

## **PIC COACH CORNER – Volume 2009-1**

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### **PIC User Group - 2009**

The Denver metro area “PIC User Group” meets quarterly. The next meeting will be held from 9:00am – 12:00 noon on January 20, 2009, at the Denver HUD office, located at 1670 Broadway, 25<sup>th</sup> Floor, Denver, CO.

Please Use this link to register for this meeting:

[http://www.hud.gov/event\\_registration/index\\_2.cfm?eventID=1332](http://www.hud.gov/event_registration/index_2.cfm?eventID=1332)

### **Cap Fund Certification**

[Notice PIH 2008-46](#) (HA), Certification of accuracy of data in the Inventory Management/Public Housing, was issued December 10, 2008. This notice advises executive directors of PHA’s about the requirement to certify to the accuracy of the data the PHA’s have submitted to HUD in the Inventory Management System/Public Housing Information Center (IMS/PIC) system that the Department will use to calculate the formula for allocating Capital Fund grants. The Department will announce the schedule for completing the certification process by sending an e-mail message to the housing agency executive director, based on the e-mail address information uploaded by PHA’s into the IMS/PIC system.

### **Portability for Section 8**

[Notice PIH 2008 – 43 \(HA\)](#) Housing Choice Voucher Portability Procedures and Corrective Actions, was issued December 3, 2008. This notice provides guidance on public housing agency (PHA) administrative responsibilities related to portability moves. In concurrence with this notice, we want to provide some general information and guidance about Portability reporting in PIC on Form 50058.

## **SECTION 8 PORTABILITY**

One of the features of the housing choice voucher program is the mobility of the assistance. Section 8(r) of the United States Housing Act of 1937 provides that housing choice voucher participants may choose a unit that meets program requirements anywhere in the United States, provided a PHA administering the tenant-based program has jurisdiction over the area in which the unit is located. The term “portability” refers to the process of leasing or purchasing a dwelling unit with housing voucher tenant-based assistance outside

of the jurisdiction of the PHA that initially issues the family its voucher (the Initial PHA). Program regulations covering where a family may move and the responsibilities of the Initial PHA and the Receiving PHA (the PHA with jurisdiction over the area to which the family moves) are found at 24 CFR sections 982.353 through 982.355.

## Applicant Family Requests Portability

A family that has not yet leased a unit under the housing choice voucher program is eligible for portability if the head of household or spouse was a resident of the Initial PHA's jurisdiction at the time the application for assistance was submitted. A "resident", for determining eligibility for portability, is a person who has a legal domicile in the jurisdiction.

A non-resident family may be required to initially lease a unit with its housing choice voucher in the Initial PHA's jurisdiction. However, the Initial PHA has the authority (but no obligation) to allow a new voucher holder that was not living in its jurisdiction at the time of application to exercise portability. The Initial PHA may decide to allow portability for a family new to its jurisdiction in certain instances, such as when the move would respond to a special family need, but not allow such moves in other instances. It is important for the Initial PHA to establish a policy and document the reasons for discretionary decisions to avoid any perception of discrimination.

