



# HOUSING VOUCHER APPLICATION REDESIGN

We're excited to announce that we've redesigned the housing voucher application to be easier to complete and process. The redesigned forms will be used to determine eligibility for all types of vouchers.

## WHAT'S CHANGED

*This is a summary of what's changed for providers, DHS, and DCHA staff.*

- **Only use for voucher eligibility determination.** The redesigned application is only for housing vouchers, not public housing or any other DCHA programs.
- **Only complete the forms you need.** We've split the application into three modules to help you avoid completing more forms than you need to:
  1. **Core Application:** Everyone applying for a housing voucher should fill out the core application. It's split up into parts. Parts 1-8 are required for all applicants, and parts 9-14 are only needed in special circumstances.
  2. **Local and Federal Supplements:** DCHA or the applicant's case manager will also provide applicants with either a local or a federal supplement, depending on their voucher type.
  3. **Verification Forms:** If applicants can't easily get the documents they need, they can use verification forms instead. The verification forms are linked in the document guides, and you'll need to download them.
- **Default to sex on the current birth certificate.** Applicants may fill in the sex on their current birth certificate. If it doesn't identify them as male or female, they can select the sex they were assigned at birth *and* write in the sex listed on their current birth certificate.
- **Report income at the frequency it's received.** You do not need to annualize income. In part 3 of the core application, fill in the gross amount received before taxes or deductions and how often the household member receives that amount. You do not need to report the annual income, but that is an option if it is easier.
- **Use the DC Residency Verification Form instead of an affidavit.** A verification form is only required if the applicant does not have documents to prove that they've lived in DC for 6 of the last 12 months. If they don't have the documents they need, use the DC Residency Verification Form as proof, rather than writing an affidavit.
- **If the redesigned application doesn't include or ask for it, it's not required anymore.** It doesn't include:
  - [A DHS checklist:](#) Instead, use the supplement to check off all the steps and gather proofs.
  - [Reasonable Accommodation forms 640 and 644:](#) Instead, use part 13 of the core application.
  - [Questions about bedroom size or total number who will live in the unit:](#) DCHA will make bedroom occupancy calculations according to their administrative plan.
  - [Social Security Certification form:](#) This form is no longer required.

## WHAT HASN'T CHANGED

- **HUD forms:** We have not changed any U.S. Department of Housing and Urban Development (HUD) forms.
- **Document requirements:** We have not changed the proofs needed to verify an applicants' information, such as income or student status. The verification forms needed if they're missing documents have been redesigned.
- **Submission process:** You should follow the instructions you've received from DHS and DCHA to submit the application.

# TIP SHEET

These tips will help case managers, outreach workers, and DHS/DCHA staff work with applicants to complete the application and have it processed more quickly.

## COMPLETING THE FORMS

- **Complete the application WITH the applicant.** For vouchers administered by DHS, case managers must complete the application with the applicant, unless instructed otherwise.
- **Type responses into the fillable PDF.** Download the PDF before you start. Do not submit handwritten responses. Signatures can be handwritten or typed.
- **Change the settings in Adobe to allow you to open links.** The PDFs include links to verification forms and other resources. Open “Preferences” > “Trust Manager.” “Change Settings” to “Allow PDF files to access all web sites.”
- **Leave forms that are not required for you blank.** Instructions at the top of each page explaining when to complete the form and when not to. In general, you should:
  - Leave Core Application parts 9-13 blank unless instructed to complete them in another part.
  - Only complete either the federal OR local supplement, depending on the voucher type.
  - Do not include any verification forms unless the applicant is missing documents that they need.
- **Make sure to fill in relationships.** You must fill the relationship of each household member to the applicant in part 2 of the core application.
- **Always select either male or female.** In part 2 of the core application, you may fill in the sex on the household member’s current birth certificate or government-issued ID. If it doesn’t identify them as male or female, you can select the sex they were assigned at birth *and* write in the sex listed on their current birth certificate or government-issued ID.
- **Someone may have a disability even if they don’t receive SSI.** If the household member is receiving SSI, they have a disability. They may also have a disability if a physical or mental impairment limits, has limited, or seems like it limits their activities, movement, cognition, sensation, or major bodily functions. To learn more, visit [ada.gov](http://ada.gov). They may choose to disclose disabilities in part 2 of the core application. If someone receives SSI or SSDI but chooses not to disclose a disability, DCHA will still consider their disability in rent payment calculations.
- **Information releases are required for a complete application.** Core application parts 7-8, the HUD Authorization for Release of Information/Privacy Act Notice, and (only for locally funded vouchers) the Permanent Housing Program Information Release must be signed for an application to be complete. Review the releases with the applicant and answer any questions they have. They can change their mind at any time, but if they do, they will no longer be able to use their voucher.
- **Include last four of SSN on verification forms.** If the applicant or household member completing the form has a social security number (SSN), include the last four on the verification form. This makes sure that DCHA can match a verification form to the rest of the application if it is received separately. If the applicant or household member completing the form doesn’t have an SSN, check the appropriate box and try to make sure all verification forms are submitted together with the rest of the application.
- **All signatures must be dated within one six-month period.** If you are waiting to gather documents, we encourage you to wait on signatures until you’re ready to submit.
- **You have options if you run out of space.** If you run out of space, you can fill in the additional information in part 14, or you can include a second page for the part where you need more space.


