

**Applicants must provide the following documents to apply for ERA program services.**



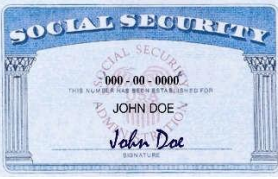
Note: Applications will be returned to applicant or rejected if all required documents are not submitted.




LIST OF ACCEPTABLE DOCUMENTATION	DOCUMENTATION SAMPLE	Check (✓)
<p><b>ERA-1 ONLY</b>                      Proof of COVID-19 Financial Crisis</p> <p>ERA-1-qualifies for unemployment or experienced a reduction of household income, incurred significant costs, or experienced other financial hardships due to COVID-19</p> <p>(Direct or Indirect)</p> <p><b>Must Submit At Least One</b></p>	<p><b>Direct Impact:</b></p> <ul style="list-style-type: none"> <li>➤ At least two paystubs, one paystub before COVID-19 and one <u>current (most recent)</u> paystub during COVID-19 showing reduced hours (Note: Paystubs must show your name)</li> <li>➤ At least two bank statements with transaction history that shows your income (deposits) before COVID-19 and one current bank statements that shows your reduced income (deposits) during COVID-19 – Bank statement must include your name</li> </ul> <p>NOTES:</p> <ol style="list-style-type: none"> <li>1. Proof of wages prior to 3/13/2020 and wages after 3/13/2020 (at least three pay periods) showing reduction if showing loss of income and still unemployed.</li> <li>2. For <u>applicants with cash income</u> and stating no cash income coming: Must have proof of routine cash deposits prior to 3/13/2020 and after 3/13/2020.</li> <li>3. For <u>applicants claiming loss of overtime</u>: Must have proof of three months of OT stubs prior to pandemic and loss of OT in current stubs OR provide an employer attestation indicating a reduction</li> <li>4. For <u>applicants who have returned to work</u>: If the client has returned to work, and was unemployed during the pandemic, we can pay for the past bills to get them back to normalcy.</li> <li>5. For <u>applicants who were diagnosed with COVID-19</u>: Ask if their employer continued to pay them while they were out sick. They must have proof of bills or receipts or loss of income. They still need to show the loss if they were out sick and didn't get paid and/or additional expenses due to sickness</li> <li>6. Comments must be entered as to how the determination was made on the income reduction due to COVID, or highlights/notes on the documents explaining the reduction. Ensure amount requested is reasonable. See additional details below under Reminders.</li> </ol>	<div data-bbox="911 218 1154 527"> <p>Unemployment letter</p> </div> <div data-bbox="911 600 1154 768"> <p>Paystub prior COVID-19</p> </div> <div data-bbox="911 842 1154 978"> <p>Paystub after COVID-19</p> </div> <div data-bbox="911 1052 1333 1304"> </div>



- Lost employment, like a letter from employer Note: letter or email must have Tenant's name and employer signature
- Evidence for Loss of Income if Self-Employed- Notice of business closure and proof that business is still closed if self-employed. The client can provide a Profit/Loss statement or 1099 or Schedule C or any transactions that show loss of income - transactions prior to the pandemic and last three months showing reduction in sales or no business
- Qualified for unemployment— Unemployment award letter/statement from Department of Economic Opportunity (DEO) with unemployment amount and date range during COVID-19, after March 2020
- Termination or layoff notice - if from last year, any documents that show that are still unemployed. If Layoff is from last year- ask the current DOE claim
- Any other verifiable document(s) that demonstrates a loss of income due to COVID-19, document must include your name

**Indirect Impact:**

- Increase in expenses due to COVID-19, for example
    - Childcare needs due to school closure
    - Increase in utility costs and/or penalties for those late utility payments
    - Expenses receipts if relocation due to financial or health circumstances
- NOTE: Applicants must provide verification for expenses, such as:
- Receipts for purchased items;
  - Medical bills; or
  - Proof of utilities prior to 4/1/2020 and utilities after 4/1/2020 (at least three bills) demonstrating an increase.