<b>Applicant Family Requests Portability and Fails to Lease</b>
<b>Initial PHA</b>
<p>If this will be the family's first lease under the housing choice voucher program, the Initial PHA must compare the family's income to the applicable-income limit (typically the very low-income limit) for the community where the family wants to move and determine if the family will be able to lease up in that jurisdiction.</p>
<ul style="list-style-type: none"> <li>• Issue a voucher to the applicant.</li> <li>• Process an Action <b>10-Issuance of Voucher</b>. <b>This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.</b> <ul style="list-style-type: none"> <li>❖ Please note that Actions <b>10-Issuance of Voucher</b> and <b>11-Expiration of Voucher</b> are not required actions by PIC. However, if an Action <b>10-Issuance of Voucher</b> is processed, you <u>must</u> process an Action <b>11-Expiration of Voucher</b> when the family ends participation with the voucher.</li> </ul> </li> </ul>
<p>There is no need to process an Action <b>5-Portability Move-out</b> because the applicant never moved in.</p>
<p>Contact the Receiving PHA to alert that agency to expect the family.</p>
<p><b>Complete Part I of Form HUD-52665.</b></p>
<p>Send the following via fax or mail to the Receiving PHA.</p> <ul style="list-style-type: none"> <li>• <b>Form HUD-52665</b> with Part I completed - the Receiving PHA will complete Part II.</li> <li>• A copy of the family's voucher issued by the Initial PHA.</li> <li>• Copies of any current income verifications on file.</li> <li>• In the case of an applicant, the Initial PHA has not completed a <b>Form HUD-50058</b> but must provide the family and income information to the Receiving PHA in a format similar to <b>Form HUD-50058</b> so that the information is easily available for use by the Receiving PHA.</li> </ul>
<b>Receiving PHA</b>

<p>The Receiving PHA must inform the Initial PHA <b>immediately</b> whether it will <u>absorb</u> or <u>administer</u> the family’s housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family’s voucher. The Receiving PHA’s payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA’s policies and payment standards before it begins its search.</p>
<p>Issue a voucher to the family to enable the family to search in the Receiving PHA’s jurisdiction.</p>
<p><b>Complete Form HUD-52665 Part II</b> and send it to the Initial PHA.</p>
<p><b>Initial PHA</b></p>
<ul style="list-style-type: none"> <li>• After the family fails to lease a unit, the voucher expires <u>and</u> upon receipt of the completed <b>Form HUD-52665</b> Part II from the Receiving PHA, the Initial PHA should process an Action <b>11-Expiration of Voucher</b>. <b>This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.</b></li> <li>• Change the voucher status to ‘Available’ so that it may be issued to another applicant.</li> </ul>

<p align="center"><b>Applicant Family Ports Out and Is Absorbed</b></p>
<p><b>Initial PHA</b></p>
<p>If this will be the family’s first lease under the housing choice voucher program, the Initial PHA must compare the family’s income to the applicable-income limit (typically the very low-income limit) for the community where the family wants to move and determine if the family will be able to lease up in that jurisdiction.</p>
<ul style="list-style-type: none"> <li>• Issue a voucher to the applicant.</li> <li>• Process an Action <b>10-Issuance of Voucher</b> from. <b>This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.</b> <ul style="list-style-type: none"> <li>❖ Please note that Actions <b>10-Issuance of Voucher</b> and <b>11-Expiration of Voucher</b> are not required actions by PIC. However, if an Action <b>10-Issuance of Voucher</b> is processed, you <u>must</u> process an Action <b>11-Expiration of Voucher</b> when the family ends participation with the voucher.</li> </ul> </li> </ul>
<p>There is no need to process an Action <b>5-Portability Move-out</b> because the applicant never moved in.</p>
<p>Contact the Receiving PHA to alert that agency to expect the family.</p>
<p><b>Complete Part I of Form HUD-52665.</b></p>
<p>Send the following via fax or mail to the Receiving PHA.</p> <ul style="list-style-type: none"> <li>• <b>Form HUD-52665</b> with Part I completed - the Receiving PHA will complete Part II.</li> <li>• A copy of the family’s voucher issued by the Initial PHA.</li> <li>• Copies of any current income verifications on file.</li> <li>• In the case of an applicant, the Initial PHA has not completed a <b>Form HUD-50058</b> but must provide the family and income information to the Receiving PHA in a format similar to <b>Form HUD-50058</b> so that the information is easily available for use by the Receiving PHA.</li> </ul>
<p><b>Receiving PHA</b></p>

