

Section 8

Annual Recertification

Manual



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INSTRUCTIONS FOR COMPLETING ANNUAL RECERTIFICATION ONLINE

Self-Service Portal Login Information:

Login Page: The Tenant Self Service Portal link is accessible from the NYCHA website. Once the Section 8 tenant clicks on the Tenant Self-Service Portal link, they will be taken to the following landing page:





Enter Credentials: The Section 8 tenant must be the head of household and have a valid USERNAME and PASSWORD to login and use the Tenant Self-Service portal.

- ⇔ Enter
 - O USERNAME: JOHNDOE123
 - PASSWORD: *******

Case Information: The tenant will be taken to the **Home** page of the portal. The tenant will be taken to a page that displays their basic case information. The tenant should click on the **View Details button** given below.

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*	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern		

Welcome Back JOHN DOE. Today is, Tue Apr 07 2020



Annual Recertification: The tenant will be taken to a page that displays their detailed Case information. The tenant should click **Annual recertification Tab** on the left pane as shown below.

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Annual Recentification	1700094					*	3/18/2020		12	
Interim Recertification	Section 8 Ac	dmission Date		Voucher Un	it Size		Head of H	Head of Household Last Name		
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	Head of Hou	zsehold First Name		Contract Re	nt S		NYCHA SI	hare \$		
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Inspection	Lease End (Date								
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Property Management										
Available Sec 8 Apts										
Opportunity Connect										

Initiate Annual Recertification:

The tenant should click on the <u>Start/Resume</u> my Annual Recertification link to begin the recertification process.

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	COVID-19	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern		
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eren Hacartification	Start/ Finish my Annual Rec	certification: Use this link	to start your recertification pro	cess if you can see this link it r	neans you have a Recertific	ation that you have not yet star	fied or is in progress.			
onable Accomodation	Upload, View, or Print a doc	unent for my Annual Re	certification: Use this link to u	ploar recentrication process in your pload view and print all of your	ou can see this link it means recertification documents /	you nave a submitted recentrix I you can see this link it means	you have pending documen	its required by NYCHA for a sub	mitted recertification.	
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Annual Recertification Instructions:

Once the tenant clicks on the **Start/Resume my Annual Recertification** link, they will be taken to the Instruction landing page. This page provides instructions for completing their Annual Recertification on the portal.

> The tenant should click on the <u>Get Started</u> button to begin.

Norme	R FAQ COVID-19	Contact Us	Quality Of Life	MyNYCHA	ADDLY NVCHA				
Home					Arrei Areia	Housing Map	Submit a Concern		
	Complete your Annua	Recertification in just five e	asy steps!						
	Step 1: Family Composition: Verify your family composition. Ple	ase review the names and details of a	active members in your house?	hold You may also use this	page to indicate if you would lik	e to remove a member or rec	quest the addition of a new n	nember to the househo	ld.
E Hembers	Step 2: Member Detail Informa This page allows you to update in and other information for these inc	tion: formation pertaining to active family me fividuals. If you or your family members	nbers and individuals you would do not have Income. Assets, ar	d like to add to your housel nd'or Expenses, please ind	hold. Indicate which members h Icate in this section	eve Income, Assets, and/or E	xpenses, and enter the deta	alls related to the amou	nt, source, freque
L Member Summary	Step 3: Recertification Summa Review all information you provide	ry; d for the head of household, each fam	ly member, and for any new fam	nily member(s) you have re	quested to add to the household	Please review the terms are	d conditions and check the '	Arknowledgement' box	This agreement
Crosse Information	legally binding between you and h	лусна							
] Review&Submit	Step 4: Document Summary: Based on the information you pro- documents needed to process you	ided, you may be required to provide s ir recertification	upplemental documents such as	s pay stubs, bank statemer	sts, employment letters, etc. to v	erify reported incomeAssets.	and/or Expenses. This page	e will provide you with :	a summary of the
Documents Upload	Step 5: Upload Documents You may upload all supplemental	documents required to process your an	nual recertification on this page.						
C Freeh	NOTE: If you would like to go for reasona	ble accommodation to meet the needs	of persons with disabilities, plea	se contact customer conta-	ct centre at 718-707-7771 and a	reasonable accommodation	form will be mailed to you.		
				GET	STARTED				

Step 1: Verify Family Composition:

This page displays the most current household information available in Siebel. All Active Household Members currently residing in the household are listed in the <u>Member Information</u> section. The tenant must review the information presented in this section.

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а Т	Case Number		1700094		Head of H	ousehold	JOHN DOE		SR Number	1-10357068531	
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(44)	You are at Step	1: Family Compositio	n of the Recertification Pr	ocess. Please review your h	ousehold information	provided below					
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15-best	denial from the A	uthority in writing after	NYCHA has reviewed at	your information and docum	write.						
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(a) Adding a Family Member (if applicable)

Tenants may request to add member(s) to their household while completing their recertification on the portal.

