FRS 3.0 User Guide

Chapter 1

GENERAL INFORMATION

May 2001

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1. INTRODUCTION

The Family Reporting Software User Guide helps users understand and operate the Family Reporting Software (FRS) 3.0. FRS captures information from Form HUD-50058 and formats the information for submission to the Form-50058 sub-module of the Public and Indian Housing Information Center (PIC). The Form-50058 sub-module of PIC was previously known as the Multifamily Tenant Characteristics System (MTCS). Hereafter in this user guide, references to MTCS refer to PIC's Form-50058 sub-module. Public Housing Agencies (PHAs) submit Form HUD-50058 data to MTCS electronically via the Internet.

MTCS contains demographic information about those who participate in Public Housing, Indian Housing, and tenant based Section 8 programs. MTCS generates reports used to analyze subsidized rental assistance programs, monitor PHAs, detect fraud, and provide information to Congress and other interested parties.

Use the FRS 3.0 User Guide to answer your questions about the Family Reporting Software 3.0. Please direct other questions to the MTCS Hotline at 1-800-FON-MTCS or post questions to the MTCS FRS Forum on the MTCS Website at: www.hud.gov/pih/pihboard/frs20/pihboard.html.

2. FRS 3.0 USER GUIDE OVERVIEW

The FRS 3.0 User Guide is divided into six main chapters. The main chapters and their sub-chapters are listed with a brief description.

Chapter 1. General Information - Provides a general overview of the FRS 3.0 system and important information (i.e. privacy acts, references) to get the user oriented.

Chapter 2. Install and Setup FRS 3.0 - Provides information needed to install FRS 3.0 including system requirements, downloading and installation instructions.

Chapter 2-A. Convert Data in FRS 3.0 - Provides information needed to convert data from previous versions of FRS.

Chapter 2-B. Complete the Housing Agency Configuration - Provides information needed to complete a Housing Agency profile including the Housing Agency Identification, Jurisdictions, Projects/Sites, and Default Values. Information is also provided on Originating Housing agencies.

Chapter 2-C. Submission Setup - Provides information needed to enable the user to sumbit data to MTCS via the Internet and Sprintmail.

Chapter 3. Login and Navigate - Provides information needed to assist the user login and move about FRS 3.0 with ease

Chapter 3-A. FRS 3.0 Main Menu Bar - Provides information needed to desribe the various drop down menus of the FRS 3.0 main menu bar, including the File Drop Down menu and the Tools Drop Down menu.

Chapter 3-B. Troubleshooting FRS 3.0 - Provides information on possible pitfalls experienced when using FRS 3.0.

Chapter 3-C. Print Household Information from FRS 3.0 - Provides information needed to print household data from FRS 3.0.

Chapter 4. Complete Household Information - Provides detailed information needed to enter household data. Instructions are provided for entering all areas of household information including Section 8 Certificates, Vochers, Mod Rehab., ands Manufactured Homeowners Leasing the Space.

Chapter 4-A. Maintain Household Information - Provides information needed for the user to both select and maintain a household.

Chapter 4-B. Delete Household Records - Provides information needed for the user to delete household records and effectively utilize the recycle bin.

Chapter 5. Submit Data to MTCS - Provides information needed for the user submit completed FRS 3.0 data to MTCS.

Chapter 6. Understand and Retrieve Error Information - Provides information needed for the user to obtain error information and interpret the information correctly.

Appendix I. Icons and Terminology - Provides icons, terms and definitions to assist users when using FRS 3.0.

Appendix II. FRS 3.0 Field Conventions - Provides information on various field conventions in FRS 3.0.

FRS 3.0 Multiple HA User Guide - Provides FRS 3.0 procedures needed by users who transmit for more than one HA. These users must refer to the FRS 3.0 Multiple HA User Guide available at www.hud.gov/pih/systems/mtcs/document.html#frs.

3. PRIVACY ACT

Collection of information on Forms HUD-50058 and HUD-50058 - FSS is subject to the requirements of the Privacy Act of 1992.

PHAs must give all applicants a Form HUD-9886*, Authorization for the Release of Information/Privacy Act Notice*, at the time the PHA evaluates their eligibility for housing assistance, and to all residents and all Section 8 participants at the time of each annual reexamination and/or interim reexamination. The Notice is a general authorization form and does not replace specific forms that PHAs currently use to verify information about applicants or participants. PHAs must maintain a signed copy of the Authorization for the Release of Information/Privacy Act Notice in the tenants' files.

Regardless of age, the Head of Household, spouse/co-head, and each adult member in the household must sign the Notice at the time of the initial examination. It is ***mandatory*** that each additional adult member, who lives in the household, sign the Notice. PHAs must also obtain signatures from any new adult who joins the household and from household members who reach 18 years of age.
Failure of the applicant or participant to sign the Notice constitutes grounds for denial of eligibility or termination of assistance or tenancy.

See the Forms Warehouse on the Internet: (http://www.hudclips.org/sub_nonhud/html/forms.htm) for a copy of *Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice*.

For more information on the Privacy Act Notice and Form HUD-9886, see *Notice PIH 94-36 (HA), Issued June 13, 1994*.

4. REFERENCES

The references listed below provide additional information about Form HUD-50058 and MTCS:

1) **The Code of Federal Regulations**. Contains the codification of the general and permanent rules published in the Federal Register by the Federal Government executive departments and agencies. For the code section that applies to HUD programs, see Title 24, Housing and Urban Development. Federal Register information is also available on the Internet at: http://www.access.gpo.gov/nara/cfr.

2) **1937 Housing Act**. The basic law that applies to Public and Indian housing programs, and Section 8. Text available on the Internet at: http://www.law.cornell.edu/uscode.

3) **Social Security Handbook.** Summarizes information about Social Security programs and contains brief descriptions of related programs that other agencies administer. Covers the primary programs that affect public housing residents, which include retirement insurance, survivors insurance, disability insurance, supplemental security income and public assistance and welfare services. Information is also available on the Internet at: http://www.ssa.gov/OP_Home/handbook/hbk-pref.htm

4) **Form HUD-50058 Instruction Booklet.** Contains detailed instructions for completion of the Form HUD-50058. The Instruction Booklet is available on the Internet at: http://www.hud.gov/pih/systems/mtcs/document.html.

5) **Form HUD-50058 Technical Reference Guide.** Contains the Form HUD-50058 field edits and flat file transmission requirements. The Guide is available on the Internet at http://www.hud.gov/pih/systems/mtcs/document.html.

6) **HUD homepage: www.hud.gov**. HUD's address on the Internet. Information source about HUD programs, downloading MTCS files, and obtaining MTCS operating information.

7) **MTCS Website: www.hud.gov/pih/systems/mtcs/pihmtcs.html**. MTCS site of the HUD Website. Information source MTCS including links to MTCS Forum (an on-line question

and answer), MTCS Newsflash, and related MTCS documentation. FRS 3.0 is also available for download from this website.

8) **Form Warehouse:** http://www.hudclips.org/sub_nonhud/html/forms.htm. Source to download all HUD forms.

5. FURTHER ASSISTANCE

The **MTCS Hotline** provides technical assistance for FRS 3.0. Contact the MTCS Hotline for problems with FRS 3.0 installation, data conversion, PHA profile configuration, FRS 3.0 processing, data submission, and error reports. The Hotline is available Monday - Friday, between the hours of 8:00 AM and 8:00 PM, Eastern Standard Time (excluding Federal Holidays), at: 1-800-FON-MTCS (1-800-366-6827).

The **MTCS Forum** provides a vehicle for on-line questions and answers. The Forum is an interactive arena where members of the MTCS community post questions, problems or ideas. Other members of the community can respond to questions and problems or the MTCS Forums manager researches the issue and finds an answer. The MTCS FRS 3.0 Forum is located on the MTCS website at: www.hud.gov/pih/pihboard/frs20/pihboard.html.

6. COMMON TERMS IN THE FRS 3.0 USER GUIDE

The FRS 3.0 User Guide contains terms that require a brief explanation. These include:

Active	An area that allows you to enter data.
Click	Depress the left mouse button to make a selection.
Field	An area that requires data entry or may contain information, provided by calculations from FRS 3.0. A field may be active or inactive.
Icon	A picture button that represents a process that, when clicked, initiates an action such as opening the New Household window.
Inactive	An area that does not allow you to enter data because FRS 3.0 enters data into the field automatically.
Menu	A list of actions from which you may choose how to proceed.