## GATHERING DOCUMENTS

- **Documents must be clear and legible.** Submit scans, screenshots, pictures, or copies of the applicant's documents in the same PDF as the rest of the application. It's okay if a watermark appears when you scan a document as long as the name and date of birth are still legible. For locally funded voucher applications, if a clear and legible document is not available, you may be able to submit a Self-Certification instead.
  - **Include all pages of the most recent social security statement.** If a household member receives SSI, include all pages of their most recent social security statement. One-page documents must be stamped by the social security office.
  - **Review documents for DC Residency closely.** Applicants for locally funded vouchers must submit proof that they've lived in DC for 6 of the last 12 months. If the applicant has a government-issued ID, check to make sure that it has a DC address and was issued at least 6 months ago. If not, they'll need a different document.
  - **Notary seals must be completely visible.** If a household member does not have income from any source, they need to complete a notarized zero-income form. Any notary with an unexpired commission can complete the form, but notaries are available at DCHA and DHS if needed. Ensure that the notaries seal is completely visible.
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## SUBMITTING THE APPLICATION

- **One PDF:** Submit the application and all supporting documents as one PDF.
  - **The submission process has not changed:** You should follow the instructions you've receive from DHS and DCHA to submit the application.
  - **Check that the application is complete:** The Core Application parts 1-8 and the Supplement must be complete and signed. Core Application parts 9-13 are only required if they marked "yes" in parts 4-5. Verifications are only required if they're missing documents.
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## RESOURCES FOR YOU

- **How-to:** The cheat sheet on the next page helps you find the information you need to complete the application.
  - **Step-by-Step instructions:** Each supplement starts with a checklist of the steps in the application process.
  - **Document guides:** Each supplement also includes list of proofs you may need, depending on the circumstances.
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# HOW TO COMPLETE THE FORMS IN YOUR VOUCHER APPLICATION

Each form in your housing voucher application follows a standard format. This page is a cheat sheet to help you find the information you need to complete your application.

Is this a core, supplement, or verification section

When you need to complete this form and when you don't

Blue boxes mean PAUSE, you need to do something before continuing to fill out the section

What or who this section is about

Section instructions

Tips and explainers appear in the bottom or left-hand margins

**PART 3** Core Application *All applicants complete Parts 1-8.*

### WHAT INCOME DOES YOUR HOUSEHOLD HAVE?

Tell us about all income your household received in the past 12 months from any source. **See examples below.**

**NO INCOME?** Check this box and leave the table blank

My household does not have income from any source - complete a [zero-income statement](#)

Full name - who receives this income?	Employer or other source	Amount - before taxes or deductions	Frequency - how often do they receive this amount?	Do they still get income from this source?
		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Monthly	<input type="checkbox"/> Yes, they do. <input type="checkbox"/> No, they don't.
		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Monthly	<input type="checkbox"/> Yes, they do. <input type="checkbox"/> No, they don't.
		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Monthly	<input type="checkbox"/> Yes, they do. <input type="checkbox"/> No, they don't.
		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Monthly	<input type="checkbox"/> Yes, they do. <input type="checkbox"/> No, they don't.
		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Monthly	<input type="checkbox"/> Yes, they do. <input type="checkbox"/> No, they don't.
		\$	<input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Monthly	<input type="checkbox"/> Yes, they do. <input type="checkbox"/> No, they don't.

*For more space, continue in Part 14.*

**GATHER PROOF OF INCOME.**  
Check the document guide in your application supplement to make sure you have what you need to verify your income.

**WHAT COUNTS AS INCOME?**  
List all **employment income for adults (18+)** in your household who are working for money, including temporary, contract, odd jobs, as well as tips, self-employment, and unemployment insurance.  
  
