OA Vouchering Workshop:

How to Voucher More Effectively!

CGI

The Main Objective

Key Concepts   **Best Practices**   **OA's Perspective**   **CA to TRACS**

Agenda

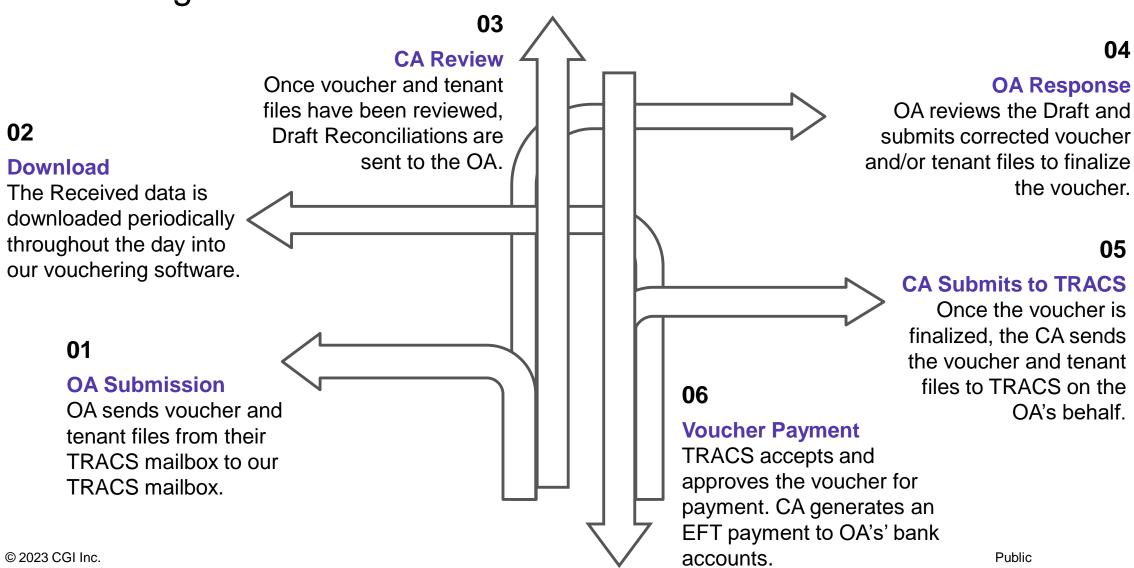|	
1	Best Practices
2	Late Recertifications
3	Terminations: ICs vs. ARs
4	Retroactive SSN Changes
5	Full & Partial Cert Corrections or Insertions
6	Repayment Agreements
7	MAT15: Renumbering Unit Numbers
8	203A Updates

Best Practices

- Voucher Overview
- Processing Order
- Anticipated Voucher Date
- Retroactive Adjustments
- Duplicate Certifications

Public

Vouchering Overview

03

CA Review
Once voucher and tenant files have been reviewed, Draft Reconciliations are sent to the OA.

04

OA Response
OA reviews the Draft and submits corrected voucher and/or tenant files to finalize the voucher.

02

Download
The Received data is downloaded periodically throughout the day into our vouchering software.

05

CA Submits to TRACS
Once the voucher is finalized, the CA sends the voucher and tenant files to TRACS on the OA's behalf.

01

OA Submission
OA sends voucher and tenant files from their TRACS mailbox to our TRACS mailbox.

06

Voucher Payment
TRACS accepts and approves the voucher for payment. CA generates an EFT payment to OA's' bank accounts.

Processing Order

Certifications
Electronic Tenant Files

1

Process all certifications first in your TRACS-compliant software. This will ensure accurate subsidy billing on the voucher.

Voucher
Current Month's MAT30

2

Once the certifications are entered and processed in your system, run your voucher. Your voucher will request subsidy and retroactive adjustments based on the _Anticipated Voucher Date_ on each certification processed.

Review
Voucher and Tenant Files

3

Prior to transmitting, view and review your voucher submission for accuracy in all sections. Check for last-minute certs on the voucher. **Do not** process future certs in your system until the Final Reconciliation is received.

Transmit
Voucher and Tenant Files

4

Both Voucher and Certifications must be transmitted electronically via the TRACS/iMAX system. Vouchers must be submitted by the 10th of every month to avoid risk of late payment.

Reconciliations
Draft and Final Reconciliations

5

Be on the lookout for Draft Reconciliations sent by your CCS. Review the discrepancies and submit all corrections promptly. Stay in constant communication with your CCS until the Final Reconciliation is received.

Anticipated Voucher Date

I followed all of the processing steps like Linda reviewed in that super awesome workshop I attended, so why do I still have discrepancies?

One of the main issues for discrepancies is when the Anticipated Voucher Date on the certification is out of sync with the current voucher month.

