

# Vouchering Best Practices & Tips

North Tampa Housing Development Corporation

**October 26, 2022**

**Tampa, FL**



# TEAM

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# Topics Covered

Overview on HAP

Submissions

Voucher Deadline

Importance of timely  
responses and communication

Checking Error Messages

UUTL's

AR's vs IC's

# Topics Covered continued....

IC's vs MI's

Repayment Agreements

GR Submission Protocol

Full Cert Insertion Rule

Partial Cert Corrections or Insertions



**Carrie Starling**

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**New changes**

**Guidance on Submission requirements**

**Voucher Submission Tips**

**Checking Error messages**

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# Voucher Tips for UUTL's

## FAQ Update for UUTL – Unclaimed Utility Allowance Checks

HUD published a revision to the [HUD Housing Notice H 2015-04 FAQ](#) which included a question and answer regarding unclaimed utility allowances. HUD's answer clarified that, **“For utility allowance reimbursements, once a check is made payable to the tenant, or funds are deposited to a tenant's debit card, ownership of the funds passes to the tenant. HUD does not receive the funds back, nor does the owner.”** Based on this answer, OAs are no longer required to enter a UUTL (Unclaimed Utility Check) miscellaneous adjustment entry to return funds back to HUD for any unclaimed utility allowance funds on the voucher.



# Voucher Tips for (DUNS) Number and Unique Entity ID (UEI)

As of April 4, 2022, the Federal Government stopped using the Dun & Bradstreet data universal numbering system (DUNS) number to uniquely identify entities. Now, entities doing business with the Federal Government will use the Unique Entity ID (UEI) created in the Sam.gov website. This change poses an issue with the Electronic Voucher and Electronic Tenant Files. Since the DUNS Number is a 9-character numeric value and the new UEI is a 12-character **alpha**numeric value, the new UEI cannot just replace the DUNS number on electronic files.

The original guidance in the [TRACS UEI Notification](#) doc was to leave the Owner DUNS Number field blank, if OAs did not have one, this guidance has been tested and TRACS has confirmed that the DUNS field must be filled.

- So, in order to prevent vouchers from being TRACS rejected:
  - OAs should continue to use the same DUNS number even if you have been assigned a new UEI.
  - New Owners who were only assigned a UEI, must fill the Owner DUNS Number field with “123456789”. This has also been tested and confirmed by TRACS.
  - 203A implementation will accommodate the 12-character alphanumeric UEI on both the Voucher and Tenant (certification) files.

# Where to find guidance on submission requirements?

- See 202D MAT User Guide for instructions on tenant data and voucher submissions.
- For repayment agreements: See 202D MAT User Guide, Chapter 4 (4.9 Repayment Agreements and Improper Payment Tracking)
- Chapter 6, Mat30, Section 7, Repayment Agreement, and 202DCalculationsForRepayment.xls.



# Voucher Submission Tips

## **Vouchers are due by the 10<sup>th</sup> of the month.**

- If not received on time, this can reflect as a finding on an MOR report. Please note that the CA does not require a paper copy of the HAP.
- You will receive an auto email on the 10<sup>th</sup> day if the electronic voucher has not been received.
- Please be advised that payment of your monthly subsidy on the first business day of the following month is not guaranteed if your submission is received after the 10th day of the month.

# Voucher Submission Tips

- **Make sure to review your electronic MAT30 before submission.** Make sure the correct voucher month is listed. Also, make sure to submit the required tenant certifications with your MAT30 submission.
- **Please do “NOT” transmit duplicate certifications more than once.** Example-If you are submitting your Initial MAT30 and Tenant Data. Then you receive a DRAFT requesting to correct a discrepancy. Please only send the needed cert instead of all of the tenant data again. As this causes issues in TRACs. And additional work for you and your CA correcting work that shouldn't have to be corrected.
- Verify all new certifications processed since the last HAP was approved were submitted through TRACS and your software is adjusting properly for those certifications. This can resolve issues before submission to CA.

# Voucher Submission Tips

- Make sure to review your DRAFT and FINAL each month as they list your Past Due Certifications by Current Voucher Month. The Final is the most important, best practice is to review your Final to know what corrections and certifications are required before next submission. If you have any questions, please contact your CCS.

