

# TRACS 202D Changes

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# TRACS 202D Changes ...

## **Implementation Schedule**

The implementation schedule for TRACS 202D submission compliance starts August 1, 2014 and ends February 1, 2015. National TRACS and all State Contract Administrators will accept both 202C and 202D MAT file submissions during this six month transition period. On February 1, 2015, only 202D MAT file submissions will be accepted by TRACS & State CA's from then on.

## FHA *Software* (Rel. 2014.10.31)

TRACS 202D forms and MAT file submission compliance was provided with the October 2014 Update Release of FHA *Software*. A general overview of TRACS 202D related changes and the affects it has with FHA *Software* program usage is detailed in this documentation.

#### **TRACS 202D Form Revisions**

The following forms were revised by HUD to comply with TRACS 202D requirements ...

HUD-50059 - Tenant Certification HUD-50059 A - Partial Certification

Note: Start your FHA *Software* program and click-on *HUD* .. *TRACS/MAT File Submissions* .. *TRACS 202D Info & Error Message Reference* .. to view &/or print the following documents that provide very specific details on all HUD-50059/59A data entry items ...

- \* Instructions for TRACS 202D form HUD-50059 ( 06/2014 )
- \* Instructions for TRACS 202D form HUD-50059 A ( 06/2014 )

HUD-52670 - HAP Request Voucher (Cover Page) HUD-52670-A Part 2 - Schedule of Section 8 Special Claims

HUD-52670-A Part 3 - Adjustments to Schedule of Tenant Assistance

HUD-52670-A Part 6 - Repayment Agreements for Schedule of Tenant Assistance

Note: All other existing HUD-52670 related forms did not change for TRACS 202D.

HUD-52671-A - Section 8 Special Claims for Unpaid Rent/Damages

Note: All other existing HUD-52671 related forms did not change for TRACS 202D.

HUD-27061-H - Race and Ethnic Data Reporting Form

Note: All TRACS 202D form revisions listed above have been made in FHA Software.

## Voucher Detail and Adjustments added to the MAT30 Voucher File

In TRACS 202C, only HUD-52670 HAP Voucher Request cover page totals were included in the electronic Voucher MAT file submitted to your HUD Contract Administrator (CA) which is why your CA required a signed, hard copy of the printed voucher emailed or faxed to them each month. With TRACS 202D, the electronic Voucher MAT file now includes all voucher detail ( *Regular Tenant Assistance, Adjustments, Special Claims, Miscellaneous Accounting*, and *Repayment Agreements*). As a result, your CA may be notifying you on or before February 1, 2015 to stop sending them copies of your signed, printed vouchers.

Note: This TRACS 202D change is automatically accommodated by FHA Software.

## **Anticipated Children Acknowledged**

FHA *Software* has previously maintained and displayed *Expected Family Addition* counts on the printed TRACS 202C HUD-50059 Tenant Certification form for *Adoption, Pregnancy*, and *Foster Children*, but this information was not part of TRACS 202C MAT file submission. The TRACS 202D MAT file now includes this information.

Note: This TRACS 202D change is automatically accommodated in FHA Software.

## Foster Children & Foster Adult Member Changes

Identifying household members as *Foster Children* or *Foster Adults* has not changed, but TRACS 202D has changed how they are counted in occupancy eligibility and HUD-50059 Tenant Certification calculations. *Fosters* are now considered "Family" (as opposed to Non-Family Members) for all purposes. Below is a brief list of *Foster* related changes ...

- \* Fosters are now included for Income Limits
- \* Citizenship Code selection (EC, EN, PV, etc.) is required
- \* Include disability assistance expenses incurred by Fosters
- \* Include medical expenses of Fosters when eligible
- \* Deductions for child care expense was previously allowed and are unaffected
- \* A F/T Student Foster Adult who is employed is subject to a \$480 earned income cap
- \* Race/Ethnicity was previously be maintained for Fosters and did not change

Note: FHA Software has been revised to accommodate TRACS 202D Foster related changes.