Public

Anticipated Voucher Date

Anticipated Voucher Date

- Expected date
  - Certifications post to the voucher.
- Drives Retroactive Adjustments

When the AVD is Out of Sync:

- Mismatch between OA and CA
- Retroactive Adjustments either:
  - Appear later – Future Dated
  - Never appears – Backdated

Part III - Breakdown of Assistance Payment Requested		9. Number of Units in Billing	10. Amount Requested	HUD/CA Use Only 11. Amount Approved
8. Type of Assistance				
a. Regular Tenant Assistance Payments for (mo./yr.):	07/23	18	23,456	
b. Adjustments to Regular Tenant Assistance Payments		0	0	
c. i. Section 8 Special Claims for Unpaid Rent				

Anticipated Voucher Date

Anticipated Voucher Date

- Expected date
  - Certifications post to the voucher.
- Drives Retroactive Adjustments

When the AVD is Out of Sync:

- Mismatch between OA and CA
- Retroactive Adjustments either:
  - Appear later – Future Dated
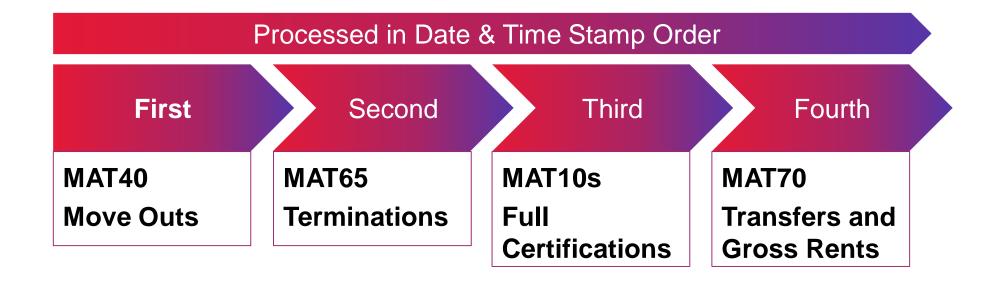 - Never appears – Backdated

B. Partial Certification				
1. Name of Project	2. Project Number	3. Subsidy Type	4. Contract Number	5. Transaction Type
ABC Apartments	800001234	1	AB123456789	MO
6. Head of Household (Last, First, Initial)	7. Unit Number	8. No. of Bedrooms	9. Building ID	10. Effective Date
Anderson, Annie	101	1		3/1/2023
11. Head ID Code (SSN)	12. Head Birth Date	13. Correction Type	14. EIV Indicator	15. Transaction Date Being Corrected	16. Anticipated Voucher Date
123-45-6789	01/02/1934				4/1/2023

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Anticipated Voucher Date

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123-45-6789	01/02/1934				7/1/2023

TRACS Processing Order

Why did the OA only send in the voucher and not the MO certification as well?

Answer: Because the Anticipated Voucher Date only affects the voucher and my CCS did not inform that there were any issues with the original MO certification.

TRACS Processing Order

Processed in Date & Time Stamp Order

First	Second	Third	Fourth
MAT40 Move Outs	MAT65 Terminations	MAT10s Full Certifications	MAT70 Transfers and Gross Rents

Duplicate Certifications

Duplicate Certifications can cause:

- Unintended results/confusion.

- Reactivate Tenants – After MO/TM.

- Inactivate Tenants – TRACS Compliance.

- Create unnecessary adjustments in the CA software.

- Delays in Voucher Processing.

Photo of Puzzle with text duplicate and original. Retrieved April 5, 2023, from https://www.shutterstock.com/image-photo/puzzle-text-duplicate-original-594035996

"If a series of certifications for the same tenant are submitted within the same transmission, without regard to the sequence in which TRACS processes the transactions, the results may differ from what the submitter intended."

Question
TIME

Late Recertifications

- Extenuating Circumstances
- Terminations
- ICs vs. ARs

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LIVE & Question ANSWER

?   What is the full process to complete an IC when processing the Voucher?

!   There are factors that determine the correct process to complete an IC. It is the OA's responsibility to ensure compliance with Recertification requirements outlined in the *HUD Handbook 4350.3, REV-1, Chg. 4*

Late Recertifications

MAT User Guide
TRACS Release 2.0.2.D   Chapter 4: TRACS Operating Tips

4.39.6   HAP Payments for Late Recertifications

In accordance with HUD policy as articulated in HUD Handbook 4350.3, paragraph 7-6, CAs must pay the old HAP until the receipt of a new annual recertification or 15 months has passed or the tenant is terminated, whichever occurs first. Assistance must not be terminated earlier and payments must be made based on the most recent certification in effect for months 13-15. OAs are responsible for following all handbook recertification guidance.

Important Note: If TRACS has not received either an AR or a TM by the end of the 15th month, it issues an HQ termination shortly after the beginning of the 16th month.

15-Month Rule

- AR has not been completed timely.

- CA will pay subsidy for months 13-15.

- Month 16 – TM is required – TRACS issues HQTM.

  – TM not received: CA suspends subsidy.

  – TM received: Recapture previously paid subsidy for months 13-15

- IC is needed to reestablish subsidy.

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? How late is a recertification allowed to have the subsidy reinstated?

! Perfect question to lead us into the next topic!

Late Recertifications

If the delay is not the tenant's fault (Extenuating Circumstances):

- OA or 3rd party delays – COVID impact – Mass Recertification Delays.
- AR – No Tenant Signature – Extenuating Circumstance Code.
  - No changes to TTP, household, etc.
  - Continues subsidy.
  - Avoids termination (negative implication – tenant is out of compliance).

Late Recertifications

Example:

Bobby Blues has not reported for his Annual Recertification effective 4/1/23.

- Tenant is in hospital.

- OA determines that this is a valid extenuating circumstance.

- OA submits AR 4/1/23 without tenant's signature.

- Enters the appropriate Extenuating Circumstance Code.
  - MAT User Guide Chapter 5.3
  - Allows no tenant signature.

- No changes from the last full cert.

