

HOW TO COMPLETE AN ANNUAL RECERTIFICATION

To help curb transmission of coronavirus (COVID-19), the Housing Authority of the City of Austin has suspended all in-person meetings with clients and public access to the Central office.

1. Please complete and submit the docusign annual certification forms.
2. Attach household income documentation which is uploaded along with your annual certification forms. Documentation can also be emailed, mailed to our office or dropped off at 1124 South IH 35, Austin TX.
3. Please submit the following documents supporting the household income and expenses as stated in the recertification forms:
 - 3.1. 2- 4 consecutive Employment paystubs
 - 3.2. Childcare expenses showing monthly amounts (1 to 3 months)
 - 3.3. Full-time student documentation (18 or older)
 - 3.4. Medical Expenses showing monthly amounts (1 to 3 months)
 - 3.5. TANF Award letter
 - 3.6. Pension Letter
 - 3.7. Social security benefit letters are NOT needed. HACA uses EIV to verify your benefit amounts.
4. The completed recertification packet and documents must be submitted within 14 days of the date of the request.

In order for the Housing Authority of the City of Austin to stay in touch with you, please provide your email and cell phone number on the certification packet. Please feel free to contact us with any questions.