Tenants listed as Expired means they have exceeded the 15<sup>th</sup> month rule and the unit has been place on hold (suspended) to stop payment until the proper certification (s) is received.

- When correcting a Full Certification or inserting a Retro Certification, please ensure any partial certification that are effective after that certification is being sent is resent as a correction.

This is required because if not, your TRACS compliance will go down. If it drops below 90 percent you will not get paid.



# Voucher Submission Tips

- **When correcting Social Security Number.**

Please correct the most recent full certification only and submit any corrections to any subsequent partial certifications. TRACS is not designed to correct Social Security Numbers in the past.

- Review TIN# (field 35) in the Voucher Header Record before submission to ensure it is numeric only. If submitted correctly, you will have the TIN# and the time of submission to send to CA for look up.
- Ensure any special claims being listed on the voucher have the correct Claim ID# and the NTHDC approved claim amount . Also, make sure to implement within 90 days on the HAP.
- Example next slide

# Voucher Submission Tips

|               |  |  |  |
|---------------|--|--|--|
| <b>Totals</b> |  |  | <div style="display: flex; align-items: center;"> <div style="border: 2px solid red; width: 20px; height: 10px; margin-right: 5px;"></div> <div style="text-align: center;"> <del>253</del><br/>                 226      CS             </div> </div> |
|---------------|--|--|--|

**I certify:** (a) the above amounts have been computed in accordance with all instructions and requirements prescribed by HUD and the applicable Section 8/PRC/PRAC Contract; (b) all prerequisites to and conditions for the assistance claimed have been met; and (c) all required documentation will be retained in the project's files for 3 years.

Owner's printed name, signature, date phone no.

HUD will prosecute false claims and statements. Conviction may result in criminal and/ or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, FL800129905829  )

Previous versions obsolete form HUD-52670-A Part 2 (05/2014)

HUD/Contract Administration Review

Claim approved

Claim adjusted. Reason: see letter

Claim denied. Reason:

Official's name, signature, date

Carrie Starling

*Carrie Starling*

FL800129905829  

Special Claim Number: **FL800129905829**  

Dear Owner/Agent:

We have processed the following special claims submission. Please review the information below for accuracy and completeness.

| Approved/Adjusted Claims:     |      | Unpaid Rents |           | Tenant Damages |            | Regular Vacancies |            | Comments  |
|-------------------------------|------|--------------|-----------|----------------|------------|-------------------|------------|---|
| Tenant Name                   | Unit | Approved     | Requested | Approved       | Requested  | Approved          | Requested  |   |
|                               |      |              |           |                | 226        |                   | 253        | Claim was adjusted due to the incorrect contract rent of \$1227 was used for processing rather than the correct contract rent of \$1094. Please make sure to use the correct contract rents . |
| <b>Totals for this Claim:</b> |      |              |           |                | <b>226</b> |                   | <b>253</b> |   |

You may request payment for the above claims on your next voucher submission or within 90 days from the date of this letter as long as you choose not to appeal any part of the submission. If the request for payment is not received within 90 days from the date of this letter, the request for payment may be denied.



# Importance of Responding Timely and Communication.

- Note: It's very important to keep the CCS informed of the status of your turn around on your DRAFT you have 3 days to respond back to the CCS.
- If you do not, this can also reflect as a finding on an MOR.
- Please make sure to communicate with your CCS. Please reach out to us as we are here to assist you.

PBCA does **NOT** have a full month to process vouchers.

**Once again, submit on time to get paid on time!**



# Checking Error Messages

- **Please check your TRACS mailbox for error messages.**

If you are uncertain where to find that information contact your software vendor. If you find that you are not receiving error messages please contact the TRACS helpdesk for assistance.

- **Make sure discrepancies from the prior month are corrected on the following HAP submission.**



# Angela Tabakian

## Topics

GR Submission Protocol:  
When to implement GR's  
How to implement GR's  
Full Cert Insertion Rule

Partial Cert Corrections or Insertions

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# Trivia Question

When are UA's supposed to be implemented on the voucher?