MAT Field	Field Name	Definitions and Edits
99	Extenuating Circumstances Code	Must be filled when tenant has not signed the certification. **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 (For example a Guardian) **5** = Military Deployment **6** = Eviction In Progress. Must be for a valid Handbook reason. **7** = Court order **8** = No Signature Required (Retroactive GR done after a MO or a GR correction to a previously transmitted 50059 where the only change is the GR modification of the contract rent and where none of the TTP, Tenant Rent, or Utility Allowance changes). See Par 7-8 of MAT Guide Chapter 7 **9** = No signature required for 60 days (based on anticipated voucher reported on date). An example would be a retroactive GR causing a correction to a previously transmitted 50059 and where any of the TTP, Tenant Rent or Utility Allowance changes. A signature is required but the cert may be transmitted immediately and the signature collected within 60 days. **10** = Other Submit a correction with the Tenant Signed Date (Field 77) populated and this field blank when the tenant is able to sign.

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Late Recertifications

Certification Summary from Page 2

Name of Project		Effective Date	Certification Type	Anticipated Voucher Date
ABC Apartments		10/1/22	IR	11/1/22
Head of Household		Total Tenant Payment	Assistance Payment	Tenant Rent
Bobby Blues		125	875	125
Unit Number		Extenuating Circumstances Code		
101				

Tenant Signatures

Head of Household	Date	Other Adult	Date
Bobby Blues	8/10/22		

Certification Summary from Page 2

Name of Project		Effective Date	Certification Type	Anticipated Voucher Date
ABC Apartments		4/1/23	AR	4/1/23
Head of Household		Total Tenant Payment	Assistance Payment	Tenant Rent
Bobby Blues		125	875	125
Unit Number		Extenuating Circumstances Code		
101		1		

Tenant Signatures

Head of Household	Date	Other Adult	Date

Late Recertifications
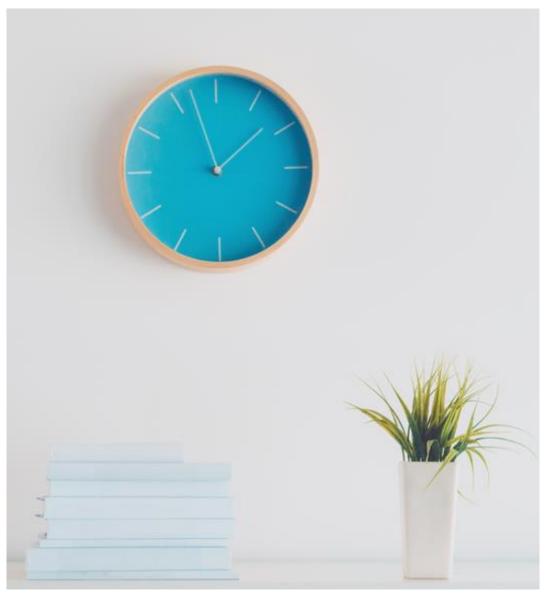
If the delay **_is_** the tenant's fault (**_no_** extenuating circumstances):

- No extenuating circumstances.
- The tenant must requalify and submit an IC.
  - The IC must not be effective the day after the TM effective date.
  - **No earlier** than the 1st of the month **after** their original AR date.

Depends on when the tenant comes in to recertify.

- IC is effective the first of the month after that.
- Establishes new anniversary date.
- During the termination period
  - Tenant pays market rent.

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Late Recertifications

The Main Issue:

- Submits TMs for Late Recertifications even if there are extenuating circumstances.

- System automatically TMs.
  - TR or OT codes.
  - No AR by month 16.

- Tenant Recertifies
  - AR or IC is submitted

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Late Recertifications

Where is she?

Example:

Chrystal Ball has not reported for her Annual Recertification effective 4/1/23.

- No extenuating circumstances.
- CA pays subsidy for months 13-15.
  - Apr/23, May/23 Jun/23 vouchers.
- OA submits TM 3/31/23 with the OT or TR codes.
  - Month 16 – Jul/23 Voucher.
- CA takes back subsidy for months 13-15.
  - Apr/23, May/23 Jun/23 vouchers.
- Tenant pays market rent effective 4/1/23.

Late Recertifications

Example:

- Chrystal Ball reports in July/23.
  - Recertification process is complete.

- David, the OA Submits
  - IC 4/1/23 (Tenant was terminated 3/31/23).

- Asha, the CA Reviews
  - Extenuating Circumstance – AR Required
    - Keep the original anniversary date
  - No Extenuating Circumstances – IC Required
    - Effective the first of the month after tenant reports.
    - Establishes new anniversary date.
    - Tenant pays market rent during the termination period.

Late Recertifications - Scenarios

Tenant Late to Report TM – TR or OT Code Submitted **1**	IC is effective the day after the tenant reports. Establishes new anniversary date. **Tenant Delay** ✓
Tenant Late to Report TM – TR or OT Code Submitted **2**	IC is effective on the AR date (the day after the TM). **Tenant Delay** ✗
Tenant Late to Report TM – TR or OT Code Submitted **3**	AR is submitted effective the day after the TM (original AR effective date). **Verification Needed** ❗

Processing stops and prompts the CCS to question whether the delay was caused by the tenant or if there are OA or 3rd party delays. ❓

Once confirmation is received, then either an IC effective after the tenant reports is required, or we will process the AR received, keeping the original AR effective date. ✓
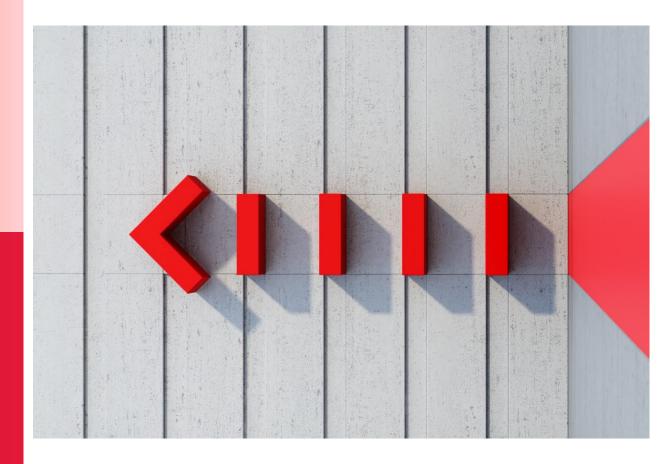
Question TIME

Retroactive SSN Change

- Impacts on Vouchering
- Impacts in TRACS

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Retroactive SSN Change

TRACS is not designed to handle the correction of SSNs retroactively.

