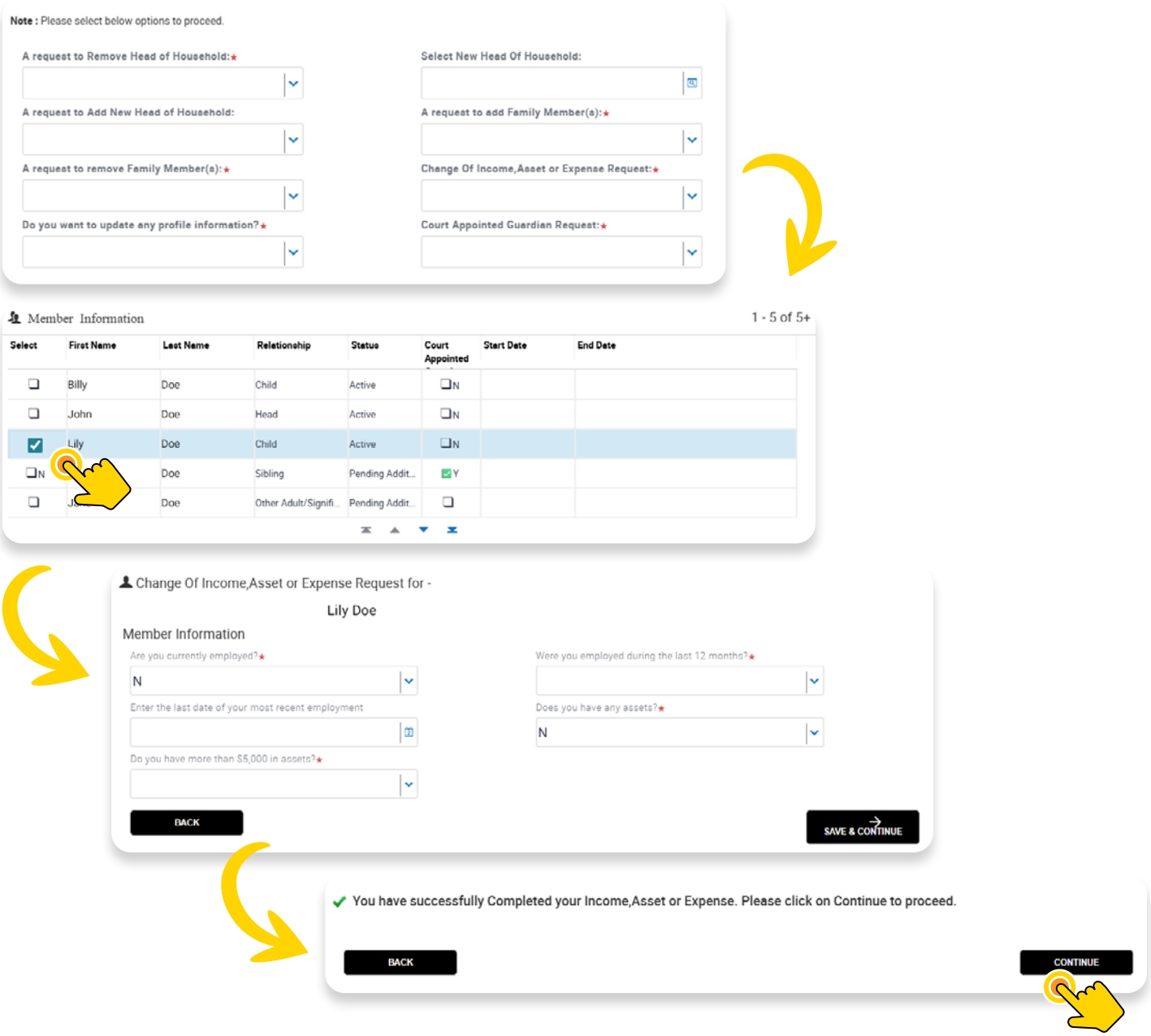
Scenario 2: You want to remove a household member. Or you want to remove the head of household and add a new one. (Continued)

9. You must provide current proof of income, assets, or expenses. Click "Continue to Document Upload(s)." See the List of Supporting Documents on pages 65-69.
10. You will see each member's required documents under "Pending documents." Upload documents by clicking "Click Here to Upload Document." You can review the uploaded documents under "Documents Received by NYCHA."
11. After adding all documents, click "Continue."
12. Click "Finish."
13. See page 56 to learn how to check the status of your interim recertification.



