

**NJ DEPARTMENT OF COMMUNITY AFFAIRS
EMERGENCY HOUSING VOUCHERS
APPLICATION INSTRUCTIONS**

Please email the **completed** application, including all additional documentation, to: commdevelop@co.somerset.nj.us

Maximum Household Income: 50% of Area Median Income (AMI), preference given to households that earn less than 30% of AMI. 50% income limits are as follows:

1 Person	\$43,200	2 People	\$49,300	3 People	\$55,500
4 People	\$61,600	5 People	\$66,600	6 People	\$71,500

Application Forms:

- EHV Application
- Authorization for Release of Information
- Declaration of Citizenship
- Tenant information Form
- Megan's Law Registrant
- EHV Verification of Program Criteria
- Certification of Zero Income (if applicable)
- Self-Certification (if applicable)
- Documentation
 - Verification of Homelessness
 - Letter from shelter staff, government program, service provider
 - HMIS record of shelter stay or hotel/motel paid for by a program
 - Self-certification (should only be used when third party verification cannot be obtained)
 - Verification of At-Risk of Homelessness
 - Current court order resulting from an eviction action notifying the household that they must leave
 - Letter from the hotel/motel manager showing that costs are paid by the applicant
 - Letter from owner/renter stating that household is temporarily living in their home due to an economic hardship and that they need to leave
 - Verification of Recent Homelessness or a High Risk of Instability
 - Recent court order (no more than 6 months) resulting in a lock out
 - HMIS record of shelter stay or hotel/motel paid for by a program
 - Proof that household is paying in excess of 40% of household gross income on housing
 - Verification of fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
 - Letter from shelter
 - Self-certification

Required Additional documentation:

- **Valid** County id, City id, Veteran id or New Jersey Motor Vehicle Commission id – *for all adults in the household.*
- Birth Certificates *for everyone in the household.*

If the applicant does not have a birth certificate, they must show proof that one was ordered and have a valid NJ Motor Vehicle Commission ID (a valid birth certificate must be provided within 3 months)

If household members are missing birth certificates – they must show proof that one was ordered (a valid birth certificate must be provided within 3 months)

- Social Security Cards – *for everyone in the household*
Anyone missing a social security card must show proof that one was ordered from the Social Security Administration or **ssa.gov** (a valid social security card for all household members must be provided within 3 months)
- Income: *Proof of current income for entire household* (four weeks prior to the application date)
 - ❖ Earned income: 4 weekly consecutive pay stubs or 2 biweekly pay stubs.
 - ❖ Unearned Income Examples:
 - Social Security benefits. Printout of award letter from Social Security for 2021
 - Unemployment: Printout from Department of Labor and Workforce Development
 - Temporary Disability Benefits/Private Insurance: Check stubs or statement from benefit source. If benefits are pending, get a letter from the source projecting the benefits that recipient will receive in the future including a start date.
 - Child support: Copy of the court order or a copy of the probation records.
 - Pension: A letter from the source of the pension or check stubs.
 - Veteran's Benefits: A statement from the Veterans Administration or check stubs.
 - ❖ Copies of most recent bank statement(s), within the last 30 days