FRS 3.0 User Guide

Chapter 2

INSTALL AND SET UP FRS 3.0

May 2001

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1. INTRODUCTION

This chapter contains information about FRS 3.0 system requirements, instructions about how to download FRS 3.0 files from the Internet, and instructions about how to install the file from the Internet. In addition, sub-chapters 2-A, 2-B, and 2-C contain information regarding data conversion, Housing Agency configuration completion, and data submission. FRS 3.0 needs the sub-chapters to operate fully.

2. SYSTEM REQUIREMENTS

To install FRS 3.0, your system must meet the following system requirements:

Computer	IBM or IBM-compatible with at least an 80486 processor (Pentium recommended)
Monitor	An EGA, VGA or compatible display (VGA or higher is recommended)
Memory	32 MB of memory (or higher) 80 MB of available hard disk space
Mouse	A mouse or other compatible pointing device
Printer	Prints 8 ½ “ x 11” paper Prints 80 characters per line Form Feed feature
Modem	At least a 28.8 Kbps baud industry standard modem Dedicated fax/modem telephone line
Software	Microsoft Windows 95 or higher Internet web browser (MS Internet Explorer or Netscape Navigator)

If your system does not meet these minimum requirements, FRS 3.0 will not work.

3. DOWNLOAD FRS 3.0 FILES FROM THE INTERNET

Follow these steps to download FRS 3.0 through the Internet:

1) Create two new directories on your computer's hard drive (c:).
2) Name the directories **C:\FRSFILES** and **C:\TO_MTCS**. The C:\FRSFILES directory is where you copy the file that contains FRS from the Internet. The C:\TO_MTCS directory stores tenant data files.

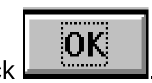
3) Copy the file **FRS30ZIP.EXE** from the MTCS Website at **http://www.hud.gov/pih/systems/mtcs/software.html** to the new directory. This file is a compressed "self-extracting zipped" file that must be uncompressed (unzipped) prior to the FRS 3.0 installation and setup.

3.1 UNCOMPRESS THE FILE

Follow these steps to uncompress the FRS 3.0 file if you use Windows 95:

1) Click 

and select **Run**.

2) Enter **C:\FRSFILES\FRS30ZIP.EXE** into the **Open** field. Click 

. The FRS30ZIP.EXE file uncompresses (unzips), and FRS 3.0 is ready for installation and setup.

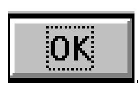
4. INSTALL FRS 3.0 ON YOUR COMPUTER

Install the FRS 3.0 files you just uncompressed and loaded on the **C:** drive. **FRS 3.0 is a standalone application that you cannot install on a Local Area Network (LAN).**

4.1 INSTALLATION

1) Click 

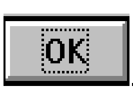
and select **Run**.

2) Type **C:\FRSFILES\SETUP.EXE** in the **Open** field, and click 

. The first **FRS 3.0 Setup** window appears.

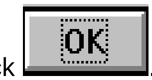
5. SET UP FRS 3.0

Once FRS 3.0 installation is complete, an FRS 3.0 Setup window appears:

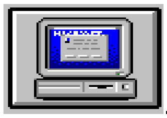
1) Click 

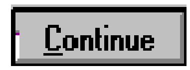
. A second **FRS 3.0 Setup** window appears.

2) FRS 3.0 automatically names a directory HUDFRS30. If a directory already exists on your **C:** drive with this name, you may click 

to change the directory. Otherwise, click 

. The third **FRS 3.0 Setup** window appears.

3) Click . The **FRS 3.0 Choose Program Group** window appears.

The **Program Group** field displays the default program group, **FRS 3.0**. Click 

. The **Data Conversion Request** message appears.

4) You have now setup FRS 3.0 and, if necessary, ready to begin converting the data from previous version of FRS. You can choose to either convert data at this time or convert the data at a later time.

* See Chapter 2-A, Convert Data in FRS 3.0, at: www.hud.gov/pih/systems/mtcs/document.html#frs for instructions on Data Conversion. If you do not have data to convert, please go directly to Chapter 2-B, Complete the Housing Agency Configuration, at: www.hud.gov/pih/systems/mtcs/document.html#frs.

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Chapter 2-A

CONVERT DATA IN FRS 3.0

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1. INTRODUCTION

This chapter contains information about how to convert tenant data from previous versions of FRS to FRS 3.0, advisories on the conversion process, and procedures for completing the conversion.

2. DATA CONVERSION

To use tenant data from a previous FRS version in FRS 3.0, you must convert the data before you enter any new tenant information into FRS 3.0. The data conversion process examines existing FRS data and transfers it into the FRS 3.0 database. FRS 3.0 prompts you to locate the old FRS 2.1 data , Frs_data.mdb, prior to its conversion.

NOTE: You cannot convert data from other software (non-FRS) systems or versions prior to FRS 2.1.

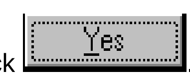
3. THOUGHTS ON DATA CONVERSION

WARNING: If you decide NOT to convert data during installation, FRS 3.0 allows you to convert the data once you are in the application. However, you cannot enter any new information into FRS 3.0 until AFTER you convert data. If you enter new information in FRS 3.0 before you convert data, the data conversion option is no longer available.

NOTE: Backup all of your data before you begin the data conversion process. During the process, not all data may convert. For example, if the FRS 2.1 contained corrupt data, the corrupt data may not convert properly into the FRS 3.0.

4. PROCEED WITH DATA CONVERSION

Follow these steps to convert older versions of FRS data:

1) From the Data Conversion Request message, click 

. The **Data Conversion Message** appears.

   <u>OR</u>

   To convert data from the Main Menu Screen, click *Tools* and select *Convert <u>O</u>ld FRS Data*. The **Data Conversion Message** appears.

NOTE: Click No only if your data is not in FRS version 2.1 or if you do not wish to transfer existing tenant data to the new FRS 3.0. If you click No, you can continue to setup FRS 3.0. Go directly to the Housing Agency Identification profile and see the 'Complete the Housing Agency Profile' guide for instructions on how to complete this section. Otherwise, to continue the data conversion:

2) Click Yes. The **Please locate the FRS 2.1 Database Frs_data.mdb** window appears.

3) The default directory for the 2.1 version of FRS is **C:\HUDFRS20\ .** If you used a different directory, go to that directory.

Select the FRS 2.1 file from the list box.

4) Click OK. FRS converts ALL data files in that directory to the new FRS 3.0 format.

* After all data from the specified database is converted, then **Provide (or Confirm) Housing Agency Identification** window appears. You must now complete the Housing Agency Configuration. Please see Chapter 2-B, Complete the Housing Agency Configuration, chapter at: www.hud.gov/pih/systems/mtcs/document.html#frs for this information.

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Chapter 2-B

COMPLETE THE HOUSING AGENCY CONFIGURATION

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1. INTRODUCTION

The **HA Configuration** is a set of five windows that appear after data conversion. These windows contain information about the PHA's identification, jurisdiction, projects/sites (*Public Housing only*), default values, and administered projects of other housing agencies.

During the data conversion process, FRS 3.0 loads information about your Public Housing Agency. Proceed through the five windows to confirm that the converted information is correct. If you did not go through the data conversion procedures, you can access this process by clicking on the HA Configuration drop down menu from the main menu.

2. HOUSING AGENCY IDENTIFICATION

1) The first window, **Provide (or Confirm) Housing Agency Identification**, appears automatically after successful data conversion.

<u>OR</u>

From the Main Menu, click on the *HA Configuration* drop down menu and select *HA Identification*.

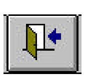
2) Complete these fields:

- **Agency Name**
- **PHA code**
- **Subcontractor Name**
- **Subcontractor Mailbox ID**

3) Click 

. The **Provide (or Confirm) Housing Agency Jurisdictions** window appears.

<u>OR</u>

Click  to return to the Main Menu. Click on *HA Configuration* drop down menu and select *HA Jurisdictions*.

2. HOUSING AGENCY JURISDICTIONS

1) When the **Provide (or Confirm) Housing Agency Jurisdictions** window appears, complete these fields:

- **Select HA Home Jurisdiction**

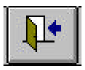
- **List all potential project jurisdictions (if any):** Select other applicable project jurisdictions (one at a time) from the list box and click **Add State**. The selected jurisdiction is added to the field labeled, **Project jurisdictions that HA has unit authority**.

NOTE: To remove a state from the **Project jurisdictions that HA has unit authority** field, select the state from this field and click **Remove State** button.

2) Click 

. The **Provide (or Confirm) Housing Agency PIH Projects/Sites** window appears.