Uses for the Previous HOH fields:

- 50059 - Section C - Fields 60-65

- Change/correct the HOH identifying information (Name, DOB, SSN).

- Change the current HOH to another HOH.

Active Full Cert Effective Date:

- 50059 - Section C - Fields 63

- Intended to point to the **current and active** MAT10 in TRACS—not to any earlier cert.

- _Main reason_ why retroactive SSN changes do not work in TRACS.

Section C. Household Information		
60. Previous Head Last Name	Onymous	
		63. Active Full Cert. Effective Date 10/1/2021
61. Previous Head First Name	Ann	64. Previous Head ID 123456789
62. Previous Head Middle Initial		65. Previous Head Birth Date 1/2/1934

Retroactive SSN Change

During a tenant file review, it was discovered that the incorrect SSN was used since move-in.

- This tenant moved in effective 10/29/20.

- OA submitted correction certifications updating the SSN back to the MI.

Photo of Jigsaw Puzzle Piece with Word Corrective Action. Retrieved April 5, 2023, from https://www.shutterstock.com/image-photo/close-girls-hand-placing-last-jigsaw-416200177

Will this corrective action work in TRACS?

Answer: No

Retroactive SSN Change

Section C. Household Information

60. Previous Head Last Name	Onymous	63. Active Full Cert. Effective Date: 10/29/2020
61. Previous Head First Name	Ann	64. Previous Head ID: 123456789
62. Previous Head Middle Initial		65. Previous Head Birth Date: 1/2/1934

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP
ONYMOUS, A		801	10/01/2021	2	AR	GR	02/01/2022	01/06/2022	$848
ONYMOUS, A		801	10/01/2021	1	AR			10/04/2021	$819
ONYMOUS, A		801	10/29/2020	3	MI	GR	02/01/2021	02/11/2021	$819
ONYMOUS, A		801	10/29/2020	2	MI	CT	10/29/2020	12/08/2020	$800
ONYMOUS, A		801	10/29/2020	1	MI			11/05/2020	$829

Based on the tenant history in TRACS, what is the correct Active MAT10 Effective Date?

Retroactive SSN Change

Section C. Household Information

60. Previous Head Last Name	Onymous	63. Active Full Cert. Effective Date	10/1/2021
61. Previous Head First Name	Ann	64. Previous Head ID	123456789
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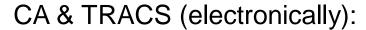
Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP
ONYMOUS, A		801	10/01/2021	2	AR	GR	02/01/2022	01/06/2022	$848
ONYMOUS, A		801	10/01/2021	1	AR			10/04/2021	$819
ONYMOUS, A		801	10/29/2020	3	MI	GR	02/01/2021	02/11/2021	$819
ONYMOUS, A		801	10/29/2020	2	MI	CT	10/29/2020	12/08/2020	$800
ONYMOUS, A		801	10/29/2020	1	MI			11/05/2020	$829

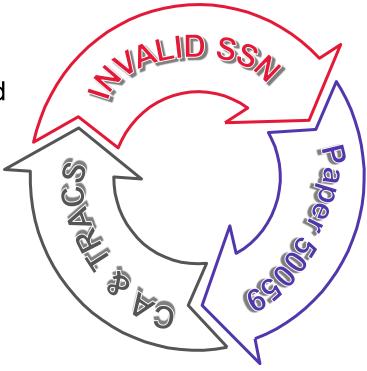*Answer: 10/1/2021, the effective date of the current and active full cert in TRACS.*

Retroactive SSN Change

Tenant File Review:

- Invalid SSN has been used since the MI 50059.

CA & TRACS (electronically):

- Most recent MAT10
  - PHOH fields filled.
  - Marked as a correction.
- Partial certs tied to the MAT10
  - i.e. GRs and/or UTs.
  - Marked as corrections.

INVALID SSN

Paper 50059

CA & TRACS

Don't forget correction MO/TMs

Correct HUD-50059 forms:

- Document tenant file.
- Obtain signatures as required by the HUD Handbook.

Question
TIME

Full & Partial Cert Corrections or Insertions

- Certification Connection
- Impact on TRACS Compliance
- MOs & TMs
- Sequencing

Photo of Insert Key on a Keyboard. Retrieved April 5, 2023, from https://www.producer.com/opinion/correcting-errors-helps-build-trust/

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Full Cert Corrections or Insertions

The MAT User Guide states that if a full cert is being corrected or inserted, then all subsequent partial certifications that are tied to the original full cert must be resubmitted marked as corrections.

TRACS deactivates units when full cert corrections or insertions are processed but the corrected partial certification(s) that tie to it are not.

