



**INVESTIGATION, REVENUE AND ENFORCEMENT ADMINISTRATION
BUREAU OF ELIGIBILITY VERIFICATION**

**NOTICE TO APPLICANT
REFERRAL TO BUREAU OF ELIGIBILITY VERIFICATION**

Job Center: _____ Caseload: _____ Date: _____

Case Type: _____ Suffix: _____

Case Name: _____ Case Number: _____

Reason For Office Visit

Our review of your application will include an interview at the BEV office with all adults listed on the application. We may also need to visit your home. BEV Investigators must show identification when they come to your home.

Office Visit Scheduled

A **MANDATORY** interview has been scheduled for: _____

Client Name

At:	Floor:
Date:	Time:

***** Please arrive ONLY at your scheduled time. *****

At the Interview

The BEV Investigators will ask to look at some of your documents. They will use your documents to find out if you can get Cash Assistance. The documents they need to see are listed on pages 4-6. You must bring these documents to the interview.

The BEV Investigators also may contact other people and organizations to get information about your eligibility, residency, income, and resources. They will not share information about your case.

Don't have documents we ask for?

If you cannot bring us these documents, we will look at the documents in your file before we make a decision on your case. You must comply with the BEV Review.

Contact Us

Please call **BEV** at **appointment date.**

if you cannot keep the BEV appointment. Please call before the

Missed the Appointment

If you miss this appointment, call your worker at the Job Center. You must have a good reason for not keeping your appointment. You may be asked for proof of the reason. Listed below are **acceptable reasons** for not keeping your appointment.

- Medical appointment
- Court appointment
- Child-related emergency
- Death in the family
- Unable to get that day off from work
- Other emergencies

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640 . You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

(Applicant Signature)

(Worker Signature)

TRAVEL INSTRUCTIONS:**BROOKLYN**

By Train: A, C, G to Hoyt/Schermerhorn Street; 2 or 3 to Hoyt Street; 4 or 5 to Nevins Street
B,N,Q, R, to DeKalb Avenue

By Bus: B26 – Fulton / Bond Streets; B63 – Atlantic Avenue / Bond Street; B65 – Atlantic Avenue /
Nevins Street; B41, B45, B67 – Livingston / Hoyt Streets; B25, B38, B52 – Fulton / Hoyt
Streets.

BRONX

By Train: 6 to Hunts Point Avenue; 2 or 5 to Simpson Street.

By Bus: Bx4, Bx4A – Westchester Avenue / Tiffany Street; Bx5 – Hunts Point Avenue / Bruckner
Boulevard ; Bx6 – Hunts Point Avenue / Lafayette Avenue ; Bx19 – Southern Boulevard / Tiffany
Street; Bx46 – Longwood Avenue / Southern Boulevard.

STATEN ISLAND

By Train: SIR (Staten Island Railway) to Tompkinsville Station

By Bus: S51, S61, S62, S74, S76, S78 to Bay Street/Victory Blvd

From Manhattan

By Waterway: Take Staten Island Ferry to St George Ferry Terminal. Once on the Staten Island side of the
ferry, take the Staten Island Railway (SIR) 1 stop to Tompkinsville Station and the center is right
there .

By Bus: SIM1C, SIM3C, SIM33C connect with S74, S76, S78 to Bay Street/Victory Blvd

From Brooklyn

By Train and Bus: A, C, J, Z, 2, 3, 4, 5 to Fulton Street (Manhattan) transfer to SIM1C or SIM33C at Broadway /
Cortland St, or SIM3C at Church St / Fulton St

SIM1C, SIM3C, SIM33C connect with S74, S76, S78 to Bay Street / Victory Blvd

By Train and Waterway: **To Manhattan:** 4 or 5 to Bowling Green, 1 to South Ferry, R or W to Whitehall Street South
Ferry. Take Staten Island Ferry to St George Ferry Terminal. Once on the Staten Island side of
the ferry, take the Staten Island Railway (SIR) 1 stop to Tompkinsville Station and the center is
right there .

Documents You Need to Show

You must provide documents to verify your Identity, Social Security Number, and Residence.