OR

Click  to return to the Main Menu. Click on *HA Configuration* drop down menu and select *HA Projects/Sites*.

3. HOUSING AGENCY PROJECTS/SITES

1) When the **Provide (or Confirm) Housing Agency PIH Projects/Sites** window appears, complete these fields:

- **Project Number**
- **Project Name**
- **Three Digit Site Number/Site Name (if any):**
  For each project identified, you may enter information about specific sites of that project. Select the desired project (the arrow to the left of the project number points at that project). Enter the site number into the **Three Digit Site Number** field and enter the site name into the **Site Name** field, if applicable.

NOTE: If you administer projects for another HA, include those project name(s) and number(s) in this window.

NOTE: To delete a project from the database, you must delete all sites related to that project first. To delete a site, click on the box to the left of the **Three Digit Site Number** field and press the <**DELETE**> key on your computer keyboard.

2) Click 

. The **Provide Housing Agency Default Values** window appears.

OR

Click  to return to the Main Menu. Click on *HA Configuration* drop down menu and select *HA Default Values*.

4. HOUSING AGENCY DEFAULT VALUES

1) When the **Provide Housing Agency Default Values** window appears, complete these required default value fields:

Required Default Values

- **Effective Date of Default Values**: Enter the effective date for the default values contained in this box. Use the **earliest date** these default values came into effect. You may enter different default values that span different periods of time.

  NOTE: To ensure that FRS 3.0 applies the correct default values to a household record, whenever any default value changes, you must enter a new **Effective Date of Default Values**. This date ensures that FRS 3.0 only applies the new default values to those households with an effective date of action **after** this date.

- **Passbook Rate**: Enter the percent as a decimal in this field. The passbook rate is available from your HUD Field Office.

Indian Mutual Default Values Only

- **The Mutual Help and Occupancy Agreement Percentage**: A number between 0.15 and 0.30 that corresponds to the percentage in the Mutual Help and Occupancy Agreement. Enter the percent as a decimal in this field.

- **Administration Charge Set By Each Indian Housing Authority**: Each Indian Housing Authority (IHA) sets their administration charge. Enter the amount of the IHA's charge.

Leave these defaults unchanged unless instructed by HUD

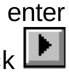
- **Medical Threshold Percentage**: A standard Medical Threshold currently set by HUD at 3%, entered as a decimal. This value may change in the future.

- **Elderly/Disability Allowance**: The family's standard allowance amount if the Head of Household and/or spouse/co-head is elderly (age 62 or over), and/or disabled. The current allowance is $400.

- **Allowance per Dependent**: Standard allowance amount for each dependent in the household. The current allowance is $480 per dependent.

- **Percentage Used to Derive the TTP if Based on Annual Income**: A default value set by HUD at 10%, entered as a decimal. This value may change in the future.

- **Percentage Used to Derive the TTP if Based on the Adjusted Annual Income**: A default value set by HUD at 30%, entered as a decimal. This value may change in the future.

2) To enter another set of default values that begin on a different date, click  on the bottom of the window.
   - Enter the **new effective date of the default values** and provide the changed default values.

- Continue to enter all additional sets of default values. If you have more than one set of default values, takes you to the last set of default values.

  For example, if your HA used a Passbook Rate of 0.025 from January 1, 1994 through December 31, 1998, but then changed the Passbook Rate to 0.03 on January 1, 1999:
  - Enter 1/1/1994 as the effective date
  - Enter the Passbook Rate of 0.025.
  - After you complete all necessary information for this set of default values, click , to enter another set of default values for the new Passbook Rate with an effective date of 01/01/1999.

3) Click and/or to view sets of default values.

NOTE: To delete a set of default values (record):

- Click while the desired set of default values is displayed and press <DELETE>. A confirmation message appears.
- Click OK to confirm the deletion of the selected set of default values.

4) Click Next. The **Provide HA IDs for whom you administer PIH Projects** window appears.

OR

Click to return to the Main Menu. Click on *HA Configuration* drop down menu and select *Originating HAs*.

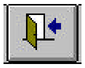
5. ORIGINATING HOUSING AGENCIES

1) When the **Provide HA IDs for whom you administer PIH Projects** window appears, complete these fields:

   - **Agency Name**
   - **PHA code**

2) You are now ready to setup your preferred method of transmission. Click  to be automatically prompted for a submission selection.

OR

Click  to return to the Main Menu.

3) Please refer to Chapter 2-C, Submission Setup, at www.hud.gov/pih/systems/mtcs/document.html#frs for instructions.

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Chapter 2-C

SUBMISSION SETUP

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1. INTRODUCTION

PHAs may submit data to MTCS via the Internet. This chapter explains how to choose your preferred method of transmission of FRS 3.0 data.

2. SUBMISSION SETUP

Choosing a preferred method of transmission takes place during the FRS 3.0 setup or from within the Main Menu. The first sample shows the steps for Internet selection, and the second sample shows the steps for Sprintmail selection.

2.1 INTERNET SETUP

After you complete the Housing Agency Profile, you are automatically prompted to select your submission selection.

OR

From the Main Menu, click on the *Submit File* drop down menu and select *Submission Setup.*

To setup FRS 3.0 to transmit data via the Internet:

1) Select the **Internet Transmission** button and click 

. The **Internet Browser Application File Directory** window appears.

2) Enter your Internet browser's directory and executable file into the **Command Line** field.

   NOTE: If you do not know the directory and executable file for your Internet browser, click the **Browse** button. The **Select the directory where the application file is stored** window appears. You can search for the Internet executable file.

   Examples of Internet browser directory and executable files are:

   C:\netscape\netscape.exe

   C:\windows\explorer.exe

3) Click 

. The **Internet Submission File Directory** window appears.

4) Enter the directory name into the **Command Line** field. Tenant data files are saved under this directory. (i.e., **C:\TO_MTCS)**

5) When you finish, click on 

. The **FRS 3.0 Main Window** appears. You completed the setup for Internet submission.

NOTE: Some computers display a message that says you must reboot your system to complete setup. If so, reboot your computer now and reopen FRS 3.0.

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Chapter 3

LOGIN AND NAVIGATE

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1. INTRODUCTION

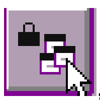
This chapter explains the procedures you need to login and navigate the FRS 3.0 system. These procedures walk you through the login process as well as discuss some general navigation tips to assist you when you move about MTCS.

2. FRS 3.0 LOGIN

To open FRS 3.0, double click on the FRS icon 

. This takes you to the Login Screen. Complete these steps on the **Login- Family Reporting Software(FRS)** window:

1) **Enter User Password**: **HUDFRS.** You cannot change the FRS 3.0 password cannot be changed.

2) Click , and the **Main** menu appears. The FRS 3.0 desktop window appears.

3. GENERAL NAVIGATION TIPS

- Every time you open a new area, your cursor is on the first active field.
- Press <TAB> to move between fields on the page. If you press <TAB> while on the last field, the cursor automatically moves back to the first active field at the top of the page.
- Refer to the FRS 3.0 Online Help to find how FRS 3.0 populates an inactive field.
- FRS 3.0 automatically saves information you enter every time you move to another page or information area.

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Chapter 3-A

FRS 3.0 Main Menu Bar

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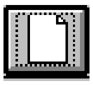
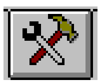
1. INTRODUCTION

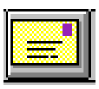
This chapter explains the various layouts within FRS 3.0. It delivers information on desktop icons needed to enter household data and describes what each of the drop down menus contain.

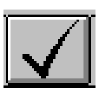
2. FRS 3.0 MAIN DESKTOP CATEGORIES

The main desktop window appears when you open the FRS 3.0 application and displays four icons:


New Household: Use the **New Household** section to capture information about a new participant who does not currently have a record in the FRS 3.0 database. Click on this button to open the New Head of Household window.

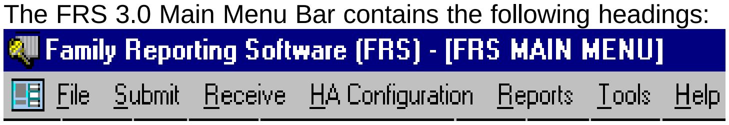

Maintain Household: Use the **Maintain Household** section to edit information about an existing participant with a record already stored in the database. Click on this button to open the Head of Household Browser window.


Transmit File to MTCS: Use the **Transmit File to MTCS** section to submit accurate and complete applications to MTCS. Click on this button to open the Submit Forms window.


