

****Due to the expiration of the Public Health Emergency related to Covid-19, as of May 11, 2023, Self-Attestation is no longer an allowable method to determine income eligibility and verification. ****For households that apply for HSS services between August 25, 2021, and May 10, 2023, Self-Attestation may be used as an acceptable method to determine income eligibility using the following steps.

Household Self-Attestation**

All Households must attest to all 4 qualifying conditions:

1. Income at or below 80% AMI
2. Housing Instability
3. ERA 1: Financial Hardship due, directly or indirectly, to the COVID-19 pandemic
ERA 2: Financial Hardship during or due, directly or indirectly, to the pandemic.
4. No duplication of ERA1 HSS benefits

Exceptions to Completing the Household Self-Attestation (Subrecipient must reflect in the file which exception applies):

- Household cannot certify due to:
- Disability that prevents completing the form;
 - Extenuating circumstances related to the pandemic such as being literally homeless; or,
 - A lack of technological access (where the Subrecipient accepts applications virtually).

Housing Professional Certification

Housing Professional **HAS** knowledge of household circumstances and can certify that the Household meets all qualifying conditions.

Housing Professional **DOES NOT HAVE** knowledge of a household circumstances and must request further documentation to determine qualifying conditions including income eligibility using one of the following three options:
Option 1 Categorical Eligibility
Option 2 IRS Annual Income
Option 3 Monthly Income

Eligibility

Household is eligible to receive HSS assistance without further providing income documentation

Income eligible: Household is eligible to receive HSS assistance

If income source documentation cannot be obtained within a reasonable timeframe then Subrecipient should note in file and may serve Household citing self-attestation.

Over income: Household is not eligible to receive HSS assistance and a denial letter is issued.

Re-Certification

Re-certify using Self-Attestation and/or Housing Prof. Certification every 3 months or determine income eligibility with Options 1, 2, or 3

No recertification necessary when income eligibility is determined.

Re-certify using Self-Attestation and/or Housing Prof. Certification every 3 months or determine income eligibility with Options 1, 2, or 3