# TRACS MAT Tenant System Record Formats and Definitions

***Note****: Handbook references are to HUD 4350.3 REV-1, Change 4.*

*Please note: References to RAD are to PBRA RAD. Consumers of this document should be clear that this document is intended for the PBRA programs administered under the Multifamily Housing Division. These rules may not be applicable to the PBV RAD program administered by Public and Indian Housing.*

*Please note: Most references to the voucher are references to HUD Form 52670 and not the PIH Housing vouchers unless explicitly indicated.*

*Please note: While there are some references to RAD, 811 PRA Demo and SPRAC, all references have not been included in this version.*

This chapter is organized into the following major sections:

[5.1 TENHR Tenant Header Record 5-2](#_Toc27537486)

[5.2 MAT10 Section 1: (Re)Certification Header Record 5-10](#_Toc27537487)

[5.3 MAT10 Section 2: Basic Record 5-11](#_Toc27537488)

[5.4 MAT10 Section 3: Family Record 5-48](#_Toc27537489)

[5.5 MAT10 Section 4: Income Record 5-62](#_Toc27537490)

[5.6 MAT10 Section 5: Asset Record 5-65](#_Toc27537491)

[5.7 MAT15 Address Record 5-67](#_Toc27537492)

[5.8 MAT40 Move-Out Record 5-72](#_Toc27537493)

[5.9 MAT 65 Termination/Suspension Record 5-76](#_Toc27537494)

[5.10 MAT70 Unit Transfer/Gross Rent Change Record 5-82](#_Toc27537495)

[5.11 MAT90 Subsidy/Contract Information (History Baseline Record) 5-89](#_Toc27537496)

[5.12 MAT91 Unit Floor Plans (Unit Classes) (History Baseline Record) 5-91](#_Toc27537497)

[5.13 MAT92 Unit Rents (History Baseline Record 5-92](#_Toc27537498)

[5.14 TENND Tenant Batch Trailer Record 5-94](#_Toc27537499)

[5.15 TENER Tenant MAT Error Record 5-95](#_Toc27537500)

[5.16 TENTR Tenant MAT Trailer Record 5-98](#_Toc27537501)

