

US Department of Housing and Urban Development  
*Office of Public and Indian Housing*  
*PIH Information Center (PIC)*



**FRS 4.0 User Guide**  
**Chapter 4 Complete Household Information**  
June 2002



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## I. Introduction

The Head of Household Browser allows you to enter information about a household into FRS 4.0. This information allows FRS 4.0 to compute the data on the Form HUD-50058 and then send it to MTCS.

## II. Getting Started

Before you enter any new information for a participant, you **MUST** first review the existing households to verify that this household does not already exist in your database. To do this: Click on the Maintain Household icon to open the Maintain Household window. Search the Maintain Household browser for the Head of Household's last name.

NOTE: If the participant already exists in the database, you may edit the existing record through the Maintain Household window. For further information on the Maintain Household function, see Chapter 4-A, Maintain Household Information, at: [www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html).

If the household does not already exist in FRS 4.0, click on the  button to begin.

## III. Head of Household Information

The first window, **Head of Household**, appears automatically after you click on the New Household button. Before you begin to enter data for the household, you must enter information about the Head of Household. FRS 4.0 refers to a particular household record by the Head of Household.

NOTE: For definitions of the field, refer to the Form HUD-50058 Instruction Booklet.

The **Head of Household** window contains several fields, check boxes, and list boxes. The system generates three of the fields for you.

Enter information into the fields of the **New Head of Household** window.

**Member Number** (software generated)

**Last Name & Sr., Jr., etc. (3b)**

**First Name (3c)**

**Middle Initial (MI) (3d)**

**Date of Birth (3e)**

**Age on Effective Date of Action (3f, software/FRS 4.0 generated)**

**Sex (3g)**

**Relation (3h, software/FRS 4.0 generated):** FRS automatically indicates H for the Head of Household.

**Citizenship (3I):** Click  to obtain a list of citizenship codes. Select the code that best describes the Head of Household's United States citizenship status.

(EC) eligible citizen

(EN) eligible noncitizen

(IN) ineligible noncitizen

(PV) pending verification

**Disability (3j):** Click on the **Yes** check box to indicate if the Head of Household is disabled.



**Race (3k):** Click  to obtain a list of codes. Select the code that the Head of Household determines to best indicate his or her race. These codes are the official codes the Federal Government uses for census-taking and related activities. The U.S. Office of Management and Budget (OMB) mandates the use of these codes.

- (1) White
- (2) Black/African American
- (3) American Indian/Alaska Native
- (4) Asian
- (5) Native Hawaiian/Other Pacific Islander

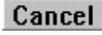
**Ethnicity (3m)**

**Social Security Number (3n)**

**Alien Registration Number (3p)**

**Meeting community service requirements?(Public housing only)(3q)**

Click  to save the Head of Household information and move to the next window. The **1. Agency** window appears.

Click  to cancel all entries and close the window.

From this point forward, grayed out box appears at the top of each screen that contains the Head of Household's name and SSN. FRS 4.0 generates this information from the information you provided in the Head of Household window.

#### **IV. Agency Information**

The **1. Agency** window collects information about the Housing Agency and the program in which the family participates.

This window consists of one window with several fields and five list boxes. The software generates the first three fields for you. If you select Public Housing, Indian Housing, or Indian Mutual Help in the program field, the system enables the last four list boxes.

Review the **Agency name (1a)** and **PHA code (1b)** to confirm that the fields contain the correct information for your agency. FRS 4.0 presents the information you provided at installation in these fields.

**NOTE:** If any information is incorrect, return to the Housing Agency Profile in the Main Menu to correct the information. Refer to the *Complete the Housing Agency Profile* Chapter for instructions.

Enter the **Program (1c)** in which the family participates: Click  to obtain a list of program types. Select the appropriate program:

**Public Housing**

**Certificate**

**Manufactured Home Owner - Certificate**

**Voucher**

**Homeownership - Voucher**

**Sec 8 Mod Rehab**

**Indian Housing**

**Indian Mutual Help**



**NOTE: If households participate in Section 8, FRS 4.0 skips steps 3-6 and proceeds directly the Action Information, however if the family participates in a Public Housing, Indian Housing, or Indian Mutual Help program, FRS 4.0 activates the following steps 3-6:**

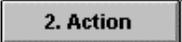
**1d. Project number** field. Click  to obtain a list of project numbers. Select the appropriate project number, and then go to the next step.

**1d. Site number or suffix, if applicable** field. If the family resides in a project with a site number or suffix, click  to obtain a list of site numbers/suffixes. HUD assigned site numbers or suffixes to the project sites of some Public and Indian Housing Agencies.

**1e. Building number** field. Enter the appropriate building number, and then go to the next step.

**1f. Building entrance number** field. Enter the appropriate building entrance number, and then go to the next step.

**1g. Unit number** field. Enter the appropriate unit number, and then go to the next step.

Click  or  at the bottom of the screen. The **2. Action** window appears.

