

PROGRAM	Income Minimum & Maximum's	Employment Income (provide one form of verification)	Other Income (Social security benefits, Public Assistance, Lifetime Pension)	Other Income child support, gifts, unemployment (one of the following)	Tax returns	Zero Income Form	Assets (Bank account, retirement account, Direct Express, EBT)	Full time Student status (for anyone 18 or older)	Proof of homelessness (provide one form of verification)	Proof of disability (provide one form of verification)	Government issued ID	Proof of date of birth	Proof of social security #	Proof of US citizenship	Proof of eligible immigration status
Project Based Vouchers	No minimum income Maximum income is 50% AMI.	Proof of employment (paystubs or employment verification form) needs to be dated within 60 days of the application submission to HPD. If providing paystubs as proof of employment, we only need 2 regardless of pay period. Self employment requires the most recent federal/state tax return with 1099 & Sch. C.	Benefits award letters can be dated within one year of application submission.	Child support: court document <u>or</u> statement from the payer indicating the amount and frequency. If neither of those are available, a signed statement from the recipient indicating the amount, frequency and who they receive it from. Gifts: a signed letter from the gifter indicating the amount and the frequency of the gift. Unemployment: an unemployment statement of benefits.	ONLY should be provided if self employed. If self employment, provide the most recent year's federal tax return, incl. W2's/ Sch. C, 1099	If applicant has zero income at time of application, a zero income form should be submitted. Template will be provided as needed.	ONE bank statement or verification of asset form dated within 60 days of application submission. For a direct express account, provide a statement from online or the front and back copy if the debit card with a receipt showing the balance dated within 60 days of application submission. EBT cards do not count as assets for the rental assistance so should not be declared and no proof should be submitted.	For anyone 18 or older who is in school full or part time or is in a job training program, they need to have the verification of student status form completed, <u>or</u> can provide a transcript for school or enrollment forms for job training program.	2010E supportive housing letter approval <u>or</u> current letter from shelter <u>or</u> current HSA EPU report <u>or</u> current DHS Cares report. Note that 'Current' is within 30 days of application submission	If a unit is "excepted" for disability you will need a SSD or SSI letter or the verification of disability (Form 3) completed. If any applicant is disabled, it's beneficial to provide proof of disability as the applicant receives a deduction in their tenant share.	One clear government issued ID that is not expired. If they do not have a government ID or it is expired, the applicant must submit a signed statement indicating the reason why.	If they do not have an ID, then we would need one of the following to show proof of DOB: Birth Certificate OR Passport OR Driver's License OR Certificate of Citizenship/Naturalization OR other Govt. issued document. Proof of custody/relationship of minors is needed so the children's birth certificates can be provided. Birth certificates are not needed for adults unless they need proof of DOB.	SSN Card OR other court/Govt. issued documentation listing full SSN and Name (IRS Form 1099, public assistance letters, or court records, Government issued ID or letter, Social Security benefits letter, Medicare or Medicaid card or letter)	N/A	Certificate of Citizenship/US Naturalization or Permanent Resident Card (front AND back) or USCIS/BOS receipt or copy of form I-5551, I-94, I-688, I-688B
NYC1515	No income minimum. Maximum income is defined in the regulatory agreement	Proof of employment (paystubs or employment verification form) needs to be dated within a year of the application submission to HPD. If providing paystubs as proof of employment, we only need 2 regardless of pay period. Self employment requires the most recent federal/state tax return with 1099 & Sch. C.	Benefits award letters can be dated within one year of application submission.	Child support: court document <u>or</u> statement from the payer indicating the amount and frequency. If neither of those are available, a signed statement from the recipient indicating the amount, frequency and who they receive it from. Gifts: a signed letter from the gifter indicating the amount and the frequency of the gift. Unemployment: an unemployment statement of benefits.	ONLY should be provided if self employed. If self employment, provide the most recent year's federal tax return, incl. W2's/ Sch. C, 1099	Not required.	If assets are under \$5,000, we do not need proof of asset, it only has to be declared on the application. If assets are over \$5,000, ONE bank statement or verification of asset form. For a direct express account, provide a statement from online or the front and back copy if the debit card with a receipt showing the balance. All assets can be dated within a year of application submission. EBT cards do not count as assets for the rental assistance so should not be declared and no proof should be submitted.	For anyone 18 or older who is in school full or part time or is in a job training program, they need to have the verification of student status form completed, <u>or</u> can provide a transcript for school or enrollment forms for job training program.	2010E NYC15/15 approval letter required. It should be active at time of referral. We do not need an updated approval if it expires after referral and before move-in.	