

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 <u>PDF format</u> (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 <u>Month 30, 2021</u>, 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 an smartphone explore all the options your have, like free emails accounts and free applications to convert documents in a PDF format

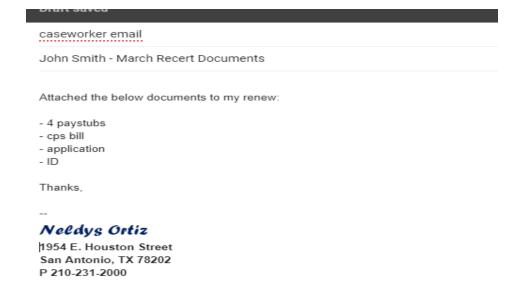
## **HOW TO SEND MY DOCUMENTS?**

We will <u>not</u> be accepting photos via email for your renewal, they have poor resolutions and represent other risks to our systems. <u>You must submit all your documents in PDF format</u>. 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



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

