



# SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145  
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

## Recertification Checklist

### Be certain that:

- All household members (all ages) submit necessary paperwork listed below
- All 17+ household members sign enclosed documents where needed

- 1. Paystubs:**  
Submit most recent two paystubs.
- 2. Social Security:**  
Submit the current (printed within 90 days of this notice) Social Security Benefit letter for all household members receiving Social Security, SSI, SSDI, and SSP.
- 3. Other Benefits – DTA, SNAP, Pensions, Retirements, VA Benefits, Family Support, etc.:**  
Submit current benefit letter.
- 4. Assets –Bank Accounts (Checking and Savings), 401(k)s, IRAs, Stocks, Bonds, Dividends, etc.:**  
Submit most recent 6 statements for all checking accounts. Submit most recent statements for all other account types.
- 5. Medical Expenses:**  
For elderly/disabled households, submit statements, receipts, and/or cancelled checks (with corresponding bills) reflecting unreimbursed payments made for premiums, prescriptions, and other out of pocket medical expenses over previous 12 months.
- 6. Childcare Expenses:**  
Must be incurred to allow adult household members to work or attend school fulltime. Submit a letter on provider's letterhead stating weekly expense.
- 7. Child Support:**  
If received, submit benefit documentation. To obtain, call the Massachusetts Child Support Customer Service Bureau at 1-800-332-2733 and request a printout of all child support payments from last 12 months.
- 8. Unemployment:**  
Submit a letter from former employer on company letterhead stating the last date worked. Submit Unemployment Benefits letter stating benefit received.
- 9. Fulltime Students:**  
For all household members enrolled fulltime while working, submit original verification on school letterhead stating enrollment status.
- 10. If Removing Someone from Household:**  
Submit one of the following for removed household member showing their new address: Lease, State ID, Utility Bill in household member's name.

Translation and interpretation services are available upon request, by appointment only  
Services de traduction et d'interprétation sont disponible sur demande  
Sèvis tradiksyon ak intèprètasyon disponib si w bezwen  
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