<p>The Receiving PHA must inform the Initial PHA <b>immediately</b> that it will <u>absorb</u> the family's housing choice voucher assistance. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.</p>
<ul style="list-style-type: none"> <li>• Issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.</li> <li>• Process an Action <b>1-New Admission</b>. <b>This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA.</b> It is imperative that the following fields are completed as follows on <b>Form HUD-50058</b>. <ul style="list-style-type: none"> <li>➤ <b>12d Did family move into your PHA jurisdiction under portability?</b> Yes.</li> <li>➤ <b>12e Cost Billed per month.</b> Must equal \$0.</li> <li>➤ <b>12f PHA code billed.</b> Must be blank.</li> </ul> </li> </ul>
<p><b>Complete Form HUD-52665 Part II</b> and send it to the Initial PHA <b>within 10 working days of HAP Contract execution.</b></p>
<p><b>Initial PHA</b></p>
<ul style="list-style-type: none"> <li>• Change the voucher status to 'Available' so that it may be issued to another applicant.</li> <li>• Process an Action <b>11-Expiration of Voucher</b> and submit the action to PIC.</li> </ul>

<h2 style="text-align: center; margin: 0;">Applicant Family Ports Out and Is Not Absorbed</h2>
<p><b>Initial PHA</b></p>
<p>If this will be the family's first lease under the housing choice voucher program, the Initial PHA must compare the family's income to the applicable-income limit (typically the very low-income limit) for the community where the family wants to move and determine if the family will be able to lease up in that jurisdiction.</p>
<ul style="list-style-type: none"> <li>• Issue a voucher to the applicant.</li> <li>• Process an Action <b>10-Issuance of Voucher</b>. <b>This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.</b> <ul style="list-style-type: none"> <li>❖ Please note that Actions <b>10-Issuance of Voucher</b> and <b>11-Expiration of Voucher</b> are not required actions by PIC. However, if an Action <b>10-Issuance of Voucher</b> is processed, you <u>must</u> process an Action <b>11-Expiration of Voucher</b> when the family ends participation with the voucher.</li> </ul> </li> </ul>
<p>There is no need to process an Action <b>5-Portability Move-out</b> because the applicant never moved in.</p>
<p>Contact the Receiving PHA to alert that agency to expect the family.</p>
<p><b>Complete Part I of Form HUD-52665.</b></p>

Send the following via fax or mail to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of any current income verifications on file.
- In the case of an applicant, the Initial PHA has not completed a **Form HUD-50058** but must provide the family and income information to the Receiving PHA in a format similar to **Form HUD-50058** so that the information is easily available for use by the Receiving PHA.

## Receiving PHA

The Receiving PHA must inform the Initial PHA **immediately** that it will administer the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

The Receiving PHA must submit the Initial billing notice no later than 10 working days following the date the HAP contract was executed and in time that it will be received no later than 60 days following the expiration date of the family's voucher issued by the Initial PHA. A Receiving PHA that failed to send the Initial billing within 10 working days following the date the HAP contract is executed is generally required to absorb the family into its own program unless the Initial PHA is willing to accept the late submission.

- Issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **1-New Admission**. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed on **Form HUD-50058**.
  - **12d Did family move into your PHA jurisdiction under portability?** Yes.
  - **12e Cost billed per month.** Enter the amount of the housing assistance payment in addition to any administrative fees.
  - **12f PHA code billed.** Enter the applicable PHA code.

**Complete Form HUD-52665 Part II** and send it to the Initial PHA with a current **Form HUD-50058** within 10 working days of HAP Contract execution.

**The Receiving PHA is responsible for reporting all changes to PIC and must keep the Initial PHA informed of all changes affecting household subsidy.**

After each change in billing amount, the Receiving PHA must send the Initial PHA a completed **Form HUD-52665** showing the new HAP amount, copies of **Form HUD-50058** and any related income verifications. The Receiving PHA should notify the Initial PHA of any change in the billing amount as soon as possible (preferably, before the effective date to avoid retroactive adjustments) but no later than 10 working days following the effective date of the change.