To add a member, the tenant should click on the <u>Add Member</u> button under the <u>Member</u> Information section.

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A new page will open. The tenant must provide information about the proposed addition. The following fields are required:

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(b) Member Information :

- First Name of the proposed addition
- Last Name of the proposed addition
- Date of Birth of the proposed addition

Note: The birth date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956

- Sex of the proposed addition
- Relationship of the proposed addition (to head of household).
- **Citizenship Status** of the proposed addition.
- Social Security Number (SSN) of the proposed addition.

The social security number must be entered in the following format (without the dashes included): 123456789.

NOTE: If the proposed addition does not have an SSN, the tenant must click on the **No SSN** checkbox and enter the Alien Registration # or I-94 # of the proposed addition.

In addition to the required fields, the tenant should provide the following information regarding the new member:

- **Disability** status of the proposed addition (Y/N)
- Race of the proposed addition
- Ethnicity of the proposed addition

- Mobile, Home or Work telephone number for the proposed addition
- Email Address for the proposed addition

(c) Earnings/Asset Related Information

The tenant is required to answer yes or no (Y/N) to the following questions:

- Is this member currently employed?
- Does this member have any assets?
- Was this member employed during the last 12 months?

+ Earnings/Asset Related Information	
Is this member Currently Employed? Was this member employed during the last 12 months?	Does this member have any Assets?

(d) Affidavit of Student Status:

The tenant is required to answer yes or no (Y/N) to the following questions:

- Does this member currently attend school (College, University, or Vocational Training)?
- Please note that the tenant answers 'Y' to this questions, they must provide the start date for when the member began attending school. The date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956.
- Current School Name
- Current School Address
- Do you anticipate becoming a full-time or part-time student? If you answer 'yes' then they must provide Future School Name and Future School Address.

â	Home	Case Number:	1700094	Head of Household:	JOHN DOE	SR Number:	1-10357088531	<u></u>
í	Instructions	Instructions						
Ł	Members	You are at Step 1: Family Based on the current infor	/ Composition of the Recertifical rmation in our system, Active Me refer to proceed your Recertification	tion Process. Please review your household in mbers listed below are already part of your h	formation provided below. pusehold. NYCHA will take into accoun	t their Income, Asset, and		
1	Member Summary	To request an addition of	a new Member, please click on th	e Add Member button. To remove an Active	Member from your household, please of	lick on the Remove Member but	ton.	
*	Income Information	NYCHA will not receive yo considered as the permiss	our request to add a new member sion toadd the new member. You	r or remove an existing family member until yo will receive final approval or denial from the A	u submit the Recertification information uthority in writing after NYCHA has revi	n. Please Note: Your request to a iewed all your information and door	dd a new member should <u>not be</u> cuments.	
Ê	Review&Submit				, ,			
•	Documents Upload	🤽 Member Inform	ation					
C	Finish	+ Basic Details						0
		+ Earnings/Asset Relat	ted Information					0
4		+ Affidavit of Student S	štatus					0
		Does this Member cu Training)?*	rrently attend school (College,	University, or Vocational	★Current School Name			
		Does this Member cu Training)?*	rrently attend school (College,	University, or Vocational	★Current School Name Current School Address			
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		Does this Member cu Training)?* Start Date *Do you anticipate bu	rrently attend school (College,	University, or Vocational	*Current School Name Current School Address *Future School Name			
		Does this Member cu Training)?* Start Date *Do you anticipate bo	rrently attend school (College,	University, or Vocational	Current School Name Current School Address Future School Address Future School Address		2	
		Does this Member cu Training)?+ Start Date *Do you anticipate be	rrently attend school (College,	University, or Vocational	Current School Name Current School Address Future School Address Future School Address		2	

(e) Emergency contact:

Please enter the requested information if you have any emergency contact that you would like to include.

â	Home	Case Number:	1700094		Head of Household:	JOHN DOE	SR Number:	1-10357088531	
€ € € × × €	Instructions Members Member Summary Income Information Review&Submit	Instructions You are at Step 1: Family Based on the current inforr Expense information in ord To request an addition of a NYCHA will not receive you considered as the permission of the permission of the permission	Composition of the Re mation in our system, Ar ler to process your Recc new Member, please cl ur request to add a new ion toadd the new memi	ecertification Process. Pla ctive Members listed be ertification. click on the Add Member member or remove an e aber. You will receive final	ease review your househo low are already part of yo button. To remove an Ac xisting family member unt approval or denial from th	Id information provided below. ur household. NYCHA will take tive Member from your househi il you submit the Recertification ee Authority in writing after NYC	into account their Income, Asset, and old, please click on the Remove Member bu information. Please Note: Your request to a HA has reviewed all your information and do	tton. add a new member should <u>not be</u> ccuments.	
∎ ສ	Documents Upload Finish	 Member Information + Basic Details 	ation						0
4		 + Earnings/Asset Relate + Affidavit of Student St	ed Information						0 0
		 + Additional Information	1						0
		+ Emergency Contact Ir	Iformation Number			Emergency Contac	t Relationship t Email		đ
		+ Declaration of Citizen:	n. Consent to Release	e mormation					0
		+ Debts Owed to PHA							0
		CANCEL						SAVE & CONTINUE	

(f) Third Party Verification: Consent to Release Information

For all household additions 18 years of age or older, the tenant must click on the **I Confirm** checkbox and the proposed addition must provide their signature (their full name) in the **Signed By** box.

