

CityFHEPS renewal checklist

A preparation aid, not the renewal form. Follow your own HRA notice. Submission does not guarantee approval. Keep this sheet with your copies.

Notice due date: _____

Subsidy expiration date: _____

Date submitted: _____

Next follow-up date: _____

1. Prepare the form and required copies

- ☐ Check all six sections of DSS-7e, correct changes, answer the rent-arrears question, then sign and date the paper form.
- ☐ Use page 6 to choose evidence: household changes; two recent pay stubs or employer letter if employed and not on Cash Assistance; proof of corrected other income; lease/rental agreement if rent is incorrect or changes. Check whether the landlord utility form applies. Send copies, not originals.

Sources: [DSS-7e renewal form, pp. 1-2, 5-6](#)

2. Submit and keep evidence

- ☐ Submit through ACCESS HRA when Renew is available and upload required documents in the app. Save the confirmation and copies of every attachment.
- ☐ Other routes: HRA's webpage lists CityFHEPSRenewals@hra.nyc.gov; the printed DSS-7e lists RAPRenewals@hra.nyc.gov. Follow your notice or confirm the address with HRA. Save the sent email and attachments.
- ☐ Mail: CityFHEPS, NYC HRA, 109 East 16th Street, 10th Floor, New York, NY 10003. Keep a complete copy and delivery evidence. DSS-7e also permits delivery; call before traveling.

Sources: [HRA CityFHEPS renewal and contact instructions](#); [DSS-7e renewal form, pp. 1-2, 5-6](#); [DSS-7z renewal FAQ, pp. 1-3](#)

3. Set your next follow-up

- ☐ Record the dates above from your notice and submission. Choose a personal follow-up date before the next notice deadline; this is a reminder, not an HRA processing promise.
- ☐ Check ACCESS HRA for received/required documents and notices. If receipt is unclear or a deadline is close, call 718-557-1399. Ask what arrived, what is missing and what happens next. Record the response and any date HRA gives you.

Sources: [HRA CityFHEPS renewal and contact instructions](#); [HRA mobile: documents and case status](#); [DSS-7z renewal FAQ, pp. 1-3](#)

4. Get help promptly when needed

- ☐ Missing form, stopped payments or unresolved renewal: call 718-557-1399. If rent arrears put your housing at risk, contact Homebase in NYC; outside NYC, use the same HRA number.
- ☐ A denial/termination notice: read its review/hearing instructions and deadlines immediately; a routine status call does not replace an appeal. Court papers or eviction risk: call 311 for the Tenant Helpline and seek legal help promptly.

Sources: [HRA CityFHEPS renewal and contact instructions](#); [DSS-7r tenant FAQ, p. 9](#); [Find Homebase](#); [HRA legal services for tenants](#)

Follow-up date / who I contacted / response / next action:

Sources checked October 8, 2026. Full instructions and clickable sources:
vouchermatch.com/blog/cityfheps-renewal-nyc-guide#renewal-checklist