If any applicant is disabled, it's beneficial to provide proof by submitting a SSD/SSI (for disability) letter or Form 3, the Verification of Disability. NYC 15/15 Pgs 1 & 2 (single adults, adult families or families with children) do not need to provide disability as these populations automatically receive the disability deduction.	One clear government issued ID. If they do not have a government ID or it is expired, the applicant must submit a signed statement indicating the reason why. It does not have to be notarized.	If they do not have an ID, then we would need one of the following to show proof of DOB: Birth Certificate OR Passport OR Driver's License OR Certificate of Citizenship/Naturalization OR other Govt. issued document. Proof of custody/relationship of minors is needed so the children's birth certificates can be provided. Birth certificates are not needed for adults unless they need proof of DOB.	Proof of social security # is only required if the applicant has a social security #. SSN Card OR other court/Govt. issued documentation listing full SSN and Name (IRS Form 1099, public assistance letters, or court records, Government issued ID or letter, Social Security benefits letter, Medicare or Medicaid card or letter)	N/A	N/A
Coc Shelter Plus Care	No income minimum. Maximum income is defined in the regulatory agreement	Proof of employment (paystubs or employment verification form) needs to be dated within a year of the application submission to HPD. If providing paystubs as proof of employment, we only need 2 regardless of pay period. Self employment requires the most recent federal/state tax return with 1099 & Sch. C.	Benefits award letters can be dated within one year of application submission.	Child support: court document <u>or</u> statement from the payer indicating the amount and frequency. If neither of those are available, a signed statement from the recipient indicating the amount, frequency and who they receive it from. Gifts: a signed letter from the gifter indicating the amount and the frequency of the gift. Unemployment: an unemployment statement of benefits.	ONLY should be provided if self employed. If self employment, provide the most recent year's federal tax return, incl. W2's/ Sch. C, 1099	Not required.	ONE bank statement or verification of asset form. For a direct express account, provide a statement from online or the front and back copy if the debit card with a receipt showing the balance. All assets can be dated within a year of application submission. EBT cards do not count as assets for the rental assistance so should not be declared and no proof should be submitted.	For anyone 18 or older who is in school full or part time or is in a job training program, they need to have the verification of student status form completed, <u>or</u> can provide a transcript for school or enrollment forms for job training program.	MAXIMUM PROLONGED HOMELESSNESS: 1 continuous year or 4 occasions of homelessness in 3 years that add up to 365 days. A "break" is only considered a break in continuity if it is 7 or more days. Anything below 7 days is considered continuous. One of the following is required: *Cares report with the printed dated listed at the bottom at the time of referral <u>or</u> DHS Cares report with exit date into supportive housing listed <u>or</u> letter from shelter, safe haven or emergency bed with a start & exit date <u>or</u> the date of the letter is current as of referral <u>or</u> HSA EPU report with exit date or print date. If street homeless a letter from a 3rd party listing the 1 lighting a month date with the location for 12 months or 4 occasions of	One clear government issued ID. If they do not have a government ID or it is expired, the applicant must submit a signed statement indicating the reason why. It does not have to be notarized.	If they do not have an ID, then we would need one of the following to show proof of DOB: Birth Certificate OR Passport OR Driver's License OR Certificate of Citizenship/Naturalization OR other Govt. issued document. Proof of custody/relationship of minors is needed so the children's birth certificates can be provided. Birth certificates are not needed for adults unless they need proof of DOB.	SSN Card OR other court/Govt. issued documentation listing full SSN and Name (IRS Form 1099, public assistance letters, or court records, Government issued ID or letter, Social Security benefits letter, Medicare or Medicaid card or letter)	N/A	Certificate of Citizenship/US Naturalization or Permanent Resident Card (front AND back) or USCIS/BOS receipt or copy of form I-5551, I-94, I-688, I-688B	
Mod SRO	No income minimum. Maximum income is defined in the regulatory agreement	Proof of employment (paystubs or employment verification form) needs to be dated within a year of the application submission to HPD. If providing paystubs as proof of employment, we only need 2 regardless of pay period. Self employment requires the most recent federal/state tax return with 1099 & Sch. C.	Benefits award letters can be dated within one year of application submission.	Child support: court document <u>or</u> statement from the payer indicating the amount and frequency. If neither of those are available, a signed statement from the recipient indicating the amount, frequency and who they receive it from. Gifts: a signed letter from the gifter indicating the amount and the frequency of the gift. Unemployment: an unemployment statement of benefits.	ONLY should be provided if self employed. If self employment, provide the most recent year's federal tax return, incl. W2's/ Sch. C, 1099	Not required.	ONE bank statement or verification of asset form. For a direct express account, provide a statement from online or the front and back copy if the debit card with a receipt showing the balance. All assets can be dated within a year of application submission. EBT cards do not count as assets for the rental assistance so should not be declared and no proof should be submitted.	