Welcome to EPS, Inc.'s SUCCESS WITH TRACS

EPS, Inc., 19 Gregory Drive, Ste 200, South Burlington, VT 05403

Phone:802-660-2800 EMail: EPS@TRACSExperts.com WEB: www.tracsexperts.com

Please turn off or mute your cell phone

For your neighbor's sake, please keep side conversations to a minimum

Tenant Rental Assistance Certification System

- 2.0.3.A
  - Repayment Agreements and FSS Escrows
  - What's new with TRACS:
    - Terminations/**Suspensions**
    - Miscellaneous Accounting Requests
    - EXCEPTION CODES:
      - SSN Exception for Children under 6 at MI/IC
      - Foster Children/Adults with no SSN given
    - Masking SSN for Foster Children and Foster Adults
    - New **Member** Status Code
    - FAST Act 2015
  - And more!

2.0.3.A Implementation Schedule

- Test Region Available 2/1/17
- Go live ~~8/1/17~~ **NOW 2/1/18**
- End of transition ~~10/31/17~~ **NOW 5/31/18**
- Must be using 2.0.3.A by ~~11/1/17~~ **NOW 6/1/18**

Repayment Agreements and FSS Escrows

Repayment Agreements and FSS Escrows

Notice the new name! MAT 30 Section 7 is no longer called just Repayment Agreements:

It is now being used to track activity for Family Self Sufficiency (aka FSS, which is a little easier to say) This is an escrow accounts that is tied to a Contract of Participation, so both will now be in this section.

Very quick FSS is a HUD program that provides incentives and supports to help families increase their earned income and hopefully reduce their dependence on public assistance programs.

Repayment Agreements and FSS Escrows

- HUD Notice: H-2016-08

Repayment Agreements and FSS Escrows

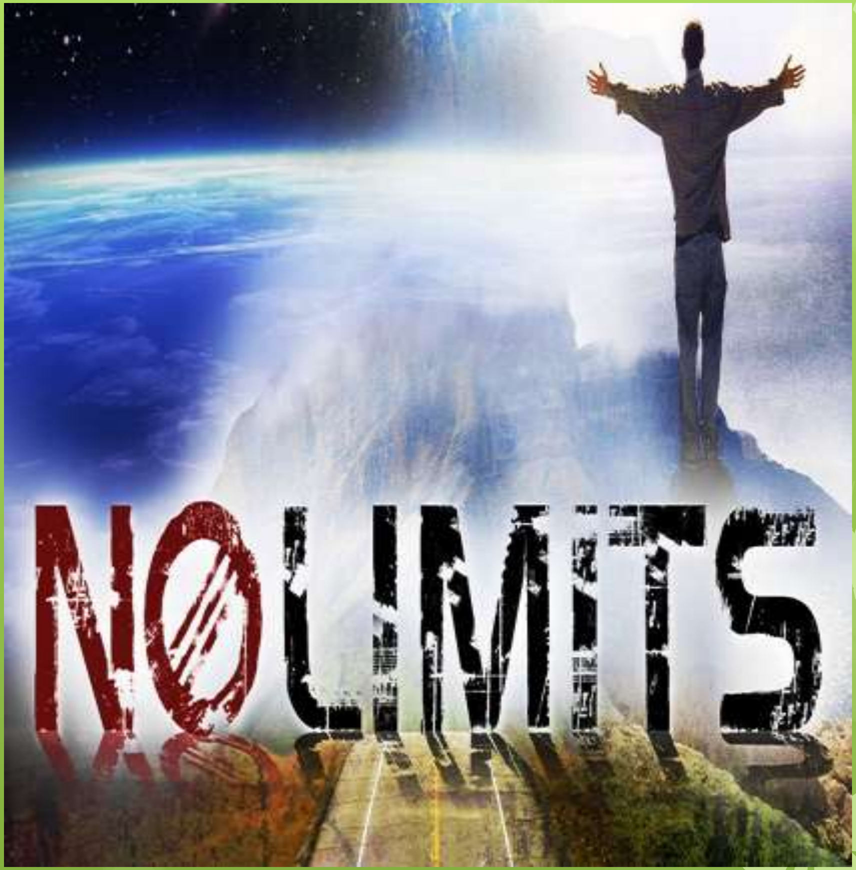
- So when you think of this topic especially repays, it may make you want to

Repayment Agreements and FSS Escrows

Wait No, not that kind! More like this kind of head banging…

Repayment Agreements and FSS Escrows

- The Office of the Inspector General has ruled that there is no minimum amount for a repayment agreement. Therefore, no matter what the amount of misreporting, so long as certifications have been signed and whether or not an agreement has been signed, a Section 7 Agreement record must be sent to the CA or TRACS. In Addition, a record must be sent even if the tenant pays off the amount due immediately.



Repayment Agreements and FSS Escrows

- So OIG has stated that there are no limits to a repay. If a tenant comes in and hands you $12 after signing their 59’s, you are required to create a repayment agreement, fill out the information, and submit it on a voucher along with a copy of that signed repay. Don’t forget creating a unique agreement ID.
- The thought process is to also track the ones that pay too. We hear so much about tenants that skip, but to accurately report over/under subsidized payments, you kind of need to include the ones that pay it off. It is much more of an administrative burden, but there is a thought process to it. Unfortunately, that just falls on our shoulders.

Repayment Agreements and FSS Escrows

- Several new fields have been added to the record

- In an effort to enforce correct reporting of amounts and balances to HUD, and even more so that they can understand the data that is submitted to them, we now have 18 total fields for repayment agreements. Yup, 18!

- Now every active tenant that has a repayment agreement MUST be listed on EVERY voucher starting with your first 203A voucher. Let that sink in for a minute. EVERY agreement.

Repayment Agreements and FSS Escrows

You can go back to this now, if you would like!

Repayment Agreements and FSS Escrows

The list of fields now includes:

- **Record Type**
- Head Last Name
- Head First Name
- Unit Number
- Agreement ID
- Agreement Date
- **Agreement End Date**
- **Transaction Type** (formerly Agreement Type)
- **Status**
- **Beginning Agreement Amount**
- Agreement Change Amount
- **Ending Agreement Amount** (formerly Agreement Amount)
- **Beginning Balance**
- Total Payment
- Ending Balance
- Amount Retained
- Amount Requested
- **Head of Household ID Code**

Repayment Agreements and FSS Escrows

- **Record Type**

- R = Repayment Agreement
- F = Family Self Sufficiency Escrow
- Note: If the record being submitted is a baseline record for the Agreement ID, append a B to the Type above: RB or FB. A baseline transaction does not incorporate any payments or changes to the agreement/escrow and will have a requested amount of 0.

Repayment Agreements and FSS Escrows

- **Head Last Name**
- **Head First Name**
- **Unit Number**

- Are required for T and N type repays.
- Name should be based off the most current certification

Note: the name and unit based off the most current cert, or at time of MO

Repayment Agreements and FSS Escrows

- **Agreement ID**

- The Agreement ID is required even if the record is for a reversing entry that is not associated with a repayment agreement. This allows an Agreement Type N to be changed into an actual repayment agreement simply by sending a record including a Total Payment from a tenant and setting the Agreement Type to T. The ID remains constant even if the agreement is renegotiated and a new agreement executed.
- A new ID must be assigned to each instance of misreporting even if all instances are covered by a single paper agreement.

Repayment Agreements and FSS Escrows

- **Agreement Date**

- When repay was signed, or in the case of no signature, use the voucher date
- If an agreement is modified, the date is that of the original agreement.

Repayment Agreements and FSS Escrows

- For the agreement date use the date the repay was signed or voucher date, if none.
- However, if you are changing the payment terms of the agreement with an amendment or executing a new agreement and closing out the old one, use the original date.
- For example, if you have someone sign their repayment agreement on January 15th, and then in May there income changed, so you did an amendment to that repayment and had them sign it, the agreement date would still be January 15th

Repayment Agreements and FSS Escrows

- **Agreement End Date**

- For Repayment Agreements: NA
- For Family Self Sufficiency Escrows: The end date of the Contract of Participation.

Repayment Agreements and FSS Escrows

- **Transaction Type** (formerly Agreement Type)

- Repays: T, O, N
- FSS: E, D, W or C
  - E = Execution of the FSS ITSP Agreement and establishing the Escrow Account
  - D = Deposit to Escrow Account
  - W = Withdrawal/ Disbursement to the tenant
  - C = Cancellation of Escrow—return of funds to HUD

Repayment Agreements and FSS Escrows

- **Status**

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- Status…ugh, it is one of the biggest changes. Like not exaggerating about the size of the fish you caught, this one is a doozy.
- All records either for repays or for FSS, must have a status code, so going back to showing EVERY repay for active tenants will need to be listed, and EVERY one will need their own status code, so let's go over what those 9 Status code are… yup said 9!

Repayment Agreements and FSS Escrows

- **Status**

- AV – Active – (Repayment) Current resident is in repayment and is making periodic payments. Must appear on the voucher each month.
- AV – Active – (FSS) Current resident is compliant with FSS requirements outlined in the FSS contract. Must appear on the voucher each month.

Note: Whether for Repays or FSS, active means they are making payments, or you are expecting payments over the next three months. Tenant paid on the May voucher, but there are no payments on the June voucher, they were in the hospital or legitimate excuse, you would still list that tenant as active- just with no payment for June, so zero would be under total payment for that voucher month.

