**Appendix D: TRACS Discrepancy Code Tables**

Note: Due to field size restrictions in the TRACS Systems, messages returned to the owners and their agents may be an abbreviated version of the message descriptions in this guide.

All TRACS discrepancy codes pertaining to certifications and voucher information are listed in this appendix. Part 1 contains TRACS Tenant System discrepancy codes and part 2 contains TRACS Voucher System discrepancy codes.

The **Action-Required** column lists codes that indicate correction submission procedures and designate those messages that are informational.

Valid codes are:

**01** - Submit correction within 45 days.

**02** - Submit correction on next submission and/or certification.

**03** - Informational message; may or may not require correction.

**04 -** Follow up required (For Field Office Use Only).

This chapter is organized into the following major sections:

Part 1: TRACS Tenant Discrepancy Code Tables D-2

Part 2: TRACS Voucher Discrepancy Code Tables D-20

| **Part 1: TRACS Tenant Discrepancy Code Tables** | | | |
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| T**RACS**  **Code** | **Description** | **Recommended Solution** | **Action**  **Required** |
| AD | TRACS calculated allowance for dependents differs from reported value. | Verify number of dependents; recalculate total allowance for depen­dents. | 01 |
| ADI | TRACS calculated adjusted income differs from reported value. | Verify care/special status codes; recalculate total allowance and annual income. | 01 |
| AHE | TRACS calculated allowance for handicapped expenses dif­fers from reported value. | Verify special status/care code (H); recalculate handicapped expense, income and allowances. | 01 |
| AME | TRACS calculated allowance for medical expenses dif­fers from reported value. | Verify head/spouse/adult co-tenant with E/H special status code; recalculate. | 01 |
| ANI | TRACS calculated annual income differs from reported value. | Recalculate member incomes, income from assets, and annual income. | 01 |
| AP | TRACS calculated assistance payment differs from reported value. No override set. | Recalculate gross rent, TTP, and assistance payment  Or  Enter the appropriate override. | 01 |
| ASI | TRACS calculated income from assets differs from reported value. | Choose greater of imputed in­come from assets or actual yearly income from assets. | 01 |
| CCE | TRACS child care allowance for working differs from reported expense value. | Verify care code and age of child(ren); recalculate child care expense for working. | 01 |
| CE001 | Effective date cannot be greater than next recertification date. | Submit a correction certification with the correct effective date and next recertification date. | 01 |
| CE002 | Next recertification date not sub­mitted. | TRACS provided next recertification date; no correction required. | 03 |
| CE003 | Next recertification date exceeds one year. | Verify next recertification date; cannot be > one year from effective date. TRACS provided a calculated date. | 03 |
| CE005 | Employment income of child included in annual income. | Exclude employment income of child; recalculate income. | 01 |
| CE006 | Apparent late certification. Effective Date is after next annual Recertification date. | The effective date submitted in the annual recertification is greater than the next recertification date of the certification it supersedes. Verify and correct Effective Date and /or Recertification Date. | 01 |
| CE008 | Effective date precedes move-in date. | Verify effective date and move-in date reported; revise one or both. | 01 |
| CE009 | Effective date submitted for annual recertification begins after first day of month. | Verify effective date of recertification. | 03 |
| CE012 | Tenant signature date not provided on 50059. | Submit date tenant signed certifi­cation. | 02 |
| CE013 | Owner signature date not provided on 50059. | Submit date owner signed certifi­cation. | 02 |
| CE014 | Adult member listed on more than one certification active in same period. | Research and take appropriate steps to resolve duplicate subsidy. | 01 |
| CE016 | A unit is occupied by multiple households. | Verify unit number and household identification. | 01 |
| CE018 | Household Member is reported as Handicapped, Not Handicapped in previous certification. | Verify the reported disability; correct if necessary. | 04 |
| CE019 | Previous head of household does not match current head of household. | Verify head of household on current and previous certifications; correct if necessary. | 01 |
