<<LetterDate>>

Reference #<<TsCode>>

<<TName>>

<<AddressP1>>

<<TenAddressLine>>

Action Required by <<daysPlus20>>

Dear <<TName>>:

This letter serves as official notice that the annual recertification of your family composition, income, assets and allowable expenses is now due. This recertification is required by Federal regulations and is performed in order to re-determine the correct amount of rent you are to pay.

**THIS IS ESSENTIAL TO QUALIFY YOUR FAMILY FOR CONTINUED RENTAL ASSISTANCE.**

You must have all documentation and verifications for your renewal in to the Housing Authority Office by <<daysPlus20>>.

<<TermPara>>

We look forward to your submittal of all documents to the Housing Authority office.

If you have any questions or need assistance in completing your annual recertification, please call the Information Center at (831) 454-5955.

Sincerely,

The Eligibility and Occupancy Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM and 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM y 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*

**DOCUMENTS REQUIRED TO DETERMINE YOUR ANNUAL RECERTIFICATION**

**INCOME**

* Wages: You must provide the three most current consecutive pay stubs for all adults members of your household that are employed. At least one of the three pay stubs must be dated within 30 days of the date of this letter.
* Self Employed: If any adult in your household has self employment, you must provide a complete copy of your most recent federal income tax return, including IRS Form I 040, and Schedule C / Schedule SE if applicable. Additionally, please provide a profit and loss statement for the most recent twelve months or complete a Self Employment Certification available on our website at www.hacosantacruz.org, as well as in the lobby of our main office.
* Social Security (SS) or Supplemental Security Income (SSI): You must submit all pages of a current original statement of benefits letter or action notice for any source of Social Security pension and / or Supplemental Social Security showing the amount of the benefits that you or members of your household are currently receiving. The letter must be dated within 30 days of the date of this letter. If you do not have a current benefits letter or action notice and you need to obtain a new one from the Social Security Administration, call them at 1-800-772-1213 or visit their website at www.ssa.gov. If your benefits have been reduced for any reason, please submit a current Social Security benefit letter showing monthly pay back amount and outstanding balance.
* State Disability/ Unemployment/ Workers Compensation: You must submit a current original award letter or current original paystubs for you or any member of your household receiving state disability, unemployment benefits, or workers compensation.
* The award letter or paystubs must be dated within 30 days of the date of this letter.
* Other Benefits: You must submit all pages of the current original statement of benefits letter or action notice for any type of Cash Aid or Welfare Assistance, such as Temporary Assistance for Needy Families (TANF), previously called Assistance to Families with Dependent Children (AFDC), CAL WORKS, General Assistance, or Veterans Benefits, showing all benefits that you or members of your household are currently receiving. The statement or action notice must be dated within 30 days of the date of this letter.
* Alimony I Child Support: You must submit a current 12-month printout of alimony or child support payments. Documentation of child support may be printed from the Department of Child Support Services website at [www.childsup.ca.gov](http://www.childsup.ca.gov).
* Any and All Other Income, Including Benefits, Gifts, and Contributions: You must submit current original documentation of any and all other income received by you or any member of your household. Examples of other income include food stamps, financial aid, child care vouchers, foster care or adoption assistance payments, contributions from anyone outside of your household, etc.

**ASSETS**

* Bank Accounts: You must submit all pages of a current bank statement for all checking, savings, and other types of bank accounts. The statement may be either an original or a computer generated version, but it must include the name of the account holder, balance, bank name and address. The statements must be dated within 30 days of the date of this letter.
* Other Assets: For all other assets (such as stocks, bonds, certificates of deposit (CD's), and other assets that you will see listed on the Personal and Financial Statement) you must provide current original statements from the financial institution. The statements must be dated within 30 days of the date of this letter.

**ALLOWANCES**

* Child Care: If you or any household members have out of pocket (unreimbursed) child care expense, you must submit documentation of the expense. Documentation of child care payments may include an invoice, contract, or other current statements from the child care provider. If adequate documentation is not provided, your household will not receive a child care allowance.
* Full Time Student Status: If you or any household member is a full time student, you must submit documentation of full time student status. Documentation of full time student status may include a current class schedule, current registration statement, or any other current documentation generated by the school. The documentation must include the student's name, school name, and number of units. Computer printouts are acceptable if they provide sufficient documentation of status. If adequate documentation is not provided, full time student status will not be granted.