Then in July, tenant makes a double payment, still keep that active status

Repayment Agreements and FSS Escrows

- **Status**

- IA – Inactive – (Repayment only) Current resident is in repayment but has missed three consecutive payments. The fourth submission must include a payment or the Status Code must be changed to IA (Inactive), MO (Moved out Inactive), TE (Terminated) SU (Suspended), CO (Completed) or RV (Reversed) as appropriate. Current resident returns to Active Status once a single payment is received. OA may manually initiate inactive status if the OA has opted to stop accepting payments for the repayment agreement in order to pursue termination of tenancy/eviction. Must appear on the voucher each month.

Repayment Agreements and FSS Escrows

- **Status**

- IA – Inactive – (Repayment only):
  - It is only after there are no payments three months in a row, would you then put on the fourth month the status of inactive.
  - I say that loosely because there may be another code you would use, since you should have already looked into eviction at this point.
  - However, if you suddenly receive a payment because tenant didn't realize you were serious about that whole eviction thing, then you would change the status back to active.
  - Also O/A can always initiate this status, if you stop accepting payments for legal reasons.

Repayment Agreements and FSS Escrows

- **Status**

- CO – Completed (Repayment) – Repayment Agreement fulfilled. All assistance-paid-in-error has been returned to HUD. Repayments with this status only appear on the voucher one time when the CO status is indicated. Normally no further transactions are submitted for this ID.
- CO – Completed (FSS) – FSS Agreement fulfilled. Resident has completed the agreement and Escrow funds have been distributed as appropriate. FSS Agreements with this status only appear on the voucher one time when the CO status is indicated. Normally no further transactions are submitted for this ID.

Repayment Agreements and FSS Escrows

- **Status**

- CO – Completed:
  - Means just that. They have paid in full.
  - Normally, this would be the end to this agreement ID, so if tenant has $37 left on the May voucher, and brings you all of that on the June, then you would enter CO as the status.
  - Also if a tenant pays you up front all $12 that they owe, you would enter the agreement with a CO status because they completed it the same time they signed and paid

Repayment Agreements and FSS Escrows

- **Status**

- SU – Suspended - **(Repayment only)** Current resident is in repayment but income has been reduced and resident is unable to make regular periodic payments. Resident returns to Active Status once a single payment is received. Must appear on the voucher each month.

Repayment Agreements and FSS Escrows

- **Status**

- SU – Suspended - **(Repayment only)** :
  - If you have a change in income, and now the TTP is under $25 or you have a zero income tenant, you may need to change or amend their repayment agreement.
  - Once a tenant makes another payment, change the status code to active.
  - Even though the payments have been suspended, these tenants still need to appear on EVERY voucher, just now with an SU code instead of an AV active code, so instead of EPS having to keep asking you the status, you are telling us on your voucher that this tenant has been Suspended.
  - Also if a tenant is now suspended, don't forget to submit a copy of their amended repayment agreement to EPS, so we can have that on file.

Repayment Agreements and FSS Escrows

- **Status**

- TE – Terminated – (Repayment) – Do not use this code if income is reduced and the resident can no longer make payments. Use SU instead. Use TE when OA is unable to enforce repayment agreement terms due to outside decisions such as a court orders. Normally no further transactions are submitted for this ID. Note – if a judge throws out the agreement and says that the tenant does not need to pay, terminate the agreement reducing the amount and balance to zero. In some cases, the judge will reduce the amount owed. See Repayment Examples 17-20 in the CalculationsForRepayments spreadsheet.
- TE – Terminated (FSS) – Current resident has withdrawn or been removed from the FSS Agreement/program and the escrow money is being returned to HUD. FSS agreements with this status only appear on the voucher one time when the TE status is indicated. Normally no further transactions are submitted for this ID.

Repayment Agreements and FSS Escrows

- RV – Reversed – (Repayment) Use when the resident (current or former) should not have been subject to repayment. Resident was not responsible for returning any housing assistance to HUD. Agreements with this status only appear on the voucher one time when the RV status is indicated. Normally no further transactions are submitted for this ID.
- RV – Reversed – (FSS) Use when the resident (current or former) is assigned an FSS Agreement in error (usually wrong resident). Agreements with this status only appear on the voucher one time when the RV status is indicated. Normally no further transactions are submitted for this ID.

- **Status**

Repayment Agreements and FSS Escrows

- **Status**

- MA – Moved out Active – (Repayment only)
  Former resident is still making periodic payments. Must be displayed on the voucher each month.

Note: So if you have a tenant that moves out, and pays that first month, but then does not pay for the next three months, keep the MA code for all of those months prior. On the fourth month with no payments, you will change to the next code, we will be discussing MO.

Repayment Agreements and FSS Escrows

- **Status**

- **MO** –Moved out Inactive – (Repayment only) Former **resident** is no longer making periodic payments. Use if MA record indicates three or more consecutive missed payments. Resident returns to Active Status once a single payment is received. Status must change to MA, if a payment is processed. Repayments with this status only appear on the voucher one time when the MO status is indicated. **Normally no further transactions are submitted for this ID.**

Note: Usually, you would not have anything more with this tenant, but say 4 years down the road the tenant is trying to clean up their credit score (since you of course reported them to a credit bureau), then you would enter those payments under the same Agreement ID they had 4 years ago with the MA status, so keep records!

Now if they signed the 59's, and refused to sign the repay, or just skipped and moved out, then use this code.

Repayment Agreements and FSS Escrows

- **Status**

- RECAP:
- MA- **M**oved out, but **A**ctively making payments
- MO- **M**oved **O**ut and done

Repayment Agreements and FSS Escrows

- **Status**

- TR – Transferred to Another Property – (FSS only) Former resident is still participating in and fulfilling the requirements under the FSS program. FSS Agreements with this status only appear on the voucher one time when the TR status is indicated. Normally no further transactions are submitted for this ID.
- Note that, depending on the circumstance (the transfer is to another multifamily project or to a PIH property) the transaction numbers will either follow the rules for a Termination or a Completion. Check with HUD for guidance when this situation arises.

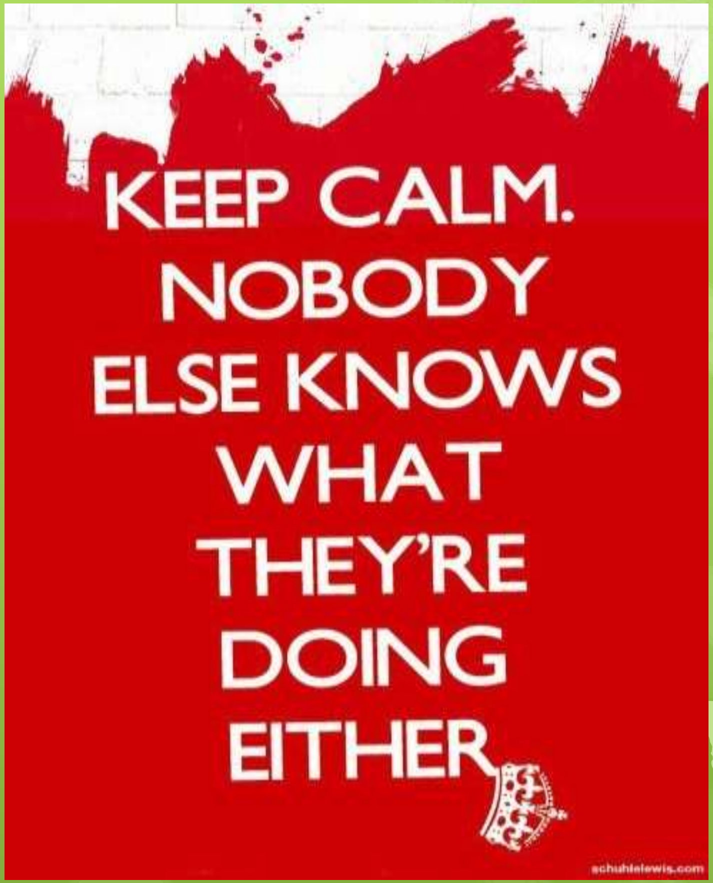
Repayment Agreements and FSS Escrows

- **Status**

- **AV** = Active
- **CO** = Completed
- **SU** = Suspended (Repay only)
- **TE** = Terminated
- **RV** = Reversed
- **IA** = Inactive Agreement (Repay only)
- **MA** = Moved-out Active (Repay only)
- **MO** = Moved-out Inactive (Repay only)
- **TR** = Transfer to another property (FSS only)

Records with statuses of **AV, IA, MA** and **SU** require monthly submissions while the others are sent one-time only.

Repayment Agreements and FSS Escrows



Repayment Agreements and FSS Escrows

- **Beginning Agreement Amount**

- For Repayment Agreements: The Ending Agreement Amount from the transaction just prior to this one. If this is the first transaction for this Agreement ID, the value is 0.

Note: When you do the initial offset adjustment, your beginning agreement amount will be $0

Repayment Agreements and FSS Escrows

- So going forward, **green circle** means first time in 203A, meaning never reported previously, and red box is for a tenant who was already established in 202D.

Repayment Agreements and FSS Escrows

- **Beginning Agreement Amount**
  - **Green circle** is showing 0 for this first time repay
  - If you already did a repay in 202D, going forward, the beginning agreement amount will be the Ending agreement amount from before.
  - If last month you established a repay for Joe Smith for a $1000, this month your Ending Agreement Amount will be $1000 (see red box)

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

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Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:			
9/17		LAKE CHAMPLAIN APTS			
6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	0
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000

Repayment Agreements and FSS Escrows

- **Agreement Change Amount**

- For Repayment Agreements Only: The amount by which the agreement amount is changing with this transaction. For an original reversing entry, the change amount is equal to the agreement amount. See 203ACalculationsForRepayments.xls for examples.