The tenant can view the form by clicking on the **To view the Third Party Terms & Conditions Please Click Here** link.

	COVID-19	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern		
Home	Case Number	1700094		Head of House	hold	JOHN DOE		SR Number	1-10357088531	
Instructions	① Instructions									
Unition	You are at Step 1: Family C	omposition of the Recertifi	cation Process. Please revie	w your household information pro	wided below.					
	Based on the current informa Expense information in order	ation in our system, Active I r to process your Recertifica	Wembers listed below are al tion	ready part of your household. NY	CHA will take into acco	unt their income, Asset, and				
Member Summary	To request an addition of a n	ew Member, please click or	The Add Member button. 1	o remove an Active Member from	your household, pleas	e click on the Remove Member	button.			
Income Information	NYCHA will not receive your	request to add a new mem	ser or remove an existing fa	nily member until you submit the	Recettification informat	ion Please Note: Your request to	o add a new member should	I not be considered as the permiss	ion toadd the new member. You will recr	elve final app
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Finsh	+ Basic Details									
	+ Earnings/Asset Related	Information								
	+ Affidavit of Student Stat	tus								
	+ Additional Information									
	-									
	+ Emergency Contact Info	ormation								
	+ Third Party Ventication:	: Consent to Release Infor	mation							
	Please ensure that you ha	we read the Third Party Ver	fication. Consent to Release	a Information Terms and Condition	s. Please note that all a	authorized family members 18 ye	ers of age and older must s	ign a consent form		
	Third Party Verification: I Confirma	Consent to Release Infor	nation	Signed By+			5	gned Date		
				Arry Doe				9/2020	m	
	+ Declaration of Citizensh	aip								
	1 Public County PUL									
	T Decks Owed to PRA									

(g) Declaration of Citizenship

NYCHA is required to information regarding citizenship status of each household member and all proposed additions. The tenant must click on the I Confirm checkbox to affirm all information provided is true and accurate.

The tenant can view the form by clicking on the **To view the Citizenship Declaration & Conditions Please Click Here** link.

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	COVID-19	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern	
A tere	Case Number	1700094		Head of Hou	sehold	JOHN DOE		SR Number	1-10357088531
D Instructions	() Instructions								
L Martin	You are at Step 1: Family C	omposition of the Recently	cation Process. Please revie	w your household information p	rovided below				
	Based on the current informa Expense information in order	ation in our system, Active I r to process your Recertifica	Members listed below are al ition.	heady part of your household, N	YCHA will take into acci	ount their income, Asset, and			
	To request an addition of a n	ev Member, please click or	the Add Member button. 1	to remove an Active Member Ito	m your household, plea	e click on the Remove Member t	wfton.		
Income Information	denial from the Authority in w	request to add a new memi inting after NYCHA has revi	ber or remove an existing far avved all your information an	mily member until you submit th vd documenta.	e Receit/fcation informa	ton. Please Note: Your request to	add a new member should	t not be considered as the permis	sion toadd the new member. You will receive final approval or
I seventiatent									
Documents Upload	a Member Informati	ion							
tean .	+ Basic Details								G
	+ Earnings/Asset Related	Information							
	+ Affidavit of Student Stat	tus							a
	+ Additional Information								
	+ Emergency Contact Info	ormation							
	+ Third Party Verification	Consent to Release Infor	mation						0
	+ Declaration of Citizensh	мр							Q
	Please note that the New perjary that you have need to view the US Citizens I Confirms	York Oily Housing Authority the terms and conditions a http Declaration Terms & C	is required to obtain informa ind all information provided b conditions, please. Click H	ation regarding olizenship statuz yy you (or authorized family men ene	of each authorized occ ibers) are true and corre	opant in your apartment to determined	ne eligibility for rental asso	lance in federally-assisted housin	g By checking / Confirm, you declare under penetities of
	+ Debts Owed to PHA								G
	CANCEL								SAVE & CONTINUE

(h) Debts Owed to PHA

For all household additions 18 years of age or older, the tenant must click on the I **Confirm** checkbox and the proposed addition must provide their signature (their full name) in the **Signed By** box.

The tenant can view the form by clicking on the **To view the Terms and Conditions for Debts Owed to PHA Please Click Here** link.