## V. Action Information

The **2. Action** window collects information about the family's type of action. This window consists of one page with several fields and check boxes, which require data entry. The system does not generate any of the fields for you.

Complete **2a. Type of Action**. Select from these choices:

New Admission  
Annual Reexamination  
Interim Reexamination  
Portability Move-In  
Portability Move-Out  
End Participation  
Other Change of Unit  
FSS/WtW Addendum Only  
Annual Reexamination Searching  
Issuance of Voucher  
Expiration of Voucher  
Flat Rent Annual update  
Annual HQS Inspection Only  
Historical Adjustment  
Void

Complete **2b. Effective date of action**

Complete **2c. Correction?**

Complete **2d. Primary reason for Correction**

Complete **2e. Date correction transmitted**

Complete **2f. Repayment agreement?**

Complete **2g. Monthly amount of repayment**

Complete **2h. Date of admission to the program**

Complete **2i. Projected date of next reexamination**

Complete **2j. Projected date of next flat rent reexamination (public Housing only)**



Complete **2k. FSS Participant now or in the last year**

**NOTE:** You can only access **16. FSS** if you indicate **Yes**.

Complete **2m. Special program(s)**

Enter **2n. Other special programs: Number 01**

Enter **2n. Other special programs: Number 02**

Enter **2n. Other special programs: Number 03**

Enter **2n. Other special programs: Number 04**

Enter **2n. Other special programs: Number 05**

Complete **2p. Use if instructed by HUD**

Enter **2q. PHA Use Only**

Enter **2r. PHA Use Only**

Enter **2s. PHA Use Only**

Enter **2t. PHA Use Only**

Enter **2u. PHA Use Only**

Click **Next** or **3. Household** at the bottom of the screen. The **3. Household** window appears.

## VI. Household Information

The 3.0 Household window collects information about both family members and non-family members who reside in the unit. It consists of one page with several fields, check boxes, and list boxes, which require data entry. The software generates some of the fields for you.

When you arrive at the **3. Household** window, you have three options:

**Add...** New household members

**Edit...** Entered household members

**Delete** Entered household members

### ADD HOUSEHOLD MEMBER

Follow these steps to enter information in the **Household Member Information** window:

Click **Add...** The **Household Member Information** window appears. Enter the information into the fields of the **Household Member Information** window.

**3a. Member Number** (software generated)

**3b. Last Name & Sr., Jr., etc.**

**3c. First Name**

**3d. Middle Initial (MI)**

**3e. Date of Birth**

**3f. Age on Effective Date of Action** (software generated)

**3g. Sex**

**3h. Relation:** Click  to obtain a list of relation codes. Select the code that best categorizes the position or role of each household member.

(H) Head of Household

(S) Spouse

(K) Co-head

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- (L) Live-in aide
- (F) Foster child/adult
- (Y) Other youth under 18
- (E) Full-time student 18+
- (A) Other adult

**3i. Citizenship:** Click  to obtain a list of citizenship codes. Select the code that best describes the Head of Household's United States citizenship status.

- (EC) eligible citizen
- (EN) eligible noncitizen
- (IN) ineligible noncitizen
- (PV) pending verification

**3j. Disability:** Click on the **Yes** check box to indicate if the Head of Household is disabled.

**3k. Race:** Click  to obtain a list of codes. Select the code that the Head of Household determines to best indicate his or her race. These codes are the official codes the Federal Government uses for census-taking and related activities. The U.S. Office of Management and Budget (OMB) mandates the use of these codes.

- (1) White
- (2) Black/African American
- (3) American Indian/Alaska Native
- (4) Asian
- (5) Native Hawaiian/Other Pacific Islander

### **3m. Ethnicity**

#### **3n. Social Security Number**

#### **3p. Alien Registration Number**

#### **3q. Meeting community service requirement?**

Click  to save the Household Member information and return to the **3. Household** window to complete data entry.

Click  to cancel the entry without saving the information and return to the **3. Household** window to complete data entry.

### EDIT HOUSEHOLD MEMBER

Follow these steps to edit information in the **Household Member Information** window:

Click . The **Household Member Information** window appears.

Re-enter the information in the field(s) of the **Household Member Information** window that you would like to edit.

Click  to save the household member information and return to the **3. Household** window to complete data entry.

Click  to cancel the changes without saving them and return to the **3. Household** window to complete data entry.

### DELETE HOUSEHOLD MEMBER

Click on the household member you would like to delete.

Click . FRS 4.0 opens a delete warning box to confirm the action.



Click  to complete the deletion and return to the **3. Household** window. Click  to cancel the deletion and return to the **3. Household** window.

