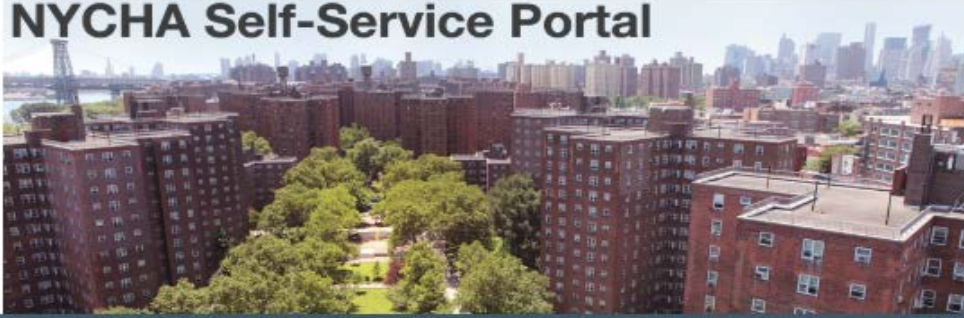


NYCHA Self-Service Portal



U S E R N A M E

[Forgot Username](#)

P A S S W O R D

[Forgot Password](#)
[Reset Password](#)

 **LOGIN**

REGISTER

NYCHA Self-Service Program & Initiatives

 Public Housing If you are a NYCHA tenant or if you wish to apply for public housing, here is everything you need to know. LEARN MORE	 Section 8 This program provides assistance to eligible low-and moderate-income families to rent housing in the private market. LEARN MORE	 Agency NYCHA partners with external agencies to provide decent and affordable housing in a safe, secure environment. LEARN MORE	 Opportunity Connect If you are a NYCHA Resident or Member and want to learn more about employment assistance, job training and other opportunities provided through REES, click here. LEARN MORE	 Applicants This online application will walk you through the information NYCHA needs to place you on the waiting list. LEARN MORE
---	--	--	--	--

申请程序指南：如何使用纽约市房屋局
住户自助服务系统完成中期租赁资格审核/
中期资料更改申请

使用此参考指南

欢迎使用纽约市房屋局自助服务系统！

本参考指南将帮助您完整填写网上中期资料更改申请表格

填写流程根据下列内容划分，帮助申请人按规定步骤完整填写表格。

目录	页数
1. NYCHA 住户自助服务系统	3
2. 注册账户	4
3. 登陆账户	5
4. 开始：中期租赁资格审核	6 - 8
5. 申报收入变化	9- 10
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1. NYCHA 住户自助服务系统

纽约市房屋局住户自助服务系统网址：<https://selfserve.nycha.info>。

注册账户后，您可每天 **24** 小时登陆您的帐户。



使用网上自助服务时，您需要翻译吗？如答“是”：

点击网页上方的"Translate"（翻译）键选择除英文外您所需的语言。您必须首先阅读关于谷歌翻译的免责声明，然后再点击"Translate"（翻译）键。

您必须完成所述操作才可选择您需要的语言。

2. 注册账户

开始填写网上中期租赁资格审核表前，您必须先注册账户*。在自助网页的主页面点击 "Register for Online Access"（注册网上帐户）并根据下列步骤完成注册。



注册。

输入您的个人资料和当前使用的电子邮件地址



确认账户。

纽约市房屋局将用于确认您的帐户的链接发送到您所提供的电邮地址。



登陆账户。

在账户登陆页面输入房屋局提供的用户名和密码。

**如果房屋局已经向您提供了用户名和密码，您可跳过注册和确认帐号的步骤。*

3. 登陆账户

登陆账户后，在"My Section 8 Case (s)"（我的第八章计划个案）项中点击"ViewDetails"（查看详情）键。



4. 开始填表：中期租赁资格审核

点击页面左栏的"Interim Recertification"（中期租赁资格审核）。

NYC | NYC Housing Authority | 311 | Search all NYC.gov websites | My Profile | Log Out | Translate | Select Language |

Home | Case Details | Annual Recertification | **Interim Recertification** | Reasonable Accommodation | Section 8 Transfer Request | Rental/Transfer Voucher Status | Portability Transfer Request | Inspection | Service Requests | Property Management | Available Sec 8 Apts | Opportunity Connect

Case Information

Voucher/Case Number: [Redacted]
Section 8 Admission Date: [Redacted]
Head of Household First Name: [Redacted]
Tenant Share \$: [Redacted]
Last Inspection Date: 11/20/2019
Lease End Date: [Redacted]

Voucher Status: [Redacted]
Voucher Unit Size: 2
Contract Rent \$: [Redacted]
Last Annual Recertification Date: [Redacted]
Last Inspection Result: Fail