1. On the effective date of the UA?
2. Within 75 days of HUD approval?
3. Within 50 days of HUD approval?

# Trivia Question Answer

## Answer:

2. Within 75 days of HUD approval.

# GR Implementation Protocol

## **Per the 4350.3**

Gross Rent Changes must be implemented on the effective date of the date approved by HUD; the UA change must be implemented within 75 days of approval by HUD.

The only way to implement the new UA amounts on the voucher is to implement the GRC.

## **7-18 Submission and Approval Process**

B) Owners must implement approved rent changes on the effective date approved by HUD or the Contract Administrator. In some cases, this date may reflect a retroactive approval, and the owner must change the tenant certification and adjust the monthly subsidy voucher. Revised data must be transmitted to the Contract Administrator or to TRACS to reflect the retroactive changes.

C) Owners must implement approved changes in utility allowances within 75 days of approval by HUD or the Contract Administrator.



# Trivia Question

When implementing a Gross Rent Change on a voucher, what information **must be listed** on the GR cert **from the previous Full Cert on file**?

1. Effective date of GR must match the effective date of the last full cert on file.
2. Assistance Payment amount on the GR must match the assistance payment amount of the last full cert on file.
3. TTP amount on the GR must match the TTP amount of the last full cert on file.



## Answer:

3. TTP amount on the GR cert must match the TTP amount listed on the last full cert on file

# GR's and TTP Amounts

TTP amounts **can not be** changed on Partial Certs (i.e.- **GR's, UT's, TM's, MO's**).

TTP amounts **can only be** changed on Full Certs (i.e.- **MI's, AR's, IC's, IR's**).

When implementing a Gross Rent Change on the monthly voucher, the TTP amount listed on the Gross Rent Certification must match the TTP amount listed on the last Full Certification on file in order for the cert to process through TRACS.

If the TTP amount on the GR cert **does not match the TTP** amount of the last full cert on file, the GR will be **Fatal**.

# Full Cert Corrections or Insertions

Per the MAT User Guide, effective February 2022, if a Full Cert is being corrected or Inserted, **ALL** Subsequent Partial Certifications that are tied to that Original Full Cert **must** be resubmitted **marked as a Correction.**

If Full cert corrections or insertions are processed but the corrected Partial certs that are tied to the Full cert are not processed, **TRACS will deactivate the unit.**

This can impact the TRACS Compliance Percentage and can also impact EIV Reports.

# Example

In the screenshot below, you can see that an IR (Full certification) was submitted on 10/03/2022 with an Effective date of 8/01/2021.

GR effective 1/01/2022 was already on file for this tenant and was previously tied to IR 7/01/2021, the submission of the IR cert will now break the tie to the Previous IR 7/01/2021 cert.

In order for the unit to stay Active in TRACS, a GR Correction will now need to be submitted in order to tie the GR cert to the IR cert as all Partial certs need to be tied to a Full cert.

|                   |                   |                |            |            |     |         |       |      |      |         |            |            |            |   |
|-------------------|-------------------|----------------|------------|------------|-----|---------|-------|------|------|---------|------------|------------|------------|---|
| Rachel [REDACTED] | Ralton [REDACTED] | XXXX[REDACTED] | 10/07/1005 | In Process | *GR | \$1,116 | \$52  | \$99 | \$0  | \$1,163 | 01/01/2022 |            | 10/04/2022 | ← |
| Rachel [REDACTED] | Ralton [REDACTED] | XXXX7725       | 10/07/1005 | History    | GR  | \$1,116 | \$128 | \$99 | \$29 | \$1,087 | 01/01/2022 |            | 12/10/2021 |   |
| Rachel [REDACTED] | Ralton [REDACTED] | XXXX7725       | 10/07/1005 | In Process | IR  | \$1,094 | \$52  | \$98 | \$0  | \$1,140 | 08/01/2021 | 05/01/2022 | 10/03/2022 | ← |
| Rachel [REDACTED] | Ralton [REDACTED] | XXXX7725       | 10/07/1005 | History    | IR  | \$1,094 | \$128 | \$98 | \$30 | \$1,064 | 07/01/2021 | 05/01/2022 | 07/02/2021 | ← |



# What is a Partial Certification

Per the 202D Vouchering Manual:

A partial certification is a certification which needs to attach to a **full certification** in order for it to process.