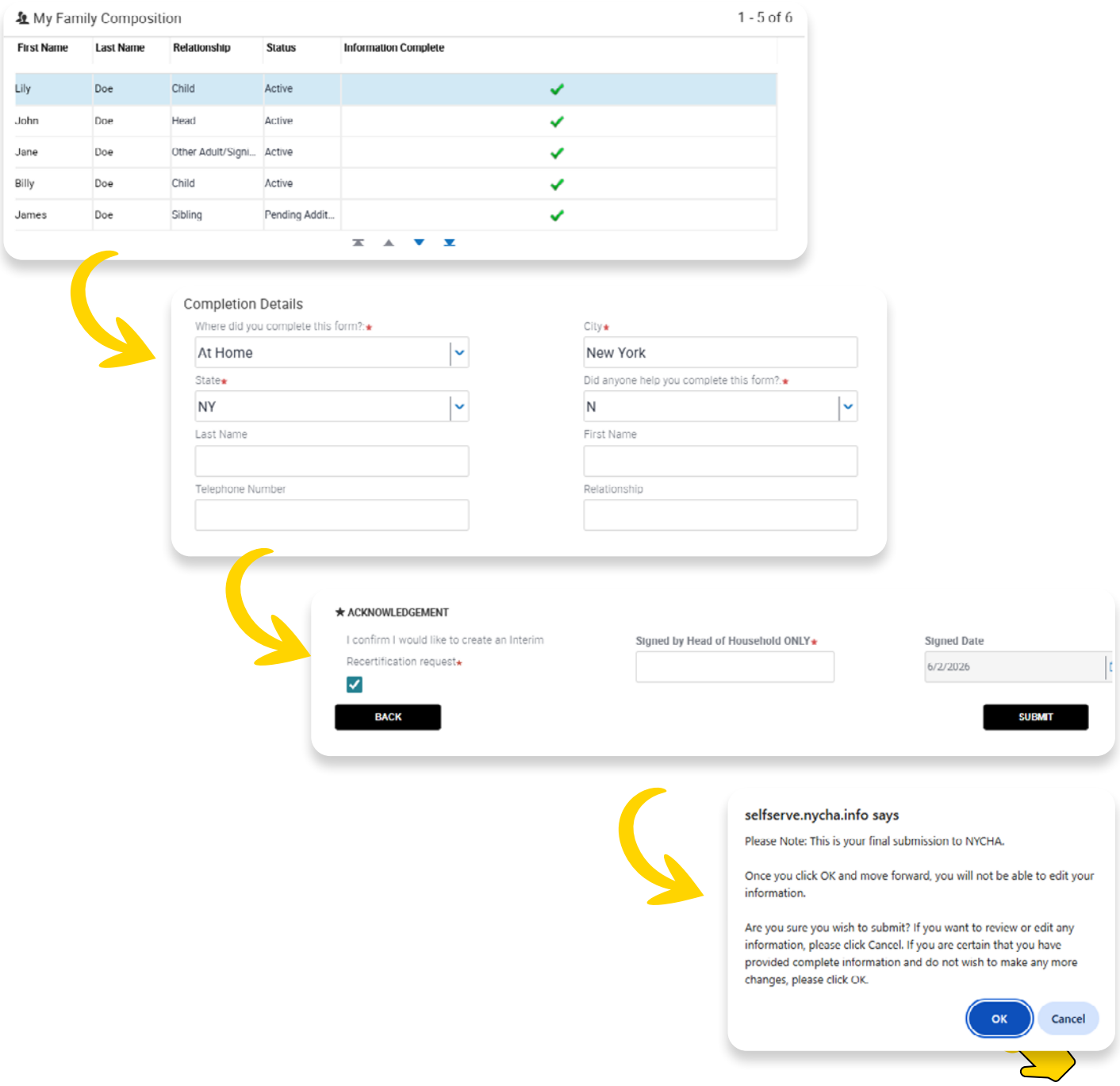
Scenario 3: Your household income has changed.