Note: Agreement Change Amount is the same from 202D. First time offset, needs to be equal to repay amount, and then you only fill it in if you actually are changing the original repayment agreement amount.

Repayment Agreements and FSS Escrows

- **Agreement Change Amount**

- Remember, do NOT use this field if the family enters into another agreement. You will need to create a NEW agreement with a NEW unique ID. Also you may want to look at your house rules to determine how many repays you will allow a tenant, if you have not done so already because I think 5 is ridiculous.

Repayment Agreements and FSS Escrows

- **Agreement Change Amount**
  - First time green circle is for $1000 as the agreement change amount.
  - If already established in 202D, you don't fill in the agreement change amount unless there is an actual change, so red box is showing 0 saying "yes we still agree with the $1000 repay. amount" that happened in 202D.

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing a
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Federal Housing Co

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project N
9/17	LAKE CHAMPLAIN APTS	

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	0	1000
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0

Repayment Agreements and FSS Escrows

- **Ending Agreement Amount** (formerly Agreement Amount)
- Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount.

Note: To figure out what the Ending Agreement Amount is, you take the Beginning Agreement Amount + the Agreement Change Amount

Repayment Agreements and FSS Escrows

- Offset month:
  - Beginning Agreement Amount = $0
  - Agreement Change Amount = $1000

  - Ending Agreement Amount = $1000 by adding the two together

- First month after offset:
  - Beginning Agreement Amount = $1000
  - Agreement Change Amount = $0

  - Ending Agreement Amount = $1000 by adding the two together

Note: If there are no changes to the repay, the Ending Agreement Amount will always be $1000 all the way through for these examples.

Repayment Agreements and FSS Escrows

- **Ending Agreement Amount** (formerly Agreement Amount)

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban
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Federal Housing Commissioner

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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:
9/17	LAKE CHAMPLAIN APTS	N/A

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	0	1000	1000
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000

Repayment Agreements and FSS Escrows

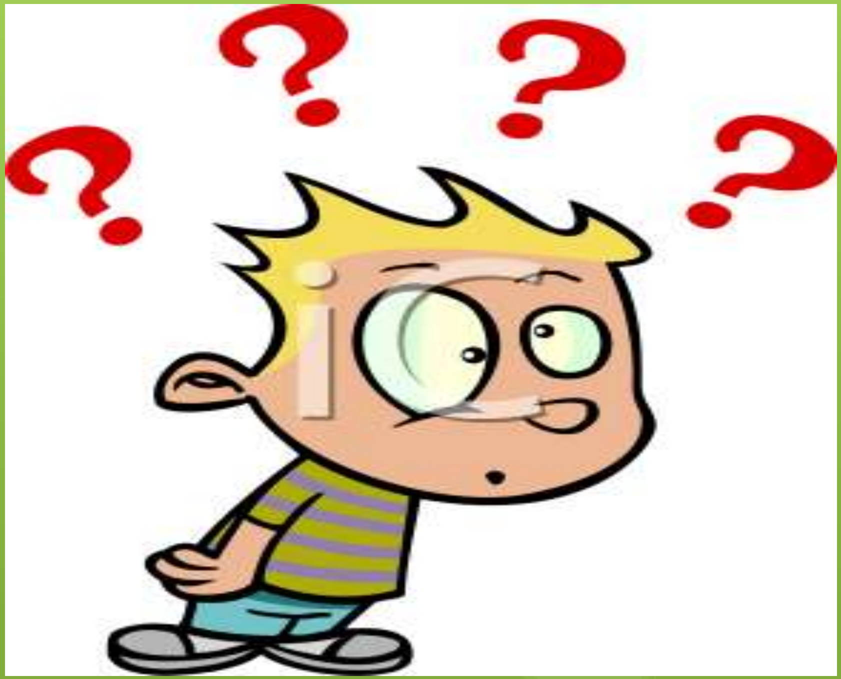
- **Beginning Balance**

- Ending Balance from the transaction immediately prior to the current transaction. Will be 0 for the initial transaction establishing the record type and Agreement ID.

Note: The Beginning balance will be zero, if this is the first offset adjustment. If this is an already established repayment agreement from 202D, it will be the balance that was leftover from the last payment made.

Repayment Agreements and FSS Escrows

- Ummm, what is my balance? Every month you get a close out from EPS in which we tell you the balance



Repayment Agreements and FSS Escrows

- **REPAYMENT AGREEMENTS BALANCES:**

The following tenants have active repayment agreements. As of the 12/17 voucher, we have the following outstanding balances for your comparison. No further action is required for these tenants, unless you disagree with the balance going forward. It is imperative that our balances match before switching to 2.0.3.A, or it could result in a MAT 30 fatal, and payments could be delayed:

- Unit 3 236P, Smith, Joe: original repayment agreement of $1000, and now a balance of **$821**

Repayment Agreements and FSS Escrows

- **REPAYMENT AGREEMENTS BALANCES:**
  - If your balance does not match ours, then there is a disconnect somewhere, and you need to work with your analyst to find out why we don't match. Maybe the tenant made more payments that have not been reflected on the vouchers, for example.
  - Make sure your balances match prior to changing over to 2.0.3.A

Repayment Agreements and FSS Escrows

- **Beginning Balance:**
  - it would be zero for first time,
  - Already established tenant, the beginning balance of $821, which is what we told you in the close out memo because the tenant already has made some payments in 202D.

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Developm
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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:
9/17	LAKE CHAMPLAIN APTS	N/A

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	0	1000	1000	0
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000	821

Repayment Agreements and FSS Escrows

- Going forward your beginning balance must match your previous ending balance amount. If it does not, your entire MAT 30 can fatal, and you will have to correct it prior to submitting a new MAT 30, which could lead to late payments!

Repayment Agreements and FSS Escrows

- **Total Payment**

Note: Remember, every active tenant will be listed on a monthly basis. If you have a total of 20 active repayment agreements and only 15 made payments, you still need to list all 20 on your voucher, only 5 will have a $0 total payment received.

- For Repayment Agreements: For a Reversal, this is equal to the lump sum tenant or owner payment amount, if any. For a tenant or owner payment this is the amount collected this month. Tenant payments are entered as positive amounts. Note that AV and MA Statuses are not required to have a non-zero payment. **Zero is a valid payment.**

- For Family Self Sufficiency Escrows: The amount of the current transaction. Deposits are entered as negative amounts. Note that 0 is a valid deposit amount for an AV status.

Repayment Agreements and FSS Escrows

- **Total Payment:**
  - Initial offset, there were no payments collected in our example
  - Already established Joe, there is a $50 payment

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
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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-52

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract N
9/17	LAKE CHAMPLAIN APTS	N/A	VT

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	0	1000	1000	0	0
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000	821	50

Repayment Agreements and FSS Escrows

- **Ending Balance**

- Agreement or Escrow balance.
  - Ending Balance = Beginning Balance – Total Payment + Agreement Change Amount.
- Offset month:
  - Beginning balance Amount = $0 minus
  - Total Payment = $0 plus
  - Agreement Change Amount = $1000

  - Ending Balance Amount = $1000 by doing the math

Repayment Agreements and FSS Escrows

- **Ending Balance**

- Already established tenant Joe Smith:
  - Beginning balance Amount = $821 minus
  - Total Payment = $50 plus
  - Agreement Change Amount = $0

  - Ending Balance= $771 by doing the math

Note: So now when you do your next voucher after this, what will the **beginning** balance be? Yup $771

Repayment Agreements and FSS Escrows

- **Ending Balance**

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
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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 informa

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:
9/17	LAKE CHAMPLAIN APTS	N/A	VT123[illegible]5678

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	0	1000	1000	0	0	1000
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000	821	50	771

Repayment Agreements and FSS Escrows

- **Amount Retained**

- For Repayment Agreements: The amount of expenses retained is the lesser of expenses or 20% of the Total Payment, Field 16. Used only for tenant payments or payment reversals and in cases where the Status code is TE. See TE examples 17-20 on the Repayment Examples tab of the CalculationsForRepayments spreadsheet.
- For Family Self Sufficiency Escrows: Only used for Transaction Type W and is set to the amount being disbursed to the tenant and for Transaction Type D when depositing interest.

Repayment Agreements and FSS Escrows

- **Amount Retained**

See: CalculationsFor Repayments spreadsheet.

Note: In the Court Order casess below, the TE code allows the retained amount to violate the 20% rule				
Court order		Tenant owes 1,000		Tenant owes 600
		Adjustment reversal/Creation of the agreement		Judge reduces agreement amount to 600
Field #				
3	Record Type (R, F)	R		R
4	Head Last Name	Swanson		Swanson
5	Head First Name	Grant		Grant
6	Unit Number	103		103
7	Agreement ID	12397		12397
8	Agreement Date			
9	Agreement End Date			
10	Transaction Type (T, O or N)	T		T
11	Status	AV		TE
12	Beginning Agreement Amount	0		1000
13	Agreement Change Amount	1000		-400
14	Ending Agreement Amount	1000		600
15	Beginning Balance	0		1000
16	Total Payment	0		0
17	Ending balance	1000		600
18	Amount Retained	0		400
19	Amount Requested	1000		0

Repayment Agreements and FSS Escrows

- **Amount Requested**

- Amount Requested = Agreement Change Amount - Total Payment + Amount Retained

Repayment Agreements and FSS Escrows

- **Amount Requested**

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
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Federal Housing Commissioner

OMB Approval No
(Exp.

