



NYCHA
SECTION 8



Annual and Interim Recertification Checklist



ANNUAL RECERTIFICATION FOR NYCHA SECTION 8 PARTICIPANTS

Section 8 participants must timely complete their annual recertification; this includes submitting income, asset, expense, and family composition information and required documents.

How do I apply for an Annual Recertification?

Annual recertifications should be submitted online through the **Self-Service Portal**. If you do not have access to the internet, you can call NYCHA's Customer Contact Center at 718-707-7771.

Forms that must be completed and submitted include:

1. Affidavit of Income for all individual household members,
2. Third-Party Verification form for household members 18 years of age or older,
3. Supporting documentation (e.g., proof of income, assets, student status, and expenses for all household members), and
4. Debts Owed to PHA (HUD-required document) will be required for all household members 18 years of age or older if this form is not already on file with NYCHA

NYCHA Section 8 will review and verify all information submitted and will provide both you and the property owner with a Voucher Payment Change Notification (VCN) that indicates the contract rent amount, your share of the rent, and the NYCHA subsidy amount.

IF YOU ARE REQUESTING TO ADD A NEW PERSON(S) TO YOUR SECTION 8 HOUSEHOLD, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED ALONG WITH PROOF OF INCOME FOR EACH PERSON:

- **Birth certificate**
- **Social Security card**
- **Proof of citizenship or alien registration card**
- **Marriage license or domestic partnership certificate (if applicable)**
- **If any household member and/or new person has any income, assets, or expenses, you must provide CURRENT documentation as proof**

- **All required forms and supporting documentation must be submitted at the same time you submit your annual recertification. Any delays in submitting required forms and supporting documentation will delay the recertification processing.**
- **NYCHA will run a criminal background check for all additions to the household 16 years of age or older.**



INTERIM RECERTIFICATION FOR NYCHA SECTION 8 PARTICIPANTS

Section 8 participants are required to report with supporting documentation all changes in income and household composition within 30 days of the date of such change.

How do I apply for an Interim Recertification?

NYCHA Section 8 participants may request an Interim Recertification quickly and easily through the **Self-Service Portal** using a smartphone, computer, tablet, or other internet-enabled device. If you do not have access to the internet, you can obtain the Voucher Holder's Request for Interim Change form by calling NYCHA's Customer Contact Center at 718-707-7771.

NYCHA Section 8 will review and verify all information submitted and will provide both you and the property owner with a VCN that indicates the contract rent amount, your share of the rent, and the NYCHA subsidy amount.

For an interim recertification request, the supporting documents must reflect the change being reported:

Reason for Interim Request	Examples of Supporting Documents
If the participant is reporting a decrease in income	Termination letter from an employer; unemployment benefits; two consecutive paystubs showing a reduction in pay; public assistance benefit statement or SSI/SSD/ NY SSP award letter showing a reduction in benefits.
If the participant is reporting an increase in income	Two consecutive paystubs showing an increase in pay or other documents showing an increase in income.
If the participant is requesting to add an individual to the Section 8 household	Birth certificate, Social Security card, marriage license/ domestic partnership certificate (if applicable), and income for the individual being added to the Section 8 household. <u>Please note:</u> NYCHA will run a criminal background check for all additions to the household 16 years of age or older.
If the participant is requesting to remove an individual from the Section 8 household	Supporting documentation is only required if the individual being removed is the Head of Household and voucher holder. For example, a death certificate, or a letter from a medical facility.

- All supporting documentation must be submitted at the same time you submit your interim recertification. Any delays in submitting supporting documentation will delay the processing of your interim recertification.
- A past due annual recertification may also delay the processing of your interim recertification.



EXAMPLE SUPPORTING DOCUMENTATION (FOR BOTH ANNUAL AND INTERIM RECERTIFICATION)

The below lists provide examples of acceptable forms of supporting documentation. Any delays in submitting supporting documentation will delay the processing of your annual or interim recertification.



ACCEPTABLE DOCUMENTS FOR PROOF OF INCOME

Employment	Public Assistance
<ul style="list-style-type: none"> • Pay stubs (please provide at least two consecutive pay stubs) • W-2 • Verification of employment from your employer • Payroll history 	<ul style="list-style-type: none"> • Budget letter
	Workers' Compensation
	<ul style="list-style-type: none"> • Workers' compensation statement
Self-Employment	Military Pay/Veterans Benefits
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Pension award letter • Military pay statement • Veterans' pay statement
	Contributions
	<ul style="list-style-type: none"> • Contributor statement
Social Security	Pension/Annuity
<ul style="list-style-type: none"> • SSI award letter AND SSP letter (State Disability) • Social Security benefits 	<ul style="list-style-type: none"> • Pension award letter • Annuity documents
	Adoption/Foster Care
<ul style="list-style-type: none"> • Foster care letters • Guardianship papers • Letters of administration 	<ul style="list-style-type: none"> • Alimony documents • Statement from child support provider • Court order • Court stipulations



ACCEPTABLE DOCUMENTS FOR PROOF OF ASSETS

Checking Account/Savings Account	Stocks/Bonds
<ul style="list-style-type: none"> Bank statement(s) (all pages) 1099 interest statement(s) 	<ul style="list-style-type: none"> Stock broker summary/statement(s): stocks, bonds, and mutual funds Stock certificate(s) (copy) 1099 interest statement(s)
Money Market Funds/Mutual Funds	Real Estate
<ul style="list-style-type: none"> Bank statement(s) (all pages) Stock broker summary/statement(s): stocks, bonds, and mutual funds Stock certificate(s) (copy) 1099 Interest statement(s) 	<ul style="list-style-type: none"> 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)
Life Insurance Policy	
<ul style="list-style-type: none"> Life insurance policy statement(s) 	
Retirement (401 K/IRA/Roth)	Trust Funds
<ul style="list-style-type: none"> 401K/IRA/Roth statement(s) Bank statement(s) (all pages) 	<ul style="list-style-type: none"> Proof of trust funds, which includes: <ul style="list-style-type: none"> Trust agreement(s) Bank statement(s) (all pages)



ACCEPTABLE DOCUMENTS FOR PROOF OF EXPENSES

If you do not submit proof of expenses, no deduction will be given.

Education Expenses
<ul style="list-style-type: none"> Full-time student verification letter (18 years or older)
Medical Expenses
<ul style="list-style-type: none"> Medical documents
Childcare Expenses
<ul style="list-style-type: none"> Childcare affidavit
Disability Expenses
<ul style="list-style-type: none"> 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.