# **Section 8 Income Exception Codes**

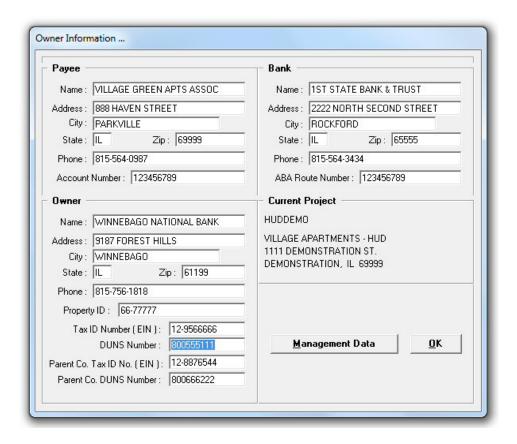
There has been some confusion in the industry about the proper use of the Section 8 Income Exception Codes, when they are required and whether they change over time. Per HUD policy, instructions for *Eligibility Universe Code*, *Current Income Status Code*, *Section 8 Assistance 1984 Indicator*, and *Income Exception Code* have been updated to make it clear that the need for an exception code is determined at move-in or at the time of an initial certification and that the code or

lack of a code persists on subsequent certifications.

Note: This TRACS 202D change was already being accommodated in FHA Software.

#### **Owner DUNS Number added to Header Records**

HUD Notice H 2011-01 requires owners with project based Section 8, PRAC contracts, Rent Supp, and RAP to obtain a DUNS Number and include it ( along with existing Tax ID Numbers ) in all TRACS 202D electronic MAT file submissions. Recording *Owner, Parent Company*, and *Management Agent DUNS Numbers* was added to FHA *Software* in the January 2014 Update Release and is located in the DATA .. PROJECT DATA .. OWNER INFO .. OWNER Information section ( sample screen below ) ...



For current TRACS 202D MAT file submission compliance, the Owner Tax ID Number and DUNS Number must both be filled .. or .. both be left blank (if you don't know one or the other numbers). National TRACS will reject a 202D MAT file if only one of the two fields is filled in, but will temporarily accept both fields left blank. If you submit to a Contract Administrator (CA), they may have already asked you for the Owner's DUNS Number for their records and could require it in a TRACS 202D MAT file submitted to them. Regardless, all TRACS 202D MAT file submission must include the Owner's DUNS Number starting 02/01/2015.

Note: This TRACS 202D change was already being accommodated in FHA Software.

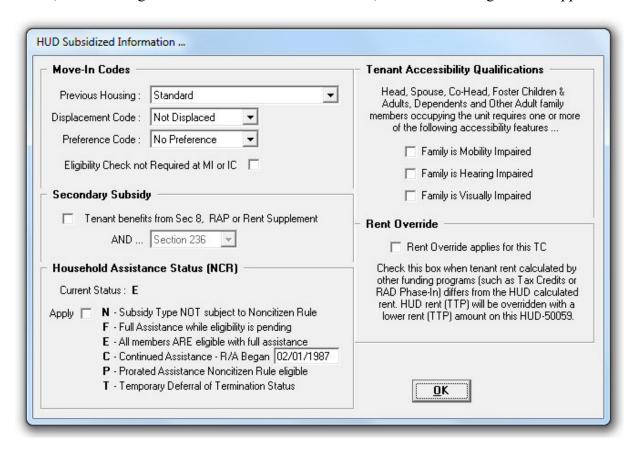
#### **Rent Overrides**

HUD Handbook 4350.3, Chapter 5, paragraph 5-30 (Determining Tenant Contribution at Properties with Multiple Forms of Subsidy) reviews situations where the tenant rent calculated by other funding programs, such as tax credits, may differ from the HUD calculated rent. Generally the rule is that the tenant should be charged the lower of the two rents—the benefit goes to the tenant. When the HUD rent is overridden and the lower rent submitted to TRACS or a CA, the result is typically a large number of calculation error messages. In TRACS 202D, a **Rent Override** flag was added to the certification to indicate situations when the HUD calculations are being ignored.

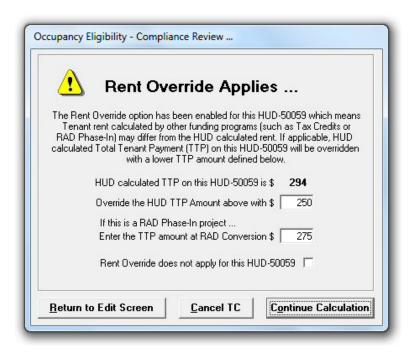
To assist CA and TRACS software in auditing the correctness of certification calculations, a new **TTP Before Override** field was also added. This field is used to hold the TTP that is calculated before applying the override. In other words, it is filled with the TTP that would normally be charged if there was no override. The primary use of the override flag will be to indicate a case where a PRAC tenant's rent is being raised to operating rent.