The TTP on a partial certification **must** match the TTP on the prior full certification when submitting the cert to TRACS.

# Partial Cert Corrections or Insertions

**A Partial Certification has to attach to the Most Recent Full certification right before it.** Inserting or Correcting a Partial cert breaks the connection of the Partial cert to the Full cert.

The Partial cert is then considered to be the current certification; this leads TRACS to think the tenant is no longer Moved out or Terminated.

**Per the 202D MAT User Guide, for GR changes:**

If a MO or TM has already been submitted, submit the GR and wait for it to post to TRACS, then resubmit the MO or TM cert marking it as a Correction. This will follow the “Chain of Certifications Forward” rule.

# Example

In the screenshot below, you see that **GR 12/01/2021** was submitted **After MO effective 12/09/2021**.

Since the GR has an effective date **Prior** to the posted **MO** but was received **After the MO**, the tenant becomes **Active** once again in the system.

The **MO will no longer** be the most recent certification as TRACS considers the **last recorded cert** to be the most current cert.

In order to keep the tenant **Inactive** in TRACS due to the MO effective 12/09/2021, a **MO Correction effective 12/09/2021** must be submitted.

| Unit Number | Unit Type | First Name | Last Name | Status     | Cert Type | Contract Rent | TTP   | Utility Allowance | Tenant Rent | Assistance Payment | Effective Date | Next Recert | Received Date |
|-------------|-----------|------------|-----------|------------|-----------|---------------|-------|-------------------|-------------|--------------------|----------------|-------------|---------------|
| 0           |           |            |           | In Process | *MO       |               |       |                   |             | \$0                | 12/09/2021     |             | 02/22/2022    |
| 0           |           |            |           | History    | MO        |               |       |                   |             | \$0                | 12/09/2021     |             | 01/05/2022    |
| 0           |           |            |           | In Process | GR        | \$1,137       | \$669 | \$28              | \$641       | \$496              | 12/01/2021     |             | 02/11/2022    |
| 0           |           |            |           | History    | AR        | \$1,107       | \$669 | \$27              | \$642       | \$465              | 06/01/2021     | 06/01/2022  | 05/07/2021    |



# **Zona Lambert**

## **Central Contract Specialist**

Late Recertification

New Unclaimed Utility Allowance Guidance

Repayment Agreement Processing/Tips

Social Security Number for Fosters & Minors

Project Move-In Date

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# Late Recertifications

- Extenuating Circumstances
- COVID Impact
- Terminations
- ICs vs. ARs



# Late Recertifications

The 15 month rule states that CA's must pay HAP until the receipt of a new AR, or 15 months has passed, or the tenant is terminated, whichever occurs first.

- 15 month rule applies only if OA does not submit an AR.
- On month 16, a TM is required, if not submitted, the tenants subsidy will automatically be suspended.

If the delay is **not** the tenant's fault:

- COVID impact – Mass Recertification Delays.
- AR – No Tenant Signature - Extenuating Circumstance Code.
  - No changes to TTP, household, etc.
  - Then, an AR would be submitted.



# Example of a TM and Delayed AR Cert not the fault of the tenant

- TM effective 7/31/2021 was submitted with a TR Code due to the tenant (Did not recertify on time).
- On 03/09/2022, an AR effective 08/01/2021 was sent via TRACS.
- OA provided an explanation for the late recertification, the AR was reviewed by the Contract Specialist and sent to TRACS for processing.

