

Emergency Housing Voucher Program

Completing the Online EHV Application: Required Documents

Once you have been referred by a City agency for EHV assistance, the next step is to complete an online EHV Application. Your caseworker will register you with the online NYCHA Tenant Self-Service Portal and provide you with the username and password to access your online EHV application.

Please gather all required supporting documents prior to beginning the online application.

You will need to upload required supporting documents for **all household members who will be residing in the EHV household** in order to complete the EHV Application. These documents include vital documents (proof of date of birth, citizenship, social security number, and photo ID), and income and asset and/or expenses information for all household members.

Please make sure to work with your caseworker to scan all your supporting documents for your entire EHV household. Please upload all vital documents as one pdf, and all income documents as a second pdf. Make sure to **upload all supporting documents** at the time of online application submission. See [guidance on scanning multiple paper documents to a single pdf](#).

See the [Homeless & Housing Resource Center Toolkit](#) which provides guidance on helping individuals who are experiencing homelessness obtain vital documents. Some documents may be available in CAPS, including birth certificate, Social Security card, photo ID, and income documents. See the [CAS Access Client Documents guide](#) for more information.

Third-party documentation should be on letterhead and include the date. Letters should also be dated and signed. Letterhead is a document that has the organization's name, address, and contact information at the top, and should also include the organization's logo if one exists.



Visit nyc.gov/ehv to learn more about the Emergency Housing Voucher Program.

Vital Documents for ALL Household Members

Below are the required acceptable forms of documentation for **all household members** that must be uploaded at the document submission stage of the online application, in addition to the specific income or asset-related documents. Please make sure all documents are legible, including any photos. Only one of the acceptable documents is needed for each category.

Proof of Date of Birth

Acceptable forms include government-issued documentation such as:

- Birth certificate

Alternative forms of required documentation:

- Driver's license or NYC ID
- Passport
- Other government-issued documents showing date of birth (public benefits card, Medicaid/Medicare card or Social Security award letter)
- Welfare Management System (WMS) printout showing date of birth
- Military discharge papers
- Census documents showing age or date of birth

Alternative forms of required documentation for minors (in addition to those listed above):

- Birth registration
- Adoption papers
- Custody agreement
- Health and Human Services ID
- Hospital records
- School identification
- Baptismal Certificate

Photo Identification (for adult household members only)

Acceptable forms include current valid government-issued documentation such as:

- Driver's license or NYC ID

Alternative forms of required documentation:

- Passport
- Other government-issued documentation

If a household member does not have valid photo identification, they must submit a written statement explaining why they cannot provide it or why it is out of date. The household member must sign and date the statement.

Proof of Eligible Immigration Status for Non-Citizens (at least one person in the household must have an eligible immigration status)

Attach proof of immigration status for each household member who is not a U.S. citizen that declares themselves a legal resident such as:

- Copy of valid permanent resident card (photocopy the front and back)
- Copy of valid alien registration card (photocopy the front and back)
- USCIS/BCIS receipt that shows the individual entitlement has been verified (not that it is pending)
- Copy of one of the following INS forms: I-551 (Alien Registration Receipt Card), I-94 (Arrival - Departure record), I-688 (Temporary Resident Card), I-688B (Employment Authorization Card)
- For VAWA self-petitioners, copy of one of the following INS forms: I-360 (Petition for Amerasian, Widow(er), or Special Immigrant), I-130 (Petition for Alien Relative), I-797 (Notice of Action)

Proof of Social Security Number (SSN)

Acceptable forms of verification include:

- Social Security Card

Alternate forms of required documentation (must show full Social Security number; will not accept last four digits):

- Identification card issued by
 - Federal, state, or local government agency
 - Medical insurance provider (includes Medicaid and Medicare)
 - Employer or trade union
- IRS Form 1099
- Benefits award letter
- Recruitment/pension award letter
- Court records
- Earnings statements on payroll stubs
- Bank statement
- Life insurance policy
- Welfare Management System (WMS) printout

Income, Asset, and Expense Documents for ALL Household Members

The online EHV application has been updated with language to the Acknowledgement section at the end of the application that permits the self-certification of income, assets and/or expenses for which third-party documentation cannot be obtained. Learn more about [self-certification of income, assets and/or expenses](#).