In addition, the override flag will be used to indicate a tenant rent phase-in situation under the Section 8 RAD program. A new **TTP At RAD Conversion** field is to be used in conjunction with the other override fields for these specific phase-in situations.

To trigger a **Rent Override** in FHA *Software*, click-on the HUD SUBSIDIZED INFORMATION button, while editing a HUD-50059 Tenant Certification, and the following window appears ...



Click-on the RENT OVERRIDE APPLIES FOR THIS TC checkbox and click-on OK. During the CALCULATE process, the following Rent Override window will appear ...



*HUD calculated TTP on this HUD-50059 is* - What TTP (Total Tenant Payment) is normally calculated out to be and is automatically saved as **TTP Before Override**.

Override the HUD TTP Amount above with \$ - This is where you manually enter what TTP is to be changed (overridden) to and used in the HUD-50059 being processed.

Enter the TTP amount at RAD Conversion - If this is a RAD Phase-In project, this is the TTP amount as it was on the tenant's Move-In or Initial Certification and does not change in future Annual Recertifications throughout the Phase-In.

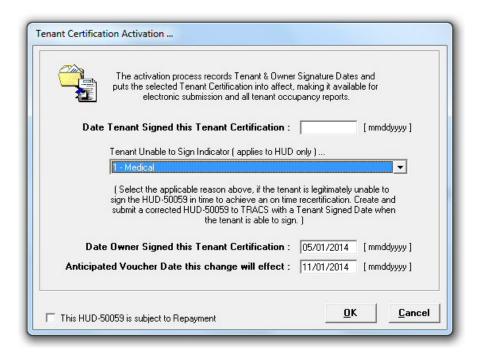
# Secondary Subsidy Type field expanded

The existing *Secondary Subsidy Type* field has been used to indicate cases when a Section 8, Rent Supplement or RAP contract is in a Section 236 project. In TRACS 202D, the field has been expanded to cover the case where the contract is in a BMIR project.

To access the **Secondary Subsidy** indicator in FHA *Software*, click-on the HUD SUBSIDIZED INFORMATION button, while editing a HUD-50059 Tenant Certification, and the *HUD Subsidized Information* window on previous page #5 appears. If *Secondary Subsidy* applies, click-on the checkbox and use the pull down list to select SECTION 236 or BMIR. This indicator will automatically carry over to all future HUD-50059's processed for this tenant. If *Secondary Subsidy* is no longer applicable in the future, simply uncheck this box on the HUD-50059 this becomes effective.

# **Extenuating Circumstances Code (Tenant Unable to Sign Indicator)**

Previously, a simple checkbox was used to indicate that a tenant was unable to sign a HUD-50059 Tenant Certification being implemented. TRACS 202D will now track more closely the reasons for lack of a signature on a certification. In FHA *Software*, the ACTIVATE feature window ( sample below ) is where the applicable extenuating circumstance code is selected ...



The following Extenuating Circumstance Codes are permitted ...

- 1 = Medical
- 2 = Late annual certification due to accommodation or extenuating circumstances.
- 3 = Late annual certification due to owner/agent delay
- 4 = Late annual certification due to third party delay (Guardian)
- 5 = Military Deployment
- 6 = Eviction
- 7 = Court order
- 8 = No Signature Required (Retroactive GR done after a MO- no requirement for a tenant signature
- 9 = No signature required for 60 days (based on anticipated voucher reported on date)
- 10 = Other

When the tenant finally signs the certification, a *Correction* to that HUD-50059 Tenant Certification must be created and activated with a valid *Tenant Signature Date*.

