



TRACS 202D

Presented by Laura Schmidt

WHY



DUNS NUMBER / TIN NUMBER

- ❖ TRACS is not currently enforcing.
- ❖ Leaving the fields blank is fine for now.
- ❖ If one of the two fields is filled, the other must be filled.



PARENT COMPANY DUNS/TIN NUMBERS

- ❖ A parent company is a company that owns enough voting stock in another firm to control management and operation by doing and influencing or electing its board of directors.
- ❖ TRACS is not currently enforcing.
- ❖ Leaving the fields blank is fine for now.
- ❖ If one of the two fields is filled, the other must be filled.

HUD-52670-A PART 6 REPAYMENT AGREEMENTS

- ❖ Initial adjustment for Repayment Agreements by tenant or Owner/Agents (O/A).
- ❖ Monthly tenant or O/A payments on Repayment Agreements.



**Repayment Agreements for Schedule of
Tenant Assistance Payments Due**

U.S. Department of Housing and Urban Development

Office of Housing

Federal Housing Commissioner

OMB Approval No. xxxx-xxxx

(xx/xx/xxxx)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:	
6. Head of Household Name (Last, First)		7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
											17. Totals for this page	

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Reversal w/ no payment	101	12345678ABC	01/01/2013	Tenant	1500	1500	0	1500	0	1500	
Reversal with Lump Sum	101	12345678ABC	01/01/2013	Tenant	1500	1500	200	1300	0	1300	
Reversal w/ Lump Sum & Retair	101	12345678ABC	01/01/2013	Tenant	1500	1500	200	1300	20	1320	
Monthly Payment	101	12345678ABC	01/01/2013	Tenant	1500	0	200	1300	0	-200	
Monthly Payment w/ Retained	101	12345678ABC	01/01/2013	Tenant	1500	0	200	1300	20	-180	
Cancel An Agreement	101	12345678ABC	01/01/2013	Tenant	0	-1500	0	0	0	-1500	
Cancel w/ payments	101	12345678ABC	01/01/2013	Tenant	0	-1500	-200	0	-20	-1320	
Adjust Agreement Up	101	12345678ABC	01/01/2013	Tenant	1700	200	0	1700	0	200	
Adjust Agreement Down	101	12345678ABC	01/01/2013	Tenant	1500	-200	0	1500	0	-200	
Reversal for None Type	102	9101112ABC	11/01/2014	None	2000	2000	0	2000	0	2000	
Reversal for Owner		567891011ABC	12/01/2014	Owner	3000	3000	0	3000	0	3000	
17. Totals for this page											

NO SOCIAL SECURITY NUMBER

- ❖ If any member does not have a SSN transmit all 9's.

- ❖ Do not enter in an ITIN (Individual Tax Identification Number) or a Social Security Benefits Claim Number.

- ❖ TRACS will assign a T-Number.

- ❖ T-Number should be used on all future certifications.

- ❖ Exception code must still be included with a T-Number.
 - C = Does not contend eligible immigration status
 - E = 62 or older as of January 31, 2010
 - M = Member under age of 6 where disclosure of SSN is delayed for 90-180 days.

SSN CORRECTIONS

- ❖ If you are currently processing a full certification (AR, IR), change the incorrect SSN on this certification only.

- ❖ If you are not currently processing a full certification, process a correction to the most recent full certification in the system.
 - Do not go beyond the most current certification in the system to correct the SSN.

- ❖ The certification correcting the SSN must have all Previous Head of Household fields completed.

NEW MISCELLANEOUS ACCOUNTING REQUEST CODES

RGRC = Adjustments for a Retroactive GR

UUTL = Unclaimed/Un-cashed Utility Checks

RSPC = Recouped Special Claims Funds

CEAD = Contract Expiration Adjustment

EIVP = EIV 5% Penalty

RESR = Residual Receipts

EIV FIELD

WHAT IS IT?

Field is set to “Y” if a retro certification or correction to a previous certifications is processed as a result of the EIV System.



EXTENUATING CIRCUMSTANCES CODES

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

5 = Military Deployment

6 = Eviction In Progress - Must be a valid reason in HUD Handbook.

7 = Court order

8 = No signature Required.

9 = No signature required for 60 days.

10 = Other

*** REMINDER *** Submit a correction with the Tenant Signed Date populated and the Extenuating Circumstances field blank when the tenant is able to sign.

ELIGIBILITY CHECK NOT REQUIRED FIELD

WHAT IS IT?

Applies only to MI or IC where eligibility is not required to be re-verified.

WHEN IS IT USED?