**NOTE:** If you try to delete a Head of Household before you designate another household member as the Head of Household, FRS 4.0 opens a prompt box.

To designate a different household member as the Head of Household, use  to select another household member. Then, change that household member's relation code to **H**. This new household member becomes the Head of Household.

#### Other Household information

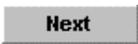
Follow these steps to enter the remainder of the information in the

#### **3. Household** window:

Review **3t. Total number in household** (software generated): FRS 4.0 automatically calculates how many members are in the household based on the household members entered in the household information window.

Complete **3u. Family subsidy status under noncitizen rule**: Click  to obtain a list of codes. Complete **3v. Effective date if 3s = C**.

Complete **3w. If new HOH, enter former HOH's SSN**.

Click  or  on the bottom of the screen. The **4. Family Background at Admission** window appears.

### VII. Background Information

The **4. Family Background at Admission** window collects information about the family prior to their participation in subsidized housing. This window consists of one page with two fields and two check boxes, which require data entry. The software does not generate any of the fields for you.

Complete **4a. Date entered waiting list**.

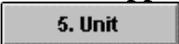
Complete **4b. ZIP code before admission**.

Complete **4c. Homeless at admission?**

Complete **4d. Does family qualify for admission over the very low-income limit?** (Section 8 only)

Complete **4e. Continuously assisted under the 1937 Housing Act? (Head of House only)**

Complete **4f. Is there a HUD approved income-targeting disregard?**

Click  or  on the bottom of the screen. The **5. Unit to be Occupied on Effective Date of Action** window appears.

### VIII. Unit Information

The **5. Unit to be Occupied on Effective Date of Action** window collects information about the unit the family occupies on the effective date of action. This window consists of two pages with several fields and check boxes that require data entry. The software does not generate any of the fields for you.



Follow these steps to enter information in page one of the **5. Unit to be occupied on Effective Date of Action** window:

Complete **5a. Unit address**:

**Number and Street Address**

**Apartment**

**City**

**State:** Click  to see a list of states in the PHA's jurisdiction.

**Zip code**

Complete **5b. Is mailing address same as unit address?** (If yes, skip to 5d)

Complete **5c. Family's mailing address (if different from unit address)**: Provide the family's mailing address if it is different from the unit address.

**Number and Street Address**

**Apartment**

**City**

**State:** Click  to see a list of states in the PHA's jurisdiction.

**Zip code**

Click . Page 2 of the **5. Unit to be occupied on Effective Date of Action** window appears.

Complete **5d. Number of bedrooms in unit.**

Complete **5e. Is this one of the units that the HA has identified as an accessible unit?** *Public and Indian Housing only.*

Complete **5f. Has the family requested accessibility features?** *(Public and Indian Housing only)*

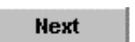
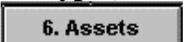
Complete **5g. Has the family received requested accessibility features?** *(Public and Indian Housing only)*

Complete **5h. Date unit last passed inspection.** *(Section 8 only, except Homeownership)*

Complete **5i. Date unit last inspected.** *(Section 8 only, except Homeownership)*

Complete **5j. Year (yyyy) unit was built** *(Section 8 only)*

Complete **5k. Structure type** *(Section 8 only)*

Click  or . The **6. Assets** window appears.

## **IX. Assets Information**

The **6. Assets** window collects information about the family's assets. It consists of one page with several fields and list boxes, which require data entry. The software generates some of the fields for you.

**NOTE:** The window only displays asset information for the selected family member. The column totals display totals for the entire family, not just the selected family member.



Complete **6a. Family Member Name**. Click  to see a list of the family members. Select the appropriate family member.

**NOTE:** If a family member does not have any assets, do not enter any information for that person.

Complete **6b. Type of asset**. Click  to see a list of asset types. Select the appropriate type of asset. If the list box does not contain the appropriate type of asset, enter the correct type of asset in the space provided in the list box.

Complete **6d. Cash value of asset**.

Complete **6e. Anticipated income**.

**Calculation (PHA use)**

Review **6f., 6g. Column totals**. (software generated)

Review **6h. Passbook rate**. (software generated)

Review **6i. Imputed asset income**. (software generated)

Review **6j. Final asset income**. (software generated)

Click  or  on the bottom of the screen. The **7. Income** information window appears.

## X. DELETE AN ASSET RECORD

In most fields, use the <Delete> or <Backspace> keys to delete information you entered before you leave the field. In the Asset Information area, this action does not delete information you selected from a drop down box.

If the record has not been written to the database in FRS 4.0 (saved in the file), use the <Esc> key to remove the record. If you have completed all information about the asset and moved to the next line or the next window, you have saved the information in FRS 4.0. You can also determine if FRS 4.0 saved the information by checking the column totals at the bottom of the window.

For example, suppose you enter information about an asset and later you discover you need to delete this asset. In this example, you entered an asset of a Certificate of Deposit (CD) worth \$100.