Proof of Income (for each household member with income, including minors, from any of the following sources)

Employment - acceptable documents include:

- Pay stubs (please provide at least two consecutive pay stubs; if you do not have your last two paystubs, the most recent one paystub can be provided)
- Current/last W-2 (if you do not have two consecutive pay stubs)
- Verification of employment from your employer (this should include: state date, rate of pay, hours worked per week, overtime rate of pay (if any), overtime hours worked per week (if any))
- Payroll History

Self-Employment - acceptable documents include:

- Federal Tax Returns (1040 A-S, 1040EZ, 1040-L)
- 1099 Statement(s) (1099-DIV, 1099-G, 1099-MISC, 1099-R)
- Certificate of Net Worth
- State Tax Returns (IT-150S, IT-201L, etc)
- Certified Transcript of Tax Return

*If you do not have a copy of your current tax return, please work with your caseworker to access this document online and print it out or take a screenshot.

Social Security - acceptable documents include:

- Most recent SSI Award Letter AND SSP Letter (State Disability) or WMS printout
- Social Security and Social Security Disability (most recent award letter)

*If you do not have a current award letter, please work with your caseworker to access this document online and print it out or take a screenshot.

Public Assistance

- Budget Letter or WMS printout

Fixed Income

- Pension Award Letter and/or Annuity Statement
- Military Pay Statement
- Veteran's Pay Statement

*If you do not have a current statement or award letter, please work with your caseworker to access this document online and print it out or take a screenshot.

Child Support/Alimony - acceptable documents include:

- Alimony Documents
- Statement from Child Support Provider
- Court Order
- Court Stipulations

Adoption/Foster Care - acceptable documents include:

- Foster Care Letters
- Guardianship Papers
- Letters of Administration
- Court Orders



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Workers Compensation

- Workers Compensation Statement

Contributions

- Contribution Statement (Contributions are regular unearned income or financial support that a friend, family member, charitable organization, or other entity, provide directly to a person. Possible examples may be: Paying a phone bill, providing cash for food or other essentials, etc. A contribution statement is a statement in writing from the entity providing the support that explains the amount and frequency with which they provide the support to the applicant as well as their name and contact information.)

Proof of Assets (for each household member with assets from any of the following sources)

Checking/Savings Accounts

- Bank Statement(s) (photo or copy of most recent bank statement; include all pages)
*If you are receiving Social Security and do not have a bank account, you must submit the debit card statement from the Social Security debit card.
- 1099 Interest Statement(s)

Retirement

- Retirement Earnings Statement(s) (KEOGH, 401K, 457B, IRA, etc; include all pages)

Stocks/Bonds

- Stock Broker Summary/Statement(s)
- Bonds and Mutual Funds
- Stock Certificate(s)
- 1099 Interest Statement(s)

Money Market Funds/Mutual Funds

- Bank Statement(s)
- Stock Broker Summary/Statement(s)
- Stock Certificate(s)
- 1099 Interest Statement(s)

Life Insurance Policy

- Life Insurance Policy Statement(s) (must include Cash Value or Surrender Value)

Trust/Trust Funds

- Proof of Trust/Trust Funds including Trust Agreement(s) and Bank Statement(s)

Real Estate

- Letter from Closing Attorney and Unrecorded Deed
- Proof of property value
- Current loan/mortgage amount
- Letter or Agreement from the Condominium/Co-op
- Testamentary Letters from the Estate
- Proprietary Co-op Letter
- Co-op Shareholder Certificate
- Recoded Deed
- Federal Tax Return (including Schedule E)



Proof of Expenses (for each household member with expenses to any of the following sources)

Childcare Expenses (for households with a child under 12 only)

- Childcare Affidavit (Alimony Documents, Statement from Child Support Provider, Court Order, or Court Stipulations)

Education Status (for any household member 18 and older who is a full-time student)

- High school students may submit their most recent report card or a letter from a school official confirming enrollment
- Students in adult training programs may submit enrollment documents or a letter from a program official
- College students may submit their most recent transcripts or a letter from an official at their institution confirming full-time student enrollment

Medical or Disability Expenses (for any household with a head of household who is 62 and older or has a disability)

- Any unreimbursed medical or disability expenses such as receipts for prescription or non-prescription medicines; receipts for medical supplies or equipment; medical insurance premiums, receipts for services of doctors, health care professionals, or health care facilities, etc.

EHV Referral

EHV Referral Form and Consent to Release Information (version 3)

If your caseworker did not upload this document during the online referral process, please make sure to upload it as part of the supporting documents for your online application.

For applications processed by HPD only: If your caseworker completed version 2 of the EHV Referral Form and Consent to Release Information, HPD also requires the Authorization to Release Information and Citizenship Declaration Form available at nyc.gov/hpd/dtr-forms.