## TENHR Tenant Header Record

| **5‑1 TENHR Tenant Header Record** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | | **Field**  **Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Record Identifier | 1 | | 5 | Alphanumeric | Value must equal “TENHR.” |
| 2 | M | Release/Version Number | 6 | | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
| 3 | M | Record Number | 13 | | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under this TENHR. Multiple TENHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each TENHR must be paired with a TENND occurring prior to the next TENHR. |
| 4 | M | Date Stamp | 18 | | 8 | Date  MMDDYYYY | This is a system date stamp inserted in the header record when the file was created by the **owner/agent**. No dashes or spaces should be used in this field.  *Note: The combined Date Stamp and Time Stamp should be unique for the iMAX ID sending the file.* |
| 5 | M | Time Stamp | 26 | | 6 | Time  HHMMSS | This is a system time stamp inserted in the header record when the file is created by the **owner/agent**. No colons should be used in this field.  *Note: The combined Date Stamp and Time Stamp should be unique for the iMAX ID sending the file.* |
| 6 |  | OA-Defined Data | 32 | | 20 | Alphanumeric | Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.  *Note: Contract Administrators must not modify this field. Use the Agency Defined Data field below.* |
| 7 | M | Sender Name | 52 | | 15 | Alphanumeric | Sender's name. |
| 8 |  | Sender Street Address | 67 | | 20 | Alphanumeric | Sender's address. |
| 9 | M | Sender City Name | 87 | | 15 | Alphanumeric | Sender's city. |
| 10 |  | Sender State | 102 | | 2 | Alphanumeric | Sender’s state. |
| 11 |  | Sender Zip Code | 104 | | 5 | Numeric | Sender's zip code. |
| 12 |  | Number MAT10 | 109 | | 5 | Numeric | The number of MAT10 section 1 records in this transmission. (Do not count the section records 2, 3, 4, 5 or 6.) |
| 13 |  | Number MAT15 | 114 | | 5 | Numeric | Number of MAT15 records in this transmission. |
| 14 | F | *(Reserved for future use)* | 119 | | 5 | Numeric | Value must equal zero. |
| 15 |  | Number MAT40 | 124 | | 5 | Numeric | Number of MAT40 records in this transmission. |
| 16 |  | Number MAT65 | 129 | | 5 | Numeric | Number of MAT65 records in this transmission. |
| 17 |  | Number MAT70 | 134 | | 5 | Numeric | Number of MAT70 records in this transmission. |
| 18 | F | Number MAT71 | 139 | | 5 | Numeric | Value must equal zero. |
| 19 | F | Number MAT72 | 144 | | 5 | Numeric | Value must equal zero. |
| 20 |  | Project Name | 149 | | 35 | Alphanumeric | Enter the name of the project for which the tenant transactions are being submitted. TRACS will use this project name for all transactions under this TENHR.  Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database. |
| 21 | M | Subsidy Type | 184 | | 1 | Alphanumeric | TRACS will use this subsidy type for all transactions under this TENHR.  In connection with MAT15 Address Records, Subsidy Type 0 is used to establish addresses for unoccupied units that are not assisted by one of the subsidies listed below or for market rent tenants.  *NOTE: For these conditions, a project number is required in the TENHR.*  *NOTE: See Chapter 4 of the MAT Guide for a discussion on the use of Subsidy Type 0 with tenant certifications.*  1 = Section 8  2 = Rent Supplement  3 = RAP  4 = Section 236  5 = BMIR  6 = 811 PRA Demo  7 = Section 202 PRAC  8 = Section 811 PRAC  9 = Section 202/162 PAC  Enter the code for the subsidy the tenants will receive during the period covered by this submission. Enter only one code.  If a tenant receives Section 8, Rent Supplement, or RAP assistance in a project that is also subsidized through Section 236 or Section 221(d)(3) BMIR, enter only the “deeper” subsidy (i.e., Section 8, Rent Supplement, OR RAP).  Use code 1 (Section 8) only for Section 8 assistance that is the result of a HUD Multifamily Housing project-based Section 8 contract for the project. Use this code for RAD or SPRAC contracts.  Do not enter Code 1 for tenants who receive Section 8 Rental Certificate or Rental Voucher assistance; Section 8 Rental Certificate or Rental Voucher holders are not reported to TRACS. See Chapter 4 of the MAT Guide for clarification. |
| 22 | F | Property ID | 185 | | 10 | Numeric | The Property ID assigned by REMS – Leave Blank until activated by TRACS.  **[Future Field]** |
| 23 | MOC | Project Number | 195 | | 8 | Alphanumeric | Mandatory for Section 236, BMIR, Rent Supplement, RAP, PAC and PRAC subsidy types as well as for MAT15s submitted with Subsidy Type “0” (zero).  It is required for those Section 8 contracts for which a FHA project number applies. TRACS will use this project number for all transactions under this TENHR.  **Do not enter a project number for FMHA projects.**  Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. Do not enter dashes or a subsidy suffix (e.g., SUP, RAP). Sample entries are provided below.  FHA Insured Project 12144026  Elderly Housing Projects 121EH00l  Other Noninsured Projects 121001N1 |
| 24 | MOC | Contract Number | 203 | | 11 | Alphanumeric | Mandatory for Section 8 (including State Agency and USDA RHS 515/8 projects), 202/162 PAC, 202 PRAC, 811 PRAC and 811 PRA Demo subsidy types. TRACS will use this contract number for all transactions under this TENHR.  Enter the 11-digit subsidy contract number (e.g., CA26L000001). Do not enter dashes. |
| 25 | M | Total Records Sent | 214 | | 6 | Numeric | The total number of physical records sent in this transmission, including this header record and the TENND record. A physical record is each TENXX, each MATXX record and each section record for those MATXX records that have section records. |