To delete the asset, follow these steps:

Click in the area to the left of the asset. A shaded triangle appears.



Press the <Delete> key. A message appears to inform you that you deleted a record.

Click  to proceed with the deletion of the asset, or click  to keep the asset unchanged. If you click OK, when you return to **Assets information** window, the asset no longer appears. When you click the  button, FRS 4.0 immediately recalculates the asset information at the bottom of the window.



## XI. Income Information

The **7. Income** window collects information about the family's income. It consists of one page with several fields and list boxes, which require data entry. The software generates some of the fields for you.

**NOTE:** The window only displays income information for the selected family member. The column totals display totals for the entire family, not just the selected family member.

Complete **7a. Family member name**. Click  to see a list of the family members. Select the appropriate family member.

**NOTE:** If a family member does not have any income, do not enter any information for that person.

Complete **7b. Source of income**. Click  to see a list of income types.

Review **7b. Income code**. (software generated)

Complete **Dollars per period**.

Complete **Periods per year**.

Review **7d. Dollars per year**. (software generated)

Complete **7e. Income exclusions** (*includes income disallowance and ISA-Public and Indian Housing Only*)

Review **7f. Income after exclusions**. (software generated)

Review **7g. Earnings deductions**. (*Public and Indian Housing Only*)

Review **6j. Final asset income**. (software generated)

Review **7i. Total annual income**. (software generated)

Click  or  on the bottom of the screen. The **8. Expected Income per year** window appears.

## XII. DELETE AN INCOME RECORD

In most fields, use the <Delete> or <Backspace> keys to delete information you entered before you leave the field. In the Income Information area, this action does not delete information you selected from a drop down box.

If the record has not been written to the database in FRS 4.0 (saved in the file), use the <Esc> key to remove the record. If you have completed all information about the income and moved to the next line or the next window, you have saved the information in FRS 4.0. You can also determine if FRS 4.0 saved the information by checking the column totals at the bottom of the window.

Suppose you enter information about a family member's income and later you discover you need to delete this income.

To delete the income, follow these steps:



Click in the area to the left of the income. A shaded triangle appears.



Press the <Delete> key. A message appears to inform you that you deleted a record.

Click  to proceed with the deletion of the income record, or click  to keep the income record unchanged. If you click OK and return to **Income information** window, the

income no longer appears. When you click the  button, FRS 4.0 immediately recalculates the income information at the bottom of the window.

### XIII. Expected Income Information

The **8. Expected Income per year** window collects information about the family's expected income per year after deductions. This window consists of two pages with several fields which require data entry. The software generates many of the fields for you.

Review **8a. Total annual income.** (software generated). If not Public housing skip to 8f.

Complete **8b. Family Member Name** (Public Housing only)

Complete **8c. Type of permissible deduction** (Public Housing only)

Complete **8d. Amount** (Public Housing only)

Review **8e. Total permissible deductions.** (Software generated)

Review **8f. Medical/disability threshold.** (software generated)

Complete **8g. Total unreimbursed disability assistance expense.**

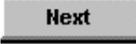
Review **8h. Maximum disability allowance.** (software generated)

Complete **8i. Earnings in 7d made possible by disability assistance expense.**

Review **8j. Allowable disability assistance expense.** (software generated)

Complete **8k. Total out of pocket medical expense.**

Review **8m. Total disability assistance and medical expenses.** (software generated)

Click  . Page 2 of the **8. Expected Income per year** window appears.

Review **8n. Medical/disability assistance allowance.** (software generated)

Review **8p. Elderly/disability allowance.** (software generated)



Review **8q. Number of dependents.** (software generated)  
Review **8r. Allowance per dependent.** (software generated)

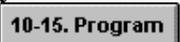
Review **8s. Dependent allowance.** (software generated)  
Complete **8t. Yearly child care cost that is not reimbursed.**  
Complete **8u. Travel cost to work/school.** (*Indian Housing Only*)  
Review **8x. Total allowances.** (software generated)  
Review **8y. Adjusted annual income.** (software generated)

Click  or . The **9. Total Tenant Payment (TTP)** window appears.

#### **XIV. TTP Information**

The **9. Total Tenant Payment (TTP)** window collects information about the family's total tenant payment (TTP). This window consists of one page with three fields which require data entry. The software generates many of the fields for you.

Review **9a. Total monthly income.** (software generated)  
Review **9c. TTP if based on annual income.** (software generated)  
Review **9d. Adjusted monthly income.** (software generated)  
Complete **9e. Percent of adjusted monthly income** (written as a decimal, default 0.3)  
Review **9f. TTP if based on adjusted annual income.** (software generated)  
Complete **9g. Welfare rent per month.**  
Complete **9h. Minimum TTP.**  
Review **9j. TTP.** (software generated)  
Complete **9i. Enhanced Voucher minimum rent.**  
Complete **9k. Most recent TTP.**  
Complete **9m. Qualify for minimum rent hardships?**

Click  or  at the bottom of the screen. The appropriate **Program** window appears.