1. Select "Yes" under "Change of Income, Asset, or Expense Request."
2. Under the "Member Information" section, check the "Select" box for the member(s) for whom you want to report the change of income.
3. Click "Save & Continue."
4. Provide each member's employment history and asset information. Click "Save & Continue."
5. Add the reason for income change, income source information, total income, and start date.

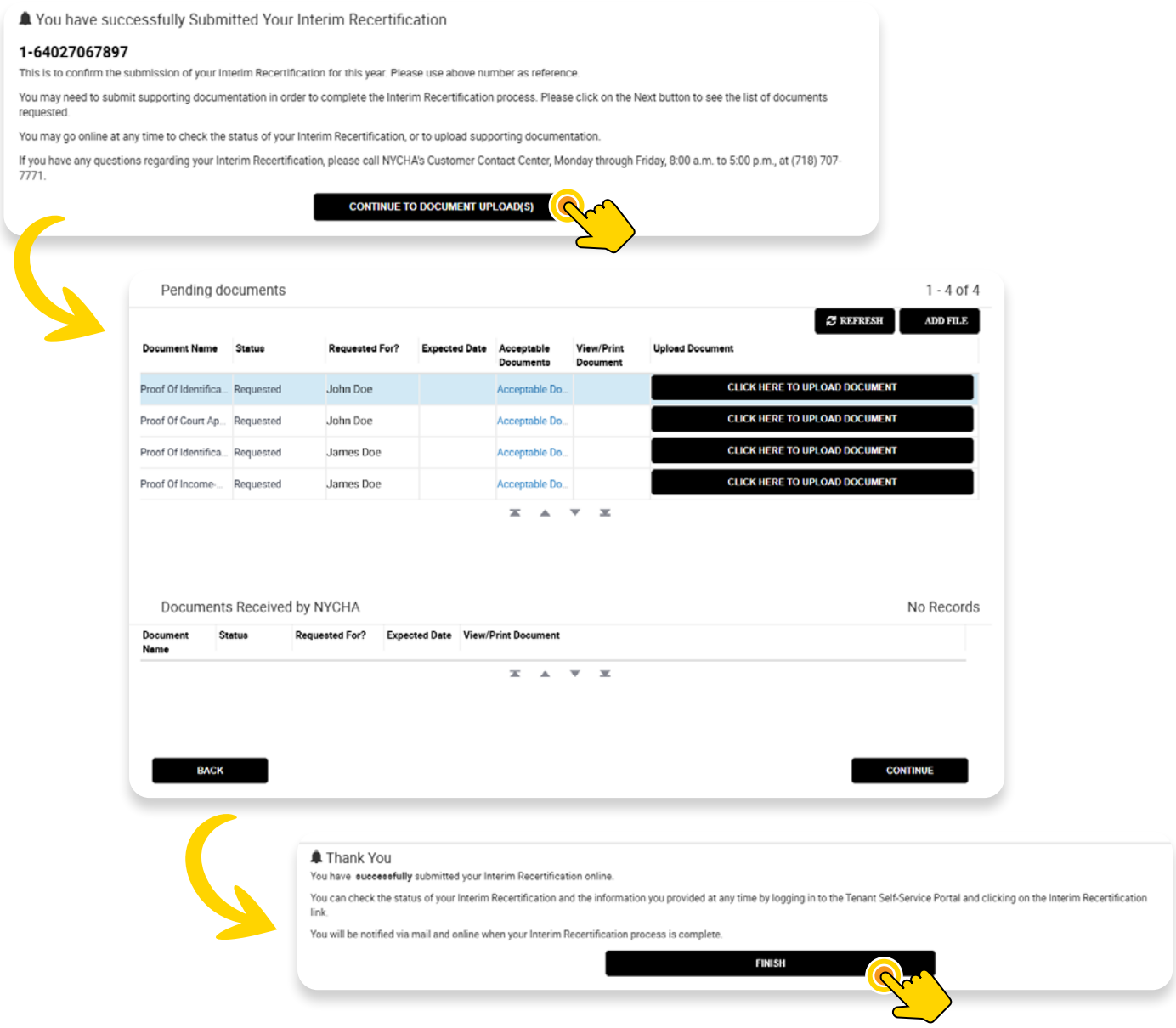


Scenario 3: Your income has changed. (Continued)

6. Review the summary of your household information.
7. Fill out the Completion Details section and sign the Acknowledgement form.