The Receiving PHA must also send the Initial PHA a copy of the updated **Form HUD-50058** at each annual recertification, regardless of whether there is a change in the billing amount. The purpose of this notification is to serve as a 'reconciliation' to assist both PHAs in fulfilling their accounting and record-keeping responsibilities.

## Initial PHA

**After the Receiving PHA executes a HAP Contract on behalf of the family:**

- Generate a HAP check and send it to the Receiving PHA. This payment must be made within 30 days of receipt of Part II of Form HUD-52665 indicating the billing amount. The Initial PHA is also responsible for ensuring that subsequent billing amounts are received no later than the fifth working day of each month for which the monthly billing amount is due.

## Participating Family Requests Portability

A participant family electing to move to another jurisdiction with its voucher is eligible to do so but only when the family is able to move out of its current program unit under the terms of the family's lease. A family is not eligible for portability if the family has moved out of its assisted unit in violation of the lease.

Income limits do not affect the eligibility of a participant family exercising portability; however, the family's TTP must be less than the payment standard at the Receiving PHA for the family to lease within the Receiving PHA's jurisdiction.

### Participating Family Requests Portability and Fails to Lease-up

#### Initial PHA

- Place the tenant in **'Shop'** mode. This will place the family in an active but not housed status and allow the family to search for a unit. It may be necessary to process an **Action 9-Annual Reexamination Searching** if the participating family is due for an annual reexamination during the search period. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**
- Stop any future HAP checks from being generated.

Contact the Receiving PHA to alert that agency to expect the family.

#### Complete Part I of Form HUD-52665.

Send the following via fax or mail to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications.

#### Receiving PHA

The Receiving PHA must inform the Initial PHA **immediately** whether it will absorb or administer the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

Issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.

**Complete Form HUD-52665 Part II** indicating family failed to lease-up and send it to the Initial PHA.

#### Initial PHA

- After the family fails to lease a unit, the voucher expires and upon receipt of the completed **Form HUD-52665** Part II from the Receiving PHA, the Initial PHA should process an Action **6-End of Participation**. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**
- Change the voucher status to 'Available' so that it may be issued to another applicant.
  - ❖ Please remember that if an Action **10-Issuance of Voucher** was previously processed and submitted to PIC for this family, it may be necessary to process an Action **11-Expiration of Voucher** and submit the action to PIC.

## Participating Family Ports Out and Is Absorbed

### Initial PHA

- Place the tenant in '**Shop**' mode. This will place the family in an active but not housed status and allow the family to search for a unit. It may be necessary to process an Action **9-Annual Reexamination Searching** if the participating family is due for an annual reexamination during the search period. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**
- Stop any future HAP checks from being generated.

Contact the Receiving PHA to alert that agency to expect the family.

### Complete Part I of Form HUD-52665.

Send the following via fax or mail to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications.

### Receiving PHA

The Receiving PHA must inform the Initial PHA **immediately** that it will absorb the family's housing choice voucher assistance. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

- Issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **4-Portability Move-in**. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed as follows on **Form HUD-50058**.
  - **12d Did family move into your PHA jurisdiction under portability?** Yes.
  - **12e Cost Billed per month.** Must equal \$0.
  - **12f PHA code billed.** Must be blank.

**Complete Form HUD-52665 Part II** and send it to the Initial PHA **within 10 working days of HAP Contract execution.**

### Initial PHA

- **After the Receiving PHA executes a HAP Contract on behalf of the family,** process an Action **5-Portability Move-out** using an effective date earlier than the effective date of the HAP Contract. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**
- Stop future HAP checks from being generated and change the voucher status to 'Available' so that it may be issued to another applicant.
  - ❖ Please remember that if an Action **10-Issuance of Voucher** was previously processed and submitted to PIC for this family, it may be necessary to process an Action **11-Expiration of Voucher** and submit the action to PIC.