| 26 | M | Project’s iMAX ID (formerly Project’s Telecom Address) | 220 | | 10 | Alphanumeric | The project’s iMAX identifier assigned by HUD. Positions 1-5 must contain “TRACM.” The last 5-positions are the HUD assigned number. |
| 27 | M | OA Transmission Date | 230 | | 8 | Date  MMDDYYYY | This is a system date stamp representing the date this file was sent by the Owner, Service Bureau, or Contract Administrator (CA) to TRACS, or by the Owner or Service Bureau to the CA. No dashes or spaces should be used in this field. |
| 28 | M | OA Software Vendor | 238 | | 20 | Alphanumeric | Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter “Developed In-house”.  *Note: This field should not be entered manually. It should be emitted by the software generating the record.* |
| 29 | M | Release/Version | 258 | | 10 | Alphanumeric | The release or version number associated with the software used by the owner or service bureau to create this submission. Enter “N/A” if no Release or Version identification exists.  *Note: This field should not be entered manually. It should be emitted by the software generating the record.* |
| The following fields (30-35) are required for CAs or entities receiving submissions and forwarding them to TRACS | | | | | | | |
| 30 | MOC | Contract Administrator  (CA) ID | 268 | 5 | | Alphanumeric | **Mandatory for Contract Administrator submissions to TRACS:**  Enter the five-character CA ID assigned by the HUD accounting system. |
| 31 |  | Sender’s iMAX ID (Formerly Sender’s Telecom Address) | 273 | 10 | | Alphanumeric | **Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS**.  The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain “TRACM.” The last 5 positions are the HUD assigned number. |
| 32 | MOC | CA Transmission Date | 283 | 8 | | Date  MMDDYYYY | **Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.**  This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field. |
| 33 | MOC | CA Software Vendor | 291 | 20 | | Alphanumeric | **Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.**  Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter “Developed In-House.”  *Note: This field should not be entered manually. It should be emitted by the software generating the record.* |
| 34 | MOC | CA Software Release/Version | 311 | 10 | | Alphanumeric | **Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.** The release or version number associated with the software used to create this file. Enter “N/A” if no Release or Version identification exists.  *Note: This field should not be entered manually. It should be emitted by the software generating the record.* |
| 35 |  | Agency Defined Data | 321 | 20 | | Alphanumeric | Reserved for the use of CAs or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment. |
| Fields 36 through 38 are to be filled by OAs. | | | | | | | |
| 36 |  | Owner DUNS Number | 341 | 9 | | Alphanumeric | Owner DUNS Number for this project (location). Optional for subsidy types that produce a HAP Voucher. If this field is filled, then Field 38 (Owner TIN) must be filled as well. Do not fill for BMIR or Section 236.  Note: Do not fill with a parent company DUNS number. |
| 37 |  | Parent Company DUNS # | 350 | 9 | | Alphanumeric | DUNS Number for the parent company. Optional for subsidy types that produce a HAP Voucher and where there is a Parent Company. If this field is filled, then Field 39 (Parent Company TIN) must be filled as well. Do not fill for BMIR or Section 236.Leave blank if there is no parent company. |
| 38 | MOC | Owner TIN | 359 | 9 | | Alphanumeric | Fill with the Taxpayer Identification Number (TIN) of the project owner (for this location) if the Owner DUNS Number field (36) is filled.  Note: Do not fill with a parent company TIN. |
| 39 | MOC | Parent Company TIN | 368 | 9 | | Alphanumeric | Fill with the Taxpayer Identification Number (TIN) of the parent company if the Parent Company DUNS Number field (37) is filled. |
| 40 | MOC | Section 8 Sub-Type  PENDING DECISION | 177 | 2 | | Alphanumeric | If the Subsidy Type is 1 (Section 8) AND the contract is the result of a RAD conversion, fill as follows:  1 = RAD Mod Rehab Conversion under Component 1  2 = RAD Mod Rehab Conversion under Component 2  3 = RAD Public Housing Conversion (Component 1)  4 = RAD Rent Supplement or RAP Conversion (Component 2)  5 = RAD 202 PRAC Conversion (Component 2)  Otherwise, leave blank |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The following fields are to be used by both site and CA software when creating and transmitting a history baseline file. History Baselines are not intended to be sent to TRACS. | | | | | | |
| 40 | MOC | Baseline Indicator | 377 | 8 | Alphanumeric | Blank fill if not a History Baseline. If this is a History baseline the value must equal "Baseline". To be used only when transmitting a History Baseline. |
| 41 | MOC | Baseline Effective Date | 385 | 8 | Date  MMDDYYYY | Start date for the Baseline. To be used only when transmitting a History Baseline. If not a History Baseline, zero or space fill. |
| 42 |  | Number MAT90 | 393 | 5 | Numeric | Number of MAT90 records in this transmission. To be used only when transmitting a History Baseline. Zero fill if not transmitting a History Baseline. |
| 43 |  | Number MAT91 | 398 | 5 | Numeric | Number of MAT91 records in this transmission. To be used only when transmitting a History Baseline. Zero fill if not transmitting a History Baseline. |
| 44 |  | Number MAT92 | 403 | 5 | Numeric | Number of MAT92 records in this transmission. To be used only when transmitting a History Baseline. Zero fill if not transmitting a History Baseline. |