- Impacts the TRACS Compliance Percentage
- Impacts the EIV reports

4.20 Correcting Partial Certifications After a Full Cert Insertion or Correction

Because of the design of the TRACS data model, whenever a full certification is corrected or whenever a full or partial certification is added effective prior to a full certification, any partial certifications (MO, TM, UT, GR) effective on or after the effective date of the corrected or added certs and prior to the next full certification in TRACS should be recalculated where applicable and retransmitted to TRACS as corrections.

Full Cert Corrections or Insertions

Active Tenant Count/Units: 123/157 (78.3%)

Back to Query

Select a Tenant Name to view additional certification details. *Highlighted rows correspond to Active Tenant Count*

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date
Anderson, A		00 1008	06/01/2021	AR	GR	11/01/2021	12/02/2021
Blues, B		00 1009	05/01/2021	AR	CT		07/06/2021

Both tenants have current ARs, but why is Unit 00 1008 Active and the other is not?

Answer: The correction GR was not submitted to TRACS in Unit 00 1009.

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Sequencing

Chain of Certifications Forward Rule - Must follow when either correcting/recalculating or resubmitting transactions.

Sequencing

Chain of Certifications Forward Rule

Back to Query
Select a Head Tenant Name to view additional certification details.

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date
Blues, B		00 1009	05/01/2021	3	AR	CT	05/01/2021	07/06/2021
Blues, B		00 1009	05/01/2021	2	AR	GR	07/01/2021	06/02/2021
Blues, B		00 1009	05/01/2021	1	AR			05/04/2021
Blues, B		00 1009	05/01/2020	2	AR	GR	07/01/2020	07/15/2020
Blues, B		00 1009	05/01/2020	1	AR			06/02/2020
Blues, B		00 1009	05/01/2018	1	MI			06/05/2018

Sequencing

Back to Query
Select a Head Tenant Name to view additional certification details.

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date
Blues, B		00 1009	05/01/2021	3	AR	CT	05/01/2021	07/06/2021
Blues, B		00 1009	05/01/2021	2	AR	GR	07/01/2021	06/02/2021
Blues, B		00 1009	05/01/2021	1	AR			05/04/2021

What is missing from TRACS?

Answer: The correction GR 7/1/2021.

Sequencing

Certifications with a greater effective date must be the more recent cert in order for the tenant to be active.

Chain of Certifications Forward Rule

Back to Query
Select a Head Tenant Name to view additional certification details.

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date
Blues, B		00 1009	05/01/2021	4	AR	GR	07/01/2021	09/02/2021
Blues, B		00 1009	05/01/2021	3	AR	CT	05/01/2021	07/06/2021
Blues, B		00 1009	05/01/2021	2	AR	GR	07/01/2021	06/02/2021
Blues, B		00 1009	05/01/2021	1	AR			05/04/2021
Blues, B		00 1009	05/01/2020	2	AR	GR	07/01/2020	07/15/2020
Blues, B		00 1009	05/01/2020	1	AR			06/02/2020

Partial Cert Corrections or Insertions

Moved Out or Terminated Tenants:

- Partial certs must attach to a full certification.

- Inserting or correcting a partial cert breaks that connection.

- The partial is then considered to be the current certification.

- TRACS thinks the tenant is no longer moved out or terminated.

- Certifications with a greater effective date must be the more recent cert in order for the tenant to be active.

Remember that Sequencing Rule?

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date
Anderson, A		H4	06/01/2021	3	AR	GR	12/01/2021	02/22/2022
Anderson, A		H4	06/01/2021	2	AR	MO	12/09/2021	01/06/2022
Anderson, A		H4	06/01/2021	1	AR			05/12/2021

Sequencing

TRACS concept of sequence is also important to follow through unit transfers.

If certifications were corrected/inserted effective right before the UT effective date:

- Tenant is reestablished in the previous unit.
- All certifications thereafter must be submitted as corrections.
- Including the UT and partials in the new unit.
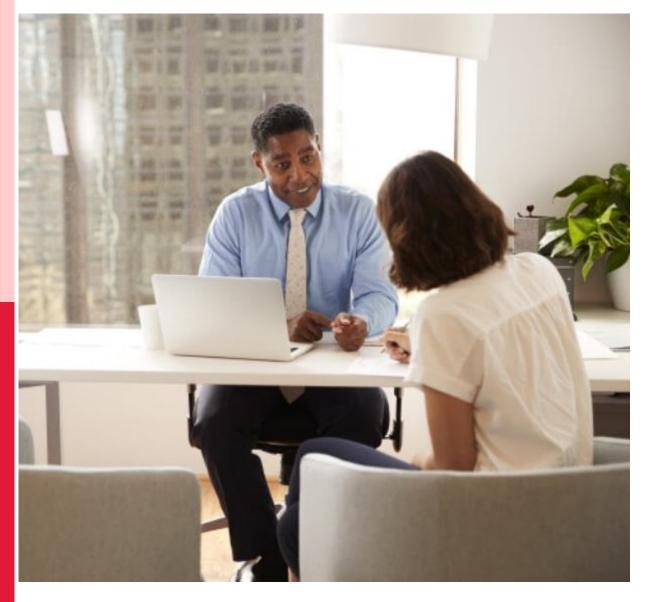- Until the next full cert which establishes a new connection.

Remember!
If you notice any issue in TRACS, please work with your CCS to correct. Since we are your CA, we must transmit all certifications to TRACS on your behalf.

Question
TIME

Repayment Agreements

- Origination of Data
- Updating TRACS
- Agreement Types
- Agreement Change Amount
- Reversing Agreements/Payments

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Origination of Data Rule

Origination of Data

- Origination of data and the responsibility for the correction of errors rests with the OA.
    - It is the CAs responsibility to receive, review, and notify the OA of any errors.
    - It is the OAs responsibility to resubmit all corrections requested.
- CAs cannot update TRACS on the OA's behalf.
    - Further clarified in 203A

OAs record is what really updates TRACS.