| CE020 | Current assets decreased from previous certification by more than 20% and more than $500. | Compare the assets listed on current and previous certifications. | 04 |
| CE021 | Current income decreased from previous certification by more than 20% and more than $500. | Compare the income listed on current and previous certifications. | 04 |
| CE022 | Incorrect income status code submitted for Post-81 Section 8 annual or interim recertification. | Verify annual income amount and income limit; correct income status code. | 02 |
| CE023 | Household member was previously handicapped; not handicapped in current certification. | Verify current and previously reported disability; correct if necessary. | 03 |
| CE024 | Household composition has changed from previous certification. | Verify household members on current and previous certifications; correct if necessary. | 03 |
| CE027 | Lower income limit reported as zero at move-in or initial certification. | Lower income limit must be > zero at move-in or initial certification. | 01 |
| CE029 | Interim effective is after next annual recertification date. | Verify and correct certification effective date and/or next recertification date. | 01 |
| CE031 | Income exception code not submitted for household receiving Section 8 after 7/1/84.  Income exception code submitted for a unit not receiving 84 assistance. | Verify income exception code and submit appropriate values, if applicable.  Submit a valid income exception code (VL, CV, ET, EDT, EIT, AA, EAT, or EP). | 02 |
| CE033 | An income exception code was entered for post-8/1/84 Section 8 recipient. | The certification indicates that the family began receiving assistance on or after 8/1/1984. An income exemption code was also submitted. These two conditions appear inconsistent. | 03 |
| CE034 | Lower income limit reported as zero at annual or interim recertifi­cation. | Lower income limit must be > zero at annual or interim recertification. | 02 |
| CE035 | Current Assets Amount increased by > 20% + >$500 from previous certification. | Compare the assets listed on the current and previous certification. | 04 |
| CE036 | Current Income Amount increased by > 20% + >$500 from previous certification. | Compare the income listed on the current and previous certification. | 04 |
| CE040 | No waiver or qualifying family member for 811 PRAC/202 PAC. | At annual or interim recertification the household must contain a disables family member age 18 or older, specify a disabled waiver, or specify a survivor status. | 02 |
| CE041 | No waiver or qualifying family member for Section 202 PRAC. | At annual or interim recertification the household must contain an elderly member or specify an age waiver, near elderly waiver, or survivor status. | 02 |
| CE042 | No waiver or qualifying family member for 202/8. | At annual or interim recertification the household must contain a disabled family member age 18 or older or specify a disabled waiver or survivor status. | 02 |
| CE050 | Contract number submitted for non-Section 8 project. | Remove contract number for non-Section 8 units on next submission. | 02 |
| CE056 | Move in to project date cannot exceed TRACS processed date plus one month. | Verify reported move into project date. | 01 |
| CE058 | Member birth date is after effective date of the certification. | Verify birth date of member. | 01 |
| CE060 | An IC submitted for a 236 project should have a project number. | TRACS added the project number and stored the IC. | 03 |
| CE061 | An IC submitted for a 236 project should have a secondary subsidy type code of “S”. | TRACS added the secondary subsidy code “S” and stored the IC. | 03 |
| CE062 | An IC submitted for a 236 project should have a secondary subsidy type and project #. | TRACS added the secondary subsidy code “S” and the project number and stored the IC. | 03 |
| CE077 | Incorrect previous housing code submitted for move-in. | Submit correct previous housing code (1, 2, 3, 4, 5 or 6). | 02 |
| CE078 | Incorrect displacement status code submitted for move-in. | Submit correct displacement status code (1, 2, 3 or 4). | 02 |
| CE081 | Elderly family status code omitted. | Resubmit the certification with the Special Status Code set to “E”. | 03 |
| CE083 | Incorrect special status code submitted for non-elderly household member. | Verify elderly status code and age of the household member. | 01 |
| CE084 | Incorrect sex code submitted. | Submit the appropriate sex code (F, M or Blank). | 02 |
| CE085 | Full-time student status code “F” not permitted when member’s age is less than 18. | Check special status code and the age of the household member. Correct or leave blank. | 02 |
