



November 1, 2015

Dear Valued Resident(s):

Each year the Social Security Administration notifies all recipients of Social Security and Supplemental Security Income (SSI) of the benefit amount each program participant will receive during the next calendar year. This notification is typically received by beneficiaries of these important programs between October and December each year.

Our records indicate you will likely receive such a letter in the next several weeks. Therefore, we make this request that upon receipt of a letter indicating your benefit amount for next calendar year, you visit the site management office with a copy of this letter.

By cooperating with this request, we will add your notification letter to our confidential files. We will hold this letter until such time as your annual recertification is scheduled to begin. At that time, we will use this letter as file documentation. By providing the letter to us in the coming weeks, you will benefit by not having to search for the letter when it comes time to complete your annual recertification of household income. Furthermore, providing us with this letter upon receipt will NOT change the schedule for your annual recertification of household income.

This request is largely predicated on our experience that the Social Security Administration is no longer responding to our requests for verification of Social Security / SSI benefits received by program participants. The absence of verification by the Social Security Administration is a significant complication in our efforts to maintain accurate records regarding your household income. Such records, as you know, are required by various governmental agencies which work together to provide you affordable rental housing.

We thank you in advance for your cooperation with this request. Please contact the site management office at your community if you have further questions or comments.

Thank you,

Management