	COVID-19	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern	
Home	Case Number	1700094		Head of House	shold	JOHN DOE		SR Number	1-10357088531
	Instructions								
	You are at Step 1: Family C	emposition of the Recercit	cation Process. Please revie	w your household information pro	wided below				
	Based on the current informa Expense information in order	tion in our system, Active to process your Recertifica	Members listed below are al stion.	ready part of your household. NY	CHA will take into account	nt their Income, Asset, and			
Mamber Summary	To request an addition of a n	rw Member, please click or	the Add Member button 1	to remove an Active Member from	your household, please	click on the Remove Member t	outton		
Income Information	NYCHA will not receive your denial from the Authority in w	request to add a new men rbing after NYCHA has rev	ber or remove an existing fai levied all your information an	mily member until you submit the id documents	Recertification informat	on. Please Note: Your request to	add a new member should	ogting considered as the permiss	on toadd the new member. You will receive fin
Review&Submit									
Documents Upload	a Member Informate	06.							
mak	+ Basic Details								
	+ Earnings/Asset Related	Information							
	+ Affidavit of Student Stat	25							
	+ Additional Information								
	+ Emergency Contact Info	rmation							
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	+ Declaration of Citizensh	ø							
	+ Debts Owed to PHA								
	Please ensure that you ha To view the Debts owed	ve read the Detits Owed to to PHA Terms & Condition	PHA Terms and Conditions. oris, please Click Here 🖸	Please note that all authorized fa	mily members 18 years	of age and older must sign a cor	nsent form. Failure to sign th	his consent form may result in den	al of eligibility and/or termination of subsidy
	I Confirm+			Signed By+			51	gned Date	
	×			Arry Doe			4	9/2029	120
	-								
	CANCEL.								SAVE & CONTINUE

NOTE: The new addition will appear under the **Pending Member Information** section with the Status **'Pending Addition'**. NYCHA will send the tenant final approval or denial to add the new member after all documents submitted for the new member have been reviewed.

(i) Removing a Family Member (if applicable)

Tenants may request to remove member(s) from their household while completing their recertification on the portal.

- a. To remove a member from their household, the tenant should click on the **Remove Member** button under the **Member Information** section.
- b. A new screen will open. The tenant must click on the I Confirm checkbox, provide their initials in the Initialed By box next to the name of the member they would like to remove, and click the Remove Selected button.

*		FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern	
COVID-	19								
Case Number		1700094		Head o	Household	JOHN DOE		SR Number	1-10357088531
() Instructio	ns								
You are at Step 1 Restart on the cur	I: Family Compositio	n of the Recertification Pro	ocess. Please review your h	ousehold informat	on provided below	of their lations decar and			
Expense informa	tion in order to process	syour Recentification.	relied people and diseasely be	n at your mounters	IC. NT CTAS IN USE THE SEC	uni tret incurre, Aster, eno			
To request an ad	doon of a new Membe	r, please click on the Add	Member button. To remove	en Active Memb	er from your household, pleas	e click on the Remove Member b	utton	and he consultand as the comission	e badd fins and monthly V
denial from the A	eceive your request to uthority in writing after	add a new memoer or ren NYCHA has reviewed all :	your information and docum	iber until you subr ents.	tit the Recerclication information	ion. Please Note: Your request to	add a new member should	101.08 considered as the permission	n toadd the new member. Y
& Member	Information								
Update	First Name	Last Name	Relationship	Status	Information Complete				10
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Lodale 2 Pending First Name DUNIMY1 TEST	SEAN Member Informa LastName DUMMY1 DUMMY2	tion Relationship Spouse Uvein Aide	Status Pending Deletion Pending Deletion	Restore Rectore		6.5.7.7			
Ubdale 1 Pending First Name DURINY1 TEST +	SEAN Member Informa Last Name DUMMY1 DUMMY2	tion Relationship Spouse Uvein Alde	Status Pending Deletion Pending Deletion	Restore Rectore Restore					

- Please note that a pop-up will appear at the top of the screen. If the tenant wishes to proceed with removing the household member, they must click **OK**. If not, they must click **Cancel**.
- The member that the tenant is requesting to remove will appear in the **Pending Member Information** section with the status **'Pending Deletion'**. To continue, the tenant must click on **Save & Continue**.

(j) Confirm Updates Under Member information.

he tenant must check the I **Confirm** checkbox and must provide the signature (their full name) in the **Signed By** box under the (1) Third Party Verification: Consent to Release Information; (2) Declaration

of Citizenship; and (3) Debts Owed to PHA sections. To continue, the tenant must click on **Save & Continue**.