8. A pop-up message will appear. Make sure all information is current and accurate and then click “OK.”



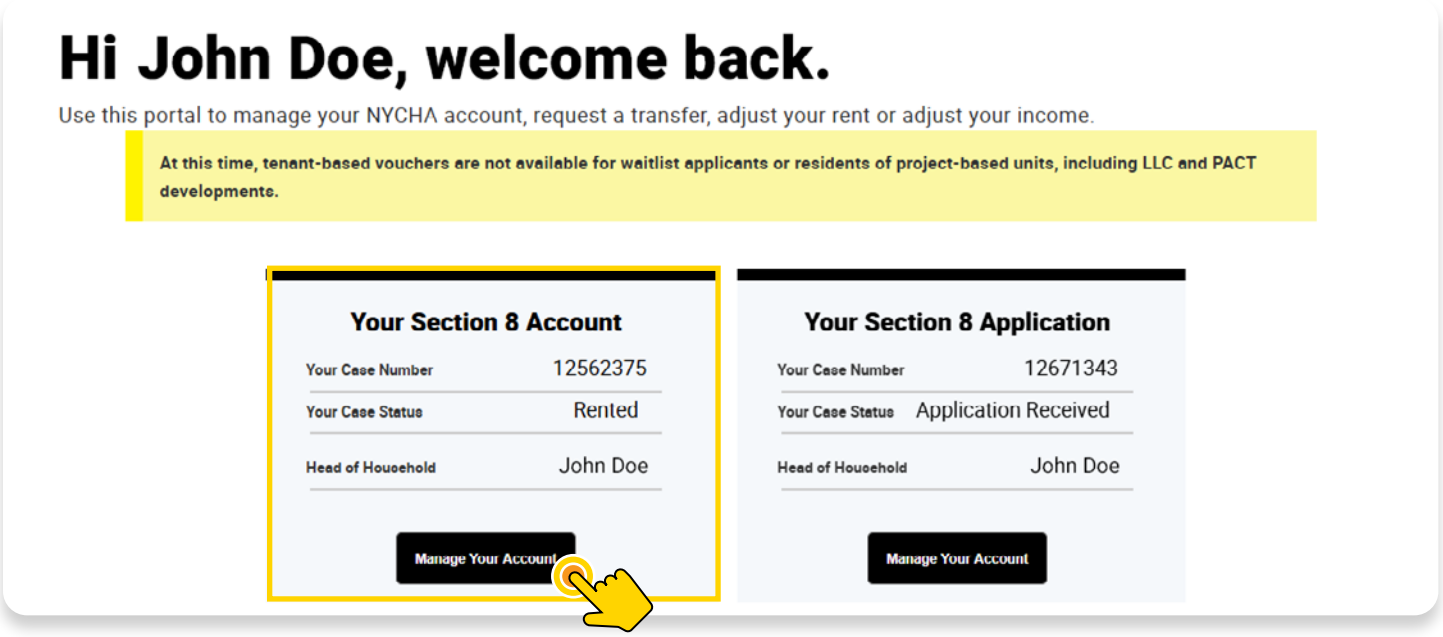
9. You must provide current proof of income, assets, or expenses. Click “Continue to Document Upload(s).” See the List of Supporting Documents on pages 65-69.
10. You will see each member’s required documents under “Pending documents.” Upload documents by clicking “Click Here to Upload Document.” You can review the uploaded documents under “Documents Received by NYCHA.”
11. After adding all documents, click “Continue.”
12. Click “Finish.”
13. See page 56 to learn how to check the status of your interim recertification.