# Eligibility Check Not Required field added

There are a number of situations described in the HUD 4350.3 where an eligibility check is not required at MI or IC. The addition of this field allows the Owner/Agent (OA) to indicate that one of those situations applies. Current examples of when the flag would be turned on include:

- 1. If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (Handbook 2-32.C.1.a) eligibility is not checked on the Move-in certification or in response to VAWA
- 2. For a contract combination, the tenant is first terminated from the old contract and an Initial Certification is done for the new contract. Eligibility is not checked on the Initial Certification.
- 3. Under Handbook paragraph 7-12.B.3, a tenant who fails to respond to a notice to provide information about changes in composition or income must be terminated. When the tenant submits the information, their rent must be reduced (IC). Eligibility is not checked on this Initial Certification.
- 4. For 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant's assistance was terminated due to an increase in income and whose income decreases to where they are again eligible for assistance, the tenant should be recertified and receive the assistance. The tenant's income eligibility was determined at Move-in and does not have to be determined again.
- 5. PDD—Presidentially Declared Disaster
- 6. Other

To access the **Eligibility Check Not Required** indicator in FHA *Software*, click-on the HUD SUBSIDIZED INFORMATION button, while editing a HUD-50059 Tenant Certification, and the *HUD Subsidized Information* window on previous page #5 appears. Click-on the **Eligibility Check Not Required at MI or IC** checkbox, if it applies. This is just an notation on the MI or IC HUD-50059 Tenant Certification being processed and does not affect Tenant Rent/HAP calculations.

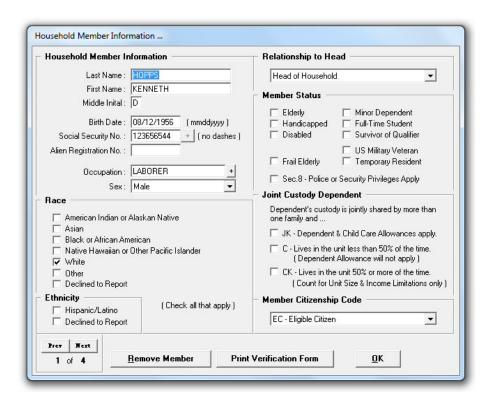
#### Gender Code on 50059 Added

The final rule on Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity--see 24 CFR 5.105(a)(2)(ii)—prohibits inquiries on sexual orientation or gender identity except in limited circumstances. As a result, for TRACS 202D the Sex Code field on the 50059 may be filled with M - Male, F - Female or a blank to allow for compliance with the rule.

In FHA *Software*, a pull down list has been added for selecting the **Sex** of each household member which includes *Male*, *Female*, or *Declined to Report* which is now similar to existing *Race* and *Ethnicity* selection. When adding or entering a new household member in FHA *Software*, *Declined to Report* will now be the default selection for *Sex*, *Race* and *Ethnicity*.

A sample *Household Member Information Entry* window is provided on page #9 which shows the new pull down selection for identifying each member's **Sex**.

Below is sample *Household Member Information Entry* window that is available when editing a HUD-50059 Tenant Certification in FHA *Software* ...



# **New Household Member Special Status Codes**

There are new member attributes that HUD is interested in tracking. These are status as a US Military Veteran and people living in the unit temporarily as a result of a presidentially declared disaster (PDD). Accordingly, M and P special status codes have been added to the special status code field.

As the sample *Household Member Information Entry* window provided above shows, three new checkbox items have been added to the *Member Status* section in FHA *Software* ...

US Military Veteran - To designate the member as a Military Veteran - To designate the member as a temporary occupant - To designate the member as being Frail Elderly (future)

# **Household Member SSN Exception Codes added**

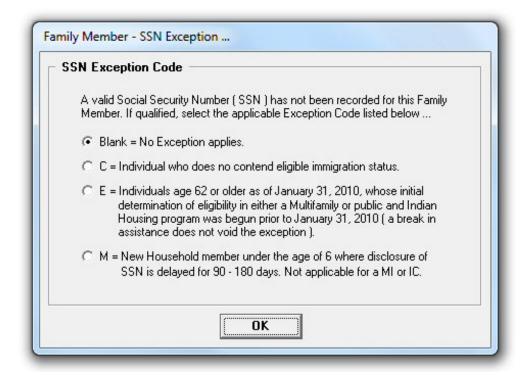
For TRACS 202D, a new SSN Exception field has been added to capture the cases where there is a valid reason for the member not having a *Social Security Number* (SSN). The legal exceptions are:

C = Individual who does not contend eligible immigration status.