#### **XV. Public Housing, Indian Rental, and Turnkey III Information**

Complete these windows only if you indicated a program code (field 1d) of Public or Indian Housing. If the family participates in a program other than Public or Indian Housing, click

 to return to the **1. Agency** window. Select the correct program and click  to arrive at the correct program window.

The **10. Public Housing, Indian Rental, and Turnkey III** window collects information about the rental subsidy for families that participate in Public Housing, Indian Rental, and Turnkey III. It consists of one page with several fields which require data entry. The system generates some of the fields for you.



### Regular RENT CALCULATION

Follow these steps to enter information in the **10. Public Housing, Indian Rental, and Turnkey III: Rent Calculation** window:

**NOTE:** Fill out this page if a family's subsidy status under the Noncitizen rule (field 3s) is anything but 'P' prorated. Such families are eligible for the full rental subsidy. See the next section, **Prorated Rent Calculation**, for more information about the prorated rent calculation.

Review **10a. TTP.** (software generated)

Complete **10b. Flat Rent.**

Complete **10c. Ceiling rent.**

Review **10d. Lower rent.** (software generated)

Complete **10e. Utility allowance.**

Review **10f. Tenant rent.** (software generated)

Complete **10u. Type of rent selected.**

If the family does not participate in FSS and you completed data entry, click  to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum(WtW) voucher** window appears.

### PRORATED RENT CALCULATION

Follow these steps to enter information in the **10. Public Housing, Indian Rental, and Turnkey III: Prorated Rent Calculation** window if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated). Such families are eligible for a prorated rental subsidy.

Review **10a. TTP.** (software generated)

Complete **10b. Flat Rent.**

Complete **10h. Public/Indian Housing maximum rent.**

Review **10i. Family maximum subsidy.** (software generated)

Review **10j. Total number eligible.** (software generated)

Review **10k. Total number in family.** (software generated)

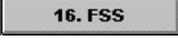
Review **10n. Eligible subsidy.** (software generated)

Review **10p. Mixed family TTP.** (software generated)

Complete **10r. Utility allowance.**

Review **10s. Mixed family tenant rent.** (software generated)

Complete **10u. Type of rent selected.**

If the family does not participate in FSS and you completed data entry, click  to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum(WtW) voucher** window appears.

### **XVI. Section 8 PRE-MERGER Certificates AND PROJECT based certificate/voucher assistance only (except manufactured home owner renting the space) Information**

If you indicated a program code (field 1d) as Section 8 Certificate (except owner occupied manufactured home), fill out these windows. If the family participates in a program other than



Section 8 Certificate (except owner occupied manufactured home), click  to return to the **1. Agency** window. Select the correct program and click  to arrive at the correct program windows.

The **11. Section 8 Certificates** window collects information about the rental subsidy for families who participate in the Section 8 Certificate program. It consists of three pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

#### PAGE ONE

Follow these steps to enter information in page one of the **11. Section 8 Certificates** window:

Complete **11a. Number of bedrooms on certificate.**

Complete **11b. Is the family now moving to this unit?** (Project-based certificates and vouchers only)

Complete **11d. Did family move into your PHA jurisdiction under portability?**

Complete **11e. Cost billed per month.**

Complete **11f. PHA Number billed.**

Complete **11g. Check all housing types that apply.**

Click . Page 2 of the **11. Section 8 Certificates** window appears.

#### PAGE TWO

Follow these steps to enter information in page two of the **11. Section 8 Certificates (except manufactured home)** window:

Complete **11h. Owner name.**

Complete **11i. Owner TIN/SSN.**

Complete **11k. Contract rent to owner.** (if unit has other subsidy, put subsidized rent)

Complete **11m. Utility allowance.**

Review **11n. Gross rent of unit.** (software generated)

Review **11q. TTP.** (software generated)

Click . Page 3 of the **11. Section 8 Certificates (except manufactured home) information** window appears.

#### PAGE THREE - Regular Rent calculation

Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as any code other than 'P' (prorated) and the family does **not** reside in OFTO housing (field 11g). Such families are eligible for the full rental subsidy.

Review **11r. Total HAP.** (software generated)

Review **11s. Tenant rent.** (software generated)

Review **11t. HAP to owner.** (software generated)

If the family does not participate in FSS and you complete data entry, click , to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.



PAGE THREE: PRORATED RENT CALCULATION

Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated) and the family does **not** reside in OFTO housing (field 11g). Such families are eligible for a prorated rental subsidy.