## Participating Family Ports Out and Is Not Absorbed

### Initial PHA

- Place the tenant in 'Shop' mode. This will place the family in an active but not housed status and allow the family to search for a unit. It may be necessary to process an Action **9-Annual Reexamination Searching** if the participating family is due for an annual reexamination during the search period. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**
- Stop any future HAP checks from being generated.

Contact the Receiving PHA to alert that agency to expect the family.

### Complete Part I of Form HUD-52665.

Send the following via fax or mail to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications.

### Receiving PHA

The Receiving PHA must inform the Initial PHA **immediately** that it will administer the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

The Receiving PHA must submit the Initial billing notice no later than 10 working days following the date the HAP contract was executed and in time that it will be received no later than 60 days following the expiration date of the family's voucher issued by the Initial PHA. A Receiving PHA that failed to send the Initial billing within 10 working days following the date the HAP contract is executed is generally required to absorb the family into its own program unless the Initial PHA is willing to accept the late submission.

- Issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **4-Portability Move-in**. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed on **Form HUD-50058**.
  - **12d Did family move into your PHA jurisdiction under portability?** Yes.
  - **12e Cost billed per month.** Enter the amount of the housing assistance payment in addition to any administrative fees.
  - **12f PHA code billed.** Enter the applicable PHA code.

**Complete Form HUD-52665 Part II** and send it to the Initial PHA with **Form HUD-50058** within 10 working days of HAP Contract execution.

**The Receiving PHA is responsible for reporting all changes to PIC and must keep the Initial PHA informed of all changes affecting household subsidy.**

After each change in billing amount, the Receiving PHA must send the Initial PHA a completed **Form HUD-52665** showing the new HAP amount, copies of **Form HUD-50058** and any related income verifications. The Receiving PHA should notify the Initial PHA of any change in the billing amount as soon as possible (preferably, before the effective date to avoid retroactive adjustments) but no later than 10 working days following the effective date of the change.

The Receiving PHA must also send the Initial PHA a copy of the updated **Form HUD-50058** at each annual recertification, regardless of whether there is a change in the billing amount. The purpose of this notification is to serve as a 'reconciliation' to assist both PHAs in fulfilling their accounting and record-keeping responsibilities.

## Initial PHA

**After the Receiving PHA executes a HAP Contract on behalf of the family:**

- Process an Action **5-Portability Move-out** using an effective date earlier than the effective date of the HAP Contract. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**
- Generate a HAP check and send it to the Receiving PHA. This payment must be made within 30 days of receipt of Part II of Form HUD-52665 indicating the billing amount. The Initial PHA is also responsible for ensuring that subsequent billing amounts are received no later than the fifth working day of each month for which the monthly billing amount is due.

## Receiving PHA Absorbs the Voucher at a Later Date

The Receiving PHA may absorb the family into its own program once the HAP contract is executed on behalf of the family, assuming it has funding available under its ACC to do so and such a decision will not result in over-leasing. HUD encourages the Receiving PHA to provide adequate advance notice to the Initial PHA to avoid having to return an overpayment. The Receiving PHA must specify the effective date of the absorption of the voucher.

### Receiving PHA

Process either an Action **3-Interim Reexamination** or **2-Annual Reexamination** (whichever is applicable) to show that the voucher has been absorbed. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed as follows on **Form HUD-50058**.

- **12d Did family move into your PHA jurisdiction under portability?** Yes
- **12e Cost Billed per month.** Must equal \$0.
- **12f PHA code billed.** Must be blank.

**Complete Form HUD-52665 Part II** and send it to the Initial PHA notifying them you will be absorbing the voucher.

### Initial PHA

Stop future HAP checks from being generated and change the voucher status to 'Available' so that it may be issued to another applicant.

- ❖ Please remember that if an Action **10-Issuance of Voucher** was previously processed and submitted to PIC for this family, it may be necessary to process an Action **11-Expiration of Voucher** and submit the action to PIC.