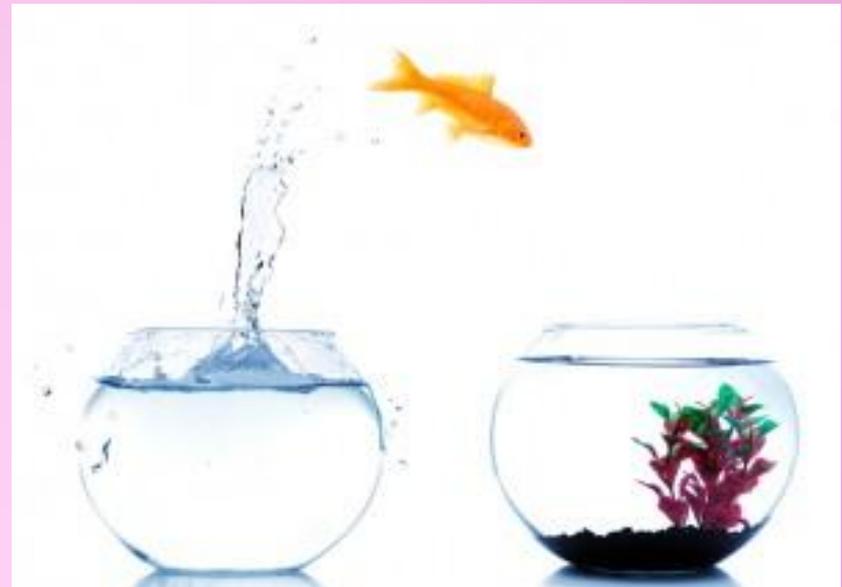
1. Tenant transfers to a unit in a another project
2. Contract Combinations
3. A tenant who fails to respond to a notice to provide information about changes in household or income.
4. Rehab
5. Uninhabitable Units
6. Properties that are 100% Section 8 Subsidized
7. PDD – Presidentially Declared Disasters



REHAB

Contact your Voucher Specialist

Inform us of your Rehab Plan



ABATEMENT



UNINHABITABLE UNITS

What's the difference???

EXPANDED MOVE OUT CODES

5 = Unit Transfer between two projects

6 = Reserved for TRACS use only (HQ move outs)

7 = Abandoned Unit

8 = Failure to submit SSN

9 = Uninhabitable unit – Abated

10 = Substantial Rehab or Repair – Tenant Expected to Return



EXPANDED TERMINATION CODES

ND = Natural Disaster, Uninhabitable, 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

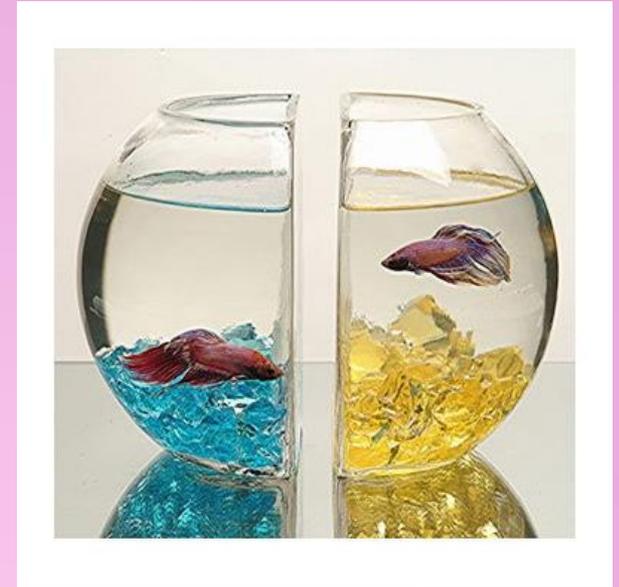
OT = Other - reason not covered by any of
the other codes.



DOUBLE SUBSIDY

There are three approved double subsidy situations:

1. A dependent in a shared custody arrangement moves between subsidized households on a regular basis. (Dependent would be shown on both certifications at the same time.)
2. Household splits (i.e. a single household becomes two households).
3. Household swaps (i.e. two existing subsidized households exchange one or more members).



UNIT TRANSFERS/ CHANGES



Refer to HUD Handbook 4350.3 REV-1 Change 3, Chapter 7

SECURITY DEPOSITS



If a MI or IC (that originally established a security deposit) is corrected, the security deposit is to be recalculated.

IMPLEMENTATION OF GROSS RENT CHANGES

❖ GRs can be implemented on a HAP request if the effective date is greater than the first of the month prior to the HAP request and less than or equal to the HAP request date.



❖ Examples:

- GR effective January 1 can be applied and reported on the January HAP request.
- GR effective January 23 can be applied and reported on the February HAP request.

❖ O/As are encouraged to execute GRs only after the date on which they are effective.

PRELIMINARY VOUCHERS



FINAL VOUCHERS

What's the difference???

TRACS PROCESSING ORDER

1. Processes move-outs (MAT40)
2. Terminations (MAT65)
3. Full Certifications (MAT10)
4. Unit Transfers and Gross Rents (MAT70)



QUESTIONS



THE END