Retrieve Error File from MTCS: Use the **Retrieve Errors** section to retrieve error reports from MTCS. Click on this button to open the Internet Browser.

3. FRS 3.0 MAIN MENU BAR

The FRS 3.0 Main Menu Bar contains the following headings:



Each of the headings displayed above are discussed in detail in the sections that follow.

3.1 THE FILE DROP DOWN MENU

The File drop down menu contains four options:

The **New Household** option performs the same function as the New Household button on the main FRS 3.0 desktop window. When you select New Household from the File drop down menu, FRS 3.0 presents a New Head of Household Information window.

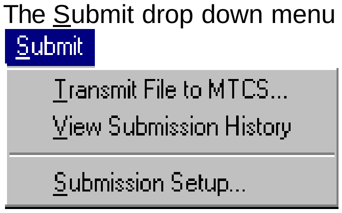
The **Maintain Household** option performs the same function as the Maintain Household button on the main FRS 3.0 desktop window. When you select Maintain Household from the File drop down menu, FRS 3.0 presents the Head of Household Browser window.

The **View Recycle Bin** option displays the household records of families whose records were sent to the Recycle Bin. From the recycle bin, you may delete the records or return the household records to the browser.

The **Exit FRS** option closes FRS 3.0.

3.2 THE SUBMIT DROP DOWN MENU

The Submit drop down menu contains three options:



The **Transmit File to MTCS** option opens the Forms Submission Status window. This window lists the Form HUD-50058s that passed all FRS 3.0 edits and are ready for submission to MTCS. The window also lists Form HUD-50058s that do not pass the FRS 3.0 edits in a separate area.

The **View Submission History** option opens the Submission History screen, which displays the date and time of submissions to MTCS, and includes the number of Form HUD-50058s.

The **Submission Setup** option allows you to setup the Internet method of data transmission to submit data to MTCS. Use this option if you did not perform the submission setup during installation or if you would like to change the method of data transmission you selected during installation.

3.3 THE RECEIVE DROP DOWN MENU

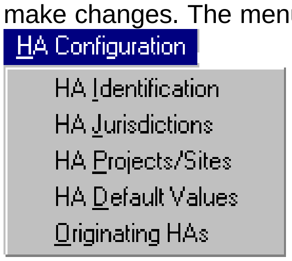
The Receive drop down menu contains two options:

The **Retrieve Error File from MTCS** option allows the user to access error notifications from the Internet, this option launches the users designated Internet browser.

The **View Error File Retrieved from MTCS** option is only available to SprintMail users. This option opens a box in which you may choose to view previous or new error files. If you select to view new error files, FRS 3.0 replaces previously retrieved error files.

3.4 THE HA CONFIGURATION DROP DOWN MENU

The HA Configuration drop down menu allows you to access fields you completed during installation and make changes. The menu contains five options:



The **HA Identification** option opens the Housing Agency Identification window. This window contains the installation information previously entered. If this information is not provided, use this option to identify the following:

- **Agency Name**
- **PHA code**
- **Subcontractor Name**
- **Subcontractor Mailbox ID**

The **HA Jurisdictions** option opens the Housing Agency Jurisdictions window. This window contains the installation information previously entered. If this information is not provided, use this option to:

- **Select HA Home Jurisdiction.** This is the state in which your PHA has home jurisdiction.

- Select other applicable project jurisdictions (one at a time) from the **List of all potential project jurisdictions** list box and click the **Add State** button. The selected jurisdiction is added to the **Project jurisdictions that PHA has unit authority** field. To remove a state from the **Project jurisdictions that PHA has unit authority** field, select the state from this field and click the **Remove State** button.

The **HA Projects/Sites** option opens the HA Projects/Sites window. Use this window to maintain information about Public Housing projects and sites for which the PHA administers rental housing programs. Enter the project number and the project name. If the project has multiple sites, enter the three digit site number and the site name.

The **HA Default Values** option opens the HA Default Values window. This window contains the installation information provided during FRS 3.0 installation.

NOTE: Default values are very important to FRS 3.0 data collection. These values are often pre-determined percentages or dollar amounts used to calculate income information. Any changes to these values affects income calculations and, therefore, rent calculations.

To ensure that FRS 3.0 applies the correct default values to a household record, whenever any default value changes, you must enter a **new** Effective Date of Default Values. This date ensures that FRS 3.0 only applies the new default values to those households with an effective date of action after this date.

If you did not provide information during installation, use this option to enter:

Required Default Values

- **Effective Date of Default Values**
- **Passbook Rate**

Indian Mutual Default Values Only

- **The Mutual Help and Occupancy Agreement Percentage**
- **Administration Charge Set By Each Indian Housing Authority**

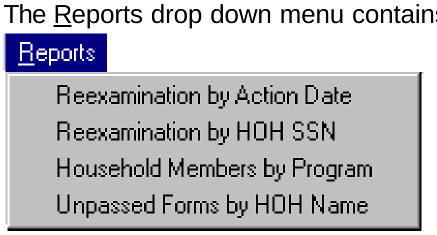
Leave these defaults unchanged unless instructed by HUD

- **Medical Threshold Percentage**
- **Elderly/Disability Allowance**
- **Allowance per Dependent**
- **Percentage Used to Derive the TTP if Based on Annual Income**
- **Percentage Used to Derive the TTP if Based on the Adjusted Annual Income**

* For information on HA Configuration steps, please see Chapter 2-B, Complete the Housing Agency Configuration, at: www.hud.gov/pih/systems/mtcs/document.html#frs

3.5 THE REPORTS DROP DOWN MENU

The Reports drop down menu contains four options:



The **Reexamination by Action Date** option lists families due for reexamination. It lists the Effective Date of Action, the Head of Household Name and Social Security Number (SSN), sorted by the Effective Date of Action.

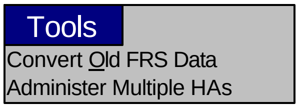
The **Reexamination by HOH SSN** option lists families due for reexamination. It lists the Effective Date of Action, the Head of Household Name and SSN, sorted by the Head of Household's Social Security Number.

The **Household Members by Program** option lists each household broken down by rental subsidy program.

The **Unpassed forms by HOH Name** option lists all forms that have not passed FRS edits due to errors. The list provides the Head of Household Name and Social Security Number.

3.6 THE TOOLS DROP DOWN MENU

The Tools drop down menu contains one option:



The **Convert Old FRS Data** option allows you to convert data from older version of FRS 2.1. If you converted your data during installation, you cannot access this option. Refer to the steps listed earlier in this document for step-by-step instructions for data conversion.

* For more information on converting old FRS data, please see the 'Convert Data in FRS' chapter at: www.hud.gov/pih/systems/mtcs/document.html#frs

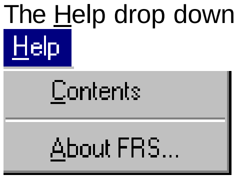
WARNING: You can only access this option, **before** you enter family data into FRS 3.0.

Multiple HAs are those users that transmit for more than one HA. The **Administer Multiple HAs option** allows you to maintain multiple HA databases as well as change a working HA database.

* For more information on Multiple HA reporting, please see the 'Multiple HA User Guide' chapter at: www.hud.gov/pih/systems/mtcs/document.html#frs

3.7 THE HELP DROP DOWN MENU

The Help drop down menu contains two options:



The **Contents** option displays the main window of FRS 3.0 Help.

The Help system provides on-line assistance and contains much of the information included in this Guide.

The **About FRS** option displays information about the FRS 3.0 design and the FRS 3.0 version ID.

FRS 3.0 User Guide

Chapter 3-B

Troubleshooting FRS 3.0

May 2001

Table Of Contents

1. INTRODUCTION

This chapter explains various problems you may encounter while you use FRS 3.0.

2. TROUBLESHOOT FRS 3.0

- During installation, FRS 3.0 creates two additional icons:

and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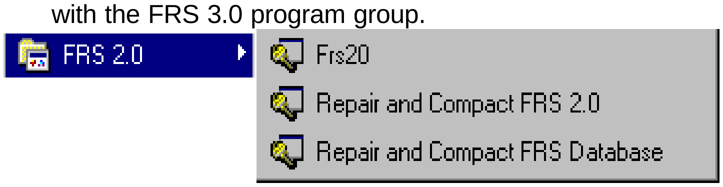
If FRS 3.0 shuts down unexpectedly, in a power failure for example, your FRS 3.0 database can be damaged. To use FRS 3.0 again, you must repair the database.