E =Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility in either a Multifamily or Public and Indian Housing program was begun prior to January 31, 2010 (a break in assistance does not void the exemption)

M =New household member under the age of 6 where disclosure of SSN is delayed for 90 - 180 days. This code may not be used on a MI or IC transaction.

As the sample *Household Member Information Entry* window provided on previous page #9 shows, a new [+] button has been added to the right of the *Social Security No*. entry field in FHA *Software*. When a *Social Security No*. has not been entered (field is blank), clicking on the [+] button to access the following *SSN Exception* window ...



Select the appropriate *SSN Exception Code*, if applicable and click-on OK to save the selection. The [+] button will then display the selected code ([C], [E], [M]) in place of the plus sign [+].

#### **SSN Benefits Claim Number activated**

In TRACS 202D, it will be possible to indicate that a source of benefits is tied to the Social Security Number of another person. When the income is derived from social security benefits, code the claim number used to collect those benefits. You enter the social security claim number under which a family member receives income benefits only if it is different from that member's own number.

Note: This TRACS 202D change was already being accommodated when entering *Social Security* related income in FHA *Software*. SSN Benefits Claim Number was not being included in TRACS 202C MAT file submissions, but now is with TRACS 202D.

## **Proration of Imputed Asset Income**

Handbook 4350.3, Rev 1, Change 3 added language allowing an owner to prorate the income of divested assets (when an imputed income calculation is required) instead of having to field requests from tenants for interim recertifications when divested assets reach a point greater than two years from the divested date.

Note: This TRACS 202D language change did not affect asset entry in FHA Software.

#### **Asset Record Member Numbers**

Assigning *Member Numbers* to each individual *Asset Income* entry is now required and submitted in TRACS 202D MAT files.

Note: This TRACS 202D change was already being accommodated in FHA Software.

## **MAT15 Address Record Field Additions and Other Changes**

The requirement to fill the previous unit number field in a MAT15 Address Record when changing or updating the address information has been dropped. The only time the previous unit field is now required to be filled is when changing a unit number. A number of bedrooms field has been added as well as a Tax Credit BIN for cases where tax credits apply to the project. The tax credit information is to help with HUD's LIHTC data collection initiative.

Note: FHA *Software* has been revised to automatically accommodate this TRACS 202D change.

# **Move-Out Codes Expanded**

TRACS 202D added seven (7) new codes (now totaling 11) to the VACATE process that further describes why a tenant moved out of the unit. Below are all eleven Move-Out Code selections ...

- 1 = Owner initiated for nonpayment of rent (8-13.A.5)
- 2 = Owner initiated--other
- 3 = Tenant initiated--other
- 4 = Death of sole family member
- 5 = Unit Transfer between two projects. See MAT Guide Chapter 4
- 6 = Reserved for TRACS use only (HQ Move Outs)
- 7 = Abandoned Unit (6-9.B.2) (8-13.A.2) PDD
- 8 = Failure to submit SSN
- 9 = Uninhabitable unit Abated.
- 10 = Substantial Rehab or Repair Tenant Expected to Return
- 11 = RAD to Housing Choice Voucher—Choice Mobility Option Exercised

Note: FHA Software has been revised to accommodate this TRACS 202D change.

#### **MAT40 Move-Out Field Additions**

In addition to the new MO codes above, a description field has been added to hold text describing the reason for the move-out.

Note: This TRACS 202D change is automatically accommodated in FHA Software.

# **Termination of Assistance Codes Expanded**

TRACS 202D added five (5) new codes (now totaling 14) to the TERMINATION process that further describes why a tenant's subsidy was terminated. Below are all fourteen Termination Code selections ...

TI = TTP Equals/Exceeds Gross Rent or moving to market rent.

TC = Did not supply citizenship/eligible alien documentation.

TR = Did not re-certify on time. Tenant required to pay market rent.

TF = Tenant refused to transfer as agreed or submitted false data.

CE = Subsidy contract expired-not renewed. Note: not for use when renewal is delayed.

ST = Ineligible Student. Not available for PRAC. Tenant must move out.

DS = Double subsidy at move-in.

ND = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster

AB = HUD abated unit.

RR = Substantial rehab or repair – Tenant expected to return.

NS = Resident did not qualify for subsidy at MI or IC for reason other than Double Subsidy.

OT = Other. A reason not covered by any of the other codes.