| Unit Number | Unit Type | Status  | Cert Type | Contract Rent | TTP   | Utility Allowance | Tenant Rent | Assistance Payment | Effective Date | Next Recert | Received Date |
|-------------|-----------|---------|-----------|---------------|-------|-------------------|-------------|--------------------|----------------|-------------|---------------|
| 05          | 3BDM      | History | AR        | \$1,258       | \$456 | \$149             | \$307       | \$951              | 08/01/2021     | 08/01/2022  | 03/09/2022    |
| 05          | 3BDM      | History | TM        |               |       |                   |             | \$0                | 07/31/2021     |             | 10/09/2021    |



|    | Field Name                 | Field Value                |
|----|----------------------------|----------------------------|
| 1  | Record Identifier          | MAT65                      |
| 2  | Version Number             | 2.0.2.D                    |
| 3  | Record Number              | 00002                      |
| 4  | Transaction Type           | TM                         |
| 5  | Head of Household ID Code  | [REDACTED]                 |
| 6  | Head Last Name             | [REDACTED]                 |
| 7  | Head First Name            | [REDACTED]                 |
| 8  | Head Middle Initial        | [REDACTED]                 |
| 9  | Head Birth Date            | [REDACTED]                 |
| 10 | Transaction Effective Date | 07312021                   |
| 11 | Termination Code           | TR                         |
| 12 | Description                | Did not re-certify on time |



|    | Field Name                    | Field Value |
|----|-------------------------------|-------------|
| 1  | Section Indicator             | 2           |
| 2  | Record Number                 | 00025       |
| 3  | Owner Generated Tenant ID     | 65815       |
| 4  | Previous Head ID              |             |
| 5  | Active MAT10 Effective Date   | 00000000    |
| 6  | Previous Head Last Name       |             |
| 7  | Previous Head First Name      |             |
| 8  | Previous Head Middle Initial  |             |
| 9  | Previous Head Birth Date      | 00000000    |
| 10 | Filler                        |             |
| 11 | Transaction Effective Date    | 08012021    |
| 12 | Project MoveIn Date           | 12122002    |
| 13 | Transaction Type              | AR          |
| 99 | Extenuating Circumstance Code | 3           |



# Late Recertification's

- Now, if the delay *is* the tenant's fault (No extenuating Circumstances):  
The tenant must requalify and OA must submit an IC – **must not** be effective the next day,(the day after the TM effective date)
- An AR should **not** be submitted.
  - No earlier than the 1st of the month after their original AR date.
- It depends on when the tenant came in to recertify. The effective date of the IC would be the first of the month following the annual,  
**Example:** *Tenants AR is due 8/1/2021, tenant did not recertify on time, OA processed a TM effective 7/31/2021, tenant reported to recertify on 8/15/2021. OA will process an IC effective 9/1/2021.*
- Subsequent AR effective date will be based on the IC not the original move in.



# Unclaimed Utility Allowance Checks - UUTL

## Unclaimed Utility Allowance Checks - UUTL

- FAQ Update: Housing Notice H 2015-04
- Effects on Voucher Processing



# Unclaimed Utility Allowance Checks - UUTL

## FAQ Update: Housing Notice H 2015-04

HUD published a revision to the [HUD Housing Notice H 2015-04 FAQ](#) which added the following question and answer:

**NEW: Question:** Some OA's issue the utility reimbursements on debit cards. In a few cases, tenants have never activated their cards even though they have been notified several times to do so. They have several hundred dollars on the cards. Would OA's pull the money back off the cards and return it to HUD after giving the tenant proper notice or just leave it on the card continuing to accumulate?

**Answer:** The balance must be left to accumulate on the debit card. For utility allowance reimbursement, once a check is made payable to the tenant, or funds are deposited to a tenant's debit card, ownership of the funds passes to the tenant. HUD does not receive the funds back, nor does the owner.



# Unclaimed Utility Allowance Checks - UUTL

- Based on this answer, OAs **are no longer** required to enter a UUTL (Unclaimed Utility Check) miscellaneous adjustment entry to return funds back to HUD for any Unclaimed Utility Allowance funds on the voucher.
- If process on the voucher, a Draft Report will be sent requesting removal and a revise HAP.

# Repayment Agreements

- Repayment Agreement Process
- Verifying the Amount
- Retroactive Adjustments
- 5 Year Limitation



# Repayment Agreements

## Repayment Agreement:

- Tenants are obligated to reimburse HUD if they are charged less rent than required due to underreporting or failure to report income.
- They are required to reimburse the difference between the rent that should have been paid and the rent that was charged.
- Per the 4350.3, Chap 8, Section 8-21, a Repayment Agreement must not exceed the 5 year limitation.



