



1954 E. Houston St., Suite 104, San Antonio, Texas 78202  
(210) 225-0071 · Fax (210) 225-6976

December 21 , 2020

Name  
Address  
San Antonio, TX xxxxx

Month 2021 RECERT

## Recertification Notice – Please Read Carefully

Once a year the Housing Authority must review and re-certify your assistance and that is your notification. **Please scan all applicable documents in PDF format (no photos) and submit to your caseworker via email.**

**All documents must be received by Month 22, 2021.**

**You must provide the below verification according to apply and must be current (no more than 30 days):**

- o Employment: Provide four (4) current and consecutive paycheck stubs or employment letter
- o Income from Social Security, or SSI payments, or Retirement: provided award/benefit letter
- o Unemployment or Workers' Compensation: provided letter from Workforce Commission with benefit amount
- o State Payments - Texas Health & Human Services Commission-TANF/Food stamps benefit letter (included all pages)
- o Child Support payments (provide a 12-month print-out from the Attorney General's Office); or Divorce Decree stating Child Support Payment. For **Voluntary Child Support**, provide a Notarized Statement signed by the absent parent.
- o Provide a Notarized Statement if you receive: family or friend's contribution, self-employment income or other type of recurrent income.
- o **A full-time student** must provide a certification from the admissions office showing enrollment status.  
(classes schedule or credit per semester will not be accepted as proof)
- o Copy of the last month **bank statement (include all pages) for all open bank accounts for all members.**
- o The enclosed HCV Application and Family Obligation - **completely filled out and signed**
- o Copy of last month **utility bill (electric and water).**
- o Copy of photo ID for all member 17 year and older

**Additional Documents to be complete by the Landlord and you, according to apply:**

- If you will **stay on your unit**, complete and submit the **Request for Tenancy Approval (RTA)**
- If you need to **move**, complete and submit the **Lease Termination Agreement (LTA)**

**COVID-19 – Interview will be conducted over the phone after your documents been received. Phone number and email address required**

**Your current assistance will expire on Month 30, 2021, and failure to provide the above documentations will result in the termination of your Assistance and you will be responsible for the Full Contract Rent amount.**

**Maria Perez**  
210-231-2033  
maria.perez@habctx.org  
cc: file



# IMPORTANT INFORMATION

Tenants, our Agency is moving to a paperless system and we want to guide you through the process. For this change you will need an email address and a positive attitude for the transition period. **Together we can do it!!!!**

## **Steps we encourage you to follow**

1. Create an email address or start using and reviewing your email account as the same way we must follow the regular mail, daily!
2. Improve your knowledge - is a lot of free tutorials and step.by.step training on the internet, take advance of those and prepare yourself for that new electronic, paperless and technology era.
3. Use your previous knowledge and experiences - some Federal, State and Local agencies are already using paperless systems, like *Medicare, Social Security Agency or Texas Food Stamp....* you already have the knowledge!
4. If you have a smartphone explore all the options your have, like free emails accounts and free applications to convert documents in a PDF format

## HOW TO SEND MY DOCUMENTS?

We will **not** be accepting photos via email for your renewal, they have poor resolutions and represent other risks to our systems. **You must submit all your documents in PDF format.** If you don't have a scanner at home or in your smartphone, we encourage you to recognize some places you can scan during the transition, like: libraries, careers centers, community centers, your property office, etc.

1. Capture all your proofs in **PDF format**, you can scan them separately or all together.
2. Send an email (**one email**) to your Caseworker with all documents attached. The name and email address of your current caseworker is on your Recertification Letter.
3. Identify the subject of your email with your name and last name with your recert month, example:  
**SUBJECT: John Smith - March Recert Documents**
4. Inside your email add your name, address, phone number and a list of the documents included

Draft saved

caseworker email

John Smith - March Recert Documents

Attached the below documents to my renew:

- 4 paystubs
- cps bill
- application
- ID

Thanks,

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**Neldys Ortiz**

1954 E. Houston Street  
San Antonio, TX 78202  
P 210-231-2000

**NOTE: If you're a person with a disability and need special accomodation for that procedure, please contact your caseworker to review if your household qualifies for a Reasonable Accommodation Procedure.**



*Any individual with a disability or other medical need who requires an accommodation should contact the Housing Authority of Bexar County at (210) 225-0071. Si usted no comprende este documento porque esta escrito en inglés, por favor llame al (210) 225-0071 para asistencia*