

# Emergency Housing Voucher Program

## **Changes to the Online EHV Application: Self-Certification of Income, Assets, and/or Expenses**

The online EHV application has been updated with language to the Acknowledgement section at the end of the application that would permit your client, if necessary, to self-certify income, assets and/or expenses for which they do not have and cannot obtain third-party documentation.

### **When was the online EHV application updated on the NYCHA Self-Service Portal?**

The online EHV application was updated on January 24, 2022. It will be the default online EHV application for EHV applicants who have not yet started the online EHV application prior to January 24, 2022.

### **Do caseworkers still need to gather supporting documents for income, assets and expenses?**

Yes. Caseworkers should still make every effort to gather supporting documents that show all the income, assets and expenses in the household because this allows the PHAs (HPD and NYCHA) to more accurately calculate the tenant-share amount for your client.

HUD mandates PHAs use HUD's Enterprise Income Verification system to validate tenant-reported income for the EHV program. This validation check happens 90 days after move-in. If significant discrepancies (defined by HUD is equal to or greater than \$2,400) are identified in the income the applicant self-reported/declared in the EHV application and the income reported in EIV, third party verification/documentation will be required for the tenant to maintain their status in the EHV program. HPD and NYCHA are required to resolve any income discrepancy with the family within 60 days of the EIV report.



Visit [nyc.gov/ehv](https://nyc.gov/ehv) to learn more about the Emergency Housing Voucher Program.

## What if it is not possible to locate supporting documents for income, assets and expenses?

Every effort should be made to locate supporting documents for income, assets and expense information before relying on self-certification. Please make sure you, as a caseworker, have determined there are no secondary sources for this information before you proceed with self-certification for your client.

If it is truly not possible to locate supporting documents for a given source or type of income, assets and/or expenses, then please have a detailed conversation with your client about all the income, assets and expenses in their household prior to initiating the online EHV application.

Please make sure when completing the online application, you accurately and completely report all income, assets and expenses in the household even if third-party documentation cannot be obtained. Please see Completing the EHV Application: Required Documents for more information about income, assets and expenses: <https://www1.nyc.gov/assets/nyccoc/downloads/pdf/EHV-required-documents.pdf>

When completing the online application, please read the entirety of the language below to your client. This language is included in the Acknowledgement section at the end of the application.

*As an applicant for the Emergency Housing Voucher (EHV) program, I certify under penalty of perjury that:*

- I understand that any self-declarations of income will be verified utilizing government, benefit or other appropriate records.*
- I will immediately provide the required proof of income, assets and expenses upon request of NYCHA or HPD as part of the verification process.*
- If I do not cooperate with the verification process as requested, my participation in the program will be impacted. This includes repayment of rental assistance received and termination from the EHV program.*
- Upon completion of the verification process, my share of the rent may be adjusted for any misreported income, assets and/or expenses. I may also be required to repay any overpayments in rental assistance provided because of misreporting.*
- I permit HPD or NYCHA to contact my referring agency caseworker for assistance in completing the verification process.*

### Acknowledgement

(Click only once)

By completing this application I agree to allow HPD and NYCHA to share relevant information about my participation in the EHV program with the Referring Provider and/or any Agency in New York City assisting in the administration and coordination of the EHV Program.

I certify the information given to the New York City Housing Authority on household composition, income, net family assets, and allowance and deductions is accurate and complete to the best of my knowledge and belief. I further certify all Employment Certification or statements from employers that I have submitted as part of the Affidavit of Income have been completed and signed by the employer or an authorized representative of the employer. I understand that providing false statements or information is punishable under federal and local laws. I also understand that false statements or information are grounds for termination of housing assistance. Further, I have read or someone has read to me the above statement.

As an applicant for the Emergency Housing Voucher (EHV) program, I certify under penalty of perjury that:

I understand that any self-declarations of income will be verified utilizing government, benefit or other appropriate records.

I will immediately provide the required proof of income, assets and expenses upon request of NYCHA or HPD as part of the verification process.

If I do not cooperate with the verification process as requested, my participation in the program will be impacted. This includes repayment of rental assistance received and termination from the EHV program.

Upon completion of the verification process, my share of the rent may be adjusted for any misreported income, assets and/or expenses. I may also be required to repay any overpayments in rental assistance provided because of misreporting.

I permit HPD or NYCHA to contact my referring agency caseworker for assistance in completing the verification process.



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Please make sure your client understands that:

1. All information reported on the online EHV application must be true and accurate to the best of their ability;
2. Inaccurately reporting income, asset and expenses in the online application could result in negative consequences later in the form of a repayment agreement or termination of their EHV benefits; and
3. NYCHA or HPD will be verifying the income and assets they reported at a later date in the EIV system.

**My client completed the online EHV application and signed the new Acknowledgements section permitting self-certification of income, assets and expenses, but the PHA (HPD or NYCHA) is still asking for income, asset or expense-related additional information? Why?**

The PHA is required to request additional information for income, asset or expense related information, if the information your client provided is incomplete or conflicting.

Examples of scenarios when the PHA will still request additional information include:

- Your client indicated they have a checking account, but did not indicate the balance of the checking account.
- Your client indicated they have employment income, but did not include their rate of pay, start date and/or salary.
- Data systems identify income and/or asset sources not reported in the application.
- The application contains some sort of discrepancy that would indicate an additional income and/or asset source: for example, if a pay stub references a bank account that is not listed as an asset in the application.

If you receive a request for Additional Information related to income, assets, or expenses you may either:

1. Complete the **Emergency Housing Voucher Program Affidavit of Income, Assets & Expenses** form provided with the Additional Information request, or
2. Provide the third-party documentation (e.g., a bank statement) of the missing information.

**My client completed and submitted the online EHV application, but after submission we realized that we missed something. What do we do?**

To report changes in household composition:

- **HPD** assisted applicants should complete the **Declaration of Change** form (<https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/declaration-of-change-in-household-composition-or-income-english.pdf>) and submit it with required supporting documents as described on the form to HPD by uploading it to the DTR Portal.
- **NYCHA** assisted applicants should inform the NYCHA staff member reviewing their EHV application about any necessary changes. The NYCHA staff member will let them know what additional documents and information need to be submitted and how to submit.



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To report changes or missing information related to income, assets or expenses:

- Applicants may self-certify via the **Emergency Housing Voucher Program Affidavit of Income, Assets & Expenses**. If the form is complete, no additional documentation will be needed but it should be provided if it is available.
- The **Emergency Housing Voucher Program Affidavit of Income, Assets & Expenses** form will be provided by the PHA staff member reviewing the EHV application if required to complete the EHV application.

**My client completed the online EHV application and submitted it before the application was updated on the NYCHA Self-Service Portal on January 24, 2022. How does my client self-certify their income?**

If income, assets or expense information is the only information needed for your client's EHV application to be complete, then the PHA (HPD or NYCHA) will provide your client with the **Emergency Housing Voucher Program Affidavit of Income, Assets & Expenses** form, which will allow your client to self-certify any income, assets or expenses in the household.



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