

## FREQUENTLY ASKED QUESTIONS

### ❁ **What is the Housing Choice Voucher Program?**

The Housing Choice Voucher Program, also known as Section 8, is a comprehensive housing program administered by NY Homes and Community Renewal (NYHCR). CVR is a Local Administrator (LA) for NYHCR. This is a tenant-based rental assistance program that assists extremely low and low-income individuals and families rent safe, decent, and affordable dwelling units in the private rental market.

### ❁ **What happens after I submit the application on the wait list?**

Each person submitting an application will receive written acknowledgment of receipt of the application from the LA. The acknowledgment will indicate the applicant's tentative eligibility status.

### ❁ **I was notified that I reached the top of the waiting list, what are the eligibility requirements?**

Applicants must meet several criteria to be eligible for Housing Choice Voucher (HCV) program assistance. The following criteria must be met:

- Income limits - the applicant household's gross annual income must not exceed the applicable income limit.
- Each household member must have a social security number or provide confirmation that one has been applied for.
- Student status – students obtaining higher education, who do not live with their parents must meet additional eligibility criteria.
- At least one household member must be a United States citizen or have eligible immigration status. Supporting documentation must be provided.
- All adult household members must meet NYSHCR criminal background screening criteria.

## ❁ **What documents do I need to provide?**

To continue the preliminary selection process, the following information and/or documentation must be provided:

- Current state driver's license or state identification for all adult household members (18 and older)
- Birth certificates for all household members
- Social security cards or proof of social security number for all household members
- Proof of immigration status for any household member not a U.S. citizen (INS document/Green Card)
- Proof of income for ALL members of the household. All income must be reported and will be verified. Proof of income includes but is not limited to:
  - Four current consecutive paystubs
  - Original wage letter on letterhead stating date hired, hourly wage, hours worked per week
  - Copies of current pension benefits, social security, supplemental security income (SSI) award letter and/or documentation
  - Current statement and/or court order for child support and/or alimony
  - IRS tax forms 1099 or Schedule C if self employed
  - Current unemployment benefits and/or worker's compensation award letter
  - Current welfare/SNAP (food stamps) award letter
  - Current written, signed and dated statement of any regular financial contribution received by any member, including but not limited to funds received to pay bills. Statements must be signed and dated by the person or organization contributing to the household.
- Proof of Assets. Proof of assets includes but is not limited to:
  - Life insurance policies, stocks, bonds, trust, other investments
  - Real estate – mortgage or deed
  - Bank statements - 3 current consecutive monthly statements for checking account or most recent statement for savings account held solely or jointly by any household member
- Proof of allowable deductions for head of household, elderly, disabled or handicapped medical, childcare, students 18 years or older.

- Written, signed, and dated statement from childcare provider and/or receipts for out-of-pocket childcare expenses.
- Other documents as applicable – marriage license divorce decree, official separation papers, custody papers, etc.

### ⊗ **Does my household income qualify for assistance?**

Housing Choice Voucher (HCV) program eligibility is based on the household total annual gross income and family size.

Family Size	50% Income limit
1 Family Member	46,700
2 Family Members:	53,400
3 Family Members:	60,050
4 Family Members:	66,700
5 Family Members:	72,050
6 Family Members:	77,400
7 Family Members:	82,750
8 Family Members:	88,050

### ⊗ **How do I check the status of my application?**

To determine your status on the HCV waiting list, you may log into your applicant portal account at <https://hcreligibility.hcvlist.org/> using the username and password that you set up when you registered for an account.

### ⊗ **Could I be denied admission to the program?**

There are several reasons an applicant/household could be denied.

- You are subject to a life-time sex offender registration requirement.
- You were evicted from federally assisted housing for the manufacture of methamphetamine.
- You owe money to another Housing Authority.
- You were evicted from federally assisted housing in the last three years for drug-related criminal activity.
- You are not income eligible or do not meet eligibility criteria

⊗ **How long will it take to process my application?**

Your application will be processed within 5 business days.

⊗ **How much rent will I have to pay if I receive a housing choice voucher?**

Your portion of rent is based on your income. Your portion will not exceed 40% of your family's monthly adjusted income or you will pay no less than the minimum rent of \$50.

⊗ **I was told my application was transferred to CVR?**

If you were told your application was transferred, you may check the status of your application on the portal. CVR administers the Housing Choice Voucher on behalf of NYS HCR.