Voucher Issue Date: 3/18/2020
Head of Household Last Name: [Redacted]
NYCHA Share \$: [Redacted]
Next Annual Recertification Date: 4/10/2018
Lease Start Date: [Redacted]

然后点击"Start/Finish my Interim Recertification"（开始/结束中期租赁资格审核）。

NYC | NYC Housing Authority | 311 | Search all NYC.gov websites | My Profile | Log Out | Translate | Select Language |

Home | Case Details | Annual Recertification | **Interim Recertification** | Reasonable Accommodation | Section 8 Transfer Request | Rental/Transfer Voucher Status | Portability Transfer Request | Inspection | Service Requests | Property Management | Available Sec 8 Apts | Opportunity Connect

What would you like to do?

[Start/ Finish my Interim Recertification.](#)

Start/ Finish my Interim Recertification: Use this link to start your recertification process. If you can see this link it means you have a Recertification that you have not yet started or is in progress.
Upload, View, or Print a document for my Interim Recertification: Use this link to upload view and print all of your recertification documents.

Existing Interim Requests

SR Number	Type	Sub Type	Status	Sub-Status	Resolution	Effective Date

阅读完成中期租赁资格审核所需的步骤。

NYC

NYC Housing Authority

311 Search all NYC.gov websites

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Select Language | ▼

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APPLY NYCHA

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COVID-19

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Review&Submit

Documents Upload

Finish

Complete your Interim Recertification in just five easy steps!

Step 1: Report a Change:

Verify your family composition. Please review the names and details of all active members in your household. You may also use this page to indicate if you would like to remove a member or request the addition of a new member to the household.

Step 2: Member Detail Information:

This page allows you to update information pertaining to active family members and individuals you would like to add members or remove members, and enter the details related to the amount, source, frequency, and other information for these individuals. If you your family members do not have income, please indicate in this section.

Step 3: Interim Recertification Summary:

Review all information you provided for the head of household, each family member, and for any new family member(s) you have requested to add to the household. Please review the terms and conditions and check the 'Acknowledgement' box. This agreement is legally binding between you and NYCHA.

Step 4: Document Summary:

Based on the information you provided, you may be required to provide supplemental documents such as pay stubs, bank statements, employment letters, etc. to verify reported income. This page will provide you with a summary of the documents needed to process your interim recertification.

Step 5: Upload Documents

You may upload all supplemental documents required to process your interim recertification on this page.

NOTE:

If you would like to go for reasonable accommodation to meet the needs of persons with disabilities, please contact customer contact centre at 718-707-7771 and a reasonable accommodation form will be mailed to you.

GET STARTED


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查看"Active "（现居）家庭成员的列表。

资料正确吗？

如有需要，您可选择"Add"（增加）或"Remove"（删减）家庭成员。

Case Number: 1700094 Head of Household: Dummy2 Dummy2 BR Number: 1-65461096341

Update	Select	First Name	Last Name	Relationship	Status
N		Dummy1	Dummy1	Child	Active
N		Dummy2	Dummy2	Head	Active

1 - 2 of 2

First Name	Last Name	Relationship	Status
TEST	DUMMY2	Live-in Aide	Pending Deletion

1 - 1 of 1

Note: Please select below options to proceed.

A request to Remove Head of Household:

A request to Add New Head of Household:

A request to remove Family Member(s):

Do you want to update any profile information?:

Selected New Head Of Household:

A request to add Family Member(s):

Change Of Income Request:

BACK SAVE & CONTINUE

- 增加家庭成员。若要增加家庭成员，选择"A request to Add Family Member (s) "（申请增加家庭成员）并根据提示输入家庭成员的个人资料。
- 删减家庭成员。若要删减"Active"（现居）家庭成员，选择"A request to remove Family Member (s) "（申请删减家庭成员）并提供删减家庭成员的资料和理由。

5. 申报家庭收入变化

- 申报家庭收入变化。在每个附带 "*" 号的栏目旁的下拉菜单选择适用的选项。
- 在 "Change Of Income Request"（申报收入变化）栏旁边的下拉菜单中选择 "Yes"（是）并根据提示输入所需资料。

The screenshot displays the Nycha Member Information system interface. At the top, it shows Case Number: 1700084, Head of Household: Dummy2 Dummy2, and SR Number: 1-55451095341. The main section is titled 'Member Information' and shows a table with 2 members. The first member is Dummy3, Child, Active. The second member is Dummy2, Head, Active. Below this is a 'Pending Member Information' section with 1 member: TEST, DUMMY2, Live-in Aide, Pending Deletion. At the bottom, there is a 'Note: Please select below options to proceed.' section with several dropdown menus for selecting new head of household, adding/removing family members, and updating profile information. The 'Change Of Income Request' dropdown is set to 'Yes'. There are 'BACK' and 'SAVE & CONTINUE' buttons at the bottom right.