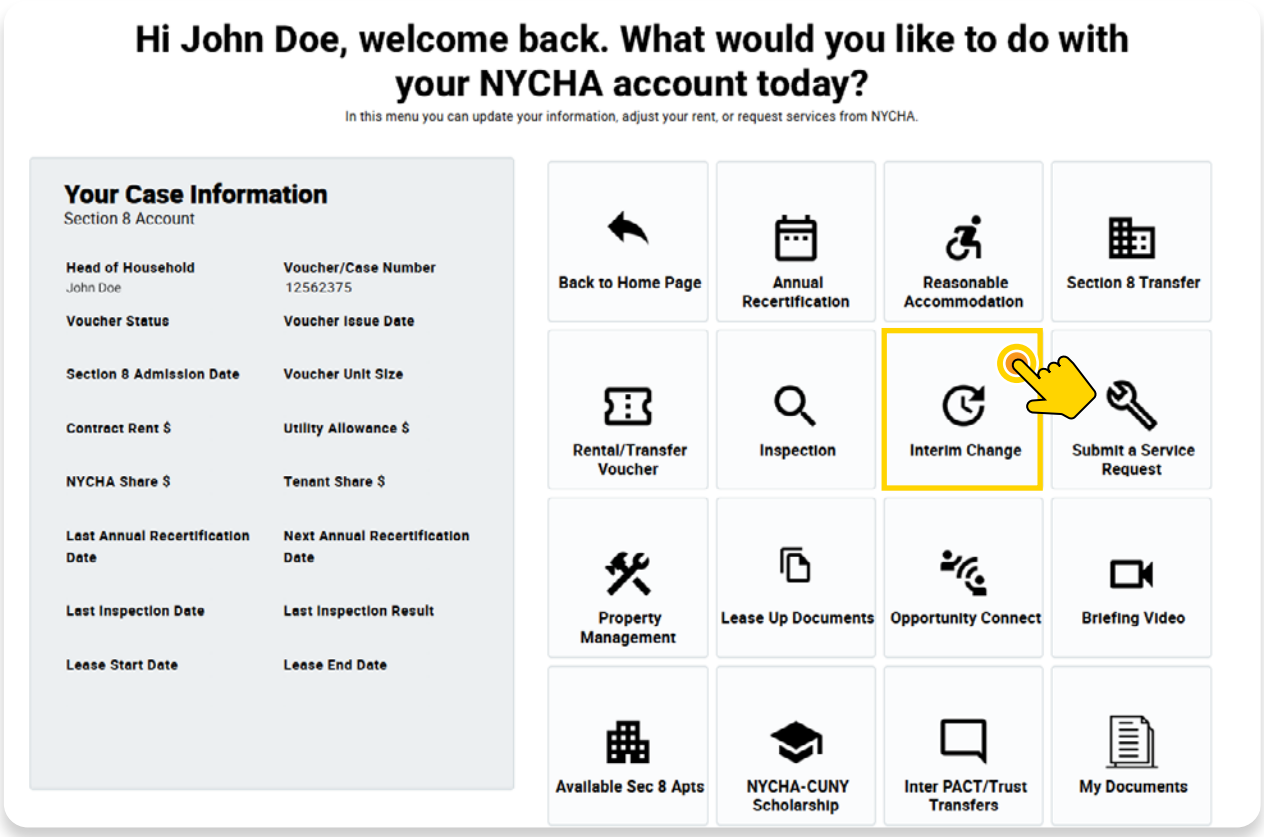


Step 4

Check the status of your recertification

After your interim recertification has been submitted, you can come back to NYCHA's Self-Service Portal to check the status of your recertification and view, print, or upload your documents.