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	R COVID-19	FAQ	Contact Us	Quality Of Life	МуNYCHA	APPLY NYCHA	Housing Map	Submit a Concern	
R Horse	Case Number	1700094		Head of House	hold	JOHN DOE		SR Number	1-10357088531
D buttuctions	Instructions								
L. Humbers	You are at Step 1: Family C	composition of the Recent	cation Process. Please revie	w your household information pro	wided below				
a second a second	Based on the current informa Expense information in order	ation in our system, Active r to process your Recertific	Members listed below are al ation.	ready part of your household. NY	CHA will take into acci	xint their income, Asset, and			
	To request an addition of a n	new Member, please click p	n the Add Member button 1	to remove an Active Member from	your household, plea	te click on the Remove Member b	utton		
 Income Information 	denial from the Authority in v	request to add a new men inting after NYCHA has rev	ber or remove an existing far lewed all your information an	nily member until you submit the d documents	Recertification informa	tion. Please Note: Your request to	add a new member should	I <u>opt be</u> considered as the permis	sion toadd the new member. You will receive final approval o
a feriendstubrit									
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	+ Declaration of Citizensh	hip							a
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	Please ensure that you ha To view the Debts owed	eve read the Debts Owed to I to PHA Terms & Condition	PHA Terms and Conditions. ons, please Click Here 🗹	Please note that all authorized fo	mily members 18 year	s of age and older must sign a con	cent form. Failure to sign th	his consent form may result in der	sal of eligibilityand/or termination of subsidy
	I Confirme			Signed By+			5	gned Date	

Step 2: Adding Income Information

a. The tenant must click on the **Add Income** button to begin. The tenant can add multiple income sources for themselves, family members, or members they would like to add to the household.

COVID-19 Case Number Instructions Paase enter the Income int Contact Informat My Income Inform Income Searce	FAQ 170004 formation for the household in tition for - mattion	Contact Us member whose name appears AMY Dr	Quality Of Life Head of H	MyNYCHA susehold sources of Income howe	APPLY NYCHA JOHN DOE vec, the information must pertain	Housing Map	Submit a Concern SR Number r specified below	1-0037088531	
Case Number ③ Instructions Please enter the Income inf L Contact Informat \$ My Income Inform Income Source	1700094 itomation for the household r ition for - nation	member whose name appear AMAY D	Head of H below You may add mutple DE	sources of Income howe	JOHN DOE	to the household membe	SR Number r specified below	1-40357088534	
 Instructions Please enter the Income int Contact Informat My Income Inform Income Source 	tomation for the household r tion for - nation	member whose name appears	i below You may add multiple DE	sources of Income Now	ver, the information must pertain	to the bousehold membe	r specified below		
Please enter the Income in Contact Informat S My Income Inform Income Source	tomaton for the household r tion for - nation	member whose name appears	i below You may add multiple DE	sources of Income Now	ver, the information must pertain	to the household member	r specified below		
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Tenants are required to report all sources if income for the household to NYCHA. The following pop-up will appear if the tenant reports that a household member has income, but does not provide information for the income source. If the tenant would like to add an income source, they should click <u>Cancel</u> and then click the Add Income button. If there is no income, the tenant should click <u>OK</u>.

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	COVID-19	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern		
Name)	Case Number	1700094		Head of Hou	sehold	JOHN DOE		SR Number	1-10357088531	
Indructiona Mandaen	Instructions You are at Step 2 : Member I	Detail Information of the A	muai Recertification process.	Please enter the income infor	tation for a household me	nber below You may add multipl	le sources of income on thi	page, however, the information	must pertain to the household	member specified belo
Member Summary	L Contact Informatio	on for -	AMY DO	E						
	\$ Income Information									
ReviewAllabrid	Income Detail InformationSou	irce Name and Address Info	imation							
Documents Upload Finish	Income Detaits Note: Presis enter your incor are: Vlages, Commission, Tip Income Source+	me details in this section. So is etc.	ome examples of valid income	sources		Income Source & Inco Note: Please entier you getting your income, the Source Name	me Information r Income Source and addre e address of your work loca	ss information in this section. Whe lion - stuff like that	sre you are	
				~						
	Total Income			le.		Source Phone #				
	Start Date-			=		Source Address			10	
	Frèquency			 ~						
	BACK								50	E & CONTINUE

The following information is required:

- Income Source The tenant must select their source of income from the dropdown menu.
- Start Date of the income. The date must be entered in the following format: MM/DD/YYY. For example, 06/28/1980 or 01/05/1956.
- Total Income received
- **Frequency** The tenant must make a selection from the dropdown menu The tenant must also provide the name, full address and telephone number of the source of income. Once complete, the tenant must click **Save & Continue**.

NOTE: All income information entered will appear under the **Income Information** section.

Step 3: Adding Asset Information

a. The tenant must click on the Add Asset/Report Sales button to begin. The tenant can add multiple assets for themselves, family members, or members they would like to add to the household.