## Participating Family Not Absorbed by Receiving PHA1 Ports Into Receiving PHA2's Jurisdiction and Fails to Lease-up

### Receiving PHA1

Refer the family back to the Initial PHA.

Place the tenant in ‘**Shop**’ mode. This will place the family in an active but not housed status and allow the family to search for a unit. It may be necessary to process an Action **9-Annual Reexamination Searching** if the participating family is due for an annual reexamination during the search period. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**

**Complete Form HUD-52665 Part II** and send it to the Initial PHA indicating the HAP Contract is being terminated.

### Initial PHA

Stop future HAP checks from being generated to the Receiving PHA1.

Contact the Receiving PHA2 to alert that agency to expect the family.

**Complete Part I of Form HUD-52665.**

Send the following via fax or mail to the Receiving PHA2.

- **Form HUD-52665** with Part I completed - the Receiving PHA2 will complete Part II.
- A copy of the family’s voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications previously completed by the Receiving PHA1.

### Receiving PHA2

The Receiving PHA2 must inform the Initial PHA **immediately** whether it will absorb or administer the family’s housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family’s voucher. The Receiving PHA2’s payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA2’s policies and payment standards before it begins its search.

Issue a voucher to the family to enable the family to search in the Receiving PHA2’s jurisdiction.

**Complete Form HUD-52665 Part II** indicating family failed to lease-up and send it to the Initial PHA.

### Initial PHA

- After the family fails to lease a unit, the voucher expires and upon receipt of the completed **Form HUD-52665** Part II from the Receiving PHA2, the Initial PHA should notify the Receiving PHA1 so they may process an Action **6-End of Participation** and submit the action to PIC.
- Change the voucher status to ‘Available’ so that it may be issued to another applicant.
  - ❖ Please remember that if an Action **10-Issuance of Voucher** was previously processed and submitted to PIC for this family, it may be necessary to process an Action **11-Expiration of Voucher** and submit the action to PIC.

### Receiving PHA1

After the family fails to lease a unit, the Receiving PHA1 should process an Action **6-End of Participation**. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA1.**

- ❖ The Receiving PHA1 should keep in contact with the Initial PHA until a HAP Contract is executed or until the family fails to lease a unit. This will ensure that the appropriate action is processed and submitted to PIC.

**Participating Family Not Absorbed by Receiving PHA1 Ports Into Receiving PHA2’s Jurisdiction and Is Absorbed**

## Receiving PHA1

**Refer the family back to the Initial PHA.**

Place the tenant in 'Shop' mode. This will place the family in an active but not housed status and allow the family to search for a unit. It may be necessary to process an Action **9-Annual Reexamination Searching** if the participating family is due for an annual reexamination during the search period. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**

**Complete Form HUD-52665 Part II** and send it to the Initial PHA indicating the HAP Contract is being terminated

## Initial PHA

Stop future HAP checks from being generated to the Receiving PHA1.

Contact the Receiving PHA2 to alert that agency to expect the family.

**Complete Part I of Form HUD-52665.**

Send the following via fax or mail to the Receiving PHA2.

- **Form HUD-52665** with Part I completed - the Receiving PHA2 will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications previously completed by the Receiving PHA1.

## Receiving PHA2

The Receiving PHA2 must inform the Initial PHA **immediately** that it will absorb the family's housing choice voucher assistance. The Receiving PHA2's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA2's policies and payment standards before it begins its search.

- Issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **4-Portability Move-in**. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA2.** It is imperative that the following fields are completed as follows on **Form HUD-50058**.
  - **12d Did family move into your PHA jurisdiction under portability?** Yes.
  - **12e Cost Billed per month.** Must equal \$0.
  - **12f PHA code billed.** Must be blank.