EN = Contract terminated for enforcement action.

HO = TRACS generated termination for failure to recertify.

Note: FHA Software has been revised to accommodate this TRACS 202D change.

#### **MAT65 Termination Field Additions**

A field indicating that the TM is a correction and a future field giving the effective date of a TM being corrected have been added along with an EIV indicator.

Note: This TRACS 202D change is automatically accommodated in FHA Software.

#### MAT70 Unit Transfer/Gross Rent Field Additions

Secondary Subsidy Type, Basic/BMIR Rent, Market Rent and Rent Override fields have been added to assist in auditing proper calculation of rents with UTs and GR. A field indicating that the UT/GR is a correction and a future field giving the effective date of a UT/GR being corrected have also been included along with an EIV indicator.

Note: This TRACS 202D change is automatically accommodated in FHA Software.

# Signatures on full certifications (AR, IR, MI, IC) being corrected by a GRC

If the certification has already been transmitted with a tenant signature and if the GR created a corrected version of the original certification, the rules for signatures are as follows. If the only change is to the unit rent and the tenant rent does not increase or decrease, the tenant does not have to sign but the OA must sign. If there is a change and that change is an increase or decrease to the tenant rent caused solely by the gross rent change transaction (UA change), both the OA and tenant must sign but the tenant has 60 days to sign as is the rule for 50059-A (MAT70) gross rent changes. This means that all certifications impacted by a gross rent change, that include no other changes, can be sent as a batch whether or not any tenant signature has been obtained.

Note: This TRACS 202D change was already being accommodated in FHA Software.

## **Security Deposits**

When a MI or IC (that originally established a security deposit) is corrected, the security deposit is to be recalculated. Both the owner/agent and the tenant should initial the change on the lease.

Note: This TRACS 202D change was already being accommodated in FHA Software.

## **Gross Rent Change Implementation Schedule Change**

Starting with files submitted in TRACS 202D format, some gross rent changes that were previously excluded from the voucher may now be included. The change impacts all subsidy types except Rent Supplement and RAP. Previously GRs effective after the first of the month prior to the voucher date were required to be billed on the next voucher. With this change, GRs effective after the first of the prior month and up to the voucher date may be included on the voucher. For all subsidy types, the cut-off for inclusion of a GR is now the voucher date.

For example, a future 09/01/2014 GRC can now be reported on the September 2014 Voucher, instead of delaying it one month to the October 2014 Voucher.

Note: FHA Software has been revised to accommodate this TRACS 202D change.

#### Interim/Unit Transfer's

When a change in household composition or income that would normally be reported on an IR happens simultaneously with or earlier than a unit transfer, a full cert UT, including the household changes, must be submitted if the IR that would normally be submitted is not yet effective. If the IR was effective prior to the UT date, submit only a UT. The IR/UT may be effective on any day of the month. It is not appropriate to submit a UT followed by an IR updating the composition. In the case of a unit transfer, both the change in rent and change in the assistance payment are effective on the day the tenant actually occupies the new unit.

Note: This TRACS 202D change was already being accommodated in FHA Software.

# **Previous Housing Code - Values Expanded**

HUD wants to capture data on whether or not a family was homeless prior to admission to a multifamily property. Accordingly, two new codes (#5 & #6) have been added to the *Previous Housing Code* pull down list that now includes the following selections ...

- 1 = Substandard
- 2 = Without or Soon to Be Without Housing
- 3 = Standard
- 4 = Conventional Public Housing
- 5 = Lacking a Fixed Nighttime Residence ( new )
- 6 = Fleeing/Attempting to Flee Violence ( new )

In addition, value 2 (Without or Soon to Be Without Housing) has been redefined to be applicable only to records transmitted in TRACS 202C or to corrections to MI certifications originally transmitted in TRACS 202C.

To access the **Previous Housing Code** selection in FHA *Software*, click-on the HUD SUBSIDIZED INFORMATION button, while editing a HUD-50059 Tenant Certification, and the *HUD Subsidized Information* window on previous page #5 appears.

# **EIV Indicator Added (Formerly Correction Codes Expanded)**

With TRACS 202D, HUD/TRACS wants to know if retroactive HUD-50059 Tenant Certification activity was caused by an EIV investigation. Instead of adding new correction codes to help HUD track the impact of EIV, a new field called **EIV Indicator** was added to the 50059 and 50059-A.