| CE086 | Incorrect/blank relationship code submitted. | Submit an appropriate relationship code (H, S, D, K, O, F, L or N ). | 02 |
| CE100 | Incorrect or blank income exception code submitted. | Submit correct income exception code (VL, CV, ET, EDT, EIT, AA, EAT or EP). | 02 |
| CE101 | Incorrect or blank able to work care code submitted. | Submit a correct able to work care code (C, H or CH). | 01 |
| CE110 | Incorrect/blank income type code submitted. | Submit correct type code on next submission. | 02 |
| CE111 | Incorrect or blank income status code submitted. | Submit correct income status code (1=Lower; 2=Very Low, 3 = Extremely Low). | 02 |
| CE114 | Incorrect or blank eligibility universe code submitted. | Submit the correct eligibility universe code (1 or 2) on the next submission. | 02 |
| CE115 | Incorrect or blank Section 8 assistance 7/01/84 indicator. | Submit either “Y” or “N” on next submission. | 02 |
| CE117 | Tenant not eligible for rent supp based on assistance payment amount. | For init cert or move-in, rent supp assistance must be >= 10% of gross rent unless an income (INC) waiver was granted. | 01 |
| CE131 | Security deposit is now being collected by TRACS. | Enter the security deposit amount and resubmit the transaction as a correction. | 03 |
| CE146 | Incorrect next recertification date reported. | Next recertification date cannot exceed certification effective date plus one year.  Next recert date is effective date plus one year unless alternative next recert date approved by HUD. | 02 |
| CE147 | Very low income limit is reported as zero or blank for Section 8 or PRAC. | Verify subsidy type and submit very low income limit for Section 8 or PRAC. | 02 |
| CE148 | TRACS calculated income exceeds the lower and very low income limit. | Verify lower and very low income limits. Recalculate income. | 02 |
| CE150 | Household member reported more than once on this certification. | Verify each member’s last name, first name, birth date and SSN. | 01 |
| CE155 | Very low income limit submitted, but subsidy type is not Section 8 or PRAC. | Verify subsidy type and leave blank if subsidy type is not Section 8 or PRAC. | 03 |
| CE156 | Income status code reported for tenant in a non-Section 8 unit. | Verify income type and tenant income status. If it isn’t Section 8, leave the field blank. | 03 |
| CE157 | Incorrect or blank current subsidy indicator reported. | Submit “Y” or “N” on next submission. | 02 |
| CE161 | Eligibility universe code reported for non-Section 8. | Verify subsidy type and submit on next submission. If subsidy type isn’t Section 8, leave the field blank. | 03 |
| CE164 | Previous housing code reported for certification code other than move-in. | Verify certification type. If not a move-in, leave blank. | 03 |
| CE166 | Section 7/01/84 assistance indicator reported for a non-Section 8 unit. | Verify and correct subsidy type on next submission. If subsidy type isn’t Section 8, leave the field blank. | 03 |
| CE169 | Current subsidy type is not consistent with last submission. | Verify and correct subsidy type, if appropriate. | 03 |
| CE170 | Displacement status code was reported for other than move-in. | Verify certification type and omit the code if certification type is not a move in. | 03 |
| CE174 | Income exception code reported for a non-Section 8 tenant. | Verify and correct subsidy type on next submission. If subsidy type is not Section 8, leave blank. | 03 |
| CE176 | Incorrect ethnicity code submitted. | Submit correct ethnicity code (0, 1 or 2). | 02 |
| CE180 | Able to work care code reported for ineligible family member. | Verify and correct relationship code, age or able to work care code. | 03 |
| CE181 | Elderly special status code can apply only to relationship code “H”, “S” or “K”. | Verify relationship code and status code. | 02 |
| CE182 | Full-time student special status code incompatible with reported household composition. | Verify relationship code, age and status code. | 01 |
| CE183 | Handicapped special status code (“H”) is incompatible with household composition. | Verify relationship code and status code. | 02 |
| CE184 | Household has a live-in attendant but no handicapped or elderly. | Verify household composition. | 02 |
| CE186 | WARNING: Section 202 PRAC unit has more than one bedroom. | Verify number of bedrooms and submit a correction. | 04 |
| CE189 | TRACS calculated income exceeds the very low income limit for a PRAC. | Verify very low income limits. Recalculate income. | 04 |