# Repayment Agreements

## Origination of Data

- HUD Policy is clear in that the origination of data and correction of errors rests with the OA.
- It is the CA's responsibility to receive, review, and notify OA's of any errors.
- It is the OA's responsibility to resubmit all corrections as requested.
- CA's cannot update TRACS.

## OA's record is what really updates TRACS.

- We only have the CA Approved amount field.



# Repayment Agreements

**When processing a new repayment agreement on the voucher, please ensure the following:**

- Verify certifications have been submitted to support repayment amount. **Please note**, if adjustments on the HAP do not match the repayment amount, CA may request the time period of adjustments that is included to determine repayment amount.
- If certifications/adjustments are not on the current HAP, include HAP month/year on the repayment agreement or in email so CA can verify the amount.

# Repayment Agreements

- Repayment agreement is signed and dated by both parties; **if not**, notation on the actual agreement explaining the reason for the missing tenant signature.
- Send the signed agreement to the CA when the HAP is transmitted.



# Repayment Agreements

- If the tenant was in a different unit or units during the time period the adjustments were made, please indicate that information on the agreement or in an email when submitting the signed agreement.



# Repayment Agreements

- If sending 50059's to show calculation of repayment amount along with copy of the agreement, **please ensure all SSN and DOB information are redacted.**
- Submit repayment agreement once the certifications/adjustments have been submitted or the proper information can be provided to substantiate the offset request.

# Repayment Agreements

- If a tenant is unable to sign the repayment agreement or refuses, **code N=none** can be used for the agreement type field on the repayment record. The repayment agreement can be processed by the CA as long as the tenant signed the certifications.
- If the tenant **did not or refused to sign the certifications**, they **cannot** be submitted through TRACS and no agreement can be processed.



# Poll Question

- When processing a new agreement
- If the date of the agreement is 8/2/22
- Tenant signed 8/7/22
- and Site signed 8/8/22

What is the date that should be used for the agreement date in Section 7 of the MAT 30?  
Select the correct answer:

- A. 8/7/22
- B. 8/2/22
- C. 8/8/22



# Poll Question Answer

A. 8/7/22

**B. 8/2/22**

C 8/8/22

# Repayment Agreements

**What agreement date to use on the repayment record on the HAP???**

Per the MAT User Guide, Chapter 6, page 32:

If the transaction is associated with a signed repayment agreement, this should be the date that the agreement was prepared/executed or, in the absence of an agreement date, the tenant signature date.

Note: Agreement dates ***must not*** be future dated.





# Repayment Agreements

- When processing new agreements, tenant payments or reversing payments reported in error on a HAP, please review Section 7 of the MAT 30 (repayment section of the voucher) prior to transmission to ensure it is filled out properly. Guidance in the 202D MAT User Guide on filling out the record.
- The next slides are examples of how to fill out the repayment record for an initial agreement, tenant payment with and without Owner/Agent incurred cost and how to correct or reverse a payment or initial repayment offset if necessary.



# Repayment Agreements

## An example of an Initial Repayment Agreement Record

|         |                            | Tenant owes 1,000   | Tenant owes 1,000                                  |
|---------|----------------------------|---|--|
|         |                            | Payment without retention   | Reversal (Initial Repayment Agreement Transaction) |
| Field # |                            |   |  |
| 3       | Head Last Name             | Swanson   | Swanson  |
| 4       | Head First Name            | Grant   | Grant  |
| 5       | Unit Number                | 103   | 103  |
| 6       | Agreement ID               | 12397   | 12397  |
| 7       | Agreement Date             |   |  |
| 8       | Agreement Amount           |  1000 | 1000   |
| 9       | Agreement Type (T, O or N) | T   | T  |
| 10      | Agreement Change Amount    |   | 1000   |
| 11      | Total Payment              |  50 | 0  |
| 12      | Amount Retained            |   | 0  |
| 13      | Ending balance             |   | 1000   |
| 14      | Amount Requested           |   | 1000   |