									Traducir G Select Language *	(#Log Out
	COVID-19	FAQ	Contact Us	Quality Of Life	Мунусна	APPLY NYCHA	Housing Map	Submit a Concern		
Home	Case Number	1700094		Head of H	lousehold	JOHN DOE		SR Number	1-10357088531	
	③ Instructions									
unbers	Please enter the Income in	formation for the household r	nember whose name appears	s below You may add multipl	e sources of Income howe	iver, the information must pertain	to the household membe	r specified below.		
Norther Durinnery	L Contact Informa	tion for -	AMY D	OE						
	\$ My Income Inform	nation								No Rei
over-statutet Decements Upland	Income Source	Total Income	frequency	Start Date	Edit Income				REMOVE INCOM	E +ADD INCO
Finish										
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						* * * *				
								SVID & CONTINUE		TA CONTINUE

The following pop-up will appear if the tenant reports that a household member has an Assest.

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	R COVID-19	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern	
Hume	Case Number	1700094		Head of Hour	iehold	JOHN DOE		SR Number	1-10357088531
Instructions	① Instructions								
Mendura	You are at Step 2 : Member D	Netail Information of the A	nnual Recertification proces	 Please enter the Asset inform 	don for a household me	mber below You may add multiple :	sources of assets on this pa	ege, however, the information m	ust pertain to the household member specified below.
Hember Summary	Contact information	n tor -	AMY D	OE					
Income Information	m Asset Information								
Review&Gubmit	Note: Please add all your Asse	ets on this page. Read bein	ow instructions for more deta	ets.					
Decements Upliced	Asset Detail Information:	ntromation balance Example	ar of Locate can be Doods	Drout		Real Estate Information	n: Ia abase submit a cimedia	thenet for each property first of	hour the
	etc + What do you want to do?	Exemption before Example	es or Asses can be bonds.	~ ~		fotowing information try purchase price, amount and income, if any, for th Percent Chuned	e acove, scores a signed to pe of property, address, per of existing loans that includ te past year.	cont of ownership, date ofpurchas les the name of the lender, curren	nons teo orginal t value.
	Asiet Type+			E SI					
	Name of Other Asset			· · ·		Property Income Last 13	Months.		
	Current Eatence/Velue+					Report Sale: Note: Please enter the t Date Oriven Away or Sat	late details that you wish to d	report.	1
	interest Plate.					Market Velue at Deposit	tion or Sale		
	Account Namber			1.2					
	CANCEL								SAVE & CONTINUE

The following information is required:

- What do you want to do? The tenant can either select 'Add an Asset' or 'Report a Sale':
- Asset Type The tenant must select their asset from the dropdown menu.
- Name of other Assest of the tenant
- Current Balance/Value of the asset type
- Interest Rate of the asset type
- Account Number (if any)

If tenant selected 'Real Estate' as the asset type, they should provide the following information under the **Real Estate Information** section:

- Property Owned
- Property Income Last 12 Months

If the tenant has sold an asset, they should provide the following information:

- Date Given Away or Sold. The date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956
- Market Value at Disposition of Sale

Once complete, the tenant must click Save & Continue.

NOTE: All asset information entered will appear under the Asset Information section.

Step 4: Adding Expense Information

a. The tenant must click on the **Add Expense** button to begin. The tenant can add multiple childcare and/or medical or disability expenses for themselves, family members, or members they would like to add to the household.

NOTE 1: A family may be eligible for medical or disability expenses if the head of household or their spouse is either (1) 62 years of age or older; or (2) disabled and/or handicapped.

NOTE 2: The tenant may submit childcare expenses for each child 12 years of age or younger in the household. Please note that each childcare expense must be entered under the contact of the child for whom the expense is for.

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A Hame	Case Number	1700094		Head of I	iousehold	JOHN DOE		SR Number	1-10357088531	
D Instructions 1 Members	Instructions Please enter the Income	information for the household	member whose name appear	s below You may add multip	e sources of Income Nowev	ec, the information must pertain	to the household member	r specified below.		
Hender Turmary K Income Information	Contact Inform	ation for -	AMY D	OE						
3 Nevendalara Documenta latitud	S My Income Infor	Total income	Генцинску	Start Date	Edit Income				REMOVE INCOME +A	No Records
C reah										
	• 🏛 My Asset Inform	nation								No Records
	Asset Type	Current Balance/Value	Interest flate	Account Number	Edit Asset				REMOVE ASSET + ADD ASSET(5) / R	(PORT SALE(S)
	C My Expense In	formation								No Decorde
	Expense Type	Total Expenses	Frequency for Expenses	Total Reimbursement	Frequency for Reimbursement	Edit Expense			REMOVE COPONSE + AL	DO EXPENSE(S)
	144					* * * *		SKP & CONTINUE	SAVE & CONTR	NUE

The following window will open to allow the tenant to add their expenses.