| CE190 | Child care expense claimed, but there are no children under the age of 13 in the household. | Verify age of child or children. Recalculate child care expense. | 01 |
| CE191 | The certification effective date must occur before the voucher date. | Verify certification effective date and voucher date reported. | 03 |
| CE192 | Head, spouse or co-head is less than 15 years of age. | Verify relationship code, age or birth date and correct if necessary. | 03 |
| CE193 | Project and contract number on MAT70 differs from the current TRACS certification. | The project and contract number from the current certification will be used by TRACS to process the MAT70. | 03 |
| CE196 | Tenant transferred into an occupied unit. | Verify unit occupancy. Submit a correction if needed. | 03 |
| CE199 | Tenant moved into an occupied unit. | Verify unit occupancy. Submit a correction if needed. | 03 |
| CE202 | This action changes the certification in force. The future gross rent change remains on file. | Verify this action against the future gross rent change. Submit correction if required. | 02 |
| CE216 | No SSN was submitted. TRACS created a temporary identification number. | Use the TRACS temporary identification number on all transactions until the tenant provides a SSN. Use the head of household ID change procedure to replace the temporary ID with a SSN. | 03 |
| CE217 | Other member income/full-time student income cannot be greater than $480. | Verify family member’s earned income. | 03 |
| CE221 | Invalid secondary subsidy code submitted. | Submit a correction with a valid secondary subsidy code.  NOTE: Secondary subsidy applies only to 236 tenants with a deeper subsidy; submit correction with spaces or “S” as appropriate. | 01 |
| CE222 | Invalid household assistance status code submitted. | Submit a correction with a valid household assistance status code. | 01 |
| CE224 | Invalid citizenship eligibility code and relationship code combination submitted. | Submit a correction with a valid citizenship eligibility code and relationship code combination. | 01 |
| CE225 | Invalid relationship code for citizenship eligibility code “IC”. | Submit a correction with a valid citizenship eligibility code and relationship code combination. | 01 |
| CE226 | Invalid relationship code for citizenship eligibility code “IP”. | Submit a correction with a valid citizenship eligibility code and relationship code combination. | 01 |
| CE227 | Invalid household assistance status code “N” submitted for subsidy type. | Submit a correction with a valid household assistance status code and subsidy type combination.  NOTE: Household assistance status “N” is invalid when subsidy type is Section 8, RAP, Rent Supplement or Section 236. | 01 |
| CE228 | Invalid household assistance status code “E” when members are ineligible. | Submit a correction with a household assistance status matching the family composition. | 01 |
| CE229 | Invalid assistance status code “C” for move-in date or family composition. | Submit a correction with consistent assistance status, eligibility, and move-in date.  NOTE: Assistance status code “C” is invalid if the family was not a tenant as of June 19, 1995 or if there are ineligible family members. | 01 |
| CE230 | Invalid assistance status code “P” when family composition not mixed. | Submit a correction with consistent assistance status and family composition. | 01 |
| CE231 | Invalid assistance status code “T” submitted for family composition when family composed of all eligible members or members awaiting verification. | Submit a correction with consistent assistance status and family composition.  NOTE: Assistance status code “T” is invalid for a family with all eligible members or members awaiting verification. | 1 |
| CE232 | Invalid household assistance status code, “F” submitted for the family composition. | Submit a correction with consistent assistance status and family composition.  NOTE: Household assistance status “F is valid only if there is a family member pending verification. | 01 |
| CE233 | Invalid household assistance status code submitted for a subsidy type not affected by the Non-citizen rule. | Submit a correction with a consistent assistance status and subsidy type.  NOTE: Household assistance status code must be “N” for BMIR, 202 PRAC, 811 PRAC or 202/162 PAC. | 01 |
| CE234 | Invalid special status code, “F” submitted for the relationship code. | Submit correction with consistent special status and relationship code.  NOTE: A co-head or “none of the above” cannot be designated as a full-time student. | 01 |