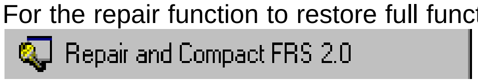
NOTE: If you were editing data when FRS 3.0 closed unexpectedly, your last change to data may be lost after you repair the database, even if you saved the changes.

When you try to open FRS 3.0 with a damaged database, unpredictable behavior may occur. You may receive an error message when you login to FRS 3.0.

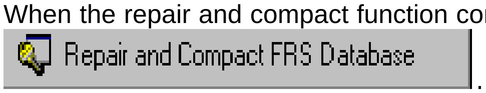
2.1 CORRUPTED DATABASE

1) To repair a corrupted database, double click on both icons. If you use Windows 95, the options appear with the FRS 3.0 program group.



2) For the repair function to restore full functionality to FRS 3.0, you must click on the 

icon first. The compact function always runs after the repair function (see below for information about the compact function).

3) When the repair and compact function completes, click on the 

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2.2 FRAGMENTED DATA

1) When you make changes to FRS 3.0 data, such as adding and deleting objects, the data can become fragmented and use disk space in a manner that is less than optimal. Periodically, you should compact your database in order to optimize the file. The compacted database file usually becomes smaller. You must close FRS 3.0 before compacting it.

2) To compact your database, double click on both icons. The repair function always runs before the compact function.

FRS 3.0 User Guide

Chapter 3-C

PRINT HOUSEHOLD INFORMATION FROM FRS 3.0

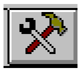
May 2001

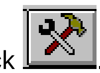
Table Of Contents

1. INTRODUCTION

This chapter explains how you can print a household from the Head of Household browser.

2. PRINT HOUSEHOLD DATA

1) Click  to begin the process to print household data.

   The first window, **Head of Household browser**, appears automatically after you click .

2) Click on the first letter of the Head of Household's last name of the Household that you wish to print.
3) Select the Head of Household last name
4) Click . FRS 3.0 prints Form HUD-50058 data for the selected household on your Windows default printer.

FRS 3.0 User Guide

Chapter 4

COMPLETE HOUSEHOLD INFORMATION

May 2001

Table Of Contents

1. INTRODUCTION

The Head of Household Browser allows you to enter information about a household into FRS 3.0. This information allow FRS 3.0 to compute the data on the Form HUD-50058 and then send it to MTCS.

2. 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:

1) Click on the Maintain Household icon to open the Maintain Household window.
2) 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.

If the household does not already exist in FRS 3.0, click on the button to begin.

3. 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 3.0 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.

1) 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 3.0 generated)
   - **Sex (3g)**
   - **Relation** (**3h**, software/FRS 3.0 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)**

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

3) Click Cancel 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 3.0 generates this information from the information you provided in the Head of Household window.

4. 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.

1) Review the **Agency name (1a)** and **PHA code (1b)** to confirm that the fields contain the correct information for your agency. FRS 3.0 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.

2) 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 a household participates in Section 8, FRS 3.0 skips steps 3-6 and proceed directly the Action Information, however if the family participates in a Public Housing, Indian Housing, or Indian Mutual Help program, FRS 3.0 activates the following steps 3-6:

3) **1d. Project number** field. Click to obtain a list of project numbers. Select the appropriate project number, then go to the next step.
4) **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.
5) **1e. Building number** field. Enter the appropriate building number, then go to the next step.
6) **1f. Building entrance number** field. Enter the appropriate building entrance number, then go to the next step.
7) **1g. Unit number** field. Enter the appropriate unit number, then go to the next step.
8) Click Next or 2. Action at the bottom of the screen. The **2. Action** window appears.

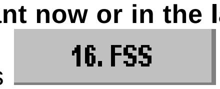
5. ACTION INFORMATION

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.

1) 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**

2) Complete **2b. Effective date of action**
3) Complete **2c. Correction?**
4) Complete **2d. Primary reason for Correction**
5) Complete **2e. Date correction transmitted**
6) Complete **2f. Repayment agreement?**
7) Complete **2g. Monthly amount of repayment**
8) Complete **2h. Date of admission to the program**
9) Complete **2i. Projected date of next reexamination**
10) Complete **2j. Projected date of next flat rent reexamination (public Housing only)**
11) Complete **2k. FSS Participant now or in the last year**

    NOTE: You can only access 

if you indicate **Yes**.

12) Complete **2m. Special program(s)**
13) Enter **2n. Other special programs: Number 01**
14) Enter **2n. Other special programs: Number 02**
15) Enter **2n. Other special programs: Number 03**
16) Enter **2n. Other special programs: Number 04**
17) Enter **2n. Other special programs: Number 05**
18) Complete **2p. Use if instructed by HUD**
19) Enter **2q. PHA Use Only**
20) Enter **2r. PHA Use Only**
21) Enter **2s. PHA Use Only**
22) Enter **2t. PHA Use Only**
23) Enter **2u. PHA Use Only**

5) Click 

or 

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

6. 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

6.1 ADD HOUSEHOLD MEMBER

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

1) 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
    - (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?**

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

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

6.2 EDIT HOUSEHOLD MEMBER

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

1) Click Edit... . The **Household Member Information** window appears.
2) Re-enter the information in the field(s) of the **Household Member Information** window that you would like to edit.
3) Click Save to save the household member information and return to the **3. Household** window to complete data entry.
4) Click Cancel to cancel the changes without saving them and return to the **3. Household** window to complete data entry.

6.3 DELETE HOUSEHOLD MEMBER

1) Click on the household member you would like to delete.
2) Click Delete . FRS 3.0 opens a delete warning box to confirm the action.

3) 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 3.0 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.

6.4 OTHER HOUSEHOLD INFORMATION

Follow these steps to enter the remainder of the information in the
3. Household window:

1) Review **3t. Total number in household** (software generated): FRS 3.0 automatically calculates how many members are in the household based on the household members entered in the household information window.
2) Complete **3u. Family subsidy status under noncitizen rule**: Click to obtain a list of codes.
3) Complete **3v. Effective date if 3s = C .**
4) Complete **3w. If new HOH, former HOH's SSN.**
5) Click or on the bottom of the screen. The **4. Family Background at Admission** window appears.

7. 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.

1) Complete **4a. Date entered waiting list.**
2) Complete **4b. ZIP code before admission.**
3) Complete **4c. Homeless at admission?**
4) Complete **4d. Does family qualify for admission over the very low-income limit?** (Section 8 only)
5) Complete **4e. Continuously assisted under the 1937 Housing Act? (head of house only)**
6) Complete **4f. Is there a HUD approved income targeting disregard ?**
7) Click or on the bottom of the screen. The **5. Unit to be Occupied on Effective Date of Action** window appears.

8. 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:

1) 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**

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

3) 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**

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

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

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

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

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

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

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

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

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

12) Click Next or 6. Assets. The **6. Assets** window appears.

9. 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.

1) 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.

2) 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.
3) Complete **6d. Cash value of asset.**
4) Complete **6e. Anticipated income.**
5) **Calculation (PHA use)**
6) Review **6f., 6g. Column totals.** (software generated)
7) Review **6h. Passbook rate.** (software generated)
8) Review **6i. Imputed asset income.** (software generated)
9) Review **6j. Final asset income.** (software generated)
10) Click Next or 7. Income on the bottom of the screen. The **7. Income** information window appears.

10. 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 3.0 (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 3.0. You can also determine if FRS 3.0 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:

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

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

3) Click OK to proceed with the deletion of the asset, or click Cancel 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 Next button, FRS 3.0 immediately recalculates the asset information at the bottom of the window.

11. 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.

1) 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.

2) Complete **7b. Source of income**. Click to see a list of income types.
3) Review **7b. Income code.** (software generated)
4) Complete **Dollars per period.**
5) Complete **Periods per year.**
6) Review **7d. Dollars per year.** (software generated)
7) Complete **7e. Income exclusions** *(includes income disallowance and ISA-Public and Indian Housing Only)*
8) Review **7f. Income after exclusions.** (software generated)
9) Review **7g. Earnings deductions**. *(Public and Indian Housing Only)*
10) Review **6j. Final asset income.** (software generated)
11) Review **7i. Total annual income.** (software generated)
12) Click Next or 8. Exp. Income on the bottom of the screen. The **8. Expected Income per year** window appears.

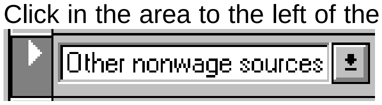
12. DELETE AN INCOME RECORD

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.