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. Project Number:	4. Contract Number:	5. Type of Sub
9/17	LAKE CHAMPLAIN APTS	N/A	VT123456789	SECTI

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested
Smith, Joe	R	5/18/2017										
3 236P	20175183236P		T	AV	0	1000	1000	0	0	1000	0	1000
Smith, Joe	R	5/18/2017										
3 236P	20175183236P		T	AV	1000	0	1000	821	50	771	0	-50

Repayment Agreements and FSS Escrows

- **Head of Household ID Code**

- The SSN/TRACS ID of the Head of Household. Do not enter all 9's.
- Required for Repayment Agreement transactions of types T and N and all FSS Escrow transactions. Blank for Repayment Agreement transactions of type O.

Note: This is new, and I think the coolest. You now need to add the SSN for the HoH at the end of the repay, so that this can now start to be tracked with EIV. It does not appear on the voucher, but will be on the MAT 30 electronic file.

Repayment Agreements and FSS Escrows

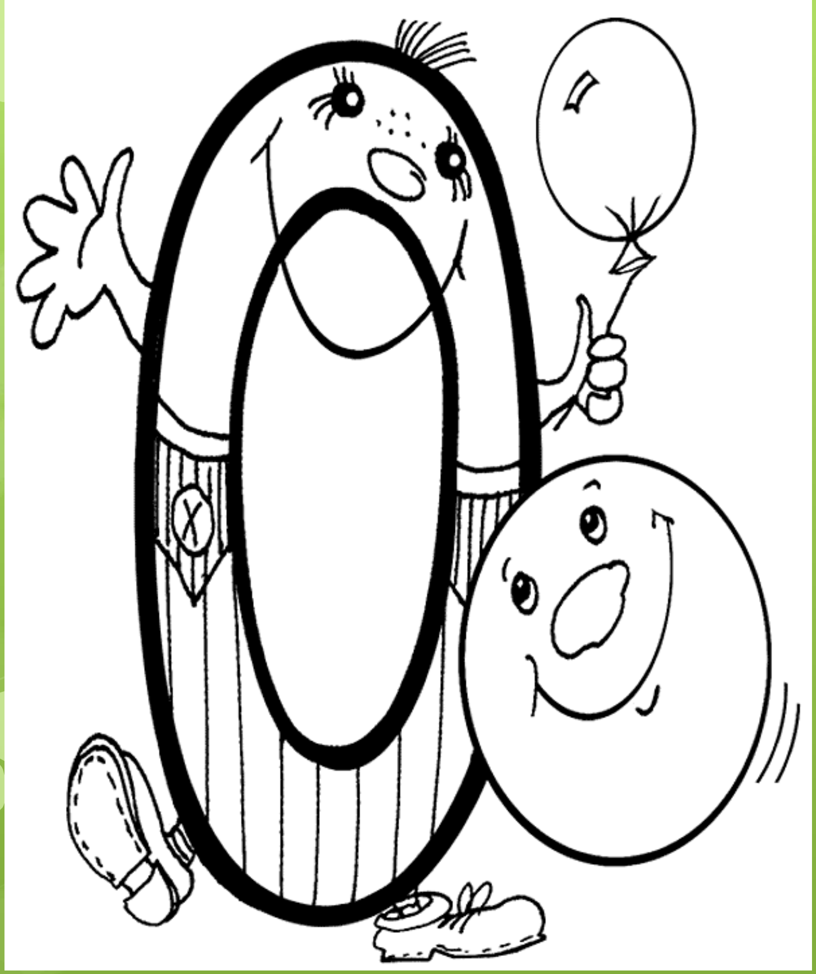
- Your first 203A voucher MUST baseline all tenants with repays that are currently in residence with a balance
- If the tenant has Moved out, but continues to pay, they will need to be baselined, as well.
- The thought process was to give a new start to all of the repays in 203A, in case they were not previously reported correctly, so they want you to establish a baseline record for all of your existing repays.

Repayment Agreements and FSS Escrows

What does that mean exactly?

- The Record Types are R or F from what we learned before, to distinguish a baseline record it will have a B attached.
- So, a baseline Repayment record would be coded as RB and a baseline Escrow record would be coded as FB.

Repayment Agreements and FSS Escrows



- Please note that the baseline records reports only zero values for the following fields:
  - Agreement Change Amount = 0
  - Total Payment = 0
  - Amount Retained = 0
  - Amount Requested = 0

Note: You are just trying to establish a baseline record with TRACS, and are sending TRACS all of the pertinent information for your repays.

Repayment Agreements and FSS Escrows

- So for your first 203A voucher, if you are doing a payment or another transaction for an Agreement ID, you STILL have to do a baseline, but then the next line will be a payment. Therefore, you will have two transactions on that FIRST 203A voucher.
- One as a baseline establishing the tenant with a Baseline designation, and the other as a payment or status update. The payment will be filled in with just a R or F for Repayment or FSS record type, and drop the B for the Baseline designation.
- Remember, if you have a status of Active, Inactive, Moved out Active, and Suspended will be listed monthly, as well. Therefore, if you have 25 repays, you will need to have 50 transactions! 25 baseline records, and 25 listed with their new status codes.

Repayment Agreements and FSS Escrows

- If NEW repay occurs on first 203A voucher, no need for baseline
- If you did an offset, but never included any payments back to HUD, you will need to add them on your voucher just treat it like a new repay, but make sure the agreement date is for when it actually happened. Again, no baseline designation needed.

Repayment Agreements and FSS Escrows

- Got an Agreement ID already, and entering a payment on that first 203A voucher

- Use same Agreement ID from 202D
- Beginning Agreement Amount field = former Agreement Amount
- Beginning Balance field = Ending Balance

Note: *The Beginning Balance field is filled with the Ending Balance value from the prior transaction.

Repayment Agreements and FSS Escrows

- **REPAYMENT AGREEMENTS BALANCES:**

The following tenants have active repayment agreements. As of the 8/17 voucher, we have the following outstanding balances for your comparison. No further action is required for these tenants, unless you disagree with the balance going forward. It is imperative that our balances match before switching to 2.0.3.A, or it could result in a MAT 30 fatal, and payments could be delayed:

- Unit 3 236P, Smith, Joe: original repayment agreement of $1000, and now a balance of **$821**

Note: Remember this slide from earlier…. So using Mr. Smith and our close out message again

Repayment Agreements and FSS Escrows

- Unit 3 236P, Smith, Joe:

- Use same Agreement ID from 202D
- Beginning Agreement Amount field = $1000
- Beginning Balance field = $821

Repayment Agreements and FSS Escrows

This is a baseline file, for Joe Smith for the first month of 203A.

Notice the RB, since this is a repayment baseline

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0182
(Exp. 00/00/0000)

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. Project Number:	4. Contract Number:	5. Type of Subsidy:
9/17	LAKE CHAMPLAIN APTS	N/A	VT123456789	SECTION 8

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Smith, Joe 3 236P	RB 20175183236P	5/18/2017	T	AV	1000	0	1000	821	0	821	0	0	

23. Totals for this page

Previous editions are obsolete

Page __ of __

form HUD-52670-A part 6 (09/2016)
ref. Handbook 4350.3 Rev. 1

Repayment Agreements and FSS Escrows

- **ADDITIONAL POINTS OF INTEREST**

- Multiple Repayment Agreement transactions for the same ID and voucher month must be submitted as individual records. The records must be grouped by ID and must be in the correct sequential/date order within an ID so that the Beginning Agreement Amount and Beginning Balance fields for one record correspond to the Ending Agreement Amount and Ending Balance from the record immediately preceding it

Note: So when Joe was back in the hospital in July, he then came right in and paid you twice in August. Then list two payments.

Repayment Agreements and FSS Escrows

I have to list them both separately now in 203A.

In this example, the first payment I retained money to pay for costs that were incurred, but for the second payment there were no costs, so you can see both examples.

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
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9/17	LAKE CHAMPLAIN APTS	N/A	VT123456789	SECTION 8

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Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000	821	50	771	10	-40	
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000	771	50	721	0	-50	
											23. Totals for this page	-90	

Previous editions are obsolete

form HUD-52670-A part 6 (09/2016)
ref. Handbook 4350.3 Rev. 1

Repayment Agreements and FSS Escrows

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
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9/17	LAKE CHAMPLAIN APTS	N/A	VT123456789	SECTION 8

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000	821	50	771	10	-40	
Smith, Joe 3 236P	R 20175183236P	5/18/2017	T	AV	1000	0	1000	771	50	721	0	-50	
										23. Totals for this page		-90	