| CE236 | Invalid secondary subsidy code submitted for subsidy type. | Submit a correction with a valid secondary subsidy code and subsidy type. | 01 |
| CE237 | Secondary subsidy code not required until the Noncitizen Rule effective date of June 19, 1995. | Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995. | 01 |
| CE238 | Household Assistance Code is not required until the Noncitizen Rule effective date of June 19, 1995. | Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995. | 01 |
| CE239 | Citizenship Eligibility code is not required until the Noncitizen Rule effective date of June 19, 1995. | Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995. | 02 |
| CE246 | TRACS calculated MAT70 TTP differs from reported value. | Recalculate TTP on appropriate worksheet. | 02 |
| CE247 | TRACS calculated MAT70 TR differs from reported value. | Recalculate tenant rent on appropriate worksheet. | 02 |
| CE248 | TRACS calculated MAT70 AP differs from reported value. | Recalculate gross rent, TTP, and assistance payment. | 02 |
| CE249 | Gross rent change received after tenant has already moved out of unit. | TRACS stored the certification. No action required. | 03 |
| CE252 | Security Deposit should equal the greater of total tenant payment or $50. | Check the security deposit guidelines in the 4350.3 Handbook for 202 PAC, 202/811 PRAC. Resubmit the transaction as a correction. | 03 |
| CE254 | Late – MO/YR in Trans Effect Date is more than 3 mos. Older than voucher date.  Voucher Date: | TRACS stored the certification. No action required. MO/YR transaction effective date may be up to 3 months older than the voucher date but no more than 3 months. Forewarning: This edit becomes fatal in the future. | 03 |
| CE258 | Household must be terminated before an initial certification (IC) is submitted. | TRACS stored the certification. No action is required. | 03 |
| CE259 | Security Deposit for this Section 8 program should equal on month’s TTP. | Check the security deposit guidelines in the 4350.3 Handbook for the following:   1. New Construction (with AHAP executed before 11/05/79) 2. New Construction FMHA (RHS 515 with Section 8) 3. Substantial Rehab (with AHAP executed before 02/20/80) 4. State Agency (with AHAP executed before 02/29/80)   Resubmit the transaction as a correction. | 03 |
| CE260 | Security Deposit for this Sec 8 program should be equal to the greater of TTP or $50. | Check the security deposit guidelines in the 4350.3 Handbook for the following:   1. Property Disposition 2. Section 202 (with Sec 8 or PAC) 3. State Agency (with AHAP executed on or after 02/29/80) 4. New Construction (with AHAP executed on or after 11/05/79) 5. Substantial Rehab (with AHAP executed on or after 02/20/80)   Resubmit the transaction as a correction. | 03 |
| CE261 | Security Deposit for this Sec 8 program may not exceed TTP.1. | Check the security deposit guidelines in the 4350.3 Handbook for the Loan Management Set-Aside.  Resubmit the transaction as a correction. | 03 |
| CE263 | Invalid student status code submitted. | Verify the student’s status and submit a correction containing a valid code. | 03 |
| CE267 | Previous subsidy should be blank for a move-in certification. | Verify transaction type and resubmit, if appropriate. | 03 |
| CE289 | Incorrect status code submitted for family member. | Codes are **C** (Joint custody dependent – no dependent allowance), **E** (elderly), **H** (handicapped), **J** (Joint custody dependent – resides with family receiving dependent allowance), **K** (Joint custody dependent – resident 50% or more in unit), **S** (full-time student). | 02 |
| CE301 | Incorrect race code submitted for American Indian or Alaska native. | Submit correct race code “Y” or leave blank. | 02 |
| CE302 | Incorrect race code submitted for Asian. | Submit correct race code “Y” or leave blank. | 02 |
| CE303 | Incorrect race code submitted for Black or African American. | Submit correct race code “Y” or leave blank. | 02 |
| CE304 | Incorrect race code submitted from Native Hawaiian or other Pacific Islander. | Submit correct race code “Y” or leave blank. | 02 |
| CE305 | Incorrect race code submitted for White. | Submit correct race code “Y” or leave blank. | 02 |
| CE306 | Incorrect race code submitted for Other. | Submit correct race code “Y” or leave blank. | 02 |
| CE307 | Incorrect race code submitted for Declined to Report. | Submit correct race code “Y” or leave blank. | 02 |
| CE320 | Income of (L) live-in attendant or (N) None of the Above included in household income. | Exclude all income of household members with a relationship code of Live-in or None of the Above. Recalculate income and resubmit certification. | 01 |