- Review **11aa. Normal total HAP.** (software generated)
- Review **11ae. Total number eligible.** (software generated)
- Review **11af. Total number in family.** (software generated)
- Review **11ag. Proration percentage.** (software generated)
- Review **11ah. Prorated total HAP.** (software generated)
- Review **11ai. Mixed family TTP.** (software generated)
- Review **11aj. Utility allowance.** (software generated)
- Review **11ak. Mixed family tenant rent** (Software generated)
- Review **11an. Prorated HAP to owner.** (software generated)

If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

PAGE THREE: OFTO PRORATED RENT CALCULATION

Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated) **and** the family resides in OFTO housing (field 11g). Such families are eligible for a prorated rental subsidy.

**NOTE:** If the effective date (field 2b) is on or after October 1, 1999, the family may not participate in the OFTO program.

- Review **11q. TTP.** (software generated)
- Review **11ae. Total number eligible.** (software generated)
- Review **11af. Total number in family.** (software generated)
- Review **11ag. Proration percentage.** (software generated)
- Complete **11ah. Prorated total HAP.** See Instruction Booklet at [www.hud.gov/pih/systems/mtcs/document.html#50058](http://www.hud.gov/pih/systems/mtcs/document.html#50058) for the OFTO formula to calculate the prorated housing assistance payment.
- Review **11ai. Mixed family TTP.** (software generated)

If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

**XVII. Section 8 Vouchers Information**

Fill out these windows if you indicated a program code (field 1d) as Section 8 Voucher. If the family participates in a program other than Section 8 Voucher, click  to return to the **1. Agency** window. Select the correct program and click  to arrive at the correct program windows. This window collects information about the rental subsidy for families that participate in the Section 8 Voucher program. It consists of three pages with



several fields and check boxes, which require data entry. The system generates many of the fields for you.

#### PAGE ONE

Follow these steps to enter information in page one of the **12. Section 8 Vouchers** window:

Complete **12a. Number of bedrooms on voucher.**

Complete **12b. Is the family now moving to this unit?**

Complete **12c. Does the family qualify as a Hard to House family?**

Complete **12d. Did the family move into your jurisdiction under Portability?**

Complete **12e. Cost billed per month.**

Complete **12f. PHA Number billed.**

Complete **12g. Check all housing types that apply.**

Click . Page 2 of the **12. Section 8 Vouchers** window appears.

#### PAGE TWO

Follow these steps to enter information in page two of the **12. Section 8 Vouchers** window:

Complete **12h. Owner name.**

Complete **12i. Owner TIN/SSN.**

Complete **12j. Payment standard for the family.** (For new leases, enter lower of payment standard or gross rent 12q.)

Complete **12k. Rent to owner.**

Complete **12m. Utility allowance.**

Review **12p. Gross rent of unit.** (software generated)

Review **12q. Lower of 12j or 12p.** (software generated)

Review **12r. TTP.**

Review **12s. Total Hap.**

Click . Page 3 of the **12. Section 8** window appears.

#### PAGE THREE: Regular RENT CALCULATION

Fill out this window if you indicated a family subsidy status under the Noncitizen rule (field 3s) as any code other than 'P' (prorated). Such families are eligible for the full rental subsidy.

Review **12t. Total family share.** (software generated)

Review **12u. HAP to owner.** (software generated)

Review **12v. Tenant rent to owner.** (software generated)

Review **12w. Utility reimbursement to the family.** (software generated)

If the family does not participate in FSS and you completed data entry, click  to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

#### PAGE THREE: PRORATED RENT CALCULATION

Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as code 'P' (prorated). Such families are eligible for a prorated rental subsidy.

Review **12ab. Normal total HAP.** (software generated)

Review **12ac. Total number eligible.** (software generated)



Review **12ad. Total number in family.** (software generated)  
Review **12ae. Proration percentage.** (software generated)  
Review **12af. Prorated total HAP.** (software generated)  
Review **12ag. Mixed family total family contribution.** (software generated)  
Review **12ah. Utility allowance.** (software generated)  
Review **12ai. Mixed family tenant rent.** (software generated)  
Review **12aj. Prorated HAP to owner.** (software generated)

If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click on . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

### **XVIII. Section 8 Mod Rehab**

Fill out these windows if you indicated a program code (field 1d) as Section 8 Mod Rehab (except converted to Certificate). If the family participates in a program other than Section 8

Mod Rehab (except converted to certificate), click  to return to the **2. Agency**

window. Select the correct program and click  to arrive at the correct program windows. These windows collect information about the rental subsidy for families that participate in the Section 8 Mod Rehab program. It consists of two pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

#### **PAGE ONE**

Follow these steps to enter information in page one of the **13. Section 8 Mod Rehab** window:

Complete **13a. HAP contract number.**  
Complete **13b. Mod Rehab SRO Program for homeless?**  
Complete **13c. Mod Rehab SRO unit. (Not homeless program)**  
Complete **13d. Owner name.**  
Complete **13e. Owner TIN/SSN.**  
Complete **13f. Current base rent.**  
Complete **13g. Rehabilitation debt service.**  
Review **13h. Contract rent to owner.** (software generated)  
Complete **13i. Utility allowance.**  
Review **13j. TTP.** (software generated)

Click . Page 2 of the **13. Section 8 Mod Rehab** window appears.

