



REQUIRED INCOME DOCUMENTS FOR YOUR RECERTIFICATION

You must provide verification of the following information for all members of your family. Verification documents must be dated within 60 days of the date they are provided to PHA.

- **Income/Benefit Received:** If anyone in your household receives income/benefits from the source listed, you must provide the documentation/information listed in the column “What to Send to PHA”.
- **What to Send to PHA:** Review the information in this column to identify the documents/information you are required to provide for the income/benefit received. For example, if you are employed, you must send the correct number of paystubs for the frequency with which you are paid.
- **Where to Obtain Verification:** The information in this column provides resources to assist you in obtaining the documentation required by PHA.
- For examples of Income and Benefit Verification visit our HCV Recertification page at: www.pha.phila.gov/housing/housingchoice-voucher/recertifications.aspx

Income/ Benefit Received	What to Send to PHA	Where to Obtain Verification
Employment Income (including Military Pay)	<ul style="list-style-type: none"> • Consecutive (in a row) paystubs dated within the past 60 days for all adult family members except where identified below: <ul style="list-style-type: none"> ○ 4 paystubs for weekly pay; (ex. paystubs dated 1/03/2019; 1/10/19;1/17/19 and 1/24/19) ○ 2 paystubs for bi-weekly pay (ex. paystubs that are in a row 2/10/19 and 2/24/19) ; or, ○ 2 paystubs for monthly pay. (ex. May 2019 and June 2019) • W-2 forms and tax returns for seasonal employment. • Documentation of other income you expect to receive from employment such as tips, commissions, bonuses, etc. 	<ul style="list-style-type: none"> • Paystubs in your possession • you may print paystubs from employer on-line payroll records • The Work Number www.theworknumber.com ; many employers provide your pay schedule on this website. • Original Letters from the employer: which must include <ol style="list-style-type: none"> 1. Dates of employment 2. Income information to accurately calculate income including salary and/or hours worked per week
Self-Employment or Income from a Business	<ul style="list-style-type: none"> • Prior year’s tax return (including Schedule C) • Business financial statements 	<ul style="list-style-type: none"> • Tax returns provided by the family member
Termination of Employment	<ul style="list-style-type: none"> • If you or a family member reported employment at the last recertification and is no longer employed, provide a letter of termination from the employer. • The letter of termination must state the date of termination. 	<ul style="list-style-type: none"> • Provide your termination letter from the employer
Social Security or Supplemental Security Income (SSI)	<ul style="list-style-type: none"> • Benefit letter from the Social Security Administration (SSA). • The benefit letter must be dated within 60 days from the date it is provided to PHA. 	<ul style="list-style-type: none"> • Call the Social Security Administration at 1-800-772-1213 or log onto the SSA’s website www.ssa.gov. Click on “My Social Security”.
Public Assistance (TANF or Welfare)	<ul style="list-style-type: none"> • Benefit letter from the Department of Human Services (DHS). 	<ul style="list-style-type: none"> • Call the DHS Helpline at 1-800-692-7462 (TTY/TTD at 1-800-451-5886) or log onto the “My COMPASS” website www.compass.state.pa.us.
State Supplement Program	<ul style="list-style-type: none"> • Benefit letter from the Department of Human 	<ul style="list-style-type: none"> • www.pa.gov



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(SSP) This is the State paid portion of your SSI benefit	Services (DHS).	<ul style="list-style-type: none"> • Search COMPASS • Returning users, record number • Or 215-560-7226 • App MY COMPASS PA
Unemployment or Worker's Compensation	<ul style="list-style-type: none"> • Provide documentation of unemployment compensation i.e. unemployment benefit letter or statement from the PA Dept. of Labor and Industry. • Worker's compensation benefit letter 	<ul style="list-style-type: none"> • To obtain a benefit Letter: Access the online database: https://www.paclaims.state.pa.us/ucc/LoginBenefitStatus.asp • You will need your Social security number and PIN to log in • If you have not registered for online access to the PA Department of Labor and Industry, registration is available at : https://www.paclaims.state.pa.us
Veteran's Benefits	<ul style="list-style-type: none"> • Benefit letter from the U.S Department of Veteran's Affairs (VA) stating benefits. 	<ul style="list-style-type: none"> • Access the online system via https://www.benefits.va.gov/pension
Court-Ordered Child Support/ Alimony	<ul style="list-style-type: none"> • Transaction Log from the Pennsylvania Child Support website. 	<ul style="list-style-type: none"> • Access your transaction log via: https://www.humanservices.state.pa.us/cs/ws/
Non-Court Ordered Child Support/ Alimony	<ul style="list-style-type: none"> • Provide documentation of child support and/or alimony payments, i.e. copies of checks/money orders from parent providing payments (4 for weekly; 2 for bi-weekly, or 2 for monthly). 	<ul style="list-style-type: none"> • Signed and dated letter from the person who is providing the child support or alimony payments
Retirement Benefits, Annuities, or Pensions	<ul style="list-style-type: none"> • Provide benefit letter or statement indicating amount and frequency of payments. 	<ul style="list-style-type: none"> • Human Resources department of company providing the benefits
Regular Contributions, Support or Gifts	<ul style="list-style-type: none"> • If you receive any contributions or gifts from organizations or persons, which are provided to your family on a regular basis, provide copies of checks or evidence of payment. 	<ul style="list-style-type: none"> • Signed and dated letter from the person who is providing the contributions, support or gifts
Trust Funds	<ul style="list-style-type: none"> • Account statements or financial statements completed by a financial institution or broker. 	<ul style="list-style-type: none"> • Agency who is holding the funds, i.e. bank or other financial institution
Zero Income Individual	<ul style="list-style-type: none"> • Each adult in the family who is zero income is required to complete the Self-Certification of Zero Income form. • A zero income individual is one who does not receive any income, contributions, and/or benefits on his/her own behalf or on behalf of another individual in the family. 	<ul style="list-style-type: none"> • Signed and dated certification from the zero income family member
Zero Income Family*	<ul style="list-style-type: none"> • If no family member receives any income, complete the Financial Hardship Worksheet. You may be required to provide information regarding your means of basic subsistence, such as food, utilities, transportation, clothing, etc. • If there are children in the family and both parent/legal guardians do not live in the household, provide verification from Family Court that child support is not paid. • Verification of termination of earned income, unemployment benefits and/or other 	<ul style="list-style-type: none"> • Signed and dated forms from all adults in the zero income family



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	unearned income or benefits, if applicable. <ul style="list-style-type: none"> • Zero income households <u>must</u> report changes in income or benefits, within 30 calendar days of the change. 	
Full-Time Student Status for Adults (18 years old or older) Other Than the Head of Household, Spouse, or Co-Head	<ul style="list-style-type: none"> • School records, transcripts, letter from the school administration verifying full-time student status. 	<ul style="list-style-type: none"> • School administration office

* A zero income family is one where no family member receives any income, contributions and/or benefits on his/her own behalf or on behalf of another individual in the family. This includes, but is not limited to:

- Employment income
- Unemployment or Worker’s Compensation
- Public Assistance (TANF)
- Social Security, SSI, SSP
- Child Support
- Alimony
- Pension or Annuity
- Veteran's Benefits
- Gifts or contributions, i.e. assistance in paying for utilities, groceries or any other household expenses
- Military Pay
- Government Grants
- Trust Funds