| CE323 | Invalid citizenship eligibility code submitted. | Submit a correction with a valid citizenship eligibility code (EC, EN, IC, IN, IP, PV, ND, or XX). | 01 |
| CE343 | No waiver or qualifying family member for Section 202 PRAC. | At move-in or initial certification the household must contain an elderly family member or specify an age or near elderly waiver. | 02 |
| CE344 | No waiver or qualifying family member for Section 811 PRAC. | At move-in or initial certification the household must contain a disabled family member age 18 or older or specify a disabled waiver. | 02 |
| CE345 | No waiver or qualifying family member for Section 202/162 PAC. | At move-in or initial certification the household must contain a disabled family member age 18 or older or specify a disabled waiver. | 02 |
| CE348 | Certification recorded. Household member was previously an eligible non-citizen with no SSN. Now ineligible non-citizen with no SSN. | Household member cannot change status from eligible to ineligible in order to bypass disclosure requirements Verify that status has changed. | 03 |
| CE349 | Certification recorded. Household member under 6 years of age has no SSN. | Owner/Agent has 90 days to provide valid SSN. In some cases OA can provide additional 90 days. Correct certification within 180 days and re-submit. If resident does not provide SSN, begin steps to terminate tenancy, Refer to Notice 10-08 and HH 4350.3, R1, Chapter 3. | 02 |
| CE352 | Household submitted with a relationship of “L”. | HUD has added two new relationship codes of F = Foster child/Adult and N = None of the Above. If those codes are more appropriate, correct and re-submit. If the member is a live-in aide, disregard this message. | 03 |
| CE353 | Tenant rent calculation does not follow the standard rule. Rent override code used. | If override of standard tenant rent was intended, no action required. | 03 |
| CE354 | Tenant rent calculation does not follow the standard rule for PRAC. Rent override code used. | If override of standard tenant rent was intended, no action required. | 03 |
| CE355 | Extenuating Circumstances Code used when tenant signature date is present. | Must be corrected within 45 days. Extenuating circumstances codes provide HUD with an explanation of why a certification is not signed. If all adults have signed the 50059, remove the extenuating circumstances code and re-submit. If appropriate signatures have not been collected, use the appropriate extenuating circumstances code and remove the tenant signature date. | 01 |
| CE356 | Invalid Extenuating Circumstances Code used. | Must be corrected within 45 days. Extenuating circumstances codes provide HUD with an explanation of why a certification is not signed. If all adults have signed the 50059, remove the extenuating circumstances code and re-submit. If appropriate signatures have not been collected, use a valid extenuating circumstances code. 1 = Medical, 2 = Late annual certification due to accommodation or extenuating circumstances, 3 = Late annual certification due to owner/agent delay, 4 = Late annual certification due to third party delay (Guardian), 5 = Military deployment, 6 = Eviction, 7 = Court order, 8 = No signature Required, 9 = No signature required for 60 days, 10 = Other. | 01 |
| CE357 | Certification Not Signed. | If the tenant is unable to sign for a legitimate reason, you must document the file and explain why there is no signature and explain when or if a signature will be obtained. Resubmit the certification as a correction when/if tenant signs. | 03 |
| CE358 | EIV Correction Indicator included on cert with a current or future effective date. | EIV indicators are used to denote certifications that are corrected or created as a result of using the EIV reports. It is not generally used for a current certification. | 03 |
| CE359 | Invalid EIV Indicator. | EIV indicator is “Y” or the field is Blank. | 03 |
| CE360 | TM submitted for a PRAC. | Must be corrected within 45 days. PRAC program is not subject to Termination. Rent is the greater of 10% of annual income or 30% of adjusted income. | 01 |
| CE361 | SSN Benefits Claim Number entered as 999999999. This is not a valid entry. | Enter a valid SSN of the claimant (usually deceased spouse or parent) or leave field blank. | 02 |
| CE362 | TTP at RAD Conversion has value when property is not Section 8 RAD. | N/A | 02 |
| CE363 | TTP at RAD Conversion has Value on most recent certification. New certification does not have value and is not a correction. | N/A | 03 |