2My Profile

(+Log Out

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	R COVID-19	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern		
kene .	Case Number	1700094		Head of Hour	ehold	JOHN DOE		SR Number	1-10357088531	
	③ Instructions									
	You are at Step 2 : Member 0 at Step 2 : Member Detail Int	Netail Information of the An	nual Recertification process partification process. Please	Please enter the Expense info enter the Expense information	mation for a household	nember below. You may add multiple	ple expenses on this page, notes on this name, however	however, the information must	pertain to the household member to the household member special	If specified below Yo led below
							and the page, some to			
nited Summary	L Contact Informatio	n for -	AMY D	DE						
and Submit	C Expense Informati	00								
scorrents Upload	Note: You must provide proof punder the specific contact Ple	of all expenses. If you do no ase don't use Other expension	of provide proof of expenses a type to report Childcare Ex	, NYCHA will not take them into penses	account while processin	g your Annual Recertification. Chill	Idcate Expenses: If you h	ave children 12 years of age or ut	del in your household, you may er	fer childcare expense
	Medical/Disability Expense	ec if you or your spouse is a	ether (1) 62 years of age or	older, or (2) disabled and/or har	dicapped , your family m	ay be eligible for medical expense	e deductions			
	Expense Detail Information: Please indicate if you have an	y out of pocket medical exp	enses including medical ins	urance		Agency Name and Ado Note: An address is ma	dress information (Childo indatory if the Expense Typ	care Only): pe is Childcare Expenses		
	premiums below. Expense Types					Agency Provider Name				
				~		Louise Designed Design				
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	Total Expenses +			101					1	
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	Monthly			×						
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				~						
	Estimated Annual Amount									
	CARCEL								540	E & CONTINUE

The following information is required:

- Expense Type The tenant must select their expense type from the drop-down menu
- Other Expenses Description -
- Total Expense-The must add total expenses
- Frequency The tenant must make a selection from the dropdown menu
- Estimated Annual Amount of the expense

If applicable, the tenant must also enter the following information:

Reimbursement Frequency – The tenant must make a selection from the dropdown menu

If the tenant selected 'Childcare Expense' as the expense type, they should fill out the Agency Name and Address Information (Childcare Only) section. The tenant should provide the following information:

- Agency Provider Name
- Agency/Provider Address
- Agency/Provider Phone #

Once complete, the tenant must click **Save & Continue**.

NOTE: All expense information entered will appear under the **Expenses Information** section.

Step 5: Review and Submit:

The **Review and Submit** provides a summary of all of the income, asset, and expense information entered for the head of household, each family member, and all requested household additions.

This page also allows the tenant to update any information for family members by clicking on the **Update** link next to the name of the member.

If the information is correct, the tenant must select the **Acknowledgement** checkbox and click **Submit** to submit their Annual Recertification. Please note that once the tenant submits their Annual Recertification, they cannot make any changes to their information.



Review the Document(s) Summary:

Click on the Continue to document upload (s)

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		*	FAQ	Contact Us	Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern		
		COVID-19									
ŵ	Home	Case Number:	1700094		Head of House	hold: J	OHN DOE		SR Number	1-10357088531	
۰	Documents Upload	A You have success	fully Submitted Your	Annual Recertificatio	n						
C		1-10357088531 This is to confirm the submis	sion of your Recertification fo	r this year. Please use above	number as reference.						
—		You may need to submit sup	porting documentation in ord	er to complete the Recertificat	ion process. Please click on the	Next button to see the list	of documents requested.				
e i		You may go online at any tim	e to check the status of your	Recertification, or to upload s	upporting documentation.						
		If you have any questions re-	parding your Recertification, p	please call NYCHA's Custome	er Contact Center, Monday throu	oh Friday, 8:00 a.m. to 5:0	0 p.m., at (718) 707-7771.		-		
						CONTINUE TO	DOCUMENT UPLOAD(S)				

The Document(s) Summary provides a list of supporting documents that must be submitted with the recertification based on the information provided by the tenant. If there are any pending documents that NYCHA has requested the tenant as a part of recertification process then tenant needs to provide doucments.

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	R COVID-19	FAQ	Contact	Us Quality Of Life	MyNYCHA	APPLY NYCHA	Housing Map	Submit a Concern	
S. manual .	Case Number	1700094		Head of Ho	usehold	JOHN DOE		SR Number	1.10357088531
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	Document Name Status	Requested F	For? Expected Dat	e Acceptable View/Print I Documents Document	Upload Document				
	Documents Receiption	wed by NYCHA							1-5
	Document Status Name	Requested For?	Expected Date Vie	ew/Print Document					
	Attidavit of Inc., Pending R	eview JOHN DOE	Vi	w Document					
	Third Party Ven . Pending R	eview JOHNDOE	5/9/2020 Vie	w Document					
	Affidavit of Inc., Pending R	eview SEAN C COLEMAN	Va	w Document					
	Third Party VerL. Pending R	eview SEAN C COLEMAN	5/9/2020 Vie	w Document					
	Attidavit of Inc., Pending R	eview AMY DOE	Ve	w Document					

A separate dialogue box will open to add documents.