Then, list **non-employment income for household members of any age**, like scholarships, TANF, social security, retirement, child support, alimony, disability, workers' compensation, and veteran's benefits. Do not include one-time payments like inheritances, lottery winnings, and insurance settlements. If you're not sure, include it.

**WHY REPORT INCOME I DON'T GET ANYMORE?**  
Report your income correctly and completely to avoid delays when we review your application. If you don't expect to receive income from a source anymore, mark "No, I don't" AND submit a document, like a termination letter, to show that the income has stopped. You must report any changes to your income within 30 days.

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Information that needs to be entered

Asterisks (\*) mean that the information is required

Instructions for entering information

What you're agreeing to when you sign

Red boxes mean STOP, someone else needs to complete the rest

**Verification Form** *Complete a separate form for each K-12 school. Not required for daycares or pre-Ks.*

### SCHOOL VERIFICATION FOR K-12 STUDENTS

Submit this form with your application or recertification to verify the legal guardian for K-12 students in your household. **Only submit this form if you cannot easily get an enrollment letter as proof.**

**APPLICANT** *Please print or type. Asterisks (\*) mark required responses.*

Applicant's full name\* \_\_\_\_\_  
*as on your social security card, if you have one*

Last four of your SSN  I don't have one \_\_\_\_\_

School name\* - complete a separate form for each K-12 school \_\_\_\_\_

**STUDENT'S INFORMATION** *List every K-12 student in your household who attends this school. Use two sheets if needed.*

Student's full name* as on their social security card, if they have one	Date of birth* month/day/year
1. _____	____/____/____
2. _____	____/____/____
3. _____	____/____/____

**YOUR SIGNATURE** *By signing below, you are authorizing the school listed above to release the information requested by DCHA.*

Applicant's signature\* \_\_\_\_\_ Date\* month/day/year \_\_\_\_\_

**STOP HERE, AND GIVE THIS FORM TO THE SCHOOL.**  
*The school should complete, sign, and return the form to you. Once they do, submit this form with your application.*

**SCHOOL OFFICIAL** *DC Housing Authority needs to verify the students' school records.*

School official's full name\* \_\_\_\_\_ Job title\* \_\_\_\_\_

Phone number - if you have one \_\_\_\_\_ Email address - if you have one \_\_\_\_\_

**SCHOOL RECORDS**

Parent/guardian's name* Who enrolled the student?	Student's home address* Where does the student live?
_____	_____

**SIGNATURE AND SEAL** *The information herein is complete and correct to the best of my knowledge.*

School official's signature\* \_\_\_\_\_ School seal: \_\_\_\_\_

Date\* month/day/year \_\_\_\_\_

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# FREQUENTLY ASKED QUESTIONS

These are the questions that came up most often as we piloted the new forms and trained providers on how to use them.

## FILLING OUT THE CORE APPLICATION

- **When I choose “Other” for race or language, can I leave the write-in field blank?**  
No, if you choose “Other” for race or language, you need to fill in the write-in option as well.
- **Is an issue if the signatures on the application are dated differently?**  
Not necessarily. Dates on signatures in the application need to be within six months, meaning that if one form is signed May 2023 and the other is signed December 2023, you’d need to redo the form signed more than six months ago.
- **Why does the application ask about “full-time student” status?**  
We use information about adult (18+) household members’ full-time student status to calculate your rent payment.
- **If the applicant receives social security income, should I put the amount they receive before or after their insurance deduction?**  
Write the amount the applicant receives *before* their insurance deduction in Part 3 of the core application.
- **Does panhandling count as self-employment income?**  
Panhandling does count as income, and DCHA would use a sporadic income calculation they have in place to take it into account. It is rare for applicants to report panhandling income.
- **What kinds of reasonable accommodations can DCHA offer voucher holders?**  
DCHA can make changes to the policies and procedures that govern vouchers to accommodate someone’s disability (e.g. adding another bedroom to a voucher so that there’s space for a live-in aide). The applicant may request physical changes (e.g. hand rails) in their application, but they may also need to make that request with their landlord.
- **My application was returned because I put medication conditions/diagnoses in Part 14 in the core application. Why?**  
Health-related information is sensitive, so we only want to include the information on the application that is necessary for it to be processed. If they can request an accommodation in part 13 of the core application, they’ll need show the connection between the requested accommodation and their disability. Otherwise, someone may disclose a disability but doesn’t need to say what it is.
- **How should I use Part 14 in the core application?**  
Part 14 in the core application can be used to provide important context for your reviewer or to fill in additional information if you ran out of space elsewhere. For example:
  - You could explain that signatures are handwritten at the request of the applicant and that they have a condition that makes it difficult for them to write on the line, so their signatures may be slight askance.
  - Or, if the household has more than 6 members, you could write use the space in Part 14 in the core application when you run out of space in Part 2. It’s important to note which section the information belongs in.
- **Do I need to write “undocumented” if the applicant doesn’t have an SSN?**  
No, leave the field blank. If a field doesn’t have an asterisk, you can leave the field blank, and the application is still considered complete.