#### **PAGE TWO: Regular RENT CALCULATION**

Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as any code other than 'P' (prorated). Such families are eligible for the full rental subsidy.

Review **13k. Tenant rent.** (software generated)  
Review **13m. HAP to owner.** (software generated)



If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum(WtW) voucher** window appears.

#### PAGE TWO: PRORATED RENT CALCULATION

Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated). Such families are eligible for a prorated rental subsidy.

Review **13p. Gross rent.** (software generated)

Review **13q. Normal total HAP.** (software generated)

Review **13r. Total number eligible.** (software generated)

Review **13s. Total number in family.** (software generated)

Review **13t. Proration percentage.** (software generated)

Review **13u. Prorated total HAP.** (software generated)

Review **13v. Mixed family TTP.** (software generated)

Review **13w. Utility allowance.** (software generated)

Review **13x. Mixed family tenant rent.** (software generated)

Review **13z. Prorated HAP to owner.** (software generated)

If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

#### XIX. Manufactured Home Owner Renting the Space

Fill out these windows if you indicated a program code (field 1d) as Certificate Manufactured Home Owner Renting the Space. If the family participates in a program other than Certificate Manufactured Home Owner Renting the Space, click  to return to the **1. Agency** window. Select the correct program and click  to arrive at the correct program windows. This window collects information about the rental subsidy for families that participate in the Section 8 Certificate program and are manufactured home owners renting the space. It consists of three pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

#### PAGE ONE

Follow these steps to enter information in page one of the **14. Manufactured Home Owner Renting the Space** window:

Complete **14a. Number of bedrooms on certificate.**

Complete **14c. Did family move into your PHA jurisdiction under portability?**

Complete **14d. Cost billed per month.**

Complete **14e. PHA code billed.**

Click . Page 2 of the **14. Manufactured Home Owner Renting the Space** window appears.

#### PAGE TWO

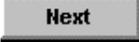
Follow these steps to enter information in page two of the **14. Manufactured Home Owner Renting the Space** window:

Complete **14g. Space owner name.**

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- Complete **14h. Space owner TIN/SSN.**
- Complete **14j. Furniture included in purchase price?**
- Complete **14k. Monthly amortization payment.**
- Review **14m. Deduction.** (software generated)
- Review **14n. Adjusted amortization.** (software generated)
- Complete **14p. Utility allowance.**
- Complete **14q. Rent to owner.**

Click  . Page 3 of the **14. Manufactured Home Owner Renting the Space** window appears.

**PAGE THREE: Regular RENT CALCULATION**

Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as any code other than 'P' (prorated). Such families are eligible for the full rental subsidy.

**Page Three: Prorated Rent Calculation**, contains more information about the prorated rent calculation.

- Review **14r. Gross rent.** (software generated)
- Review **14s. TTP.** (software generated)
- Review **14t. Gross rent minus TTP.** (software generated)
- Review **14v. HAP to owner.**
- Review **14w. Tenant Rent.** (software generated)

If the family does not participate in FSS and you completed data entry, click  , to exit. If the family participates in FSS, click  . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum(WtW) voucher** window appears.

**PAGE THREE: PRORATED RENT CALCULATION**

Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated). Such families are eligible for a prorated rental subsidy.

- Review **14r. Gross rent.** (software generated)
- Review **14s. TTP.** (software generated)
- Review **14t. Gross rent minus TTP.** (software generated)
- Complete **14v. HAP to owner.** Perform the required calculations.
- Review **14aa. Total number eligible.** (software generated)
- Review **14ab. Total number in family.** (software generated)
- Review **14ac. Proration percentage.** (software generated)
- Review **14ad. Prorated HAP to owner.** (software generated)
- Review **14ae. Mixed family TTP.** (software generated)
- Review **14ag. Mixed family tenant rent.** (software generated)

If the family does not participate in FSS and you completed data entry, click  , to exit. If the family participates in FSS, click  . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.



## XX. SECTION 8: HomeOwnerSHIP

Fill out these windows if you indicated a program code (field 1d) as Voucher Homeownership.