- CA's only controls the Approved Amount field.

MAT User Guide
TRACS Release 2.0.2.D
Chater 7 Required Subsidy Data Reporting

5. Multifamily Help Desk Hotline personnel, Field Office staff, and Contract Administrators cannot update information in TRACS. Owners must always resubmit their own data to correct errors. Field Office staff can correct incorrect project/contract numbers in the Contracts database and update funding amounts in the Automatic Renewal and Amendment Management Sub-system (ARAMS) database.

LIVE

& Question

ANSWER

? Can you possibly discuss what the CA looks for when repayment agreements are listed on the voucher?

! Absolutely!

Repayment Agreements

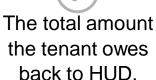| Agreement ID MAT Field 6	Agreement Date MAT Field 7	Agreement Amount MAT Field 8	Agreement Type MAT Field 9	Agreement Change Amount MAT Field 10
Once assigned **cannot** be changed or reused. Must be **unique** within the property.	Date that the Agreement was prepared, or the tenant signed date. Not when payments start.	The total amount the tenant owes back to HUD. Supported by certifications, retroactive adjustments, and the Agreement.	**T =** Tenant Tenant signs 50059s and Agreement. **N =** None or No Agreement Tenant signs the 50059s, but refuses to sign the agreement.	Matches the Agreement Amount. Changes or corrects the Agreement Amount (previously approved). Blank for Payment transactions.

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Repayment Agreements

Total Payment MAT Field 11	Amount Retained MAT Field 12	Ending Balance MAT Field 13	Requested Amount (OA) MAT Field 14	Paid Amount (CA) MAT Field 15
Amount collected from tenant to pay down the agreement. Must be a positive amount, unless it is a reversal.	Authorized amount retained by the OA to help defray costs, if any. 20% threshold; Always **round down.**	Equals Last Ending Balance - Total Payment + Agreement Change Amount. **Example:** $0 - $200 + $1200 $1000	Equals Agreement Change Amount - Total Payment + Amount Retained **Example:** $1200 - $200 + $40 $1040	Equals Agreement Change Amount - Total Payment + Amount Retained **Example:** $1200 - $200 + $40 $1040

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Agreement Change Amount

Definition: The amount by which the agreement amount is changing with this transaction.

Agreement Change Amount: New

- Establishes new agreements
  - Initial Offsets.
  - Matches the Agreement Amount.

- Corrects the Agreement Amount
  - New Agreements.
  - Initial Offset not yet matched by CA.
  - Current or Previous Vouchers.

Agreement Change Amount: Previous

- Changes the amount of a previously established agreement.
  - Initial Offset was approved on a previous voucher.
  - New certifications.
  - New copy of the amended agreement.

Repayment Agreements

Can we process the voucher as-is and write off the balance?

Answer: No. Since it is the OA's record that updates TRACS, the OA must correct this on the voucher.

OA's record on the voucher is what updates TRACS.

- **Agreement Change Amount** field must be used to make corrections to agreement amounts.

- TRACS must be considered
  - Not just OA vs. CA differences.

- CA's only have the CA Approved (Paid Amount) field.
  - Controls the money only.

Incorrect Agreement Amount $5,500
plus
Agreement Change Amount ($918)
equals
Correct Agreement Amount $4,582

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Repayment Agreements

Did the incorrect agreement record already go to TRACS on a voucher?

Let's Discuss…

Invalid Agreement Amount
Voucher Not Approved

1 ▸ Voucher is still in process and has not gone to TRACS. This scenario allows for more options to correct the invalid agreement.

Option 1: Resubmit your voucher with the correct Agreement Amount and Ending Balance.

Option 2: Resubmit your voucher adding a second transaction with the Agreement Change Amount field filled with the difference, the correct Agreement Amount and Ending Balance.

Repayment Agreements

Let's Discuss…

Invalid Agreement Amount
Voucher Approved: Sent to TRACS **2**

Voucher was approved and the invalid agreement record is now in TRACS. This scenario must be corrected using the Agreement Change Amount field on the next voucher.

Only Option: On the next voucher, add a transaction with the Agreement Change Amount field filled with the difference, the correct Agreement Amount and Ending Balance.

Because of the ***Origination of Data Rule***, TRACS can only be updated by the OA's record on the voucher.

Repayment Agreements

Let's Discuss…

Invalid Payment Reversals
Payments & Amount Retained

3 Invalid payments that were applied have to be reversed along with the Amount Retained, if any.

Option 1: If the voucher has not yet been approved (sent to TRACS), make the necessary corrections on the current voucher. *i.e. Remove the payment, or correct the amount and resubmit your voucher.*

Option 2: If the voucher has been approved (incorrect amount sent to TRACS), Total Payment and Amount Retained fields must be used to correct invalid payments.