# Repayment Agreements

## Example to a Tenant Payment with OA incurred cost

Revised 10/23/13



Note: Amount Requested is calculated based on data entry in green fields.

|                              | Tenant owes 1,000      | Tenant owes 1,000                                      |
|------------------------------|------------------------|--|
|                              | Payment with retention | Cancellation of payment with retention (check was NSF) |
| Field #                      |                        |  |
| 3 Head Last Name             | Swanson                | Swanson  |
| 4 Head First Name            | Grant                  | Grant  |
| 5 Unit Number                | 103                    | 103  |
| 6 Agreement ID               | 12397                  | 12397  |
| 7 Agreement Date             |                        |  |
| 8 Agreement Amount           | 1000                   | 1000   |
| 9 Agreement Type (T, O or N) | T                      | T  |
| 10 Agreement Change Amount   | 0                      | 0  |
| 11 Total Payment             | 50                     | -50  |
| 12 Amount Retained           | 10                     | -10  |
| 13 Ending balance            | 950                    | 1000   |
| 14 Amount Requested          | -40                    | 40   |






# Repayment Agreements

## Cancelling a New Repayment Agreement

| Agreement Cancellations-agreement entered in error. |                            |  |  | Tenant owes 1,500  |  |
|---|----------------------------|--|--|--|--|
|   |                            |  |  | Tenant owes 1,500  |  |
|   |                            |  |  | Cancellation--Agreement entered in error   |  |
| Field #   |                            |  |  | Original Reversal  |  |
| 3   | Head Last Name             |  |  | Swanson  | Swanson  |
| 4   | Head First Name            |  |  | Grant  | Grant  |
| 5   | Unit Number                |  |  | 103  | 103  |
| 6   | Agreement ID               |  |  | 12397  | 12397  |
| 7   | Agreement Date             |  |  |  |  |
| 8   | Agreement Amount           |  |  | 1500   | 0  |
| 9   | Agreement Type (T, O or N) |  |  | T  | T  |
| 10  | Agreement Change Amount    |  |  |  1500 |  -1500 |
| 11  | Total Payment              |  |  | 0  | 0  |
| 12  | Amount Retained            |  |  | 0  | 0  |
| 13  | Ending balance             |  |  | 1500   | 0  |
| 14  | Amount Requested           |  |  | 1500   | -1500  |



# Repayment Agreements

|         |                            | Tenant owes 1,400                              | Tenant owes 1,400   |
|---------|----------------------------|--|---|
|         |                            | Reversal (Initial Agreement) with Lump Sum Pmt | Reversal (Intiial Agreement) with Lump Sum Pmt and retention                              |
| Field # |                            |  |   |
| 3       | Head Last Name             | Swanson  | Swanson   |
| 4       | Head First Name            | Grant  | Grant   |
| 5       | Unit Number                | 103  | 103   |
| 6       | Agreement ID               | 12397  | 12397   |
| 7       | Agreement Date             |  |   |
| 8       | Agreement Amount           | 1400   | 1400   |
| 9       | Agreement Type (T, O or N) | T  | T   |
| 10      | Agreement Change Amount    | 1400   | 1400  |
| 11      | Total Payment              | 400  | 400  |
| 12      | Amount Retained            | 0  | 80   |
| 13      | Ending balance             | 1000   | 1000  |
| 14      | Amount Requested           | 1000   | 1080  |



# Repayment Agreements

- If correcting the amount of a previously processed repayment record, please see example on how to submit the repayment record to correct the agreement amount.
- Please note, the agreement date will always remain the same date as well as the agreement ID when correcting an original repayment amount.