Previous editions are obsolete

Page _1_ of _1_

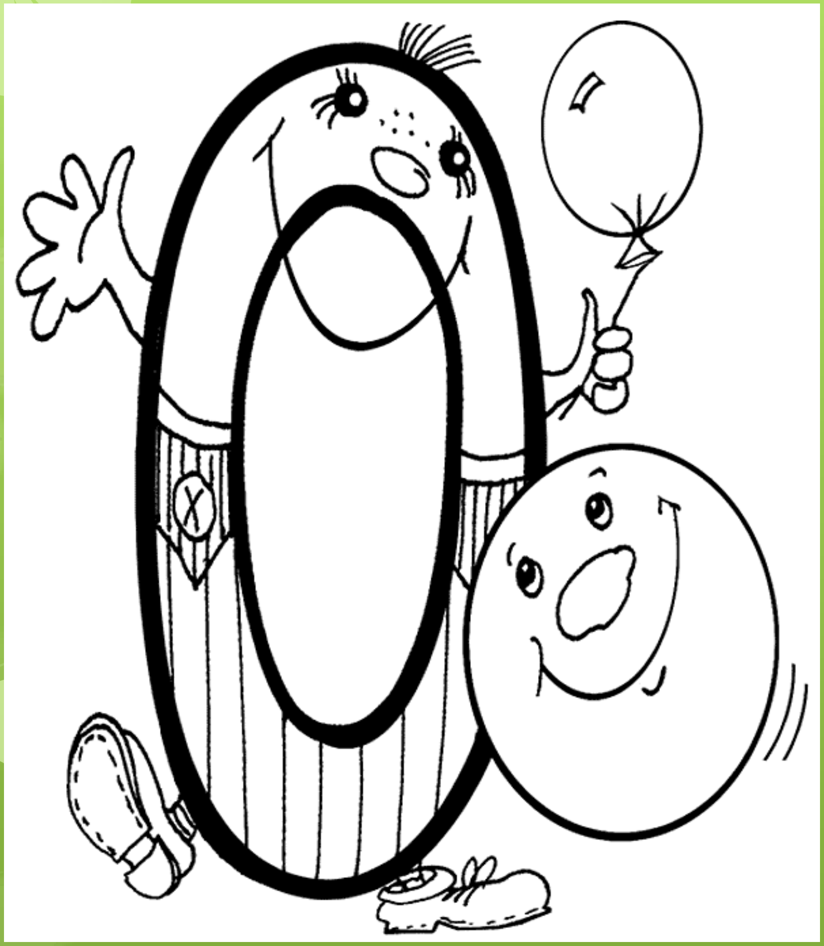
form HUD-52670-A part 6 (09/2016)
ref. Handbook 4350.3 Rev. 1

Repayment Agreements and FSS Escrows

- Don’t forget, you need to do this for your FSS accounts, as well!

- This initial record will assign a unique Agreement ID to each account and show the current escrow balance in the Beginning Balance field
- This record may or may not record a deposit to or withdrawal from the account depending on activity for that month, or will be a baseline
- After the first voucher submission including all such records and their current statuses, future vouchers need only include records with a Status of AV or those with a change of status

Repayment Agreements and FSS Escrows



- If doing a baseline record for Escrow - FB:
  - Total Payment = 0
  - Amount Retained = 0
  - Amount Requested = 0

Repayment Agreements and FSS Escrows – FSS EXAMPLES

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0182
(Exp. 00/00/0000)

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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
5/2017	Shady Valley Apartments	999XX999	XX999999999	Section 8

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Swanson, Grant	F	1/1/2016											
103	12397	12/31/2020	D	AV				0	-50	50	0	50	
Swanson, Grant	F	1/1/2016											
103	12397	12/31/2020	D	AV				50	-50	100	0	50	
Swanson, Grant	F	1/1/2016											
103	12397	12/31/2020	C	TE				100	100	0	0	-100	
Swanson, Ron	F	2/1/2016											
222	23486	1/31/2021	D	AV				0	-50	50	0	50	
Swanson, Ron	F	2/1/2016											
222	23486	1/31/2021	D	AV				50	-50	100	0	50	
Swanson, Ron	F	2/1/2016											
222	23486	1/31/2021	W	CO				100	100	0	100	0	
Swanson, Gloria	F	3/1/2016											
508	34575	2/28/2021	E	AV				0	0	0	0	0	
Swanson, Gloria	F	3/1/2016											
508	34575	2/28/2021	D	AV				0	-50	50	0	50	
										23. Totals for this page		150	

Previous editions are obsolete

Page 1 of 1
printed by Shady Software

form HUD-52670-A part 6 (09/2016)
ref. Handbook 4350.3 Rev. 1

Repayment Agreements and FSS Escrows

- **ADDITIONAL POINTS OF INTEREST**

- Note that Section 7 records that fail any of the Calculation Rules and Record Consistency Checks will receive fatal errors. The new fatal errors and codes will be published in MAT Guide Appendix E. (Meaning the MAT 30 will fatal)

Repayment Agreements and FSS Escrows

- **Quick Calculation Rules:**

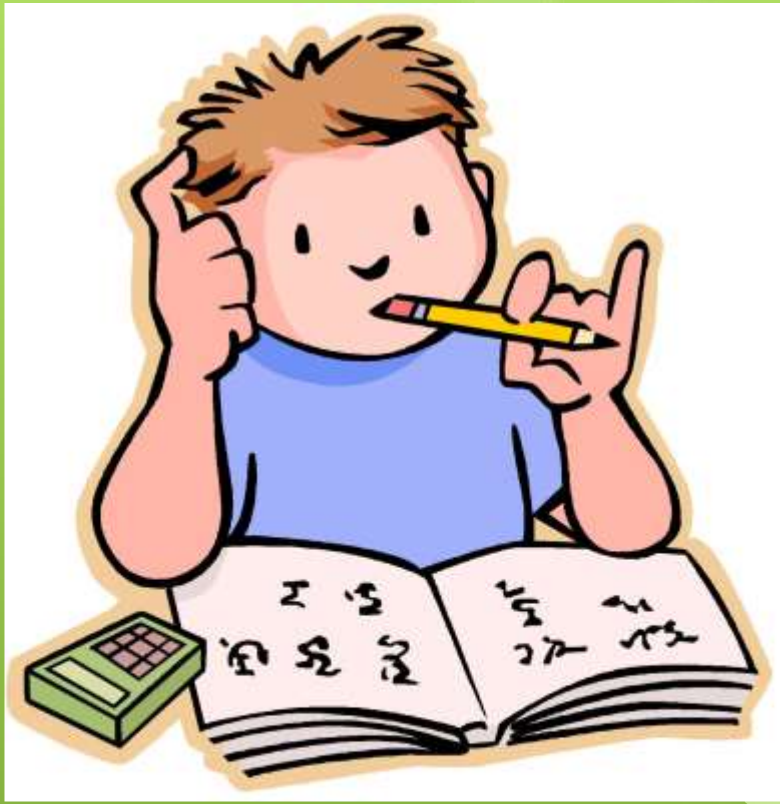
- Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount
- Ending Balance = Beginning Balance + Agreement Change Amount - Total Payment
- Amount Requested = Agreement Change Amount - Total Payment + Amount Retained

Repayment Agreements and FSS Escrows

- **Record Consistency Checks:**

- Prior record Ending Agreement Amount = current record Beginning Agreement Amount
- Prior record Ending Balance = current record Beginning Balance

Repayment Agreements and FSS Escrows



- As always, when doing a repay, check your math!
- Include the time period of your repay

Repayment Agreements and FSS Escrows

Note: Something like these are very handy tools to use, and can cut down questions like "how did you get those numbers?"

ABC APTS. MI28M123456
REPAYMENT AGREEMENT FOR
UNIT 1-01579 JANE JONES
TOTAL OWED $953

Adjustment from December 2014 thru April 2016
Adjustment appeared on the May 2016 voucher

12/4/15 – 12/31/15 from $536 (17.29 a day) to $396 (12.77 a day) Prorated 28 days $484-$358 = $126

1/15 from $536 to $396 = $140 x 1 month = $140

2/15-4/31/16 from $536 to $307 = $229 x 3 months =$687

Total owed to HUD = $953

TENANT NAME: 0 UNIT: 0 ANALYST: DATE:

FULL MONTHLY CERTS

Cert	Effective Date	Cert End Date	Old AP	New AP	Number Of Months	Difference Per Month	Total Difference
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
					1	$0	$0
						Full month totals	$0

Month	*Days In MO Columns F16 to F18
January	31
February	28**
March	31
April	30
May	31
June	30
July	31
August	31
September	30
October	31
November	30
December	31

**2012, 2016, 2020 = 29

PRORATED CERTS

Cert	Effective Date	Cert End Date	Old AP	New AP	Days In Mo*	# Of Days	Old Daily	Old Monthly	New Daily	New Monthly	Total Difference
						0	$0.00	$0	$0.00	$0	$0
						0	$0.00	$0	$0.00	$0	$0
						0	$0.00	$0	$0.00	$0	$0
										Partial Month Totals	$0

OVERPAYMENT TOTALS FOR FULL AND PARTIALS MONTHS

Full Month Cert Totals	$0
Partial Month Cert Totals	$0

Repayment Agreements and FSS Escrows

- **Use of Security and Pet Deposits**: a tenant's **security** deposit (upon move-out or death) may be applied against the balance in a repayment agreement, after first being applied to unpaid rent, damages and other charges. However, a **pet** deposit may not be applied to a repayment agreement balance unless the tenant gives permission to do so.

