



YOUR APPLICATION HAS BEEN CHOSEN!

Your DSHA Housing Blitz appointment ID number is #*****

NOTE: THIS INVITATION AND ID NUMBER ARE NON-TRANSFERRABLE.

April 27, 2026

APPLICANT
ADDRESS
CITY, STATE, ZIP

Dear _____

Congratulations – your application to the Delaware State Housing Authority (DSHA) waiting list has been selected! This letter is an invitation to meet with DSHA staff regarding voucher issuance.

Your appointment is scheduled to occur during DSHA’s upcoming “Housing Blitz” event in May where the agency will be issuing hundreds of housing vouchers to Delawarians like you. During the Blitz, we have daytime appointments available in both Dover, DE at Liberty Court Apartments (May 11-14, 21, and 28) and Bridgeville, DE at Laverty Lane Apartments (May 18-19). At this appointment, you will verify the contents of your application, household size, income status, etc., with required documents (see full list below), before DSHA can issue your household a voucher. **See the directions below for scheduling your appointment as soon as possible; spots are filled on a first-come, first-served basis.**

SCHEDULE YOUR APPOINTMENT ASAP!

QR Code (Recommended, Fastest): Use the QR Code below to schedule your appointment. *Not familiar with QR codes? Use your smartphone camera to scan the code, press the yellow link that appears after the camera recognizes the QR code.*



Your unique DSHA Housing Blitz appointment ID number is #*****

You will be asked for this when you schedule your appointment and at the in-person check-in.

Schedule by Phone: You may also call us to help you schedule your appointment at **302-739-6940 Monday-Friday 8:00-4:30pm**. Please share that you are calling about the “DSHA Housing Blitz” and ask for assistance in scheduling your appointment.



PREPARE FOR YOUR APPOINTMENT

1. Bring all necessary documents with you.

- **Birth Certificates** for all household members
- **Social Security Cards** for all household members
- **Valid Driver's Licenses/ID Cards** for all household members 18 years of age or older
- **Court Documents with Custody of Any Children** (*If no court documents, handwritten, dated signed, and notarized letter from custodial parent allowing the child to live with you.*)
- **Income for All Adults:**
 - Paystubs: Four (4) paystubs if paid weekly, two (2) paystubs if paid bi-weekly
 - If you have new employment, provide a letter from your employer
 - Social Security Award Letter: Must have current benefits and proof of disability (if applicable)
 - Child Support: 12-month printout for child support, any pensions etc.
 - Unemployment (letter for each member of household receiving benefits)
 - Pension/Retirement (benefit letter with current pay amounts)
 - Full Time Student Status (if applicable – school records showing enrollment and credit hours and financial aid/loans records)
- **Assets for All Adults:**
 - Whole life insurance policy, if applicable (policy letter showing policy #, date the policy began, and any applicable cash value/maturity table)
 - Bank Accounts/401Ks/IRA/Other Assets: Name of your bank, three (3) full bank statements (including CashApp), one (1) 401K statement, showing current values and interest rates.
- **Deductions for All Adults:**
 - Child Care (*All children under 13 years of age – handwritten/typed/dated/signed letter from provider stating how much you pay them and how often. Statement should include full contact information of provider, address and phone number*)
 - Medical Deductions (If Head of Household/Spouse is 62 years of age or older or disabled, provide last 12 months pharmacy printout(s), medical visits that have been paid for out of pocket. *No unpaid bills will be accepted!*)
- **Documentation Regarding a Waitlist Preference:** If you applied to the DSHA waitlist and indicated that you qualify for a category given preference, you will need to provide necessary proof of this preference.

2. Ensure you bring ALL adult members of the household with you to the appointment. All adults will need to be present to be issued a voucher of the appropriate household size. Make sure the appointment day/time you choose is one where all members of the household can be present. A *criminal history report will be completed on you and all other members of the household.*



DAY-OF GUIDANCE

1. Arrive 15 minutes Early to Your Appointment Time – Promptness is important as we want to honor appointments as close to their scheduled time as possible. *If you are more than 15 minutes late for your appointment time, you will still be able to be seen but wait for others with scheduled appointments to be seen first.*
2. Check In at the Front – Provide your name, scheduled interview time, and ID number referenced throughout this letter.
3. Meet with Your Interviewer – Provide all necessary documents for each member of the household.
4. Wait for Determination from Back Office – Wait while we verify all the information provided and receive a determination: Eligible (provided time for Voucher Briefing), Incomplete (list of documents/information outstanding and needed for final determination), or Ineligible (a member of the team will explain why you do not qualify for assistance at this time).
5. Confirm Next Step in Process – Either the time of your Voucher Briefing if deemed Eligible OR decide on a time to return with the documents/information needed if deemed Incomplete. (If you are deemed Ineligible, you are entitled to information about DSHA’s appeals process.)

AFTER YOUR APPOINTMENT

As part of the Housing Blitz, DSHA will also be holding Participant Voucher Briefings about the Housing Choice Voucher Program on May 15 (Dover), May 19 (Bridgeville), May 22 (Dover), and May 29 (Dover). Only once you are issued a voucher, will you be given a day and time for your assigned briefing time. Please plan to attend a briefing during one of these days.

(If you cannot attend that time, we will work with you to find an alternate time with preference given to other group briefing times on the dates above.)