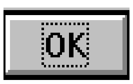
If the record has not been written to the database in FRS 3.0 (saved in the file), use the <Esc> key to remove the record. If you have completed all information about the income and moved to the next line or the next window, you have saved the information in FRS 3.0. You can also determine if FRS 3.0 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:

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


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

3) 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 3.0 immediately recalculates the income information at the bottom of the window.

13. 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.

1) Review **8a. Total annual income.** (software generated). If not Public housing skip to 8f.
2) Complete **8b. Family Member Name** (Public Housing only)
3) Complete **8c. Type of permissible deduction** (Public Housing only)

4) Complete **8d. Amount** (Public Housing only)
5) Review **8e. Total permissible deductions.** (Software generated)
6) Review **8f. Medical/disability threshold.** (software generated)
7) Complete **8g. Total unreimbursed disability assistance expense.**
8) Review **8h. Maximum disability allowance.** (software generated)
9) Complete **8i. Earnings in 7d made possible by disability assistance expense.**
10) Review **8j. Allowable disability assistance expense.** (software generated)
11) Complete **8k. Total out of pocket medical expense.**
12) Review **8m. Total disability assistance and medical expenses.** (software generated)
13) Click Next . Page 2 of the **8. Expected Income per year** window appears.

14) Review **8n. Medical/disability assistance allowance.** (software generated)
15) Review **8p. Elderly/disability allowance.** (software generated)
16) Review **8q. Number of dependents.** (software generated)
17) Review **8r. Allowance per dependent.** (software generated)
18) Review **8s. Dependent allowance.** (software generated)
19) Complete **8t. Yearly child care cost that is not reimbursed.**
20) Complete **8u. Travel cost to work/school**. *(Indian Housing Only)*
21) Review **8x. Total allowances.** (software generated)
22) Review **8y. Adjusted annual income.** (software generated)
23) Click Next or 9. TTP. The **9. Total Tenant Payment (TTP)** window appears.

14. 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.

1) Review **9a. Total monthly income.** (software generated)
2) Review **9c. TTP if based on annual income.** (software generated)
3) Review **9d. Adjusted monthly income.** (software generated)
4) Complete **9e. Percent of adjusted monthly income** (written as a decimal, default 0.3)
5) Review **9f. TTP if based on adjusted annual income.** (software generated)
6) Complete **9g. Welfare rent per month.**

7) Complete **9h. Minimum TTP.**
8) Review **9j. TTP.** (software generated)
9) Complete **9i. Enhanced Voucher minimum rent.**
10) Complete **9k. Most recent TTP.**
11) Complete **9m. Qualify for minimum rent hardships?**
12) Click Next or 10-15. Program at the bottom of the screen. The appropriate **Program** window appears.

15. 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 1. Agency to return to the **1. Agency** window. Select the correct program and click 10-15. Program 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.

15.1 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.

1) Review **10a. TTP.** (software generated)
2) Complete **10b. Flat Rent.**
3) Complete **10c. Ceiling rent.**
4) Review **10d. Lower rent.** (software generated)
5) Complete **10e. Utility allowance.**
6) Review **10f. Tenant rent.** (software generated)
7) Complete **10u. Type of rent selected.**

8) 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.

15.2 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.

1) Review **10a. TTP.** (software generated)
2) Complete **10b. Flat Rent.**
3) Complete **10h. Public/Indian Housing maximum rent.**
4) Review **10i. Family maximum subsidy.** (software generated)
5) Review **10j. Total number eligible.** (software generated)
6) Review **10k. Total number in family.** (software generated)
7) Review **10n. Eligible subsidy.** (software generated)
8) Review **10p. Mixed family TTP.** (software generated)
9) Complete **10r. Utility allowance.**
10) Review **10s. Mixed family tenant rent.** (software generated)
11) Complete **10u. Type of rent selected.**
12) 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.

16. 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 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.

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.

16.1 PAGE ONE

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

1) Complete **11a. Number of bedrooms on certificate.**
2) Complete **11b. Is the family now moving to this unit?** (Project-based certificates and vouchers only)
3) Complete **11d. Did family move into your PHA jurisdiction under portability?**
4) Complete **11e. Cost billed per month.**
5) Complete **11f. PHA Number billed.**
6) Complete **11g. Check all housing types that apply.**
7) Click Next . Page 2 of the **11. Section 8 Certificates** window appears.

16.2 PAGE TWO

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

1) Complete **11h. Owner name.**
2) Complete **11i. Owner TIN/SSN.**
3) Complete **11k. Contract rent to owner.** (if unit has other subsidy, put subsidized rent)
4) Complete **11m. Utility allowance.**
5) Review **11n. Gross rent of unit.** (software generated)
6) Review **11q. TTP.** (software generated)
7) Click Next . Page 3 of the **11. Section 8 Certificates** (except manufactured home) **information** window appears.

16.3 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**.**

1) Review **11r. Total HAP.** (software generated)
2) Review **11s. Tenant rent.** (software generated)
3) Review **11t. HAP to owner.** (software generated)

4) If the family does not participate in FSS and you complete 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.

16.3.1 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.

1) Review **11aa. Normal total HAP.** (software generated)
2) Review **11ae. Total number eligible.** (software generated)
3) Review **11af. Total number in family.** (software generated)
4) Review **11ag. Proration percentage.** (software generated)
5) Review **11ah. Prorated total HAP.** (software generated)
6) Review **11ai. Mixed family TTP.** (software generated)
7) Review **11aj. Utility allowance.** (software generated)
8) Review **11ak. Mixed family tenant rent** (Software generated)
9) Review **11an.Prorated HAP to owner.** (software generated)
10) 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.

16.3.2 PAGE THREE: OFTO PRORATED RENT CALCULATION

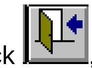
Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated) **and** the family resides in OFTO housing (field 11g). Such families are eligible for a prorated rental subsidy.

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

1) Review **11q. TTP.** (software generated)
2) Review **11ae. Total number eligible.** (software generated)
3) Review **11af. Total number in family.** (software generated)
4) Review **11ag. Proration percentage.** (software generated)

5) Complete **11ah. Prorated total HAP**. See Instruction Booklet at www.hud.gov/pih/systems/mtcs/document.html#50058 for the OFTO formula to calculate the prorated housing assistance payment.

6) Review **11ai. Mixed family TTP.** (software generated)

7) 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.

17. 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 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 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.

17.1 PAGE ONE

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

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

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

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

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

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

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

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

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

17.2 PAGE TWO

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

1) Complete **12h. Owner name.**

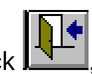
2) Complete **12i. Owner TIN/SSN.**

3) Complete **12j. Payment standard for the family.** (For new leases, enter lower of payment standard or gross rent 12q.))
4) Complete **12k. Rent to owner.**
5) Complete **12m. Utility allowance.**
6) Review **12p. Gross rent of unit.** (software generated)
7) Review **12q. Lower of 12j or 12p.** (software generated)
8) Review **12r. TTP.**
9) Review **12s. Total Hap.**
10) Click 

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

17.3 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.

1) Review **12t. Total family share.** (software generated)
2) Review **12u. HAP to owner.** (software generated)
3) Review **12v. Tenant rent to owner.** (software generated)
4) Review **12w. Utility reimbursement to the family.** (software generated)
5) If the family does not participate in FSS and you completed data entry, click , to exit. If the family participates in FSS, click 

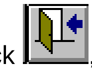
. The **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum(WtW) voucher** window appears.

17.3.1 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.

1) Review **12ab. Normal total HAP.** (software generated)
2) Review **12ac. Total number eligible.** (software generated)
3) Review **12ad. Total number in family.** (software generated)
4) Review **12ae. Proration percentage.** (software generated)
5) Review **12af. Prorated total HAP.** (software generated)
6) Review **12ag. Mixed family total family contribution.** (software generated)
7) Review **12ah. Utility allowance.** (software generated)
8) Review **12ai. Mixed family tenant rent.** (software generated)

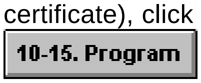
9) Review **12aj. Prorated HAP to owner.** (software generated)

10) 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.

18. 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.

18.1 PAGE ONE

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

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

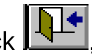
. Page 2 of the **13. Section 8 Mod Rehab** window appears.

18.2 PAGE TWO: REGULAR RENT CALCULATION

Fill out his 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.

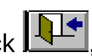
1) Review **13k. Tenant rent.** (software generated)

2) Review **13m. HAP to owner.** (software generated)

3) 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.

18.3 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.

