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Documentation Necessary for Most HPP/HPRP Applications

The following list is not all-inclusive. Additional documents may be required.

All verifications must be in writing. Third-party verifications by involved agencies and programs are encouraged. Please assist your clients and document client homelessness, income, and important supporting information for successful application processing. **Proof of a significant occurrence and the expenses** that led to homelessness or imminent homelessness are required. Extraordinary expenses must be verified with paid receipts, NOT unpaid bills.

NJ Residency

- Residency of 6 months in the State of NJ, at minimum, is required per the NJ Department of Community Affairs for HPP.

Income Verification

- Recent pay stubs – Most recent (4 weekly or 2 bi-weekly pay stubs)
- If new employment, an official letter verifying the employment start date, projected weekly earnings signed by the hiring authority with employer contact name/number for additional verification
- If no pay stubs an official letter from employer on business letterhead and signed by employer itemizing and verifying last 4 weekly or biweekly pay periods
- Disability award letter or comparable official government verification
- Child Support official income verification <https://www.njchildsupport.org/Case-Information.aspx>
- Retirement/Disability award letter/ copy of check/ identifiable bank verification of direct deposit
- TANF award letter/official documentation including County Welfare Agency printout
- Social Security/SSI/Social Security Disability award letter or official Social Security Administration printout verifying onset of disability, type of benefit, and amount of monthly benefit
- Unemployment/temporary disability official printout/copy of benefit doc confirming the balance remaining (including verification of denial of such benefits if determined ineligible)
- All bank statements.
- DD 214 military separation document if recently discharged from military service

Identification

- NJ Photo ID for every adult in the household (at least one photo ID)
- Current driver's license
- Current photo TANF or similar benefit ID
- Current passport
- REAL ID
- Current federal, state, county or city ID cards
- Social Security cards for everyone in the household
- Birth certificates for everyone in the household

Lease

- A 12-month lease will be required and must be signed by the landlord and tenant before any payments are issued to the landlord.

Eviction Papers or Other Homelessness Documentation - Examples Include

- Official eviction notice (Summons and complaint) from Warren County Courts/Special Civil Part/landlord-tenant court - with a docket number is required for homeless prevention cases
- Warrant of Removal from the courts - if a warrant was issued
- Red Cross Referral (for natural disaster and fire victims)
- Domestic Violence restraining order
- Letter from a homeless shelter, transitional housing provider, or emergency housing provider
- Letter from a partner agency verifying homelessness

Landlord Documents (forms necessary prior to issuance of benefit)

- W-9
- Signed voucher
- Signed **Agreement to Pay**
- A signed contract, lead disclosure forms, and/or lease as applicable per program
- Landlord Proof of ownership - acceptable documents include
 1. Recent Municipal or County property tax bill
 2. Recent property settlement sheet if the rental property just purchased

Documents detailing the reason for the non-payment of rent/homelessness.

Examples of documentation may include:

- Employment layoff notice to include last day of work
- Disability verification to include the last day of work
- Unexpected Medical expense documentation - **receipts NOT unpaid bills**
- Separation papers
- Automotive repair shop receipts **NOT unpaid bills**