



**New York City Children's Services**  
Division of Family Permanency Services  
Housing Academy Collaborative  
150 William Street, 8th floor  
New York, NY 10038

**JESS DANNHAUSER**  
Commissioner

**Ina Mendez**  
Acting Deputy Commissioner

## **ACS APPLA CERTIFICATION LETTER**

Date: \_\_\_\_\_

New York City Housing Authority  
Department of Housing Applications  
90 Church Street  
Manhattan, New York, 10007

ATTENTION: [Carolyn Acevedo](#)

Client Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security # : \_\_\_\_\_

Attached is an application for a (circle the applicable one) NYCHA Section 8 voucher; NYCHA Public Housing unit for the above named client who is currently in foster care, or was formerly in foster care and left with a goal of Independent Living. The Administration for Children's Services (ACS) hereby certifies that the individual will be discharged from the care and custody of the ACS Commissioner (from foster care) to APPLA on or about (or has already been discharged on or about) \_\_\_\_\_. Therefore, adequate housing is needed for this client. Accordingly, ACS is submitting the attached application with the NYCHA priority code allotted to this group.

ACS further certifies that the information (public assistance status /SSI status and social security number) contained in the (circle one) Section 8; Public Housing unit application is accurate and has been verified through the Welfare Management System (WMS).

If you have any questions please contact the client's case manager or case planner, \_\_\_\_\_  
at \_\_\_\_\_.

\_\_\_\_\_  
Case Planner Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date