Update	Select	First Name	Last Name	Relationship	Status
	☒	Dummy3	Dummy3	Child	Active
	☐	Dummy2	Dummy2	Head	Active

First Name	Last Name	Relationship	Status
TEST	DUMMY2	Live-in Aide	Pending Deletion

Note: Please select below options to proceed.

A request to Remove Head of Household:

A request to Add New Head of Household:

A request to remove Family Member(s):

Do you want to update any profile information?:

Select New Head Of Household:

A request to add Family Member(s):

Change Of Income Request:

BACK SAVE & CONTINUE

- 完整填写每个家庭成员的收入资料。
- 然后选择 "REMOVE INCOME"（删除收入）或 "ADD INCOME"（增加收入）。

NYC NYC Housing Authority 311 Search all NYC.gov websites

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Переведите
Select Language

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Case Number: 1700094 Head of Household: Dummy2 Dummy2 SR Number: 1-55451095341

Instructions
Please enter the Income information for the household member whose name appears below. You may add multiple sources of Income however, the information must pertain to the household member specified below.

Contact Information for - DUMMY3 DUMMY3

\$ My Income Information [REDACTED] No Records
REMOVE INCOME + ADD INCOME()

Income Source	Total Income	Frequency	Start Date	Edit Income
[REDACTED]				

I Confirm ☒ Signed By: DUMMY3 DUMMY3 Signed Date: [REDACTED]

BACK CONTINUE

完成后点击"I Confirm"（本人确认）并点击 "CONTINUE"（继续）。

NYC NYC Housing Authority 311 Search all NYC.gov websites

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Переведите
Select Language

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Case Number: 1700094 Head of Household: Dummy2 Dummy2 SR Number: 1-55451095341

✓ You have successfully Completed your Income. Please click on Continue to proceed.

BACK CONTINUE

6. 审核表预览和提交

查看您所填写的资料总览。确保每个家庭成员姓名的旁边没出现"x"号。如果有"x"号出现，您必须点击 "Update"（更新）补充回答相关家庭成员的所有问题。

 Home

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 Documents Upload

 Finish



myNYCHA

NYCHA

Interim Recertification Summary

Case Number: 1700094

Head of Household: Dummy2 Dummy2

SR Number: 1-55451095341

My Family Composition

1 - 2 of 2

First Name	Last Name	Relationship	Status	Information Complete
Dummy3	Dummy3	Child	Active	✓
Dummy2	Dummy2	Head	Active	✓

My Income Information

1 - 1 of 1

First Name	Last Name	Income Source	Total Income	Frequency	Start Date
Dummy3	Dummy3	Child Support/Alimony	\$500.00	Monthly	3/15/2020 12:00:00 AM

确认您已阅读关于「第三方认证：个人资料发放同意书」的条款和细则。勾选 "I confirm" （本人确认）下的空框两次再点击 "SUBMIT" （提交）。

Completion Details

Where did you complete this form?:*

At NYCHA Office

City*

new York

State*

NY

Did anyone help you complete this form?:*

N

Last Name

First Name

Telephone Number

Relationship

Third Party Verification: Consent to Release Information

Please ensure that you have read the Third Party Verification: Consent to Release Information Terms and Conditions. Please note that all authorized family members 18 years of age and older must sign a consent form failure to sign this consent form may result in denial of eligibility and/or termination of subsidy.

To view the Third Party Terms & Conditions, please [Click Here](#)

I Confirm*

☒

★ ACKNOWLEDGEMENT

I Confirm*

☒

Signed By*

Dummy2 Dummy2

Signed Date

4/2/2020

Signed By*

Dummy2 Dummy2

Signed Date

4/2/2020

BACK

SUBMIT

祝贺您，您已成功完成网上中期租赁资格审核表！

点击"Continue to Document Upload (s) "（前往文件上载页面）键了解纽约市房屋局用于完成审核所需的证明文件。

NYC Housing Authority

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Housing Map

Submit a Concern

Case Number:

1750094

Head of Household:

Dummy2 Dummy2

SR Number:

1-55451095341

You have successfully Submitted Your Interim Recertification

1-55451095341

This is to confirm the submission of your Interim Recertification for this year. Please use above number as reference.

You may need to submit supporting documentation in order to complete the Interim Recertification process. Please click on the Next button to see the list of documents requested.