If the family participates in a program other than Voucher Homeownership, click

 **1. Agency**

to return to the **1. Agency** window. Select the correct program and click

 **10-15. Program**

to arrive at the correct program windows. This window collects information about the rental subsidy for families that participate in the Section 8 Homeownership. It consists of three pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

### PAGE ONE

Follow these steps to enter information in page one of the **15. Section 8 : Homeownership** window:

Complete **15a. Is the family now moving to this home?**

Complete **15b. Date of initial HQS inspection**

Complete **15c. Did family move into your PHA jurisdiction under portability?**

Complete **15d. Cost billed per month.**

Complete **15e. PHA code billed.**

Complete **15f. Monthly homeownership payment .**

Complete **15g. Utility allowance.**

Complete **15h. Monthly maintenance allowance.**

Complete **15i. Monthly major repair/replacement allowance.**

Complete **15j. Monthly Co-op/Condominium assessments.**

Complete **15k. Monthly principal and interest on debt for improvements, if any.**

Review **15m. Gross homeownership expense** (software generated)

 **Next**

Click  . Page 2 of the **15. Section 8: Homeownership** window appears.

### PAGE Two: Subsidy calculation

Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as any code other than 'P' (prorated). Such families are eligible for the full rental subsidy.

**Page Three: Prorated Rent Calculation**, contains more information about the prorated rent calculation.

Complete **15n. Payment standard for the family.**

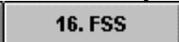
Review **15p. Lower of 15m and 15n.**

Review **15q. TTP.** (software generated)

Review **15r. HAP.** (software generated)

Review **15s. Total family share.** (Software generated)

If the family does not participate in FSS and you completed data entry, click  to exit. If the

family participates in FSS, click  **16. FSS** . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

### PAGE THREE: PRORATED RENT CALCULATION



Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated). Such families are eligible for a prorated rental subsidy.

Complete **15n. Payment standard for the family.**

Review **15p. Lower of 15m and 15n.**

Review **15q. TTP.** (software generated)

Review **15r. HAP.** (software generated)

Review **15aa. Normal total HAP.** (Software generated)

Review **15ab. Total number eligible.** (software generated)

Review **15ac. Total number in family.** (software generated)

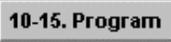
Review **15ad. Proration percentage.** (software generated)

Review **15ae. Prorated HAP.** (software generated)

Review **15af. Mixed family total family share.** (software generated)

If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

## XXI. Indian Mutual Help Information

Fill out these windows if you indicated a program code (field 1d) as Indian Mutual Help. If the family participates in a program other than Indian Mutual Help, click  to return to the **1. Agency** window to select the correct program and click  to arrive at the correct program information windows.

This window collects information about the rental subsidy for families who participate in the Indian Mutual Help program. It consists of one window with two fields which require data entry. The system generates many of the fields for you.

Review **16a. Adjusted monthly income.** (software generated)

Review **16b. Number between 0.15 and 0.30 corresponding to the % in the mutual help agreement.** (software generated)

Review **16c. Gross family cost.** (software generated)

Complete **16d. Utility allowance.**

Review **16e. Net cost.** (software generated)

Review **16f. Administration charge.** (software generated)

Complete **16g. Maximum monthly payment in agreement, if any.**

Review **16h. Family cost.** (software generated)

If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click . The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.



## XXII. Family Self-Sufficiency (FSS) Addendum

The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window collects information about families who participate in the Family Self-Sufficiency (FSS) program. You can only access this window if you indicated in field 2e that the family is a FSS participant now or in the last year. It consists of three or four pages with several fields and check boxes, which require data entry. The system does not generate any of the fields for you.

Complete **17a. Participate in special programs?**

Complete **17b. FSS Report Category.**

Complete **17c. FSS Effective date of action**

Complete **17d. PHA code of administering FSS contract**

Complete **17e. WtW report category**

Complete **17f. WtW effective date**

Complete **17g(1). PHA code of PHA that issued the WtW voucher**

Complete **17g(2). PHA code of PHA counting the family as enrolled in its WtW voucher program** (if different from 17g(1))

Click . Page 2 of the **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

Enter **17h. General information**

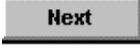
Enter the information into page three of the **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window, **17i. Family Services Table**. Indicate **Yes** in each check box if the FSS participants need the service, if the PHA provides the service, or if the services are provided to the FSS participants through other means.

If the FSS Report Category is Enrollment Report or Progress Report and you completed data

entry, click . If the FSS Report Category is Exit Report, click . Page 4 of the **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window appears.

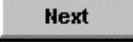
Enter the information into the fields of page four of the **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher** window, **17m. Exit Information**.

If the WtW Report Category is Enrollment Report or Progress Report or Exit Report and you

completed data entry, click . If the FSS Report Category is Exit Report, click . Page 5 of the **17. Welfare to work voucher program** window appears.



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If the WtW Report Category is Exit Report and you completed data entry, click . If the FSS Report Category is Exit Report, click . Page 6 of the **17. Welfare to work voucher program** window appears

Click , to exit. The **FRS Main Menu** window appears.