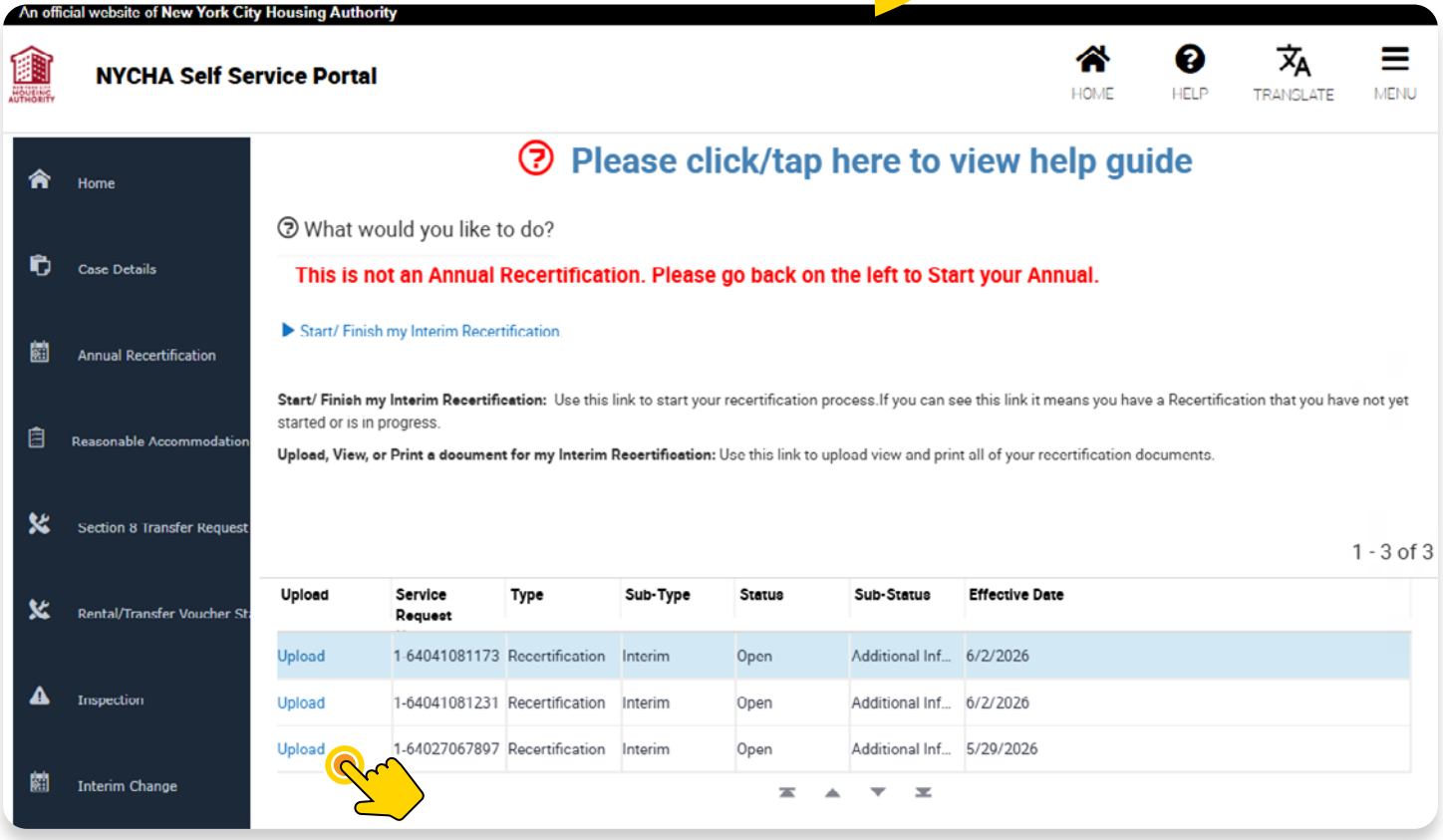




Step 4 Check the status of your recertification (continued)

Check the status by clicking the “Interim Change” tile on the “Manage Your Account” page.

If the sub-status shows “Additional Information Required,” upload any outstanding documents as soon as possible.





IMPORTANT NOTE:

Your interim recertification will not be completed until NYCHA receives all required documentation.

