

TRACS 2.0.2.C

June 24, 2009



202C Specifications

- A copy of the 202C Specification document can be found on the HUD web site at
 - <http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm>
- Strongly recommend review of this document
- Critical changes that you should be aware of



Changes to Voucher

- **Revised** HUD-52670-A Part 1 (Regular Assistance)
- **New** HUD-52670-A Part 3 (Adjustments)
- **New** HUD-52670-A Part 4 (Miscellaneous Accounting Requests)
- **New** HUD-52670-A Part 5 (Approved Special Claims)
- No Change to the HUD-52670 (Cover Page) or the HUD- 52670-A Part 2 (Schedule of Special Claims)



**Adjustments to Schedule of
Tenant Assistance Payments Due**

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

CMB Approval No. 0000-0000
(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 for information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 12/2007	2. Project Name: Shady Valley Apartments		3. FHA / EHV / Non-Insured Proj. No: 00000000		4. Section 8 / PAC / PRAC Contract No: TN000000000		5. Type of Subsidy: Section 8										
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period	10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)		
		Prior or New Billing?	New Cert?	Cert. Type	Effective Date	Asst. Pmt.		Beginning Partial Month		Full Months		Ending Partial Month					
								No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate				
Normal Move-In	101	New	Y	MI	10/12/07	350	10/12/07 - 11/30/07	20	11.29	1	350					576	
Normal Move-Out	102	Prior		AR	7/1/07	500	10/1/07 - 11/30/07									(1,000)	
Normal Move-Out	102	New		AR	7/1/07	500	10/1/07 - 10/4/07	4	16.13	2	500					65	
Normal Move-Out	102	New	Y	MO	10/4/07	0	10/5/07 - 11/30/07	27	0.00	1	0					0	
Normal Termination	103	Prior		IR	3/1/07	125	10/1/07 - 11/30/07									(250)	
Normal Termination	103	New		IR	3/1/07	125	10/1/07 - 10/15/07	15	4.03							60	
Normal Termination	103	New	Y	TM	10/15/07	0	10/16/07 - 11/30/07	16	0.00	1	0					0	
Double Subsidy Termination	104	Prior		MI	9/18/07	380	9/18/07 - 11/30/07	13	12.67	2	380					(925)	
Double Subsidy Termination	104	New	Y	TM-DS	9/18/07	0	9/18/07 - 9/30/07	13	0.00							0	
Double Subsidy Termination	104	New	Y	IC	10/1/07	380	10/1/07 - 11/30/07			2	380					760	
Normal Unit Transfer	105	Prior		AR	7/1/07	318	10/1/07 - 11/30/07									(636)	
Normal Unit Transfer	105	New		AR	7/1/07	318	10/1/07 - 10/12/07	12	10.26							123	
Normal Unit Transfer	105	New		UT-O	10/12/07	0	10/13/07 - 11/30/07	19	0.00	1	0					0	
Normal Unit Transfer	106	New	Y	UT-I	10/13/07	323	10/13/07 - 11/30/07	19	10.42	1	323					521	
Normal Gross Rent Change	107	Prior		AR	2/1/07	415	8/1/07 - 11/30/07									(1,660)	
Normal Gross Rent Change	107	New		AR	2/1/07	415	8/1/07 - 8/11/07	11	13.39							147	
Normal Gross Rent Change	107	New	Y	GR	8/12/07	416	8/12/07 - 11/30/07	20	13.48	3	418					1,524	
Multiple Retro Corrections	108	Prior		AR	2/1/07	226	2/1/07 - 3/17/07									(353)	
Multiple Retro Corrections	108	Prior		GR	3/18/07	230	3/18/07 - 8/11/07	14	7.42	4	230	11	7.42			(1,106)	
Multiple Retro Corrections	108	Prior		GR	8/12/07	232	8/12/07 - 8/31/07	20	7.48							(150)	
Multiple Retro Corrections	108	Prior		IR	9/1/07	250	9/1/07 - 11/30/07									(750)	
Multiple Retro Corrections	108	New	Y	AR*	2/1/07	230	2/1/07 - 3/17/07									356	
Multiple Retro Corrections	108	New	Y	GR*	3/18/07	232	3/18/07 - 8/11/07	14	7.48	4	232	11	7.48			1,115	
Multiple Retro Corrections	108	New	Y	GR*	8/12/07	234	8/12/07 - 8/31/07	20	7.55							151	
Multiple Retro Corrections	108	New	Y	IR*	9/1/07	252	9/1/07 - 11/30/07									756	
12. Totals for this page													(676)				



NEW Race Fields:

- **American Indian or Alaska Native,**
- **Asian**
- **Black or African American**
- **Native Hawaiian or Other Pacific Islander**
- **White**
- **Other**
- **Tenant Declined to Report**



Certification Processing Rule

Except for ARs (which are always effective on the first), IRs and ICs effective on the first of the voucher month, no transaction that is effective after the first of the month prior to the voucher date can be reported on that voucher.



This chart provides an example of what happens when a voucher is created. The example shows the first month that a given cert may appear on the voucher.

Cert Type	Section 8, PAC, PRAC					
	Eff July 1	Eff July 2-10	Eff July 11-31	Eff Aug 1	Eff Aug 2-10	Eff Aug 11-31
Voucher Month						
AR	July assumes AR was completed when July voucher was created	N/A	N/A	Aug assumes AR was completed when Aug voucher was created	N/A	N/A
IR	July assumes IR was completed when July voucher was created	September	September	August assumes IR was completed when Aug voucher was created	October	October
IC	July assumes IC was completed when July voucher was created	September	September	Aug assumes IC was completed when Aug voucher was created	October	October
MI	August	September	September	September	October	October
MO	August	September	September	September	October	October
TM	August	September	September	September	October	October
GR	August	September	September	September	October	October
UT	August	September	September	September	October	October

Daily Submission Of Certifications

- As required in HUD Handbook 4350.3 Revision 1, Change 2, Figure 9-2 (Paragraph 9-5)

Section 8, PAC, and PRAC Properties. The deadline for transmission of vouchers

RAP and Rent Supplement Properties. The deadline for transmission of vouchers (form HUD-52670) and all related TRACS files supporting the voucher is the 10th calendar day of the voucher payment month.....

The voucher requesting payment for assistance must be submitted within 60 calendar days from the due date.....

An approved special claim must be submitted within 90 calendar days.....

HUD-50059s should be submitted throughout the month as the completed data is available. HUD-50059s supporting a voucher must be transmitted prior to voucher transmission.



Common TRACS/Voucher Errors

- Manual Adjustments (OARQs) can NOT be used as an adjustment to correct a prior certification. They are to be used for payback agreements.
- You cannot handwrite on the voucher to change adjustments or total subsidy amount requested.
- Review the hard copy voucher and TRACS files prior to submission.
- You cannot send a certification and a correction to the same certification for same HAP/voucher.
- Send a complete, executed voucher (copies of Special Claims, adjustment pages, etc.)
- If you have error on your HAP submission and payment is delayed do not run the next month's HAP until the voucher is approved for payment

