

Date: _____

Case Number: _____

Participant Name: _____

Important Notice to Landlords

New York State recently instituted a system change which added a "3" before the traditional seven (7) digit cash assistance case number. Due to a glitch in the computer program that prints checks, the "3" is not displaying on some checks which are being sent to New York City landlords. This has created some confusion for landlords who use the case number rather than a tenant's name to reconcile check payments. If you place a "3" before the number on the check you should be able to reconcile the case number in your accounts.

Please note the check is valid and does not have to be replaced.

If you have any questions about a check you have received, please call **(718) 557-1399**.

Date: _____
Case Number: _____
Participant Name: _____

Important Notice to Participant/Tenant

New York State recently instituted a system change which added a "3" before the traditional seven (7) digit cash assistance case number. Due to a glitch in the computer system that prints checks, the "3" is not displaying on some checks which are being sent to New York City landlords. This has created some confusion for landlords who use the case number rather than a tenant's name to reconcile check payments. If you or your landlord place a "3" before the number on the check, you should be able to reconcile the check number with your case number.

SAMPLE

Please note the check is valid and does not have to be replaced.

If you have any questions or if your landlord has contacted you regarding the case number on a rent check, please call **(718) 557-1399**.

Fecha: _____

Número del Caso: _____

Nombre del Participante: _____

Aviso Importante al Participante/Inquilino

El Estado de Nueva York recientemente instituyó un cambio del sistema, por el cual agregó un "3" antes del número tradicional de 7 cifras del caso de Asistencia en Efectivo. A raíz de un fallo técnico en el sistema informático que imprime los cheques, el "3" no aparece en algunos cheques, que se envían a los caseros de la Ciudad de Nueva York. Esto ha generado cierta confusión para los caseros que usan el número del caso en vez del nombre del inquilino para cerciorarse de que los pagos por cheque estén en regla. Si usted o su casero ponen un "3" antes del número del caso, éste debe de ser el número correcto del caso.

Favor de notar que el cheque es válido y no se tiene que reemplazar.

Ante cualquier pregunta o si su casero se ha comunicado con usted sobre el número del caso en un cheque de alquiler, favor de llamar al **(718) 557-1399**.