| CE364 | TTP at RAD Conversion is different from previous certification and new certification is not a correction. | N\A | 03 |
| CE365 | TTP Before Override field has a value but no “Y” in Rent Override field. | Either add a “Y” to Rent Override field and provide new rent value or remove value from TTP Before Override field. | 03 |
| CE366 | Rent Override field set to “Y” but no value included in the TTP Before Override field. | Must be corrected within 45 days. Either remove “Y” from Rent Override field or add value to TTP Before Override field. | 01 |
| CE367 | Current TTP is less than TTP AT RAD. | N\A | 03 |
| CE368 | Rent Override field set to “Y” and TTP is greater than calculated TTP. | Normally, rent override is lower than calculated rent.  Disregard if this is a PRAC resident who is paying operating because of failure to re-certify | 03 |
| CE369 | Invalid Tax Credit Building Identification Number (BIN). | If applicable. For example: VA0312345. Required if the unit is part of a low income tax credit building. Note: Do not fill the field unless there is a valid BIN. A valid BIN is in the format SSYYNNNNN where SS is the state postal abbreviation, YY is the last 2 digits of the allocation year and NNNNN is 5 digits. YY can be in the range 85-99 and 00-13 and so forth. If YY is either 19 or 20, the year is not valid. | 02 |
| CE370 | Asset disposed of for less than market value is included when divested date is over 2 years. | Must be corrected within 45 days. Disposed assets are considered for 2 years from the date the resident sold/gave away the asset. Either correct the divested date or do not include the asset in the “income from asset” calculation. | 01 |
| CE387 | Invalid SSN Exception Code. | Valid Exception codes are C – not contending eligible immigration status, E – exempt elderly, M – exempt minor (90 to 180 days), and Blank. Resubmit with a valid code. | 03 |
| DN001 | Different DUNS# submitted previously for contract/project number | Verify DUNS# is correct for current contract/project number | 03 |
| CVOA | Cash value of an asset is zero, but actual yearly income from asset is valued. | Verify the information and submit a correction if necessary.  This is a valid transaction if the asset is making regular periodic payments. | 01 |
| EHA | TRACS calculated elderly allowance differs from the reported value. | Verify the “E” or “H” special status codes for the Head of Household, Spouse or Adult Co-head. | 01 |
| GR | TRACS calculated gross rent differs from the reported value. | Verify contract rent and utility allowance on HUD-approved rent schedule. | 01 |
| IIA | TRACS calculated imputed income from assets differs from the reported value. | Verify the passbook rate, and recalculate the imputed income from assets. | 01 |
| NDP | TRACS calculated number of dependents differs from the reported value. | Recalculate the number of dependents based upon relationship, age and special status. | 01 |
| NFL | TRACS calculated number of Live-ins/None of the Above differs from the reported value. | Recalculate the total number of members listed with the relationship code of “L” or “N”. | 02 |
| NFM | TRACS calculated number of family members differs from the reported value. | Recalculate the number of family members excluding foster children and live-in attendants. | 02 |
| PAI | TRACS calculated 3% of annual income differs from reported value. | Recalculate the annual income and 3% of annual income. | 01 |
| TA | TRACS calculated total allowances differs from the reported value. | Verify all allowances, care codes, and special status codes and recalculate the allowances. | 01 |
| TCVA | TRACS calculated total cash value of assets differs from the reported value. | Verify the values submitted and recalculate the total cash value of assets. | 01 |
| TEI | TRACS calculated total employment or business income differs from the reported value. | Verify the values submitted and recalculate the employment or business income including all income codes that now fall into that category. | 01 |
| TNAI | TRACS calculated income from all sources except assets differs from the reported value. | Verify the values submitted and recalculate the total income from all sources except assets. | 01 |
| TOI | TRACS calculated total other income differs from the reported value. | Verify the values submitted and recalculate total other income including all of the current income codes that fall into this category. | 01 |