Repayment Agreements and FSS Escrows References

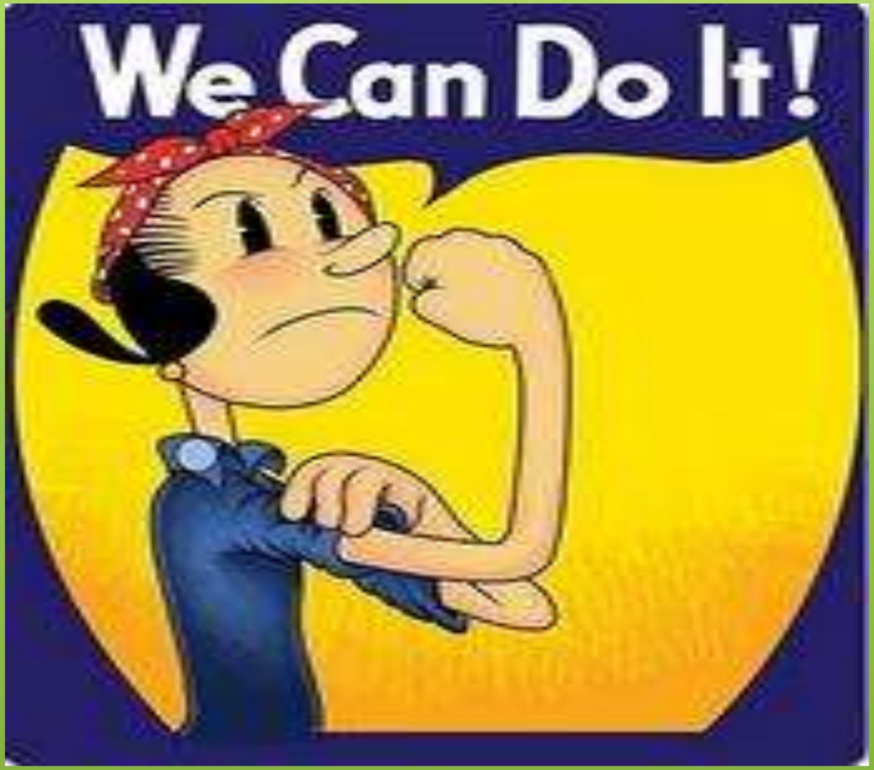
- Located under What's New: TRACS Release 203A Industry Specifications https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum
  - 203ACalculationsForRepayments spreadsheet
  - 203AHUD52670APart6
  - 203ATRACSIndustrySpecifications
- MAT guide Chapter 4- 4.9 Repayments and Escrows

Repayment Agreements and Improper Payment Tracking

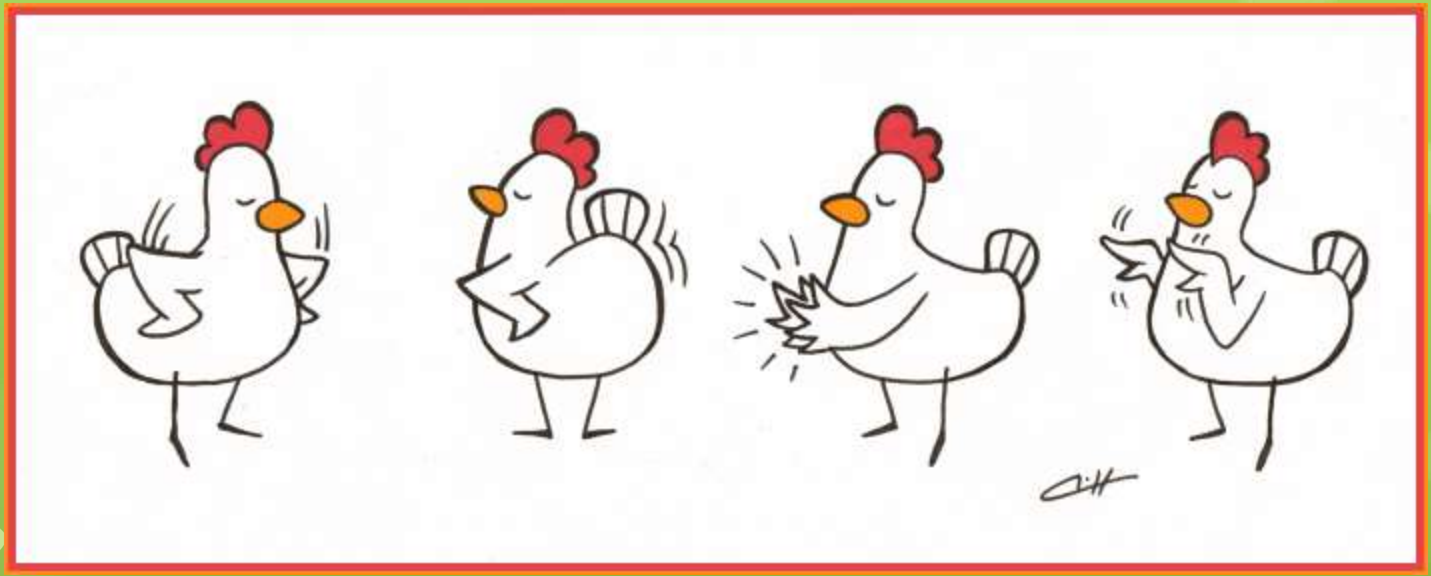
Family Self Sufficiency (FSS) Escrow Accounts

- MAT guide Chapter 6 - 6.8 MAT30 Section 7: Repayments and Escrows

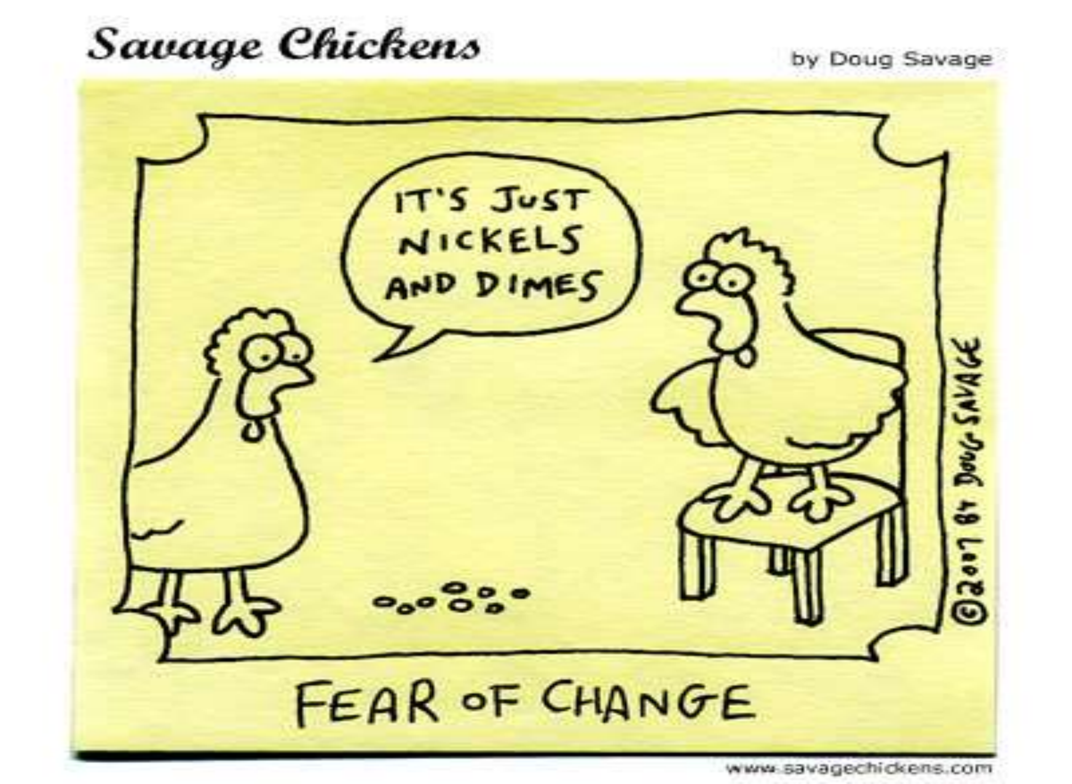
You got this!



Intermission: Brief stretch/chicken dance time!



Additional 2.0.3.A Changes….



Move Out, Terminations, Suspensions…oh my

Terminations/**Suspensions** (notice name change)

In TRACS 2.0.2.D there are two Move-Out codes to discuss:

- 9 = Uninhabitable unit – Abated
- 10 = Substantial Rehab or Repair – Tenant Expected to Return

In TRACS 2.0.2.D there are two Termination codes to discuss:

- ND = Natural Disaster or Uninhabitable Unit
- RR = Substantial rehab or repair - Tenant expected to return

These codes were originally added to allow flexibility when dealing with natural disasters and rehab or major repairs. Depending on whether a tenant was temporarily moving to another assisted project or not, either the MO or TM could be used based on guidance from HUD offices.

MO does not give the tenant a right to return, but suspensions are looked at as temporary.

TRACS will be modified to recognize suspensions and will not report a tenant move-in to another subsidized unit to EIV as double subsidy.

Terminations/Suspensions

- So come 2.0.3.A - bye, bye MO codes 9 and 10

Terminations/Suspensions

Codes for TERMINATIONS:

- 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.
- ST = Ineligible Student.
- DS = Double subsidy at move-in.
- AB = HUD abated unit.
- NS = Resident did not qualify for subsidy at MI for reason other than Double Subsidy.
- OT = Other.

Codes for SUSPENSIONS:

- ND = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster
- RR = Substantial rehab or repair – Tenant expected to return.
- **RD** = Section 8 RAD tenant transferred to other housing during rehab.

Miscellaneous Accounting Requests

Note: Okay, I thought this was hysterical. If you type in Miscellaneous in clip art, spam comes up

MISC. ACCOUNTING REQUESTS

Value Codes are:

- 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 that drives a requirement to provide a 30-day notice to affected residents.
- UUTL = Unclaimed Utility Check
- RSPC = Recouped Special Claims Funds
- CEAD = Contract Expiration Adjustment
- EIVP = EIV Penalty. 5% of the voucher is subtracted to cover EIV noncompliance when applicable. Important Note: The amount of the EIV penalty is to be calculated based on the total voucher amount before calculating the penalty and before applying any RESR transaction that may be needed.
- RESR = Residual Receipts. Used to offset part of the voucher billing. See Notice H 2012-14 for instructions pertaining to the use of residual receipts in this context.
- INTA= Interest adjustment submitted by PBCA

Note: The "INTA" request type is valid only when submitted by a PB CA to report the amount of Interest Earned on the specific Project Account to HUD.