## FILLING OUT THE SUPPLEMENT

- **Which supplement do I complete?**

If you're applying for a federally funded voucher, complete the federal supplement. If a locally funded voucher, complete the local supplement.

- **Should I skip the Declaration 214 I if the immigrant does not have social security number and thus is not legally in the US?**

Only applicants for federally funded vouchers need to complete the Declaration 214 form, which is in the federal supplement. Social security numbers are required for federally funded vouchers. If you're applying for a locally funded voucher, use the local supplement, and there won't be a Declaration 214 to fill out.

- **What are the forms in the supplements about?**

The first pages of the supplements summarize each form, so you can let the applicant know what they're signing for by referring to those descriptions.

- **Must I check the boxes on the first page of the supplement?**

We recommend that you check the boxes on the first page of the supplement to make sure you've completed all steps, but your application may complete even if you don't check those boxes.

- **Notary seals must be completely visible.** If a household member does not have income from any source, they need to complete a notarized zero-income form. Any notary with an unexpired commission can complete the form, but notaries are available at DCHA and DHS if needed. Ensure that the notaries seal is completely visible.

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## GATHERING DOCUMENTS AND SUBMITTING VERIFICATION FORMS

- **Does the signature on a zero-income form need to be a wet signature, or is it typable like the other signatures?**

As in, could the person type it in front of the notary and that would be adequate? The notary you're working with may have a strong preference about how you sign the zero-income statement, and you may defer to what they're comfortable with. If there's a specific reason that the client can't easily make a wet signature, you could ask the notary to consider that.

- **We recently had several of the old zero-income forms notarized. Do we have to use the new zero income forms and get them notarized again, or can we submit the old zero income forms with redesigned application?**

You may submit the old zero-income forms that you already had notarized if it was signed less than 180 days ago and there have been no changes to your household status. Make a notation in Part 14 of the core application, so reviewers know why you're using the old zero income form. DCHA will accept old applications forms until April 1. After April 1, you'll need to submit the new application forms, including the zero-income statement.

- **Can the sponsor for the DC Residency Verification Form be a case manager or outreach worker?**

Yes!

- **If I'm submitting a DC Residency Verification Form, do I also need to submit documents as proof?**

No, if you can verify that the applicant has lived in DC for 6 of the last 12 months, you just need the DC Residency Verification Form. If the applicant has documents proving their residency, submit those instead.

- **Do I need to submit a current photo/headshot of my client if they don't have a photo ID?**

Yes. If they don't have a photo ID and are applying for a locally funded voucher, submit the self-certification and a current photo. Applicants for federally funded vouchers must have a photo ID.

- **If the applicant doesn't have a birth certificate, do I need to self-certify age?**

If the applicant has a government-issued document with their name and date of birth, you can submit that instead of a birth certificate. If the applicant has neither a birth certificate or ID and is applying for a locally funded voucher, you can submit a self-certification.

- **What do I do if the household had income in the last 12 months that they're not receiving anymore?**  
If someone is reporting income from the last 12 months that they don't receive anymore, they should submit documentation (a termination letter, benefits statement, or something else) to show that they're not receiving it anymore.
  - **Do applicants have to submit verification of disability if they check the box "has a disability"?**  
The application will not be kicked back for missing disability documentation if they check that box. However, if the applicant receives disability income, they will need to submit verification of their income.
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## USING THE FILLABLE PDF

- **The PDF didn't work in my browser. What should I do?**  
The PDF works best if you download it. Open the link and then download the form to your device before you start.
  - **The links in the forms aren't working. What should I do?**  
If links to verifications and other resources aren't working, you may need to change your Adobe settings to allow you to open links. Open "Preferences" > "Trust Manager." "Change Settings" to "Allow PDF files to access all web sites."
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## OTHER

- **When can I start using the new form?**  
Can I still use the old application form? February 1 is the first day you can start submitting the new form. To ease the transition, DCHA will accept both old and new applications until April 1.