# Repayment Agreements

| Agreement Modifications-<br>-Original Amount Incorrect. |                            |  |  | Tenant owes 1,500 | Tenant owes 1,400                    |
|---|----------------------------|--|--|-------------------|--------------------------------------|
|   |                            |  |  | Original Reversal | Subtract \$100 from original amount. |
| Field #   | Head Last Name             |  |  | Swanson           | Swanson                              |
| 3   | Head First Name            |  |  | Grant             | Grant                                |
| 4   | Unit Number                |  |  | 103               | 103                                  |
| 5   | Agreement ID               |  |  | 12397             | 12397                                |
| 6   | Agreement Date             |  |  |                   |                                      |
| 7   | Agreement Amount           |  |  | → 1500            | → 1400                               |
| 8   | Agreement Type (T, O or N) |  |  | T                 | T                                    |
| 9   | Agreement Change Amount    |  |  | 1500              | → -100                               |
| 10  | Total Payment              |  |  | 0                 | 0                                    |
| 11  | Amount Retained            |  |  | 0                 | 0                                    |
| 12  | Ending balance             |  |  | 1500              | 1400                                 |
| 13  | Amount Requested           |  |  | 1500              | -100                                 |



# Social Security Number Exception Code

- Minors on a MI/IC
- Fosters – Over the Age of 6

# Social Security Number Exception Code

## NO SSN FOR MINOR

Previously, the M Exception Code was not allowed for any MI/IC certification.

- As of April 7, 2016, children under the age of 6 who do not have a SSN (or adequate documentation to verify the SSN) and who joined the household within 6 months of the effective date of the MI or IC may be allowed to move in.
- When this is the case, the SSN will be entered using all 999s and the SSN Exception Code must be set to M.
- Once the resident provides a SSN and adequate documentation to verify the SSN, an IR (or AR if appropriate depending on the timing) must be reported with the correct SSN.
- No retroactive corrections. TRACS expects the SSN be updated on a current cert **going forward**.



# Social Security Number Exception Code

## NO SSN FOR FOSTERS OVER 6 YEARS OLD

- Foster Agencies will not provide the SSN, OA's will have to contact HUD for a waiver for the SSN disclosure requirements.
- TRACS will accept certs with all 999s and ending with 0000 and without an exception code.
- The ending in zeros will allow for the no exception code for the foster over the age of 6.



# Project Move-In Date

- This is a mandatory field on the 50059 that must be filled with the actual date the tenant moved into the project.
- This date will **not** always be the same as the transaction effective date.
- The Project Move-In Date processed on certifications (except MI/IC's) must **not** be the same date as the transaction effective date.

# Project Move-In Date

In the screenshot below you will see that the tenant's Initial Move-In Date was 04/04/2014 and transaction date 03/09/2022.

The IR+UT cert was rejected by TRACS due to invalid "Project Move-In Date. In this situation, you will receive a Draft Reconciliation Report from your CA requesting a valid certification to be sent via TRACS.

|    | Field Name                   | Field Value |
|----|------------------------------|-------------|
| 1  | Section Indicator            | 2           |
| 2  | Record Number                | 00041       |
| 3  | Owner Generated Tenant ID    | 81477       |
| 4  | Previous Head ID             |             |
| 5  | Active MAT10 Effective Date  | 00000000    |
| 6  | Previous Head Last Name      |             |
| 7  | Previous Head First Name     |             |
| 8  | Previous Head Middle Initial |             |
| 9  | Previous Head Birth Date     | 00000000    |
| 10 | Filler                       |             |
| 11 | Transaction Effective Date   | 03092022    |
| 12 | Project MoveIn Date          | 03092022    |
| 13 | Transaction Type             | IR          |
| 14 | Action Processed Code        |             |

|    | Field Name                   | Field Value |
|----|------------------------------|-------------|
| 1  | Section Indicator            | 2           |
| 2  | Record Number                | 00003       |
| 3  | Owner Generated Tenant ID    | 81477       |
| 4  | Previous Head ID             |             |
| 5  | Active MAT10 Effective Date  | 00000000    |
| 6  | Previous Head Last Name      |             |
| 7  | Previous Head First Name     |             |
| 8  | Previous Head Middle Initial |             |
| 9  | Previous Head Birth Date     | 00000000    |
| 10 | Filler                       |             |
| 11 | Transaction Effective Date   | 03092022    |
| 12 | Project MoveIn Date          | 04042014    |
| 13 | Transaction Type             | IR          |

## Message Description

MAT10 not processed. Submitted Move-In Date is greater than or equal to the submitted transaction effective date.



# Questions ?



**Thank You!**