| TPEI | TRACS calculated total social security and pension income differs from the reported value. | Verify the values submitted and recalculate total social security and pension income including all of the current income codes that fall into this category. | 01 |
| TPUI | TRACS calculated total public assistance income differs from the reported value. | Verify values submitted and recalculate total public assistance income including all of the current income codes that fall into this category. | 01 |
| TR | TRACS calculated tenant rent differs from the reported value. No override set. | Recalculate tenant rent  Or  Enter the appropriate override. | 01 |
| TTP | TRACS calculated total tenant payment differs from the reported value. No override set. | Recalculate the total tenant payment (TTP)  Or  Enter the appropriate override. | 01 |
| TYIA | TRACS calculated total actual yearly income from assets differs from the reported value. | Verify the values submitted and recalculate the total actual yearly income from assets. | 01 |
| UR | TRACS calculated utility reimbursement differs from the reported value. | Recalculate: If the utility allowance is greater than TTP, subtract TTP from utility allowance. | 01 |

| **Part 2: TRACS Voucher Discrepancy Code Tables** | | | | |
| --- | --- | --- | --- | --- |
| **TRACS**  **Code** | **Voucher**  **Field** | **Description** | **Recommended Solution** | **Action**  **Required** |
| VE001 |  | Reported total number of units in contract is less than the reported number of units receiving subsidy. | Verify reported units in contract and reported units receiving subsidy. | 02 |
| VE005 |  | Reported Total Unit in Contract is not equal to the reported sum of units receiving subsidy, vacant units and market rent units. | Verify units in contract and sum of all units. | 02 |
| VE006 |  | Reportedunits in billing is greater than reported number of units receiving subsidy. | Verify reported units in billing and units receiving subsidy. | 02 |
| VE008 |  | Incorrect Section 8 type code submitted for Section 8 contract. | Verify Section 8 type code (1, 2, 3, or 4); if not Section 8, leave blank. | 02 |
| VE009 |  | Section 8 type indicator is not required for non Section 8 subsidy. | Verify/correct subsidy type on next submission; if not Section 8, leave blank. | 02 |
| VE010 |  | Incorrect HAP signed on/after 10/1/81 indicator submitted. | Verify/submit correct HAP signed on/after 10/1/81 indicator (Y or N or spaces). | 02 |
| VE011 |  | HAP signed on/after 10/1/81 indicator reported for non Section 8 contract. | Verify and correct subsidy type; if non Section 8, leave blank. | 02 |
| VE012 |  | Incorrect HAP contract effective on/after 10/1/81 indicator submitted. | Verify/submit correct HAP contract effective on/after 10/1/81 indicator (Y or N). | 02 |
| VE013 |  | HAP contract effective on/after 10/1/81 indicator reported for non Section 8 contract. | Verify and correct subsidy type; if non Section 8, leave blank. | 02 |
| VE014 |  | Incorrect HAP contract signed on/after 10/3/84 indicator submitted. | Verify/submit contract signed on/after 10/3/84 indicator (Y or N). | 02 |
| VE015 |  | HAP contract signed on/after 10/3/84 indicator reported for non Section 8 contract. | Verify and correct subsidy type; if non Section 8, leave blank. | 02 |
| VE016 |  | HAP contract signed on/after 10/3/84 indicator not required. | Verify/correct Section 8 type or HAP contract signed on/after 10/3/84 indicator. | 02 |
| VE017 |  | Reported total exceptions not equal to the sum of tenant and allocated project-based exceptions. | Verify total exceptions. | 02 |
| VE018 |  | Contract number does not exist in TRACS database. | Verify voucher contract number. | 02 |
| VE019 |  | Project number does not exist in TRACS database. | Verify voucher project number. | 02 |
| VE020 |  | Number of units receiving subsidy is greater than the total contracted units. | Correct Total Units in contract and/or Number of Units receiving subsidy and resubmit the voucher | 02 |
| VE021 | NA | Number of subsidized units in billing>the total authorized units. | Verify the subsidized units. | 02 |
| VE022 | NA | Reported contract units are greater than total authorized units. | Verify the contract units. | 02 |
| VE023 |  | The unrequested payment amount is greater than the available amount authorized on the original voucher. | Verify the requested amount. | 02 |
| VE024 |  | The reported total voucher amount is greater than the TRACS calculated total voucher amount. | Verify the requested amount. | 02 |
| VDN01 |  | Different DUNS# submitted previously for contract / project. | Verify DUNS# submitted for the voucher is correct for the contract number. | 03 |