For anyone 18 or older who is in school full or part time or is in a job training program, they need to have the verification of student status form completed, <u>or</u> can provide a transcript for school or enrollment forms for job training program.	Cares report with print date listed at the bottom at the time of referral <u>or</u> DHS Cares report with exit date into supportive housing listed <u>or</u> letter from shelter, safe haven or emergency bed with a start & exit date <u>or</u> HSA EPU report with exit date into supportive housing <u>or</u> print date listed at the bottom at time of referral.	Not required, but if any applicant is disabled, it's beneficial to provide proof as the applicant receives a deduction in their tenant share. Proof of disability can be provided by submitting a SSD/SSI (for disability) letter or Form 3, the Verification of Disability.	One clear government issued ID. If they do not have a government ID or it is expired, the applicant must submit a signed statement indicating the reason why. It does not have to be notarized.	If they do not have an ID, then we would need one of the following to show proof of DOB: Birth Certificate OR Passport OR Driver's License OR Certificate of Citizenship/Naturalization OR other Govt. issued document. Proof of custody/relationship of minors is needed so the children's birth certificates can be provided. Birth certificates are not needed for adults unless they need proof of DOB.	SSN Card OR other court/Govt. issued documentation listing full SSN and Name (IRS Form 1099, public assistance letters, or court records, Government issued ID or letter, Social Security benefits letter, Medicare or Medicaid card or letter)	N/A	Certificate of Citizenship/US Naturalization or Permanent Resident Card (front AND back) or USCIS/BOS receipt or copy of form I-5551, I-94, I-688, I-688B
Tax Code units	Minimum income based on rent amount. Maximum can be up to 80% AMI, but further restrictions may apply as per the regulatory agreement.	Employment Income/Wages: 4 consecutive paystubs <u>or</u> Employment verification form (ATI-3). Verification must be dated within 120 days of move-in. Self-Employment: the most recent federal/state tax return with 1099 & Sch. C + an estimate of current year's net self-employment from tax preparer or a notarized self statement. If self-employment has not been reported on a tax return, third-party documentation supporting the estimate is required. See Attachment 1.4 for examples of self employment records.	Benefits award letter <u>or</u> check stub w/gross amount. All dated within 120 days of move-in. See attachment L-1 for guidance on expired documents and self declaration.	Alimony or child support: court document showing activity/amounts, <u>or</u> a notarized self-statement of frequency and amount by either the payer or recipient. If the income is declared on the application the declaration from the gift giver or receiver is acceptable. If the income is not on the application, supporting document is needed in addition to the affidavits. Recurring gifts: notarized affidavit from the person providing the gift that includes purpose, dates/values, <u>or</u> a self declaration that includes the purpose, dates/values. If the applicant claims the income on the application, only one of the above is needed. If it's not claimed on the application, supporting documentation is needed in addition to the gift giver or gift receiver affidavit. If the contribution exceeds \$10,000, and the contribution impacts eligibility, supporting documentation is needed in addition to the affidavit. Unemployment: Benefits printout or check stub w/gross amount. All dated within 120 days of move-in.	ONLY should be provided if self employed. If self employment, provide the most recent year's federal tax return, incl. W2's/ Sch. C, 1099	Affidavit of Unemployment / Zero Income (Attachment 1.1)	Tax credits: for supportive/homeless units only, assets under \$5k, provide attachment T and no other proof of assets is needed. For assets over \$5K, see below instructions. Tax exempt bonds: for supportive/homeless units only, assets under \$5K provide attachment T and no other proof of assets is needed. For use income units, proof of assets and Attachment T is needed for all assets even if under \$5K. Document requirements for when proof of assets is needed (dated within 120 days). SSN consecutive bank statements for checking accounts, and/or ONE bank statement for other asset account such as savings accounts, EBT, cash, direct express, nontraditional electronic accounts, investments, etc. Attachment T.	For anyone 18 or older complete Student Status Certification (attachment J) <u>and</u> provide proof of enrollment or school records for any part-time or full-time students enrolled in higher education.	2010E approval letter.	If the household is being placed in a LIFAS unit ONLY: Attachment 1-2 Certificate of Disability or HRA email confirmation of disability with no additional documentation needed.	N/A	If they do not have an ID, then we would need one of the following to show proof of DOB: Birth Certificate OR Passport OR Driver's License OR Certificate of Citizenship/Naturalization OR other Govt. issued document. Proof of custody/relationship of minors needed which can be birth certificates. Birth certificates are not needed for adults unless they need proof of DOB.	Proof of social security # is only required if they have a social security #. SSN Card OR other court/Govt. issued documentation listing full SSN and Name (IRS Form 1099, public assistance letters, or court records, Government issued ID or letter, Social Security benefits letter, Medicare or Medicaid card or letter)	N/A	N/A