**Complete Form HUD-52665 Part II** and send it to the Initial PHA **within 10 working days of HAP Contract execution.**

## Initial PHA

- **After the Receiving PHA2 executes a HAP Contract on behalf of the family**, the Initial PHA should notify the Receiving PHA1 so they may process an Action **5-Portability Move-out** and submit the action to PIC.
- Change the voucher status to 'Available' so that it may be issued to another applicant.
  - ❖ Please remember that if an Action **10-Issuance of Voucher** was previously processed and submitted to PIC for this family, it may be necessary to process an Action **11-Expiration of Voucher** and submit the action to PIC.

## Receiving PHA1

**After the Receiving PHA2 executes a HAP Contract on behalf of the family**, process an Action **5-Portability Move-out** using an effective date earlier than the effective date of the HAP Contract. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA1.**

- ❖ The Receiving PHA1 should keep in contact with the Initial PHA until a HAP Contract is executed or until the family fails to lease a unit. This will ensure that the appropriate action is processed and submitted to PIC.

## Participating Family Not Absorbed by Receiving PHA1 Ports Into Receiving PHA2's Jurisdiction and Is Not Absorbed

### Receiving PHA1

Refer the family back to the Initial PHA.

Place the tenant in 'Shop' mode. This will place the family in an active but not housed status and allow the family to search for a unit. It may be necessary to process an Action **9-Annual Reexamination Searching** if the participating family is due for an annual reexamination during the search period. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**

**Complete Form HUD-52665 Part II** and send it to the Initial PHA indicating the HAP Contract is being terminated.

### Initial PHA

Stop future HAP checks from being generated to the Receiving PHA1.

Contact the Receiving PHA2 to alert that agency to expect the family.

**Complete Part I of Form HUD-52665.**

Send the following via fax or mail to the Receiving PHA2.

- **Form HUD-52665** with Part I completed - the Receiving PHA2 will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications previously completed by the Receiving PHA1.

### Receiving PHA2

The Receiving PHA2 must inform the Initial PHA **immediately** that it will administer the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA2's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA2's policies and payment standards before it begins its search.

The Receiving PHA2 must submit the Initial billing notice no later than 10 working days following the date the HAP contract was executed and in time that it will be received no later than 60 days following the expiration date of the family's voucher issued by the Initial PHA. A Receiving PHA2 that failed to send the Initial billing within 10 working days following the date the HAP contract is executed is generally required to absorb the family into its own program unless the Initial PHA is willing to accept the late submission.

- Issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **4-Portability Move-in**. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA2.** It is imperative that the following fields are completed on **Form HUD-50058**.
  - **12d Did family move into your PHA jurisdiction under portability** Yes.
  - **12e Cost billed per month.** Enter the amount of the housing assistance payment in addition to any administrative fees.
  - **12f PHA code billed.** Enter the applicable PHA code.

**Complete Form HUD-52665 Part II** and send it to the Initial PHA with a current **Form HUD-50058** within 10 working days of HAP Contract execution.

**The Receiving PHA2 is responsible for reporting all changes to PIC and must keep the Initial PHA informed of all changes affecting household subsidy.**

After each change in billing amount, the Receiving PHA2 must send the Initial PHA a completed **Form HUD-52665** showing the new HAP amount, copies of **Form HUD-50058** and any related income verifications. The Receiving PHA2 should notify the Initial PHA of any change in the billing amount as soon as possible (preferably, before the effective date to avoid retroactive adjustments) but no later than 10 working days following the effective date of the change.

The Receiving PHA2 must also send the Initial PHA a copy of the updated **Form HUD-50058** at each annual recertification, regardless of whether there is a change in the billing amount. The purpose of this notification is to serve as a 'reconciliation' to assist both PHAs in fulfilling their accounting and record-keeping responsibilities.

### Initial PHA

**After the Receiving PHA2 executes a HAP Contract on behalf of the family**, the Initial PHA should notify the Receiving PHA1 so they may process an Action **5-Portability Move-out** and submit the action to PIC.

