



Benefit Advocacy Forms

Client Release Forms	
SSA Appointment of Representative	Appointment of Representative (SSA-1696-U4) Form
Authorization for Release of Health Information Pursuant to HIPAA	Health Insurance Portability and Accountability Act (HIPAA) Authorization for Release Form
NYC HRA Authorization to Release Case Information	Client Authorization Form
NYC Human Resources Administration (HRA)	
Advocate Inquiry Form: Assistance with resolving issues (Cash Assistance/SNAP)	Choose one method: <ul style="list-style-type: none">• Advocate Inquiry (paper form) then email synopsis of case to advocateinq@hra.nyc.gov• Online Submission: https://www1.nyc.gov/assets/home/html/hra-advocate-inquiry-form.html
Reasonable Accommodation Request: Individuals who have a disability, medical condition or mental health condition and need assistance applying or obtaining HRA services.	Reasonable Accommodation Request Form
Request Fair Hearing Evidence Packet: Use this form to request documentation NYC HRA intends to submit at the hearing to support an action it has taken or intends to take. NOTE: An evidence packet is different from a case record.	Request Fair Hearing Evidence Packet



Evidence Packet via Fair Hearing Evidence Management System (FHEMS)

Advocates can register with FHEMS to have the evidence packets and specifically identified documents delivered to a mailbox in the FHEMS system to which the advocate will have exclusive access.

Advocates can contact Cynthia James-Rodriguez at jamesrodriguezc@hra.nyc.gov to register in FHEMS and include their name, organization, address, email address, telephone and fax numbers, the first four letters of their last name and a 4 digit PIN.

Housing Advocacy Forms

Earned Income Disregard (EID) Sample Letter to a Housing Director or Manager

Section 8 tenants with disabilities and Public Housing residents who return to work may have their employment income disregarded when calculating rent.

- [Section 8](#)
- [Public Housing](#)

NYCHA's Reasonable Accommodation Request Policy At-A-Glance

NYCHA's Section 8 and Public Housing residents who have a disability, medical condition or mental health condition and need assistance applying or obtaining services may apply for a reasonable accommodation.

[NYCHA's Reasonable Accommodation Request Policy](#)

NYCHA Request for Resident File Form

NYCHA's Section 8 and Public Housing residents may request their own records with a FOIL request.

[NYCHA's Freedom of Information Law \(FOIL\) Request Form](#)

NYCHA's Consent to Release Records to Person/Entity Other Than NYCHA Resident

Allows client representatives to receive a NYCHA's Section 8 or Public Housing resident's records in connection with a FOIL Request, see above *NYCHA Request for Resident File Form*.

[NYCHA's Consent to Release NYCHA Records](#)



NYS Office of Temporary and Disability Assistance, Office of Administrative Hearings

Fair Hearing Request	<ul style="list-style-type: none">• Request a Fair Hearing Online or• English Fair Hearings Request Form
Fair Hearing - Request an Adjournment	<ul style="list-style-type: none">• Request an Adjournment Online or• Adjournment Form
Fair Hearing - Request for Compliance	<ul style="list-style-type: none">• Request Compliance Online or• Compliance Form
Social Security Administration Appeals	
File a non-medical appeal (SSI or SSDI)	<ul style="list-style-type: none">• Request a Non-Medical Appeal
File an appeal for disability benefits (SSI or SSDI)	<ul style="list-style-type: none">• Request an Appeal for Disability Benefits• Social Security Appeal Forms