Verify	Acceptable Documents	
Identity	One of the following: Valid Government Photo I.D. Driver's license U.S. passport Naturalization certificate Hospital/Doctor's records Adoption papers	Or Two of the following: Statement from another person Birth/baptismal certificate Validated Social Security Number (SSN)
Social Security Number	One of the following: Social Security card Official correspondence from SSA	
Residence	One of the following: Statement from landlord/primary tenant Current rent receipt or lease Mortgage records Utility bill, Telephone bill	Or Two of the following: Statement from another person Current mail School records

You will have to give us proof if you have:
 any of the resources or income listed in left column below.
 not proved your citizenship status.
 health insurance.

As proof, you need to give us one of the documents listed in the column to the right of that item.

Verify	Acceptable Documents	
Resources Bank Accounts: checking, savings, retirement (IRA and Keogh), credit union _____ Stocks, bonds, certificates and mutual funds _____ Life insurance _____ Burial trust or fund, burial plot or funeral agreement	One of the following: Current bank records Current credit card records _____ Stock/bond certificate Statement from financial institution _____ Insurance policy Statement from insurance company _____ Bank records Burial agreement Burial plot deed Statement from funeral home	

<p>Income T ax R efund or Earned Income Tax Credit (EITC)</p> <hr/> <p>Real estate other than residence</p> <hr/> <p>Motor vehicle</p> <hr/> <p>Lump sum payment</p> <hr/> <p>Other resources</p>	<p>Refund of EITC check Statement from tax office</p> <hr/> <p>Deed Statement from real estate broker Broker’s appraisal/estimate of current value by broker</p> <hr/> <p>Registration (older models) Title of ownership Appraisal of current value by dealer Financing data</p> <hr/> <p>Statement from the source of payment Lump sum check</p> <hr/> <p>Statement from household Statement from nursing home Household statement of current value Sales slips Insurance appraisal</p>
<p>Earned Income</p> <p>From employer</p> <hr/> <p>From self-employment</p> <hr/> <p>Income from rent or room/board</p>	<p>One of the following:</p> <p>Current wage stubs and statements of tips Pay envelopes Contact with employer On letterhead, rate of pay per hour, hours worked per week, first pay date, if new and employer’s phone number</p> <hr/> <p>Business records Tax records Records and related materials concerning self-employment earnings and expenses Current income tax return</p> <hr/> <p>Current contribution check Statement from roomer, boarder, tenant Income tax record</p>
<p>Unearned Income</p> <p>Child Support</p>	<p>One of the following:</p> <p>Statement from Family Court Statement from person paying support Check stubs Official correspondence from the Child Support Enforcement Unit</p>

<p>Unemployment Insurance Benefits (UIB)</p> <hr/> <p>Social Security benefits (including SSI)</p> <hr/> <p>Veteran's benefits</p> <hr/> <p>Worker's Compensation</p> <hr/> <p>Education grants and loans</p> <hr/> <p>Interest/dividends/royalties</p> <hr/> <p>Private pension/annuity</p>	<p>Current award certificate Official correspondence with New York State Department of Labor</p> <hr/> <p>Current award certificate/letter Current benefit check Official correspondence from SSA</p> <hr/> <p>Veterans Administration official correspondence Current award certificate/letter Current benefit check</p> <hr/> <p>Award certificate/letter Check stub</p> <hr/> <p>Statement from school Statement from bank Statement from agency administering grant/award letter</p> <hr/> <p>Statement from bank or credit union Statement from broker/financial institution/agent</p> <hr/> <p>Current award letter Current benefit check Official correspondence from source of income Contact with source of income Current contribution check</p>
<p>Citizenship or Current Alien Status</p>	<p>One of the following:</p> <p>Birth certificate Baptismal certificate/records Hospital records U.S. passport Military service records Naturalization certificate USCIS documentation Evidence of continuous U.S. residence since prior to 1/1/72</p>
<p>Health Insurance</p>	<p>One of the following:</p> <p>Insurance policy/card Statement from provider of coverage Medicare card Separation or divorce agreement with court-ordered health coverage</p>