## MAT10 Section 1: (Re)Certification Header Record

There is always a single header record for each (Re) Certification

| **5‑2 MAT10 Section 1: (Re)Certification Header Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MATField** | **Note** | **Field Name** | **Start Position** | **Field Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT10.” |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | M | Section Indicator | 18 | 1 | Numeric | Value must equal “1.” |
| 5 | M | Number of Basic Records | 19 | 4 | Numeric | Value must equal “0001.” |
| 6 | M | Number of Family Records | 23 | 4 | Numeric | The number of MAT10, Section 3 records (one record for each family member in this household). Value must be greater than or equal to “0001.” There will always be a family record for the head-of-household. |
| 7 |  | Number of Income Records | 27 | 4 | Numeric | The number of MAT10, Section 4 records (one for each income) in this household. |
| 8 |  | Number of Asset Records | 31 | 4 | Numeric | The number of MAT10, Section 5 records (one for each asset) in this household. |

## MAT10 Section 2: Basic Record

There is always a single basic record for each (Re) Certification

| **5‑3 MAT10 Section 2: Basic Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field**  **Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Section Indicator | 1 | 1 | Numeric | Value must equal “2.” |
| 2 | M | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 3 |  | Owner Generated Tenant ID Number  (Previously Tenant Number)  (Optional) | 7 | 10 | Alphanumeric | This field is for Industry use. TRACS will return this field to the sender with error messages. Left justify, space fill. A number assigned by an owner or CA to uniquely identify a tenant household and assist in tracking tenants. TRACS will not edit this ID number nor will it display this ID number on any screens or reports.  *Note: If a CA fills this field, the owner submitted value should be restored in any error messages returned to the owner.* |
| The primary identifiers for a HUD 50059 occurrence in the TRACS database are the Head of Household ID (SSN or TRACS T-ID) and the certification effective date. These identifiers, as well as the additional identifiers, (last name, first name, middle initial, and birth date) may be changed or corrected via the Previous identifiers.  \*The following six “Previous” fields (Fields 4, 5, 6, 7, 8, & 9) are special purpose fields used only when changing/correcting one or more identifiers for an occurrence of a HUD 50059 in the TRACS database. If the identifier for a HUD 50059 changes, TRACS needs the Previous identifiers to provide the linkage between the old occurrence of the HUD 50059 and the new occurrence.  Any MAT10 changing one or more head of household identifier(s) OR the certification effective date requires the following Previous identifiers (Previous Head ID, Previous MAT10 Effective Date, Previous Head Last Name, Previous Head First Name, and Previous Head Birth Date). Previous Head Middle Initial is optional, but if used, must match the previously submitted value. If the values for the previous identifiers are entered exactly as entered on the tenant’s previous MAT10, TRACS will affect the change. Otherwise, the change will be rejected.  If this MAT10 is not changing the Head of Household ID, the certification Effective Date, OR one or more of the additional identifiers (Last Name, First Name, Middle Initial, and Birth Date) for a previously submitted MAT10, leave the following six “previous” fields blank. | | | | | | |
| 4 | \* | Previous Head ID | 17 | 9 | Alphanumeric | Code a value only if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  If this MAT10 is not changing the Head of Household ID, the certification Effective Date, OR one or more of the additional identifiers (Last Name, First Name, Middle Initial, and Birth Date) for a previously submitted MAT10, leave this and the following five "previous" fields blank. Also leave them blank if the previous ID was 999999999 and a TRACS Temporary ID is now being used.  This value should be the Head ID submitted on the household’s previous MAT10.  *Note: The Previous Head ID is the SSN or TRACS ID of the head of household reported on the previous certification.* |