New

- **RADN = Used by an OA to recover negative regular tenant assistance for a RAD tenant whose assistance is negative. The negative assistance appears on the voucher in the Assistance Payment Detail record and the OA is permitted to retain that money.**
- **RADZ = Used to zero-out the voucher during the first calendar year of a RAD conversion under Component 1—Public Housing.**
- **RADR = Used to request Rehab Assistance under a RAD conversion under Component 1—Public Housing. Each RADR request is for a single unit and month. The comment field must indicate the Unit Number and the Month and Year being billed.**

RAD: MISC. ACCOUNTING REQUESTS

New codes added for RAD:

- RADN = Used by an OA to recover negative regular tenant assistance for a RAD tenant whose assistance is negative. The negative assistance appears on the voucher in the Assistance Payment Detail record and the OA is permitted to retain that money.
- RADZ = Used to zero-out the voucher during the first calendar year of a RAD conversion under Component 1—Public Housing.
- RADR = Used to request Rehab Assistance under a RAD conversion under Component 1—Public Housing. Each RADR request is for a single unit and month. The comment field must indicate the Unit Number and the Month and Year being billed.

- TRACS Release 2.0.3.A Industry Specifications 4/3/17 Section 3.7 and MAT Guide MAT 30 Section 6

https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum Under What's New

MISC. ACCOUNTING REQUESTS

- Three new fields added to MAT 30 Section 6
  - HoH Last Name
  - HoH First Name
  - Unit Number
- Owner/Agents are required to provide enough information in the Comment for a CA or HUD reviewer to determine the purpose of the transaction. When applicable, specify Transaction Month and the reason for the transaction.
- 6.7 MAT 30 Section 6 for more information including what is needed for RADN transactions

EXCEPTION CODES:

No SSN for Children under age of 6 at MI:

2.0.3.A Rule: The OA must use 999-99-9999 as the SSN and the Exception Code M (Minor) when creating the MI or IC. TRACS will assign a TRACS ID (T-ID) and the T-ID must be used in lieu of 999-99-9999 until the valid SSN is provided. The resident is given 90 days from notification to provide a valid SSN and adequate documentation to verify the SSN. The OA may extend the deadline another 90 days under specific circumstances. If the household does not comply, the OA must pursue termination of tenancy.

The OA is entitled to continue to receive subsidy while pursuing eviction unless local tenant/landlord guidance prohibits such action. When the valid SSN is provided to the OA, the OA should create an IR or AR as appropriate (not a correction to the previous cert), should replace 999-99-9999 (or the T-ID) with a valid SSN and should remove any values from the Exception Code field.

Foster Children/Adults with no SSN given:

There are agencies that will not disclose a Foster SSN either to the foster family or to the OA. In those situations, the OA must request a waiver from HUD. Once the waiver has been obtained, the SSN sent to TRACS will be all 9's and the new SSN Exception code of F is used. In this situation (SSN for Foster not disclosed)

- If the Foster has not yet been admitted to the unit, the OA must apply for a HUD waiver before the member may be added to the household.
- If the foster is already in the unit, a waiver must be requested prior to the next certification.
- In both cases, until the waiver is granted, the SSN is reported as all 9's and the SSN Exception Code is submitted as F.

Printing/Displaying SSN and Date-of-Birth for Fosters on the 50059

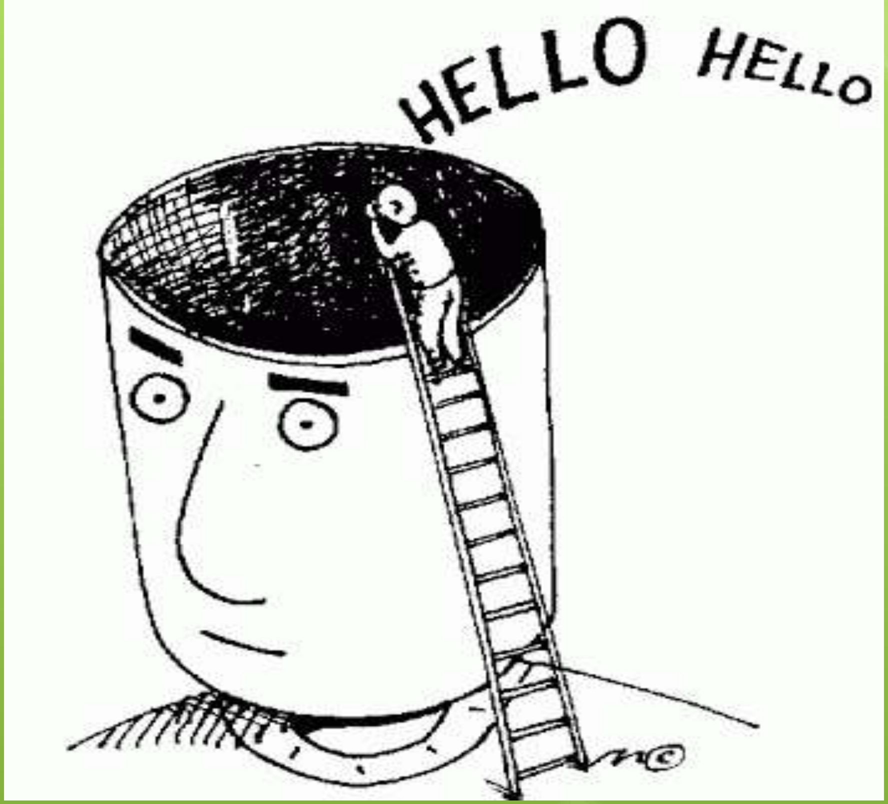
- Starting with the implementation of TRACS 2.0.3.A, the SSN for a foster will **NOT** be printed on the 50059. Site and CA software MUST ensure that the ID field on any printed or displayed 50059 is left blank for any member with a Relationship Code F in the Family Record. The MAT10, Section 3 Family Record **WILL** contain the SSN.
- In addition, the Birth Date field will **NOT** be printed on the 50059. Site and CA software MUST ensure that the Birth Date field on any printed or displayed 50059 is shown as "**00/00/YYYY**" for any member with a Relationship Code F in the Family Record. The actual Birth Date will be transmitted in the MAT 10 Family Record

New **Member** Status Code:

- A new code F has been added to identify members participating in the Family Self Sufficiency program. Not all household members might be participants. The Special Status Code, MAT10, Section 3 Family Record, Field 10, has been widened to 10 characters to accommodate this and possible future codes. The former future code of F for frail elderly has been dropped. Note that HUD Form 50059 is not being modified at this time to allow more space for printing codes.
- F = FSS-Family Self Sufficiency Participant (such individuals have executed an ITSP-Individual Training and Services Plan. ITSPs are attached to, and incorporated as part of, the CoP-Contract of Participation

Note: Not to be confused with the new waiver code of “F” for fosters, or the OLD Member code for “Frail Elderly”, which has now been dropped. Oh, my!

New **Member** Status Code:



Note: Seriously, mind blown here. It will not be printed on the 50059, but will appear on the TRACS file.

FAST Act of 2015:

- Under the FAST Act of 2015, when at least 90% of a household’s income is from a fixed source (e.g. Social Security, VA Disability, fixed pension) a new certification must be created and submitted once every three (3) years. The household may self-certify that the 90% mix still applies on the first and second anniversary of the certification. A new certification is submitted in year three (3).

Note: This won’t be for everyone. If they have medical bills that keep fluctuating, this would not be for them. This will be mostly for disabled or elderly. They can always come in though if their income changes other than with the COLA, and start reporting yearly again.

FAST Act of 2015:

- Since HUD has regulations for this new requirement in clearance that are expected to be in effect soon, a new field is being added to the MAT to identify fixed income households (**MAT10, Section 2, field 20: Fixed Income Household**).
- Fill the new field with "Y" if the household qualifies as Fixed Income and leave blank if not. When the field is filled, a recertification date greater than one year from the certification date is permitted.
- Extenuating Circumstances Code. Formerly Tenant Unable to Sign Indicator
  - 11 = AR for a 90% fixed income household in a non-recertification year. This is being retained in case it is needed to report the fact of a required self certification in years when a full recertification is not required.

Certification Data Entry

- The **203ACertificationDataEntry.xls** spreadsheet has been corrected to add a rounding to the penny step in the calculation of imputed income from assets. Either the old or new calculation is acceptable prior to an OA’s implementation of 2.0.3.A.

Form changes for 2.0.3.A

- 50059 changes:
  - Item 15: Fixed Income Household - Having to do with the FAST ACT, you will fill in with a “Y” if applicable. When filled, a recert date greater than one year from the cert date is permitted.
  - Item 82: Opt Out of Asset Value Limit on Eligibility – This is a future code: Related to HOTMA, which I will go over in a few minutes, there is an optional eligibility rule when certain asset values exceed $100K. New field is used to indicate that the O/A is not implementing the rule.
  - Item 102: Expenses Exempt from Income % Limit? – Also to do with HOTMA and a future code, the disability and medical deductions will be changing from 3% to 10%, but a tenant may qualify for an exemption from that increase, and will pay based on some other percentage value, so more info is coming on this one.
- Label change for 50059-A (add Suspension to title and Item 20 on the 59A)
- 52670 cover page field 8e will now say “Repayments/Escrows”
- 52670 part 4: adding HoH info and unit number
- 52670 part 6 has lots of changes for the Repayment Agreements and FSS Escrows
- Special Claim Forms A, B and C

Fatal Errors/Discrepancies - To give you a taste of what the new Errors and Definitions will look like, still pending approval; hopefully, will be with 203A.