You may go online at any time to check the status of your Interim Recertification, or to upload supporting documentation.

If you have any questions regarding your Interim Recertification, please call NYCHA's Customer Contact Center, Monday through Friday, 8:00 a.m. to 5:00 p.m., at (718) 707-7771.

CONTINUE TO DOCUMENT UPLOAD(S)

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7. 文件提交

您必须提供您的中期租赁资格审核/中期资料更改申请所需的证明文件。您所交的证明文件必须显示收入减少（如工作单位出具的离职证明）或收入增加（如连续两期的工资单据）。查看*所需证明文件示例列表*。收集所有证明文件后，您可通过下行方式提交：



1. 上载至纽约市房屋局网上自助服务系统（网址：<https://selfserve.nycha.info>）
2. 邮寄至：

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT
Box 19201
Long Island City, NY 11101



上载文件至纽约市房屋局网上自助服务系统最快捷方便。



您可通过扫描仪，iPad 或智能手机等设备扫描或拍照将文件直接上载至您的档案中。



使用扫描仪，智能手机或平板电脑等设备保存您需要上载的文件的图片。
 点击您所需要上载的文件旁的"Upload Document"（上载文件）键。

3. Once you have selected the document you would like to upload, click on the Submit button

4. Please note that the document you uploaded will appear in the Documents Received section at the bottom of the page. To ensure that the document has uploaded correctly, click on the View/Print document link of the corresponding document.

5. For FAQs related to uploading documents, please [Click Here](#), or to watch the 'How to Upload Documents' video, please [Click Here](#)

6. If you would like to provide NYCHA with additional documents that are not listed here, please click on the Add Additional Documents button, and follow steps 1-3 as mentioned above.

7. If you have difficulties uploading your documents, please see your property management officer.

Pending documents No Records Refresh Add File

Document Name	Status	Requested For?	Expected Date	Acceptable Doci	Upload Document
1 2 3 4					

Documents Received by NYCHA 1 - 4 of 4

Document Name	Status	Requested For?	Expected Date	View/Print Document
Affidavit of Income - Main Online	Pending Review	[REDACTED]		View Document
Affidavit of Income for Active Family Members...	Pending Review	[REDACTED]		View Document
Third Party Verification Consent to Release On...	Pending Review	[REDACTED]	11/5/2016	View Document
Debts Owed to Public Housing Agencies and T...	Pending Review	[REDACTED]		View Document

Back Continue

从下拉菜单中选择"**Document Name**"（文件名）并点击 "**Browse**"（搜索）键查找您已存入电子设备中的文件图片。找到您所保存的图片后，点击"okay" 键并再点击 "**Upload Document**"（上载文件）键。



Upload Document

Vendor/Case#:

Service Request#:

1-99998888877

HOH Name:

Requested For:

Document Category:

收入證明

Document SubCategory:

工作

Document Name:

Contact Remarks:

File to upload:

Browse...