Repayment Agreements

Agrmt ID	Agrmt Date	Agrmt Amt	Agrmt Type	Agrmt Chg	Total Pmt	Amt Ret	End Bal	OA Rqstd	CA Paid
UO2936	5/1/2023	$2936	T	**$2936**	**$0**	**$0**	$2936	**$2936**	**$2936**
UO2936	5/1/2023	$2936	T	**$0**	$100	$20	**$2836**	**($80)**	**($80)**

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

$0 - $100 + $20 = ($80)

Agreement Change Amount = $0 for payment transactions

Ending Balance = Previous Ending Balance – Total Payment + Agreement Change Amount

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Repayment Agreements

Agrmt ID	Agrmt Date	Agrmt Amt	Agrmt Type	Agrmt Chg	Total Pmt	Amt Ret	End Bal	OA Rqstd	CA Paid
O2much	5/8/2023	$1385	T	$1385	$0	$0	$1385	$1385	**$1385**
O2much	5/8/2023	$1385	T	($30)	$0	$0	$1385	$1385	**$1385**

Agreement Amount = Total amount owed back to HUD. Supported by certifications and Retroactive Adjustments.

Agreement Change Amount = Correct Agreement Amount – Previous Agreement Amount

$1385 - $1415 = ($30)

Ending Balance = Previous Ending Balance – Total Payment + Agreement Change Amount

$1415 - $0 + ($30) = $1385

Repayment Agreements

Agrmt ID	Agrmt Date	Agrmt Amt	Agrmt Type	Agrmt Chg	Total Pmt	Amt Ret	End Bal	OA Rqstd	CA Paid
UO2936	5/1/2023	$2936	T	$2936	$0	$0	$2936	$2936	$2936
UO2936	5/1/2023	$2936	T	$0	$100	$20	$2836	($80)	($80)

Agreement Transaction Totals

UO2936	5/1/2023	$2936	T	$2936	$100	$20	$2836	$2856	$2856

Repayment Agreements

Agrmt ID	Agrmt Date	Agrmt Amt	Agrmt Type	Agrmt Chg	Total Pmt	Amt Ret	End Bal	OA Rqstd	CA Paid
UO2936	5/1/2023	$2936	T	$2936	$100	$20	$2836	$2856	$2856

Agreement Reversal Transaction

UO2936	5/1/2023	$0	T	($2936)	($100)	($20)	$0	($2856)	**($2856)**

Agreement Change Amount = Correct Agreement Amount – Previous Agreement Amount | $0 - $2936 = ($2936)

Ending Balance = Previous Ending Balance – Total Payment + Agreement Change Amount | $2836 – ($100) + ($2936) = $0

Requested Amount = Agreement Change Amount - Total Payment + Amount Retained | ($2936) – ($100) + ($20) = ($2856)

Repayment Agreements

TRACS concept of sequence is also important to follow when validating Repayment Agreement Amounts.

Remember those Sequencing and Chain of Certifications forward Rules?

- Confirm all certifications have been processed and submitted.
- Agreements are based on recalculated certifications.
- Review the Retroactive Adjustments to validate the agreement amount.
  - Determine if there are any missing certifications that were not processed.
  - Follow the TTP change(s) all the way through the entire timeframe of the agreement.
  - **_Transfers:_** Corrections must include the UT and other certifications in the new unit to update the TTP.

Question
TIME

MAT15
Address Record

- Renumbering Unit Numbers
- Address Types
- Transaction Types

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MAT15 Address Record

MAT15 Address Record:

- Unit Address Maintenance.
  - Delete Unit Address records.
  - Submit new Unit Address records.
  - Renumber Unit Address records.

The Main Use:

- To modify the current unit address record in the TRACS database.
  - The original unit number formatting for the unit changes.
  - i.e. Unit 304 must change to Unit 304A

The Wrong Uses:

- Change Head of Household SSN.
  - Must be changed using a MAT10 Full Certification.
  - MAT15s updates the unit number on the tenant's current certification in TRACS.
    - SSN must match.

- Replace a Unit Transfer Certification.
  - Must submit a MAT70 or a MAT10 + UT certification.
  - Must not circumvent this process.
  - i.e. Unit 304 changed to Unit 123. ⊗

MAT15 Address Record

5.7 MAT15 Address Record

MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
12	M	Address Type	115	1	Alphanumeric	Identifies Unit or Mailing Address. A Head of Household ID Code is required for mailing addresses. Values are: "U" = Unit Address "M" = Mailing Address (if different from Unit Address) ⊗
13	M	Transaction Type	116	1	Numeric	Valid Transaction Type action by Owner / Agents are: 1 = Address Deletion ⊗ 2 = Address Add/Update (Used for both initial loads and updates) 3 = Renumber Unit

MAT15 Address Record

5.7 MAT15 Address Record

MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
12	M	Address Type	115	1	Alphanumeric	Identifies Unit or Mailing Address. A Head of Household ID Code is required for mailing addresses. Values are: "U" = Unit Address "M" = Mailing Address (if different from Unit Address)
13	M	Transaction Type	116	1	Numeric	Valid Transaction Type action by Owner / Agents are: 1 = Address Deletion 2 = Address Add/Update (Used for both initial loads and updates) 3 = Renumber Unit

MAT15 Address Record

Processing Steps:

- Notify your CCS.

- Run the ***Tenant Unit Address Query*** in TRACS.

    – Verify that all current (old format) unit numbers appear.

- Add Missing Units:

    – Submit MAT15 marked as a U2.

    – Verify that all current (old format) unit numbers appear.

- Change Unit Number Format

    – Submit MAT15 marked as a U3.

MAT15 Address Record

Processing Steps:

- Correct your Certifications
  - Resubmit all current full certs and partials tied to them under the new unit number format.
  - Mark them as an Administrative Correction.
  - Validates the Unit Number change in TRACS and the Tenant Unit Address Query.