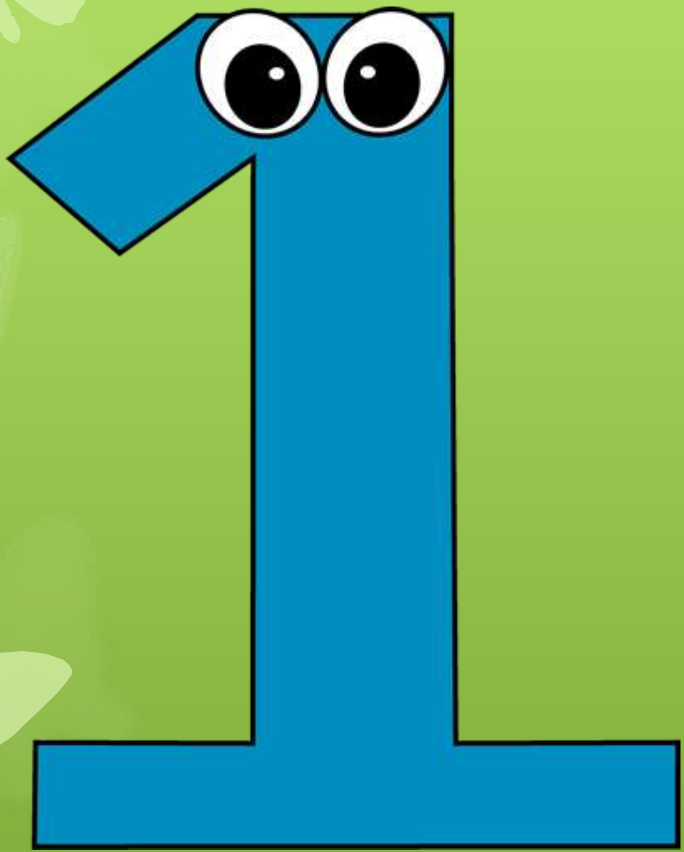
CE005	Employment Income of child included in Total Annual Income.	Exclude Employment Income of child; recalculate Total Annual Income.	01
NOTES: See Figure 5-2 of the HUD Handbook 4350.3. This Figure lists whose Income to count and whose Income to exclude. For this certification, correct the information and submit a corrected certification within 45 days. See the current MAT Guide: Chapter 5, MAT10 Income Record, Fields 4 and 5 See HUD-50059, Items 67 and 70			

17	**"TRANSMISSION REJECTED: DUNS NUMBER MUST NOT BE SPACE FILLED"** Condition: See NOTES.
NOTES: The information provided with this Message identifies the location of the Field Number and Field Content that needs to be corrected before the TRACS file can be resubmitted. See the current MAT Guide: For Tenant Files -- Chapter 5, Tenant Header Record, Field 36. For Voucher Files -- Chapter 6, Voucher Header Record, Field 33.	

Note: This is a little step away from all of the 203A items, but still cause issues, and can be even more challenging for you once your transfer over to 203A.

EPS' TOP 10

EPS’ TOP 10



READ YOUR CLOSE OUT MEMO and any Request of Information that we send:

- Go through each of the items
- Read your Message of the Month
- Is the correct person receiving the close out?
- Any questions, don’t hesitate to call your analysts

EPS' TOP 10

INCOME LIMITS:

- Come out once a year, this year March 14,2017
- MI/IC HAVE to be updated within 45 days
- Do we have the correct county?
- https://goo.gl/EEz8n5

EPS' TOP 10

ANNUAL RECERTS:

- Are you doing them timely?
- Did the tenant come in by the first?
- What code are you using?
- Do you have blanket recerts?

- Remember if you use the termination code of "did not recertify on time" you are saying that the tenant did not come in by their Anniversary Date on the first of the month, and therefore, is not eligible to receive subsidy for a least a month, so they have to come on with an IC. For example, if AR is due on May 1st, and tenant comes in on May 18th, the earliest they can come on to subsidy is with a 6/1/17 IC.
- If you have blanket recertifications every August, and a tenant moves in on July 29th, guess what? There next AR effective date will be 8/1/17, and you will have to do an 8/1/17 AR. The bonus is that you can use all of the same information.

EPS' TOP 10

DUAL OCCUPANCY:

- Did the tenant reside in a previous property?
- Did you contact the previous property to ensure they did indeed Move Out?
- How do you fix it, if it does happen?

EPS' TOP 10

Voucher dates!!

- What is your anticipated voucher date?
- Look at your outgoing files, are the voucher dates for the month you are working on?

Note: We revise more vouchers due to incorrect voucher dates then any other thing. If it is not for the month that you are processing or LATER, then you will probably have a revised voucher. If you are submitting information for TRACS cleanup give your analyst a head's up, so we can send those files on to TRACS for you because chances are good that they are going to fatal unless you have an administrative correction flag.

EPS’ TOP 10

RETROACTIVITY!

- If you submit a retroactive cert, and there are partial after, send corrections!

EPS' TOP 10

Be Consistent:

- If you enter your 59's all in capitol letter, continue to do so
- If you enter middle initials and send EPS the certs, we are expecting to see that initial on your MAT 30, as well
- Correction flags!

EPS' TOP 10

MINIMUM RENT:

- Did you mean to create the 50059 with a TTP less than $25
- Did you go through the zero income questionnaire?
- Does the tenant know they have to recertify every 90 days?

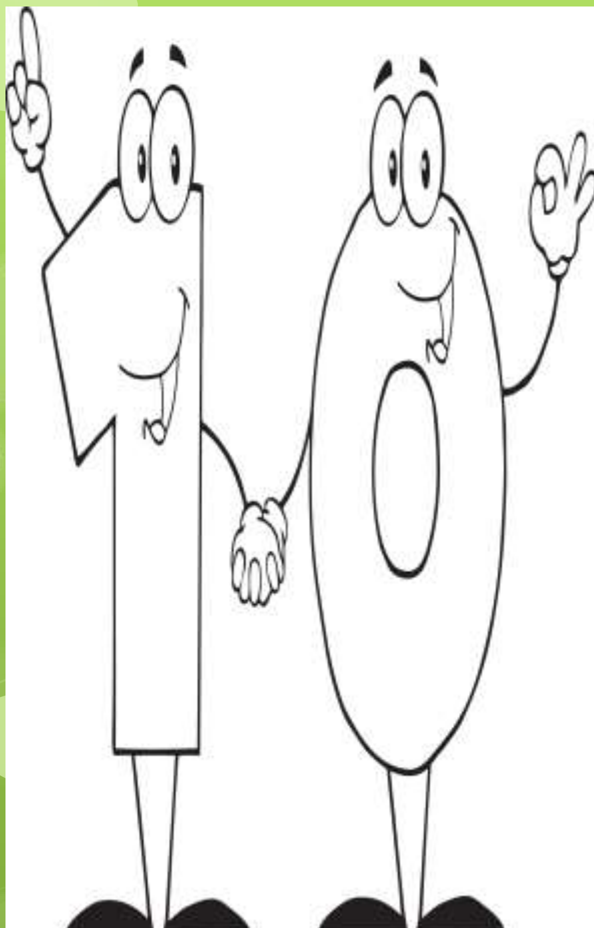
EPS' TOP 10

REPAYMENT AGREEMENTS

Already previously discussed, I just wanted to include it as honestly one of the top 10 items, if not the biggest issue that we see on a regular basis, and it is only going to get more challenging with 203A. We list all of the balances every month, and include outstanding issues, when we don't see a repay. Be proactive. Tell EPS if there are no payments, as to why, and what you are doing about it. If you have new Repays, send them to us, so we don't have to delay processing because we will have them when we begin your monthly review.

EPS' TOP 10

UNIT RENUMBERING



Okay, unit renumbering….Don't do it! Really, don't do it. This has been on the list for years because people continually get it wrong. Please make sure that you really have to do it first. I am not going to list the steps again, I am simply going to say one thing. Call EPS. Before you change software companies, ask, do I need to renumber? If so, don't change…lol. No, call EPS. Even if you call your software support, they seem to mess it up too, and it can take numerous months and iterations to try and correct them at TRACS, so please just call us first.

2.0.3….B?

(HOTMA)

- The Act calls for, among other things:
  - An increase in the elderly allowance to $525,
  - An increase in the threshold for medical and disability deductions from 3% to 10% of income and
  - An increase in the asset amount needed for an imputed asset income calculation from greater than $5,000 to greater than $50,000.
  - In addition, these amounts (including the dependent deduction not changed as part of the Bill) are subject to cost of living increases (COLAs).

HOTMA….

- Conflicting information, please stay tuned
- President’s budget for FY2018, could change HOTMA: An important note though is with the president’s budget for Fiscal Year 2018 contains a proposal to move to a simplified rent calculation which would be a percentage of the total income. Should that proposal become law it would invalidate the parts of HOTMA that deal with deductions.

Proposal before Congress…

So some new proposals before Congress right now, just wanted to give you a head's up on:

1. Talking about increasing minimum rent payments from $25 to $50 for Section 8
2. One proposal is to eliminate the utility reimbursement, not the allowance, just the reimbursement

So more information will be forthcoming.

Links to assist you:

- Located under What's New: TRACS Release 203A Industry Specifications https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum
- https://portal.hud.gov/hudportal/documents/huddoc?id=5743F03StreamFRul.pdf FAST Act of 2015
- HUD Notice H-2016-08 for FSS Escrow: https://portal.hud.gov/hudportal/documents/huddoc?id=16-08hsgn.pdf
- https://www.federalregister.gov/documents/2017/01/18/2017-00911/housing-opportunity-through-modernization-act-of-2016-implementation-of-various-section-8-voucher HOTMA

Questions:

- Presenter’s Information:
- EPS, Inc. : 802-660-2800
- Hilary Crowell: hilary.c@tracsexperts.com x134
- Check out our website for important information, and our Messages of the Month!
- http://www.tracsexperts.com

Going for this new look, what do you think?