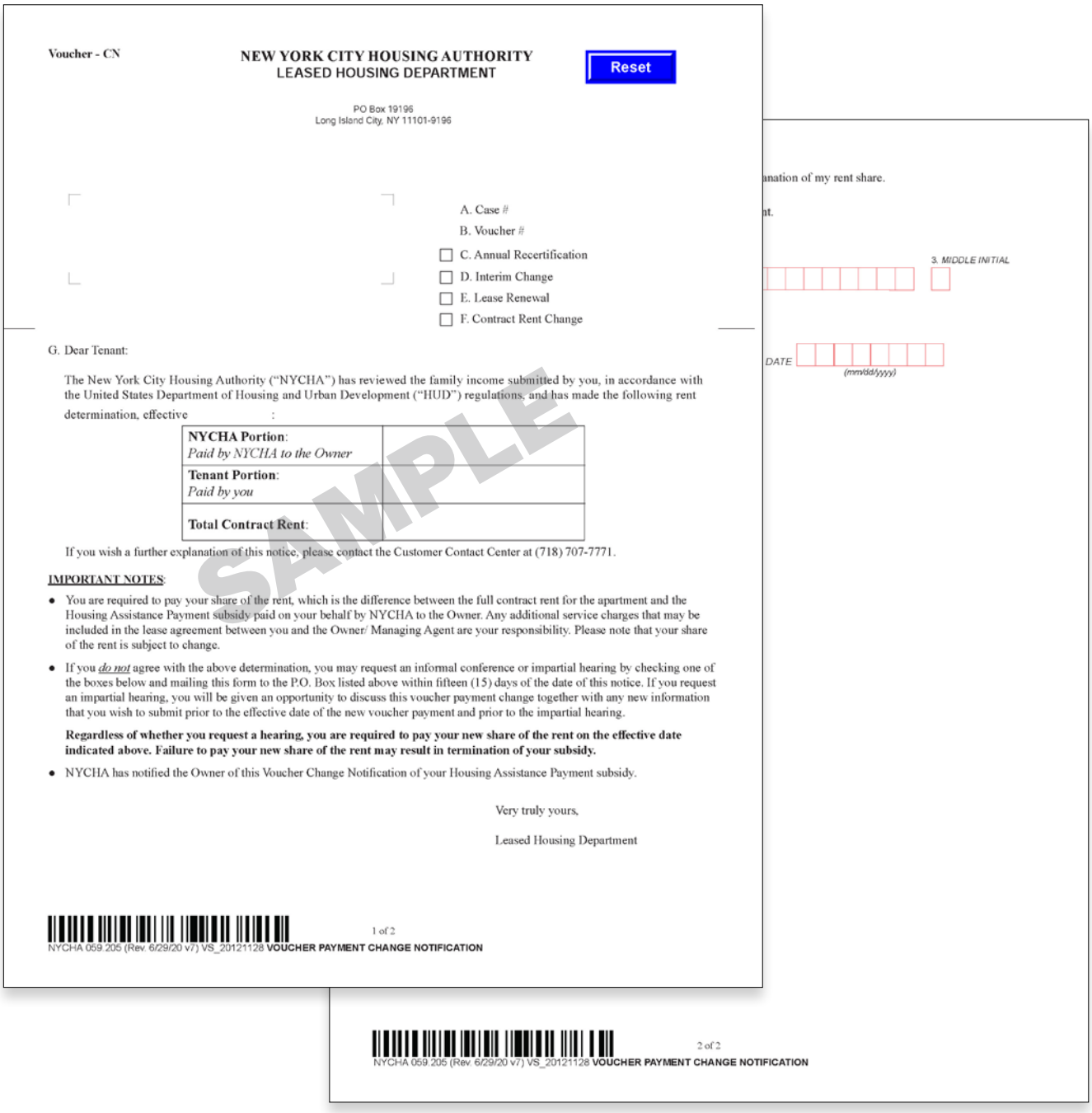
Step 5

Receive a Voucher Payment Change Notification (VCN)

NYCHA's Leased Housing Department will review and verify all information submitted and will provide you and your PACT partner with a Voucher Payment Change Notification (VCN) by mail that indicates the contract rent amount, the tenant-share of the rent, and the NYCHA subsidy amount.

By receiving a VCN with the annual recertification box checked, you know your annual recertification is complete.

Sample: *Voucher Payment Change Notifcation (VCN).* View the full version of this notice on pages 79-81.



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:	

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**

SAMPLE

ination 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**

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Appendix

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Appendix A

Online Recertification Notification Letter

This letter notifies residents of the due date of the upcoming annual recertification.
NYCHA sends this letter approximately five months before the annual recertification isdue.

Appendix A Online Recertification Notification Letter (Page 1)

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.

SAMPLE

Appendix A Online Recertification Notification Letter (Page 2)

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.

SAMPLE


FDNY
ACCESS

Appendix B

List of Sample Supporting Documents

This document lists the acceptable documents for proof of income, assets, and expenses. This document is sent attached to the Opting in Online Recertification Notification Letter.

Appendix B List of Sample Supporting Documents (Page 1)

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

SAMPLE

Appendix B List of Sample Supporting Documents (Page 2)

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)

SAMPLE

Appendix B List of Sample Supporting Documents (Page 3)

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";

SAMPLE

Appendix B List of Sample Supporting Documents (Page 4)

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.

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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。



Appendix C