Generate a HAP check and send it to the Receiving PHA2. This payment must be made within 30 days of receipt of Part II of Form HUD-52665 indicating the billing amount. The Initial PHA is also responsible for ensuring that subsequent billing amounts are received no later than the fifth working day of each month for which the monthly billing amount is due.

### Receiving PHA1

**After the Receiving PHA2 executes a HAP Contract on behalf of the family**, process an Action **5-Portability Move-out** using an effective date earlier than the effective date of the HAP Contract. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA1.**

- ❖ The Receiving PHA1 should keep in contact with the Initial PHA until a HAP Contract is executed or until the family fails to lease a unit. This will ensure that the appropriate action is processed and submitted to PIC.

## Participating Family Not Absorbed by Receiving PHA Ports back into Initial PHA's Jurisdiction

### Receiving PHA

Place the tenant in 'Shop' mode. This will place the family in an active but not housed status and allow the family to search for a unit. It may be necessary to process an Action **9-Annual Reexamination Searching** if the participating family is due for an annual reexamination during the search period. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**

Contact the Initial PHA to alert the agency to expect the family.

**Complete Form HUD-52665 Part II** and send it to the Initial PHA indicating the HAP Contract is being terminated

### Initial PHA

The Initial PHA must inform the Receiving PHA **immediately** that it will absorb the family's housing choice voucher assistance. The Initial PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Initial PHA's policies and payment standards before it begins its search.

- Stop future HAP checks from being generated to the Receiving PHA.
- Process an Action **4-Portability Move-in**. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.** It is imperative that the following fields are completed as follows on **Form HUD-50058**.
  - **12d Did family move into your PHA jurisdiction under portability?** Yes.
  - **12e Cost Billed per month.** Must equal \$0.
  - **12f PHA code billed.** Must be blank.

**Complete Form HUD-52665 Part II** and send it to the Receiving PHA within 10 working days of HAP Contract execution.

## Receiving PHA

After the Initial PHA executes a HAP Contract on behalf of the family, process an Action **5-Portability Move-out** using an effective date earlier than the effective date of the HAP Contract. **This action will create a Form HUD-50058, which must be reported to PIC by the Initial PHA.**

## Participating Family Not Absorbed by Receiving PHA and Ends Participation

### Receiving PHA

Process an Action **6-End of Participation**. **This action will create a Form HUD-50058, which must be reported to PIC by the Receiving PHA.**

**Complete Form HUD-52665 Part II** and send it to the Initial PHA indicating that the HAP Contract is being terminated.

### Initial PHA

Stop future HAP checks from being generated and change the voucher status to 'Available' so that it may be issued to another applicant.

- ❖ Please remember that if an Action **10-Issuance of Voucher** was previously processed and submitted to PIC for this family, it may be necessary to process an Action **11-Expiration of Voucher** and submit the action to PIC.

## ***Special Notes***

- When the Receiving PHA processes an Action 4-Portability Move-in to PIC and is administering the voucher, the "50058 Required" count on the Delinquency Report will decrease by 1 for the Initial PHA and increase by 1 for the Receiving PHA.
- When the Receiving PHA processes an Action 9-Annual Reexamination Searching to PIC, and is administering the voucher, the "50058 Required" count on the Delinquency Report will no longer be decreased by 1 for the Initial PHA or increased by 1 for the Receiving PHA. The family will be counted in the Receiving PHA's "50058 Reported" count on The Delinquency Report.
- To properly report an "Administered Voucher", the Receiving PHA must report an amount billed in field 12e greater than \$0 and the appropriate PHA code in field 12f.

- In cases of an “instant port in” (Port in without a previous port out): For instant ports in, treat them as new admissions and fill in 12d-f as needed if they are billing the original PHA.
- Remember that overlapping effective dates does not apply to portability. An Action 5-Portability Move-out must be processed in PIC before PIC will accept an Action 4-Portability Move-in.
- Only process an Action 5-Portability Move-out if a HAP contract has been executed on behalf of the family. Otherwise, process an Action 6-End of Participation.