

Emergency Housing Voucher (EHV) Recertification Guide

Households leased up with EHV, like other voucher holders, need to complete an **annual recertification (aka. recert)** with the housing authority that issued the voucher¹. If this recert process is not completed, households can be at risk of returning to homelessness unless they are able to take on the full portion of their rent. Each housing authority has its own recertification requirements and processes. Below is a breakdown of those processes by housing authority.

<p><u>City of Alameda (AHA)</u></p> <p>Timing Recert packets will be sent out 120 days before the anniversary of a voucher lease up date. Notifications are sent by automated email to the account associated with the tenant’s rent café account. If not received within this timeframe, reach out to assigned caseworker (see “who to contact”).</p> <p>Tenants are given 14 days to return recert packet, after which a reminder will be sent. This reminder will allow an additional 14 days to return the recert packet, after which a termination letter will be sent if recert documents are still not received by AHA.</p> <p>Completed recert packets will be submitted online through the rent café portal. Pictures can be uploaded in the system, if needed. If recert documents are not submitted through the portal, AHA will send a follow up e-mail requesting the documents, which can then be submitted either online or to hcvsubmission@alamedahsg.org</p> <p>Who to Contact Questions about completing the recert can be sent to assigned caseworker, based on client last name, see website.</p>	<p><u>Berkeley (BHA)</u></p> <p>Timing Recert packets will be sent out about 90 days before the anniversary of a voucher lease up date. At this time, packets are only being sent to tenants directly by mail. BHA is working to expand capacity to also notify providers.</p> <p>Tenant has ~3 weeks to gather and submit documents, due date will be noted on packet.</p> <p>Who to Contact At the end of the packet there will be contact information for the assigned BHA housing specialist to whom the documents and question should be sent.</p> <p>Housing Specialist assignments are based on tenant’s last name and can be reviewed at this link: https://bha.berkeleyca.gov/about-bha/berkeley-housing-authority-contact-list</p> <p>Provider can call reception at (510-981-5470) if packet was not received within 90 days of anniversary date and/or to confirm assigned housing specialist.</p>
<p><u>County of Alameda (HACA)</u></p> <p>Timing Recert packets will typically be sent out about 120 days before the anniversary of a voucher lease up date. If packet has not been received within 30 days of anniversary date, reach out to assigned case worker at HACA for more information.</p> <p>Recert packets are typically due on the 1st of the month in the month someone originally leased up (ex. If leased on April 25, 2023, the recert will be due April 1, 2024). There may be some scenarios where the due date is not the 1st of the month; please refer to the recert packet to confirm.</p> <p>Packets are being sent to tenants by mail and HACA staff follow up with phone calls (if there is an active number). The HCS supervisor associated with the tenant’s file will also be notified by email.</p> <p>Who to Contact Communication with assigned case worker is strongly encouraged. Their information should be included on the packet. Providers can also reach HACA by phone, email, or in person: https://www.haca.net/contact-us/</p>	<p><u>Oakland (OHA)</u></p> <p>Timing Recert notices will be mailed to the tenant approximately 8 months after the original voucher was leased up. The HCS supervisor associated with the tenant’s file will also be notified by email</p> <p>Households will have approximately 30 days to complete and return recertification documents.</p> <p>Who to Contact Once complete, packets and supplemental documents can be sent to: pcompliance@oakha.org</p>

¹ If a voucher has been ported to a different PHA, the PHA in whose jurisdiction the unit is actually located will conduct annual recertifications