

March 29, 2011

Independence Plaza North Tenant Association

VOUCHER RECERTIFICATION – please read carefully

Please be advised that HPD was NOT coming to IPN this year—HOWEVER we are pleased to announce THAT we have arranged the following options for turning in your voucher recertification papers, **INCLUDING A DAY AT IPN** for seniors & disabled to turn in their papers. Pick ONE option below:

---All tenants may mail their annual recertification packages via certified mail any time before the due date.

---All tenants may hand deliver their annual recertification packages at HPD's Client Services Office located on 100 Gold Street, NY, NY 10038 at any time before or by the due date.

---Tenants are encouraged to attend their scheduled workshop at 100 Gold Street where they can also drop off the package. (April 13th)

--- On April 14th senior, handicapped and other special-needs tenants should attend a workshop day at Independence Plaza, 310 Greenwich Street, 2nd floor community room between 1:00 PM and 7:00 PM. Please bring your package with you.

Decide which is best for you as long as you make the deadline. NOTE: April 13th is ONLY being held at HPD's office. April 14th is here at IPN. Turning your papers in advance or mailing them by certified mail are great options for those who cannot take time off from work. It will also help alleviate a large amount of tenants at the IPN community room on the 14th we would like to reserve that day for those tenants who CAN NOT TRAVEL to Gold Street.

IF YOU NEED ASSISTANCE COMPLETING YOUR RECERTIFICATION PAPERS, PLEASE IMMEDIATELY PUT A NOTE IN THE TENANT LOBBY BOX WITH YOUR CONTACT NUMBER. MARK THE ENVELOPE: FOR MARNEE MAY. She or one of her volunteers will get back to you to arrange a day for them to come and assist, and if ready to go, can take the papers from you to deliver to HPD.