a

HE TORK GTY HOUSING AUTHORITY	Add Document	
Vendor/Case#:	1700094	
Service Request#:	1-10357088531	
HOH Name:	JOHN DOE	
Requested For:	JOHN DOE	
Document Category:		
Document SubCategory:	· · · · · · · · · · · · · · · · · · ·	
Document Name:	•	
Contact Remarks:		
File to upload:	Choose File No file chosen	
	Add Document	
	Close	
Document Name: Choice Comments: Add Comme File to UpdaddHi Browse	from the drop down list, the name closest in description of what you will be uploading. its, if you wish, pertaining to the document, and locate and clock on your document on desktop. <u>Clock</u> Open in the popup. Clock	

By clicking document category, the box will display a list of acceptable documents that can be submitted. Document Sub Category (dropdown), Document name, Contact Remarks (tenant can add any additional information about the document), then click on the choose file button, thenTA separate dialogue box will open. The tenant must select the document they would like to upload. Once a document has been selected, tenant must click **Open**.

🔷 Open					×	
🚱 🕞 🗢 💻 Desktop 👻		✓ ☑ Search Desktop ☑				
Organize 🔻 New folder					- 🗔 🕡	
Favorites	Name	Size	Item type	Date modified 🗠	<u> </u>	
E Desktop	HCV Program Owner	707 KB	Adobe Acrobat Doc	6/25/2014 3:39 PM		
Downloads	Transfer Online Briefi	1,959 KB	Microsoft PowerPoi	7/9/2014 12:58 PM		
Recent Places	Alex's Feedback for	1,204 KB	Adobe Acrobat Doc	7/10/2014 9:50 AM		
	Bection 8 Owner Broc	873 KB	Microsoft Publisher	7/14/2014 2:18 PM		
Libraries	Online Recertification	2,428 KB	Microsoft Word Doc	7/15/2014 1:16 PM		
Music	Nichson Resume 2014	19 KB	Microsoft Word Doc	7/15/2014 4:57 PM		
Pictures	B Section 8 Tenant Bro	848 KB	Microsoft Publisher	7/17/2014 10:32 AM		
Videos	🕮 Bank Statement	53 KB	Microsoft Word Doc	7/17/2014 10:41 AM		
	Alexsandra Budget fo	48 KB	Microsoft Excel 97	7/17/2014 12:42 PM		
Nichsona on CH0090	Section 8 Tenant Brie	871 KB	Microsoft Publisher	7/17/2014 2:14 PM		
Local Disk (C:)	📳 Fourfold 7 17 14	845 KB	Microsoft Publisher	7/17/2014 3:21 PM		
Nucha Public (\Ch	Section 8 Tenant Bro	871 KB	Microsoft Publisher	7/17/2014 3:43 PM		
P In shared (\bwfsp	REVISED Section 8 Br	58 KB	Microsoft Word Doc	7/18/2014 9:21 AM	-	
File	name: Bank Statement		- LA	All Files		
				Open	Cancel	

a. The file the tenant uploaded will appear next to the **Choose File** button. The tenant should then click **Upload**.

NOTE: A separate dialogue box will open informing the tenant that the document was successfully uploaded. The tenant must click **OK** in the Dialogue box, and then click **Close** to continue.

b. All documents uploaded will appear in the **Documents Received** section at the bottom of the page. The tenant should always click on the **View/Print Doc** link of the corresponding document to ensure the upload was successful.

Documents Received by NYCHA					
Document Name	Status	Requested For?	Expected Date	View/Print Document	
Affidavit of Income - Main Online	Pending Review	ABRAHAM FROMOWITZ		View Document	
Affidavit of Income for Active Family Member	s Pending Review	MIRUI FROMOWITZ		View Document	
Third Party Verification Consent to Release O	n Pending Review	MIRUI FROMOWITZ	11/5/2016	View Document	
Debts Owed to Public Housing Agencies and	T Pending Review	MIRUI FROMOWITZ		View Document	
<		ичы			>

NOTE 1: If the tenant would like to submit additional documents not listed under the **Waiting on Documents** section, they can click on the **Add Additional Documents** link.

NOTE 2: If the tenant has any questions related to uploading documents, they can click on a link to the **Frequently Asked Questions (FAQs)** or watch the **'How to Upload Document'** video. **After uploading the document, tenant can click on the continue button.**

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		COVID-19									
ŵ	Home	A Thank You									
-		tou have successfully updrifted your Recentration on me. You can obeck the submit of your Amelian Restination and the mitomation you provided at any time by logging in to the Tenant Self-Service Portal and cicking on the Annual Recentification link. You will be notified via mail and online when your Annual Recentification process is complete.									
c											
-		Your opinion matters! Would you help us improve the website by completing a short survey?									
F		YES YES								YES	
L											

NOTE 2: If the tenant has any questions related to the use of the portal or about the recertification process, they can navigate to the Frequently Asked Questions (FAQs) section of the website by clicking on the **View All FAQs** link or typing a keyword or phrase into the **Search Frequently Asked Questions** (FAQs) free form text box and clicking **Go**.

-End of Online Recertification Process-