	<ul style="list-style-type: none"> <li>➤ Responsible for caring for children/grandchildren at home</li> <li>➤ Caring for or being a high-risk individual</li> <li>➤ Proof of lost/reduced child-support due to COVID-19 impact</li> <li>➤ Proof of lost/reduced spousal support due to COVID-19 impact</li> <li>➤ Homeless Determination letter- must be verified and signed by a caseworker or social service agency</li> </ul>		
ERA 1 AND ERA 2 REQUIRED DOCUMENTATION		DOCUMENTATION SAMPLE	
Valid Government Issued ID <u>(Applicant Only)</u>	<ul style="list-style-type: none"> <li>➤ Passports</li> <li>➤ Driver's License</li> </ul>	 <p>Driver's license</p>  <p>Passport</p>	Check (✓)
Social Security Cards and Numbers  <u>(SS Card Applicant Only SSN All Household Members)</u>	<ul style="list-style-type: none"> <li>➤ Social Security Number &amp; Card-<u>applicant only AND in color</u></li> <li>➤ Social Security Numbers for <u>all</u> other household members</li> </ul> <p><u>Note:</u></p> <ol style="list-style-type: none"> <li>1. Social Security cards from all household members may be required by Case Manager during eligibility review.</li> <li>2. SS card (or other Federal govt issued document, like Medicaid or Selective Service cards). W-2s are also acceptable in picture format. Tax returns and handwritten paper is NOT acceptable as proof of SSN.</li> </ol>	 <p>Social Security Card</p>	

<p>Proof of Income (All Adult Household Members 18 years old and older) Note: Household income does not include persons whose cost of residence is partially or fully paid through a foster care or a residential program administered by the state as household members.</p> <p><b>Must Submit At Least <u>One</u></b></p>	<ul style="list-style-type: none"> <li>➤ 2021 Income Tax OR Last 2 months of income <ul style="list-style-type: none"> <li>○ Total household income for 2021 (gross -Income under IRS form 1040 series)</li> <li>○ Total household income for the two months prior to the submission of the application</li> </ul> </li> <li>➤ Categorical Eligibility: May be used for clients who have been eligible for Determination letter from the government agency that verified the applicant's household income at or below 80% AMI on or after January 1, 2020. Examples of Government Agencies: <ul style="list-style-type: none"> <li>○ LIHEAP/CSBG</li> <li>○ SNAP</li> <li>○ TANF</li> <li>○ Medicaid</li> </ul> </li> <li>➤ Self Attestation Form for INCOME (available online) may be completed for persons with no income documentation and as a last resort.</li> </ul> <p><b>Note:</b> Additional information may be required by during eligibility review.</p>	 <p>Last paystub</p>	
<p>Proof of Residency</p> <p><b>Must Submit At Least <u>One</u></b></p>	<ul style="list-style-type: none"> <li>➤ Driver's License with rental address</li> <li>➤ Recent utility bill – applicant's name must be on the bill</li> <li>➤ Mail from a Government Agency- applicant's name must be on the letter/envelope</li> <li>➤ If driver's license does not match lease address, provide two proofs of residency for each adult household member.</li> </ul>	 <p>Driver's license (address must match rent agreement/lease)</p>	
<p>Applying for Rent</p>	<ul style="list-style-type: none"> <li>➤ Rental Lease Agreement (<b>must be current, not expired</b>)</li> </ul> <p><b>Note:</b> The rental ledger will be submitted by the Landlord.</p>		

		<p>Sample of Balance Statement</p>  <p>Screen view to send link to landlord.</p>	
<p>Households receiving funding or subsidy under any other federally funded rental assistance program i.e. Section 8, HUD Housing, Public Housing</p> <p>Submit only if applicable.</p>	<ul style="list-style-type: none"> <li>➤ Proof of assistance received from such programs (tenant portion identified)</li> <li>➤ Proof of rental reduction request to its Housing Authority</li> </ul>		
<p>Applying for Utility Payment</p> <p>Must submit ALL of the items listed for each utility type request: Electric, Water, Gas.</p>	<ul style="list-style-type: none"> <li>➤ Dates of service for past due bills, after March 2020</li> <li>➤ Final Notice (if applicable)</li> <li>➤ Disconnect Notice (if applicable)</li> </ul> <p><b>Note:</b> Applicant's or household member's name must be on the bill or relationship to applicant must be included in the app.</p>	 <p>Electric bill sample – No screenshots of bill summaries allowed (depicted above with red X).</p> <p>Screenshots of entire bills (depicted above) containing all required information is acceptable.</p>	
<p>Evidence of risk of homelessness or housing instability</p>	<ul style="list-style-type: none"> <li>➤ <u>For rent assistance request:</u> documentation of current lease agreement and ledger completed by Landlord, eviction notice, past due rent notice</li> </ul>	<p>See rent and utility assistance sample documentation.</p>	

Submit only if applicable.	➤ <u>For utility assistance</u> : documentation of past due bills or disconnection notice with dates of service after March 2020		
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