If use of the EIV system is the cause of a correction to a full certification (AR\*, IR\*, MI\*, IC\*) the *EIV indicator* is set to Y. Do not set the *EIV Indicator* on a current (uncorrected) AR. If an IR is being added (not a correction) as a result of EIV information, the *EIV Indicator* is set to Y. For partial certifications, the *EIV Indicator* is set for a UT or GR if it is being corrected as a result of a change to a full certification whose *EIV Indicator* is set to Y. Similarly, if the result of an EIV investigation is the termination or eviction of a household, the indicator is set on the TM or MO.

To enable the EIV Indicator in FHA Software, a "This HUD-50059 was caused by an EIV investigation" checkbox has been added to following tenant change activation windows ...

HUD-50059 Tenant Certification ACTION PROCESS selection window

HUD-50059 Tenant Certification ACTIVATE window (for new IR's only)

HUD-50059 Tenant Certification CORRECT option window

HUD-50059A Partial Certification CORRECT option window (GRC, UT)

Move-Out Date Correction window (Unit Data)

*EIV Indicator* is just a notation included on HUD-50059/59A forms and MAT file submission only. It does not affect HUD-50059/59A Tenant Rent/HAP calculations.

# **Voucher Miscellaneous Accounting Requests**

Four character codes used to identify *Miscellaneous Accounting* activity reported on a HUD-52670 HAP Voucher Request have expanded to include the following selections ...

SERV = Service Coordinators

DRUG = Drug Related Expenses

FORQ = Field Office initiated accounting adjustment

OARQ = Owner/Agent initiated accounting adjustment

RGRC = Adjustment for a Retroactive GRC that includes a UA decrease

UUTL = Unclaimed Utility Check

RSPC = Recouped Special Claims Funds

CEAD = Contract Expiration Adjustment

EIVP = EIV PenaltyRESR = Residual Receipts. Used to offset part of the voucher billing.

INTA= Interest adjustment submitted by PBCA

Note: FHA Software has been revised to accommodate this TRACS 202D change.

## **Voucher Repayment Agreement Record Added**

To allow for improved tracking and reporting, repayment agreements will no longer be reported as miscellaneous accounting request transactions. Instead, they will be accounted for on a new voucher page (52670-A, part 6 form) that has been added with TRACS 202D for printing repayment agreement transactions on the voucher. The new record will allow reporting on both tenant and owner/agent repayment agreements and replaces the functionality originally proposed for the miscellaneous accounting request record in the form of REPA and RTNA request codes.

Note: FHA Software has been revised to accommodate this TRACS 202D change.

# **Contract Administrator (CA) Software Error Messages**

With TRACS 202D, CA's must return ALL TRACS and CA software generated messages to owners without alteration. Owner/Agent's are entitled to see these messages. If a CA wants to append additional text to an error message, it is permissible to do so starting on a new line at the end of the TRACS message and indicating that this is a CA addition. CA software must append "-CA" to any code that it generates. This rule applies to MAT error codes as well as to TRACS errors. For example, MAT error Q would be returned as Q-CA. TRACS error CE019 would be returned as CE019-CA. TRACS error messages are returned as is.

Note: This TRACS 202D language change did not require any change in FHA Software.