1) Review **13p. Gross rent.** (software generated)
2) Review **13q. Normal total HAP.** (software generated)
3) Review **13r. Total number eligible.** (software generated)
4) Review **13s. Total number in family.** (software generated)
5) Review **13t. Proration percentage.** (software generated)
6) Review **13u. Prorated total HAP.** (software generated)
7) Review **13v. Mixed family TTP.** (software generated)
8) Review **13w. Utility allowance.** (software generated)
9) Review **13x. Mixed family tenant rent.** (software generated)
10) Review **13z. Prorated HAP to owner.** (software generated)
11) 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.

19. 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 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 Certificate program and are a manufactured home owner 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.

19.1 PAGE ONE

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

1) Complete **14a. Number of bedrooms on certificate.**
2) Complete **14c. Did family move into your PHA jurisdiction under portability?**
3) Complete **14d. Cost billed per month.**
4) Complete **14e. PHA code billed.**
5) Click Next. Page 2 of the **14. Manufactured Home Owner Renting the Space** window appears.

19.2 PAGE TWO

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

1) Complete **14g. Space owner name.**
2) Complete **14h. Space owner TIN/SSN.**
3) Complete **14j. Furniture included in purchase price?**
4) Complete **14k. Monthly amortization payment.**
5) Review **14m. Deduction.** (software generated)
6) Review **14n. Adjusted amortization.** (software generated)
7) Complete **14p. Utility allowance.**
8) Complete **14q. Rent to owner.**
9) Click Next. Page 3 of the **14. Manufactured Home Owner Renting the Space** window appears.

19.3 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.

1) Review **14r. Gross rent.** (software generated)
2) Review **14s. TTP.** (software generated)
3) Review **14t. Gross rent minus TTP.** (software generated)
4) Review **14v. HAP to owner.**

5) Review **14w. Tenant Rent.** (software generated)

6) 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.

19.3.1 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.

1) Review **14r. Gross rent.** (software generated)
2) Review **14s. TTP.** (software generated)
3) Review **14t. Gross rent minus TTP.** (software generated)
4) Complete **14v. HAP to owner**. Perform the required calculations.
5) Review **14aa. Total number eligible.** (software generated)
6) Review **14ab. Total number in family.** (software generated)
7) Review **14ac. Proration percentage.** (software generated)
8) Review **14ad. Prorated HAP to owner.** (software generated)
9) Review **14ae. Mixed family TTP.** (software generated)
10) Review **14ag. Mixed family tenant rent.** (software generated)
11) 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.

20. 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.

20.1 PAGE ONE

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

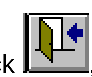
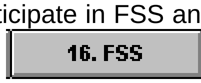
1) Complete **15a. Is the family now moving to this home?**
2) Complete **15b. Date of initial HQS inspection**
3) Complete **15c. Did family move into your PHA jurisdiction under portability?**
4) Complete **15d. Cost billed per month.**
5) Complete **15e. PHA code billed.**
6) Complete **15f. Monthly homeownership payment .**
7) Complete **15g. Utility allowance.**
8) Complete **15h. Monthly maintenance allowance.**
9) Complete **15i. Monthly major repair/replacement allowance.**
10) Complete **15j. Monthly Co-op/Condominium assessments.**
11) Complete **15k. Monthly principal and interest on debt for improvements, if any.**
12) Review **15m. Gross homeownership expense** (software generated)
13) Click 

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

20.2 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.

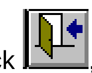
Page Three: Prorated Rent Calculation, contains more information about the prorated rent calculation.

1) Complete **15n. Payment standard for the family.**
2) Review **15p. Lower of 15m and 15n.**
3) Review **15q. TTP.** (software generated)
4) Review **15r. HAP.** (software generated)
5) Review **15s. Total family share.** (Software generated)
6) 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.

20.2.1 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.

1) Complete **15n. Payment standard for the family.**
2) Review **15p. Lower of 15m and 15n.**
3) Review **15q. TTP.** (software generated)
4) Review **15r. HAP.** (software generated)
5) Review **15aa. Normal total HAP.** (Software generated)
6) Review **15ab. Total number eligible.** (software generated)
7) Review **15ac. Total number in family.** (software generated)
8) Review **15ad. Proration percentage.** (software generated)
9) Review **15ae. Prorated HAP.** (software generated)
10) Review **15af. Mixed family total family share.** (software generated)
11) 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.

21. 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 1. Agency to return to the **1. Agency** window to select the correct program and click 10-15. Program 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.

1) Review **16a. Adjusted monthly income.** (software generated)
2) Review **16b. Number between 0.15 and 0.30 corresponding to the % in the mutual help agreement.** (software generated)
3) Review **16c. Gross family cost.** (software generated)

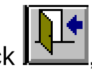
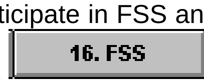
4) Complete **16d. Utility allowance.**

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

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

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

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

9) 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.

22. 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 <u>not</u> generate any of the fields for you.

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

2) Complete **17b. FSS Report Category.**
3) Complete **17c. FSS Effective date of action**

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

5) Complete **17e. WtW report category**

6) Complete **17f. WtW effective date**

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

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

9) Click 

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

10) Enter **17h. General information**

11) 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.

12) 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 Next . ***PAGE 4*** of the **17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum(WtW) voucher** window appears.

13) 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**.

14) 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 Next . ***PAGE 5*** of the **17. Welfare to work voucher program** window appears.

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

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

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Chapter 4-A

MAINTAIN HOUSEHOLD INFORMATION

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1. INTRODUCTION

Once you enter a household into FRS 3.0, you may make changes to that household. FRS 3.0 refers to these changes as functions to maintain a household. This section contains information about how to maintain an existing household. You view the same windows accessed when you entered households into FRS 3.0.

Click to begin to maintain household data. The first window, **Head of Household browser**, appears automatically after you click on the Maintain Household button .

2. SELECT THE HOUSEHOLD

Follow these steps to **Select the Household** in the **Head of Household** browser window:

1) Click on the first letter of the Head of Household's last name of the Household that you wish to maintain.
2) FRS 3.0 displays all Heads of Household that begin with the selected letter. Double-click on the Head of Household that belongs to the household you wish to maintain or select the Head of Household that belongs to the household you wish to maintain and click . The **1. Agency** window appears.
3) If the Head of Household does not appear in the Head of Household browser, click button to begin to enter new household data.

3. MAINTAIN THE HOUSEHOLD

1) Review the information in the **1. Agency** window. Enter the correct information into the appropriate fields.
2) Select the window that contains the household information you wish to maintain.

   For example, you may select , if you need to change the type of action for the family, i.e., the household was a new admission and now you need to perform an Annual Reexamination for the household.

* For more information about the fields contained on the individual information screens, see Chapter 4, Complete Household Information at: www.hud.gov/pih/systems/mtcs/document#frs.

3) When you complete data entry, click . The **FRS Main Menu** window appears.

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Chapter 4-B

DELETE HOUSEHOLD RECORDS

May 2001

Table Of Contents

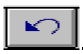
1. INTRODUCTION

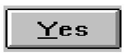
This chapter explains how to delete a household from the Head of Household browser and use the Recycle Bin.

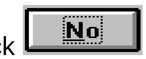
2. DELETE A HOUSEHOLD RECORD

Follow these steps to delete a Household from your Head of Household browser.

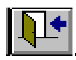
1) Click on the Head of Household that belongs to the household you wish to delete.

2) Click . FRS 3.0 opens a **Send to Recycle Bin Warning** box.

3) Click 

to send the household to the recycle bin or click 

to cancel.

4) When you complete the action, click . The **FRS 3.0 Main Menu** window appears.

3. USE THE RECYCLE BIN

1) From the **Main Menu**, select File, View Recycle Bin. The **Recycle Bin** appears.

2) Click on the first letter of the Head of Household's last name of the Household you wish to return to the Head of Household browser or delete.

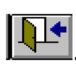
3) FRS 3.0 displays all Head of Households that begin with the selected letter. Click on the Head of Household that belongs to the household you wish to return to the Head of Household browser or delete.

4. RETURN HOUSEHOLD TO HOUSEHOLD BROWSER FROM RECYCLE BIN

To return a household to the Head of Household browser information window, follow these steps:

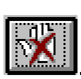
1) Select the household you wish to return to the Head of Household browser.

2) Click  to return the household to the Head of Household browser.

3) When you complete the action, click . The **FRS 3.0 Main Menu** window appears.

5. DELETE HOUSEHOLD FROM RECYCLE BIN

To delete a household from the Recycle Bin window, follow these steps:

1. Click . FRS 3.0 opens an **Empty Recycle Bin Warning** box.

2. Click **Yes** to empty the household from the recycle bin or click **No** to cancel.

1) When you complete the action, click . The **FRS 3.0 Main Menu** window appears.