U.S. Department of Housing and Urban Development
TRACS Tenant Unit Address List

Contract/Project Number:

Sorted By: Unit

Back to Query

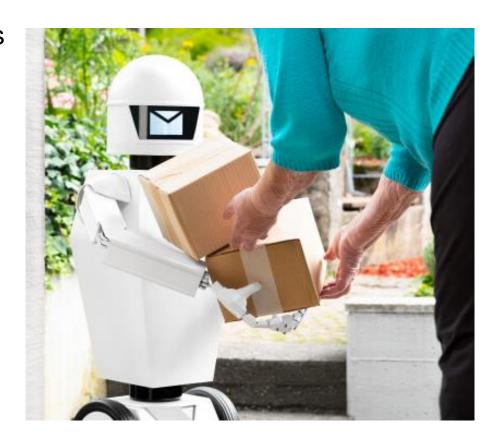| SSN	Unit Number	Street Address	City	State	Zip	Validated	Validated Date	Address Type
XXX	347-1	123 Housing Way	WEED	CA	96094-2545	N	08/04/2020	U
XXX	357-1	123 Housing Way	WEED	CA	96094-2564	Y	03/03/2023	U

MAT15 Address Record

When MAT15s are not validated:

- TRACS rejects certifications.
- TRACS Deactivates tenants.
- Vouchers fail TRACS Compliance.
- Vouchers do not get paid.

MAT User Guide
TRACS Release 2.0.2.D   Appendix E: TRACS Fatal Error Messages and Codes

Code	Description
F0231	MAT10 not processed. MAT10 unit number is different from the TRACS unit number but MAT10 unit transfer code is not equal to "Y". If the MAT unit number and the TRACS unit number appear to look the same, one might have leading space(s), which will make them different. MAT Transaction Type: AR MAT Unit Number: 347-1 TRACS Unit Number: 347 TRACS Contract Number: AB123456789

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MAT15 Address Record

Best Practices:

- Do not change unit number formatting, unless it is required.
  - Example: LIHTC (Low Income Housing Tax Credit)
  - Generally requires a change in unit number formatting.
- Software Changes
  - Generally does not require a change in unit number formatting.
  - Confirm with your Software Vendor.
- Consider MOs, TMs, and UTs
  - Process MAT15s either before or after.
  - Previous Unit Number field must match TRACS.

Question
TIME

203A Updates

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203A Updates

TRACS 203A MAT User Guide – Specifications and Edits to the MAT Guide:

- Expected to be completed and posted to TRACS Documents page: [Multifamily Housing - TRACS Documents - HUD](#) by June 30, 2023.

- Assuming OMB has approved all Voucher forms (50059, 50059-A, 52670, and Special Claim forms).

203A Go Live Transition

- Proposed go live date is 12/1/23 (tentative).

- TRACS and CA software begins accepting both 202D and 203A Voucher and Certification transmissions.

- OA transition period will be determined and announced later.

203A Updates

HOTMA Rules Effective 1/1/2024

- All certifications with an effective date of 1/1/24 and after **must** follow HOTMA rules.

- All certifications that are effective in 2023 and submitted under 203A, pre-HOTMA rules are applied per the 203A MAT User Guide.

- All certifications effective from 1/1/2024 through 4/30/2024 and submitted under version 202D, must be resubmitted as a correction within three months (the first three voucher submissions) of implementing 203A.

203A Updates

New HOTM Miscellaneous Adjustment Code:

- If 203A certification corrections cannot be completed in 30 days or more prior to the effective date of the 2024 certification and if there is an increase to Tenant Rent, the OA has 90 days or (three voucher submissions) to submit an HOTM Miscellaneous Accounting Request to offset the retroactive increase.

- Since 2023 vouchers are submitted using Pre-HOTMA rules, the HOTM Misc. Accounting Request Code is not valid on a 2023 voucher.

OA Support

- Resources

Public

Resources

TRACS Website:

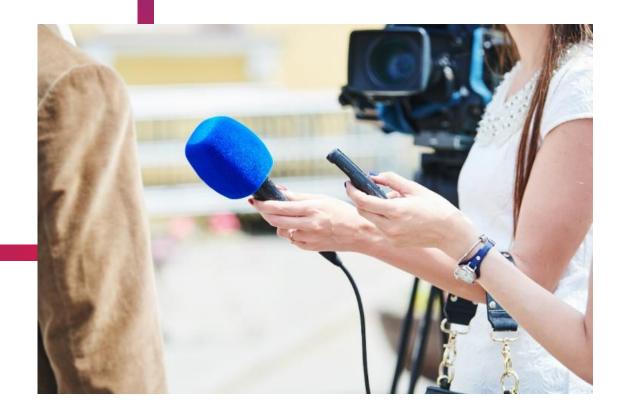https://www.hud.gov/program_offices/housing/mfh/trx/trxsum

- TRACS 202D Final Industry Specification Documents in a downloadable WinZip file (Update 6/13/2014)

- MAT User Guide
  - Frequently Used Chapters:
    - Chapter 4 – TRACS Operating Tips
    - Chapter 5 – Certification Formatting & Guidance
    - Chapter 6 – Voucher Formatting & Guidance
    - Chapter 7 – TRACS Data Submission Requirements

- TRACS User Guide
  - Industry User Guide for TRACS Internet Applications

HUD Handbook 4350.3

https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgh/4350.3

202DAdjustmentCalculations.xls
202DAdjustmentExamples.pdf
202DCalculatingTenantRent.xls
202DCalculationsForRepayments.xls
202DCertificationDataEntry.xls
202DCrossReference.xls
202DHUD50059.pdf

QUESTIONS
COMMENTS
CONCERNS

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THANK YOU **FOR** ATTENDING!

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