# **New TRACS 202D Voucher MAT File Response Message**

With TRACS 202D, your Contract Administrator (CA) will start to return a modified MAT30 Voucher Record to your TRACSMAIL ID through iMAX that provides the status of each Voucher MAT file you submit to them for payment. FHA *Software* will automatically interpret the MAT30 Voucher Record message (when it is retrieved) and will display a *CA Voucher Reconciliation Report* in the iMAX Communications - *Message Contents* section like the sample below ...

```
Posted: Wed, 15 Oct 2014 15:34:31 -0400 From: TRACM23434 To: TRACM06901
Subj:
            Upload to Property
                                 : HUDDEMO V11
: FHA SOFTWARE
: 2014.10.31
: CAVS
: 1.006
: VILLAGE APARTMENTS - HUD
OA Defined Data
OA Software Vendor
OA Software Rel/Ver
CA Software Vendor
CA Software Rel/Ver
Project Name
Project No.
Contract No.
                                  : 12345678
: XX36R000009
CONTRACT ADMINISTRATOR (CA) VOUCHER RECONCILIATION REPORT
                                 : SEPTEMBER 2014
HAP Voucher Month
MAT30 Created By
MAT30 Created By : CA
Voucher Status : PRELIMINARY
Anticipated Pmt Date : 12/01/2014
BREAKDOWN OF ASSISTANCE PAYMENT ( SITE REQUESTED VS CA AMOUNT )
                                           Site Amount - CA Amount
                                                                                 = Difference
Total Regular Payments
Total Adjustment Payments
Total Sec8 SC Unpaid Rent
Total Sec8 SC Damages
Total Sec8 SC Vacancies
Total Sec8 SC Debt Service
Total Sec8 Misc Accounting
Total Repayment Agreements
                                                                      22,131
2,876
233
                                                                                             -476
-232
655
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                                                   21,655
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                                                       777
                                                                           999
                                                                                             -222
100
                                                       333
                                                                           233
                                                   26,297
                                                                      26,472
TOTAL SUBSIDY AUTHORIZED
                                                                                             -175
REGULAR PAYMENT DISCREPANCIES ...
    Unit #123 SMITH - 12/01/2014 AR* Site-$454 vs CA-$475 Unit #555 JOHNSON - 10/01/2014 IR* Site-$333 vs CA-$788
ADJUSTMENT PAYMENT DISCREPANCIES ...
    Unit # 123 SMITH - PRIOR 12/01/2014 IR* HAP-$555 Site-$666 vs CD-$898
SEC8 SPECIAL CLAIM DISCREPANCIES ...
    UNPAID RENT ID #12345678901234 Site-$888 vs CA-$233
MISCELLANEOUS ACCOUNTING DISCREPANCIES ...
    OARO Site-$777 vs CA-$999
REPAYMENT AGREEMENT DISCREPANCIES ...
    Unit #123 SMITH - ID #123456789012 Site-$333 vs CA-$222
```

**Voucher Status** - When *Voucher Status* says "*Preliminary*" it means your voucher is still being reviewed and may have discrepancies. When *Voucher Status* says "*Final*" it means your CA's review of the voucher has been completed and CA Amounts displayed have been approved.

**Anticipated Pmt Date** - When provided, means the voucher has been approved and the date displayed is the date the *CA Approved - Total Subsidy Authorized* amount will be paid.

# **Additional TRACS 202D Information & Training Sources**

# In FHA Software

Click-on HUD .. TRACS/MAT File Submissions .. TRACS 202D Info & Error Message Reference

Among the ones listed, the following PDF file documents provide excellent guidance with all aspects of HUD tenant/voucher form processing and compliance issues ...

Appendix H - Calculation Guidance

Chapter 4 - TRACS Operating Tips

Chapter 7 - Required HUD-50059, 59A and Subsidy Data Reporting

Instructions for TRACS 202D form HUD-50059

Instructions for TRACS 202D form HUD-50059A

#### TRACS web site:

http://portal.hud.gov/hudportal/HUD?src=/program offices/housing/mfh/trx/trxsum

#### **TRACS Documents:**

http://portal.hud.gov/hudportal/HUD?src=/program\_offices/housing/mfh/trx/trxdocs

**Located in TRACS Documents:** TRACS 202D Final Industry Specification Documents

Monthly Activity Transmission - MAT User Guide

(includes TRACS errors and recommended solutions)

**TRACS Discussion Forum:** A forum for Industry members to ask questions and offer resolutions

related to HUD Occupancy regulations/requirements and TRACS

submission challenges.

http://ptp.hud.gov/forumswww/main.cfm?cfapp=34

**HUDClips:** TRACS 202D versions of the forms HUD-50059 and HUD-50059 A, along with the

instructions for these forms, are located at...

http://www.hud.gov/offices/adm/hudclips/forms/hud5.cfm

# Recommended Independent TRACS 202D & EIV Related Trainers

Affordable Housing Training & Consulting Services (www.ahtcsonline.com)

Hixton Training & Consulting ( www.hixtontraining.com )

Ross Business Development, Inc. ( www.rbdnow.com )

Zeffert & Associates ( www.zeffert.com )

In addition to State Contract Administrators (CA's) that offer in-State TRACS 202D Training.