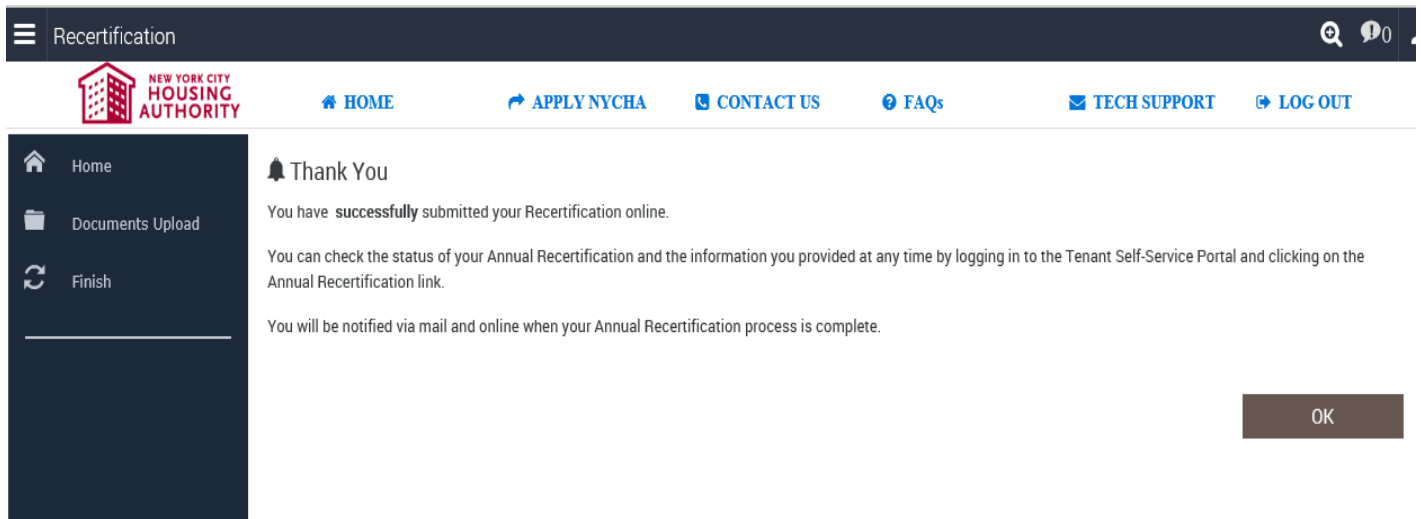
Upload Document

Close

完成上载了所有证明文件后，点击"Close"（关闭）键。

8. 提交表格后我如何跟进

提交了中期租赁资格审核表后：



您可定期登录账户查看申请进度并预览，打印或上传其它证明文件。

附录：所需证明文件范例列表

List of Sample Supporting Documents

For each member of your Section 8 household, you must provide the following **ORIGINAL** documentation:

- Birth Certificate **AND**;
- Social Security Card **AND**;
- Proof of Citizenship or Alien Registration Card **AND**;
- Marriage License (if applicable) or Domestic Partnership Certificate

If any household member has any income, asset, or expenses, you must provide **CURRENT** documentation as proof.

ACCEPTABLE DOCUMENTS FOR PROOF OF INCOME		ACCEPTABLE DOCUMENTS FOR PROOF OF ASSETS	
INCOME SOURCE	EXAMPLES OF ACCEPTABLE DOCUMENTS	ASSET SOURCE	EXAMPLES OF ACCEPTABLE DOCUMENTS
EMPLOYMENT	• Pay stubs (please provide at least two consecutive pay stubs) • W-2 • Verification of Employment from your Employer • Payroll History	CHECKING ACCOUNT SAVINGS ACCOUNT	• Bank Statement(s) (All Pages) • 1099 Interest Statement(s)
SELF-EMPLOYMENT	• 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	STOCKS/BONDS	• Stock Broker Summary/Statement(s): Stocks, Bonds and Mutual Funds • Stock Certificate(s) (copy) • 1099 Interest Statement(s)
SOCIAL SECURITY	• SSI Award Letter AND SSP Letter (State Disability) • Social Security Benefits	MONEY MARKET FUNDS/ MUTUAL FUNDS	• Bank Statement(s) (All Pages) • Stock Broker Summary/Statement(s): Stocks, Bonds and Mutual Funds • Stock Certificate(s) (copy) • 1099 Interest Statement(s)
PUBLIC ASSISTANCE	• Budget Letter	RETIREMENT (401K/IRA/ROTH)	• 401K / IRA / ROTH Statement(s) • Bank Statement(s) (All Pages)
MILITARY PAY/ VETERANS BENEFITS	• Pension Award Letter • Military Pay Statement • Veteran's Pay Statement	LIFE INSURANCE POLICY (Whole Life or Term Life)	• Life Insurance Policy Statement(s)
WORKERS COMPENSATION	• Workers Compensation Statement	TRUST FUNDS	Proof of Trust Funds which includes: • Trust Agreement(s) • Bank Statement(s) (All Pages)
CONTRIBUTIONS	• Contributor Statement	REAL ESTATE	• Letter from Closing Attorney and Unrecorded Deed • Letter or Agreement from the Condominium/Co-Op • Testamentary Letters from the Estate • Proprietary Co-Op Letter • Co-op Shareholder Certificate • Recorded Deed • Federal Tax Return (including Schedule E)
PENSION/ANNUITY	• Pension Award Letter • Annuity Documents		
CHILD SUPPORT/ ALIMONY	• Alimony Documents • Statement from Child Support Provider • Court Order • Court Stipulations		
ADOPTION/ FOSTER CARE	• Foster Care Letters • Guardianship Papers • Letters of Administration		
ACCEPTABLE DOCUMENTS FOR PROOF OF EXPENSES			
EXPENSES SOURCE	EXAMPLES OF ACCEPTABLE DOCUMENTS		
CHILDCARE EXPENSES	• Childcare Affidavit		
EDUCATION EXPENSES	• Full Time Student Verification Letter (18 years and older)		
MEDICAL EXPENSES	• Medical Documents		
DISABILITY EXPENSES	• Any unreimbursed Medical or Disability expenses such as Receipts for Prescription or Non Prescription Medicines, Receipts for Medical Supplies and Equipment, Medical Insurance Premiums, Receipts for Services of Doctors, Health Care Professionals, or Health Care Facilities, etc.		