



Department of Social Services

### CityFHEPS Packet Checklist for Community Cases

**Client's Information**

Date: \_\_\_\_\_ Cash Assistance Case #: \_\_\_\_\_

Client's Name: \_\_\_\_\_

**Did you include the following mandatory documents?**

- DSS-8e** CityFHEPS Verification of Eligibility
- DSS-7o or DSS-7q** ("Application for CityFHEPS")
- Proof of last 30 days of Income (for everyone in the household 18+)
- DSS-7p** Program Participant Agreement
- Lease or Rental Agreement for 12 months
- Proof of eligibility (veteran status, APS letter, eviction, transfer approval, vacate, verification of shelter history)
- W-147N** Security Voucher (new units only)
- Form W-9 for landlord and payee (if the payee is not the landlord)
- IRS TIN Verification
- Deed/Landlord Proof of Ownership
- DSS-8f or DSS-8g** ("Landlord Information Form")
  - Signed by managing agent or other authorized representative? If checked,
    - Proof of HPD Registration or Authorization
- DSS-8q** Landlord Utility Information

**Note:** Providers may be asked to include the **DSS-7a** or **DSS-7c** "Household Share Letter"

**Is the household remaining in place or moving to a new unit?**

- Remaining in Place
  - Arrears Documents (court stipulation, rent breakdown, justification letter, and arrears commitment letter, if applicable)
  - Emergency Assistance to Needy Families (EAF) Agreement to Repay Excess Shelter Arrears (**W-147KK**)
- New Unit
  - Proof of Apartment/Room Preclearance
  - DSS-10a** Apartment Review Checklist

**Note:** For cases where the client is moving to a new unit, Providers may be asked to include the **DSS-7** or **DSS-7b** ("Shopping Letter").

**OR**

- Emergency Safety Net Assistance (ESNA) Shelter Arrears Repayment Agreement (**W-147H**)

**Note:** For cases where the client is remaining in their current residence, the Provider must include information on any repairs that are going to be made on the client's unit.

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