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Chapter 5

SUBMIT DATA TO MTCS

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Table Of Contents

1. INTRODUCTION

When you enter Form HUD-50058 data in FRS 3.0, the software stores the information in a file. When you are ready to submit the data to MTCS, FRS 3.0 compiles the information into a readable format for MTCS and transmits the data through the submission method you selected upon installation or setup. If you did not select a submission method during installation, follow the steps in Chapter 2-C to set up the proper submission method.

2. SUBMIT DATA

To submit data to MTCS:

1) From the **Main Menu**, click . The **Form Submission Status** window appears. The **Form Submission Status** Window displays all forms that FRS 3.0 will submit to MTCS in the top box and all forms that contain errors in the bottom box. FRS 3.0 will not submit the forms in the bottom box until you correct all errors.

2) To submit ALL the forms that passed FRS 3.0 edits to MTCS, click SUBMIT FORMS NOT IN ERROR TO MTCS in the top half of the window. When you click on this button, FRS 3.0 initiates an Internet session if your selected data transmission method is Internet, or FRS 3.0 will initiate a SprintMail session if your selected data transmission method is SprintMail. Once you connect to the Internet, go to the MTCS Website (http://www.hud.gov/pih/systems/mtcs/pihmtcs.html), login to MTCS and locate the Internet Data Transmission application link. Click on the link and begin the data transmission process.

3) All forms ready for transmission have a next to the name of the Head of Household. If you would like to exclude certain forms, click on the in the Submit Indicator column. The check mark disappears. If a form does not have a check mark in the Submit Indicator column, FRS 3.0 will not send that form to MTCS.

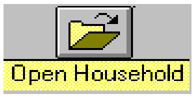
3. FORM ERRORS

If there are errors in data or data format contained in Form HUD-50058, FRS 3.0 will not transmit it to MTCS. To view errors contained in the forms, follow these steps:

1) Click Close to return to the **FRS Main** window.

2) Click Maintain Household to display the **Head of Household browser**.

3) From the **Head of Household browser**, locate the Head of Household's last name from the alphabetical selection on the left of the window.

4) Click 

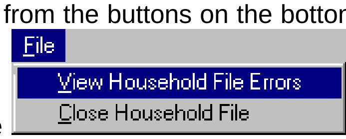
to display the form for the household on the FRS 3.0 Desktop.

5) From the Desktop, select 

. The Form HUD-50058 **Form Errors Window** appears.

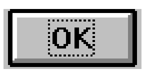
The top box describes the sections of FRS 3.0 that contain the errors. The bottom box displays the exact line in error for the highlighted section.

6) To correct the fields in error, close the Form HUD-50058 Form Errors window and select the appropriate section from the buttons on the bottom of the FRS 3.0 Desktop.

7) Use the 

option to verify that you corrected all errors. When you have corrected all errors and select the View Household File Errors option, FRS 3.0 displays the following message:

"The household file is now ready to be submitted to MTCS."

8) Click 

and follow the above steps to submit data.

FRS 3.0 User Guide

Chapter 6

UNDERSTAND AND RETRIEVE ERROR INFORMATION

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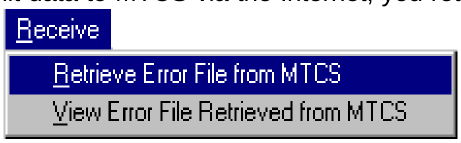
1. INTRODUCTION

The process by which you retrieve error files from MTCS depends on the method of data transmission you use. This chapter outlines methods to retrieve error files from the Internet.

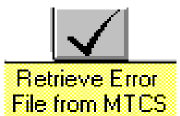
2. RETRIEVE ERROR FILES FROM THE INTERNET

If you submit data to MTCS via the Internet, you retrieve error files directly from the Internet.

1) Select 

from the Main Menu bar

OR

Click on 

from the **Main Menu** window.

2) FRS 3.0 initiates an Internet session.

3) Go to the MTCS Website, (http://www.hud.gov/pih/systems/mtcs/pihmtcs.html), login to MTCS and click Transmission Information.

* For more information on how to retrieve error information, see the Web Reports Guide at www.hud.gov/pih/systems/mtcs/document.html.

FRS 3.0 User Guide

Appendix I

ICONS AND TERMINOLOGY

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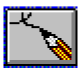
APPENDIX I - ICONS AND TERMINOLOGY

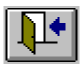
This section describes icons and terms found in FRS 3.0.

Save — **Save** button: Found only in the Head of Household window. Click this button to save Head of Household information entered into the New Head of Household window. The **Desktop** window opens and displays the Head of Household data just entered.

Cancel — **Cancel** button: Click this button to cancel the information entered in the fields on the window. The **Main Menu** window appears after you click on **Cancel**.



Calculator button: Click this button to open the calculator on top of the **Desktop** window.



Exit button: Click this button to close the current window you are in.

Previous — **Previous** button: Click Previous to open the window accessed before the current window.

Next — **Next** button: Click Next to open the window that comes after the current window. These buttons appear when a section has more than one window. If there is only one window within a section the Next takes you to the next section. To go back to the previous window, click the **Previous** button.

Section (numbers 1 through 9) buttons:

1. Agency | 2. Action | 3. Household | 4. Background | 5. Unit | 6. Assets
7. Income | 8. Exp. Income | 9. TTP | 10-15. Program | 16. FSS

Click a particular section button to open the first page within the selected section. These sections follow the order of the Form HUD-50058 and have the same names.

- 1. Agency: Information about the Public Housing Agency and the program in which the family participates.
- 2. Action: Information about the family's type of action.
- 3. Household: Information about the people who reside in the unit, both family members and non-family members.
- 4. Background: Information about the family prior to their participation in subsidized housing.
- 5. Unit: Information about the unit the family occupies on the effective date of action.
- 6. Assets: Information about the family's assets.

- **7. Income**: Information about the family's income.
- **8. Exp. Income**: Information about the family's expected income per year after deductions.
- **9. TTP**: Information about the family's total tenant payment (TTP).
- **10-15. Program**: Information about the family's rental subsidy for the specific program in which the family participates.
  - ◊ 10. Public Housing, Indian Rental, and Turnkey III
  - ◊ 11. Section 8 Certificates (except owner-occupied manufactured home on rented space/pad)
  - ◊ 12. Section 8 Vouchers (except owner-occupied manufactured home on rented space/pad)
  - ◊ 13. Mod Rehab (except converted to Certificate)
  - ◊ 14. Manufactured Home Owner Renting the Space
  - ◊ 15. HomeOwnership
  - ◊ 16. Indian Mutual Help
- **16. FSS**: Information about families who participate in the Family Self-Sufficiency (FSS) program. **Note:** The FSS section is only available when you indicate that the family participated in the FSS program now or in the past year (field 2e).

FRS 3.0 User Guide

Appendix II

FRS 3.0 FIELD CONVENTIONS

May 2001

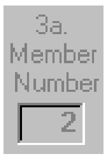
APPENDIX II - FRS 3.0 FIELD CONVENTIONS

This section contains information about field conventions in FRS 3.0.

GRAY TEXT:

FRS 3.0 populates this field with information you previously entered in the software program. In this example, the Housing Agency's name, Housing Agency A, appears as gray text.

GRAY TEXT BOX:



FRS 3.0 populates text box fields with blanks, percentages, numbers, formulas or computations based on input into FRS 3.0. You cannot alter these fields.

When a gray text box is populated, FRS 3.0 completes the appropriate calculation for you. You can find the source of these fields under the field definitions in the Online Help.

When a gray text box is blank, it identifies an information area not required for a section. For example, if a family participates in a Certificate program, the project state does not apply and the field appears as a gray title and box.

WHITE TEXT BOX:

A white text box appears where FRS 3.0 requires you to input data. For example, the white text box after **Effective date of action** requires you provide a date in this field.

Date Format:

Enter all dates with a 4-digit year. FRS 3.0 displays only the last two digits of the year, but captures the entire year for calculation purposes. Use forward slashes between the month and day and between the day and year.

NOTE: For system settings programmed to display a 4-digit year, FRS 3.0 will display all four digits.

Social Security Numbers:

Do not enter forward slashes or dashes in Social Security numbers. If a household member does not have a valid Social Security number, use
999-99-9999.

HA Use Only Field: Use this field for internal notes or memos. HUD receives only the first 5-digits of the information entered in this field.