

OVERVIEW

Adequate supporting documentation is an important component of the application process as it serves as the basis through which the District can validate your eligibility to participate in the program. This document is intended to provide you with an overview of the documentation requirements for the STAY DC program.

In addition to filling out the application questions, a complete application will require the following documents to be uploaded:

1. Proof of identity;
2. Proof of loss of income OR proof of significant cost incurred OR proof of financial hardship;
3. Proof of risk of experiencing housing instability or homelessness;
4. Proof of income for each member of the household;
5. Proof of lease or rental arrangement; and
6. Copy of most recent bill or statement, if applying for utility assistance.

Examples of acceptable forms of each document type are provided below. Where applicable, these examples have been listed in the order of preference. Further, one or more document types may be required to satisfy the eligibility check requirements.

In select instances, written attestations may be accepted in lieu of standard supporting documentation. However, do note that additional verification procedures will be needed to validate assertions made in the attestation that may require an outreach from a Program Agent and/or result in delayed processing times.

NOTE:

Documentation will be accepted in any of the following file types: doc, docx, pdf, xls, xlsx, jpg, or png. Individual file uploads will be limited to a size limit of 20MB.

If you have any questions about the documentation requirements, visit the program website at stay.dc.gov or feel welcome to call the Contact Center at **833-4-STAYDC (833-478-2932) between 7am and 7pm ET, Monday through Friday.**



PROOF OF IDENTITY

NOTE: You do NOT need to be a U.S. Citizen or legal permanent resident to apply for or receive assistance under the DC STAY Program.

ONE of the following types of proof of identification is required for the primary applicant:

- A valid (or expired eight years or less) photo driver license or photo identification card issued by the District of Columbia or another State jurisdiction
- International Passport or Passport Card valid or expired 5 years or less
- U.S. Permanent Resident Card or Alien Registration Receipt Card
- U.S. government and military dependent identification card
- A valid photo ID card from any U.S. university, college, technical college or high school. The card must contain your name and photograph
- Verifiable employer-issued ID card provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address



PROOF OF HOUSEHOLD ELIGIBILITY

Depending on how you qualify, **at least ONE** document will be required.

Loss of income:

- Approval letter for unemployment benefits
- Pay stubs before and after income loss
- Letter from employer showing a decrease in income

Significant costs incurred:

- Copies of medical, childcare, transportation, or other significant expenses your household has incurred as a result of COVID

Other financial hardship

- Approval letter for federal, state or local government assistance programs (e.g., Medicare, SNAP, TANF)

Risk of experiencing housing instability or homelessness:

- Written past due rent or utility bill showing arrears
- Notice of an eviction lawsuit or eviction court hearing date for nonpayment of rent
- Recent rent and utility bill indicating that you pay more than 50% of your household income on rent (we will use your income and rent information from the application to make this determination for you).

Written Attestation

A written attestation from your Housing Provider, employer, caseworker or a verifiable and independent third-party can be accepted in lieu of the above documents. Attestations should come on letterhead of the organization (where applicable) and include at a minimum, name of attester, title, name of organization, address phone number, email address, and relevant information about you or your household member(s).

Self Attestation

If any of the above documents cannot be provided, a household member's financial hardship can be documented by a written attestation signed by the applicant.



PROOF OF INCOME

One or more of the following documentation types is required of all applicants, demonstrating the household's income, in accordance with the income selection of (1) annual or (2) monthly at time of application.

Applicants will be required to provide income documentation for **every adult member of the household**.

Depending on the sources of household income, documentation **MAY** include any **one or more** of the following:

- a) Copy of Form 1040 as filed with the IRS for the household for CY 2020 (first two pages only)
 - b) Copy of Form W-2 as filed with the IRS for the household for CY 2020
 - c) Interest earned statement from your financial institution for CY 2020
 - d) Pay stubs and other statement of wages or salary (including statements from PayPal, Venmo or CashApp payments for gig workers)
 - e) Documentation of receipt of income-qualifying assistance, such as that from programs including SNAP, TANF, SSI, WIC, Head Start and Medicaid
 - f) Unemployment compensation statement
 - g) Year-to-date profit/loss statement or other documentation of income from the operation of a business or profession, including direct payments for services or self-employment including for self-employed individuals
- a) Bank statements demonstrating income deposits
 - b) Documentation of Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts
 - c) Documentation of child support, alimony, or foster care payments
 - d) Written attestation from employer or government agency indicating wages earned or government assistance provided to a household member

Self Attestation

If any of the above documents cannot be provided, a household member's financial hardship can be documented by a written attestation signed by the applicant.

Examples of financial hardship include, but are not limited to:

- Reduced hours or lost job;
- Leaving work to care for children, elderly, or disabled family members;
- Leaving work due to being in an at-risk group, or having a family member in an at-risk group;
- Medical costs, childcare costs and/or funeral and burial costs related to COVID-19.



PROOF OF NEED FOR RENT ASSISTANCE

If applying for rent assistance, applicants will be required to upload a copy of: Written Rental or lease agreement or sublease agreement

If reasonably available to the applicant, applicant shall provide a written lease, signed by the applicant and the landlord or sublessor, and in effect for the time period the applicant is seeking assistance. The lease shall identify the landlord, the tenant, the rental unit address, the effective dates of the lease, and the rental payment amount. Also, agreement should indicate if utility amounts are included or excluded from the rental payment amount.

No written lease

If no written lease exists or the applicant cannot reasonably obtain a copy of the written lease, the applicant shall provide documentation of residence and documentation of the rental payment amount using:

- **Bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent**
- **A written attestation by a Housing Provider who can be verified as the legitimate owner or management agent of the unit**

Self Attestation

If the applicant can document residence but cannot document the rental payment amount, the applicant may provide written self-attestation:

- To support the payment of assistance up to a monthly maximum of 100% of the greater of the Fair Market Rent or the Small Area Fair Market Rent for the area in which the applicant resides, as most recently determined by HUD and made available at <https://www.huduser.gov/portal/datasets/fmr.html>; and,
- To demonstrate that the household has not received, and does not anticipate receiving, another source of public or private subsidy or assistance for the rental costs that are the subject of the attestation.
- **Limits on Assistance.** Assistance provided based on written self-attestation of the rental payment amount is limited to three (3) months total.



PROOF OF NEED FOR UTILITY ASSISTANCE

If applying for utility assistance, applicants will be required to upload **copies of the utility bill for each utility provider and for each month for which utility assistance is required.**

The bill should come from **a recognized utility provider** in the District (i.e., PEPCO, Washington Gas, and DC Water) and contain, at a minimum:

- Name of an adult member of the household
- Address of the rental unit
- Utility account number
- Classification of the utility cost(s) (e.g., electricity, water and sewer, gas)

Applicants may upload more than one page if necessary, to detail outstanding charges, including any remaining payment plan balance. Further, if utility costs are included in the monthly rental or lease amounts, no separate documentation is required for proof of need of utility assistance.