Debts Owed to Public Housing Agencies and Terminations

This U.S. Department of Housing and Urban Development (HUD) notice explains how housing agencies report and use information about debts owed and past program terminations. Every household member who is 18 years of age or older must sign it to confirm they received it.

Appendix C Debts Owed to Public Housing Agencies and Terminations (Page 1)

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.

SAMPLE

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.

Appendix C Debts Owed to Public Housing Agencies and Terminations (Page 2)

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.

SAMPLE

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

Appendix D

Third Party Verification - Consent to Release Information

This form gives NYCHA and the U.S. Department of Housing and Urban Development (HUD) permission to verify your household's income directly with sources like employers, banks, and government agencies. It must be signed by every household member who is 18 years of age or older.

Appendix D Third Party Verification - Consent to Release Information (Page 1)

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.)

SAMPLE

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

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)*

SAMPLE

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**



Appendix E

Voucher Payment Change Notification (VCN)

This notice confirms the annual recertification is complete and specifies the total amount of rent (a.k.a. total contract rent), the NYCHA portion (subsidy), and the tenant portion.

Appendix E Voucher Payment Change Notification (Page 1)

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:	

SAMPLE

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

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

Appendix E Voucher Payment Change Notification (Page 2)

☐ 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)*

SAMPLE



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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。
Сканируйте QR-код, чтобы скачать переводы этого документа.

NEW YORK CITY HOUSING AUTHORITY

REAL ESTATE DEVELOPMENT
REINVEST · RESTORE · REBUILD