| 5 | **\*** | Active MAT10 Effective Date (formerly Previous MAT10 Effective Date) | 26 | 8 | Date  MMDDYYYY | Code a value only if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  This value should be the Transaction Effective Date submitted on the household’s most recent MAT10 and the MAT10 must be recorded in TRACS. If you do not know if a certification is recorded in TRACS, check the TRACS Certification Query.  This value should be the Transaction Effective Date submitted for the household’s current MAT10 in TRACS. There are two different correction scenarios.  1. The incorrect HOH information is being fixed as a correction to the most recent full certification in TRACS. In this case, send the cert as a correction filling the previous head fields and setting this date to the effective date of the original certification.  2. The incorrect information is being fixed in a certification effective after the most recent full certification in TRACS. In this case, this date should be filled with the effective date of the most recent full certification in TRACS.  *Important Note: Do NOT attempt to correct incorrect HOH information on any earlier certifications even if the data has been incorrect for many years. TRACS is not designed to deal with such changes.* |
| 6 | **\*** | Previous Head Last Name | 34 | 20 | Alphanumeric | Code a value only if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  This value should be Last Name exactly as submitted on the household’s previous MAT10. |
| 7 | **\*** | Previous Head First Name | 54 | 20 | Alphanumeric | Code a value only if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  This value should be First Name exactly as submitted on the household’s previous MAT10. |
| 8 | **\*** | Previous Head Middle Initial | 74 | 1 | Alphanumeric | Code a value only if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  Though an optional field, if submitted, this value should be Middle Initial exactly as submitted on the household’s previous MAT10. |
| 9 | **\*** | Previous Head Birth Date | 75 | 8 | Date  MMDDYYYY | Code a value only if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  This value should be birth date exactly as submitted on the household’s previous MAT10. |
| 10 |  | Filler. Formerly FIPS County Code | 83 | 3 | Alphanumeric |  |
| 11 | M | Transaction Effective Date | 86 | 8 | Date  MMDDYYYY | Enter the date the action in this transaction is to be effective.   * Move-in Certification (MI): This is the date the tenant moved into this unit. * Initial Certification (IC): This is the date the tenant began to receive the type of subsidy checked in TENHR Field 21, Subsidy Type, of the HUD-50059 * Annual Recertification (AR): This is the effective date of Annual Recertification. (See Chapter 7, Section 1: Annual Recertification, of HUD Handbook 4350.3 REV-1.). * Interim Recertification (IR): This is the effective date of Interim Recertification. (See Chapter 7, Section 2: Interim Recertification, of HUD Handbook 4350.3 REV-1.)   Pre-validation Transaction (PV): [**Future Value].**  Corrections to Existing Certifications (MAT10, Section 2, Fields 14 and 15 must be completed):  For changes in TTP determine whether any change in the tenant’s TTP is effective retroactively or prospectively, in accordance with paragraph 7-8, 7-13 and 7-15 of the Handbook.  *Note: When a household member leaves a household and moves into another* *subsidized unit (either establishing a new household or joining an existing one), the Interim Recertification removing the member from the old household is effective on the first of the month, following the handbook rules for interim certifications and depending on whether the rent increases or decreases. The MI establishing a new household is effective on the actual MI date. If the member is moving to join an existing subsidized household, the IR for the unit the member is moving to is effective on the date that the IR rules specify. See Chapter 4 of the MAT Guide for an extended discussion of these cases under the heading “How to split a household or move a household member to another household.”*  *Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement.* |
| 12 | M | Project Move-In Date | 94 | 8 | Date  MMDDYYYY | The date the tenant moved into the project.  *Note: This does not have to be the same as the subsidy start date.* |
| 13 | M | Transaction Type | 102 | 2 | Alphanumeric | Valid Codes\*:  AR = Annual Recertification  IC = Initial Certification  IR = Interim Recertification  MI = Move In  (\* See MAT Guide Chapter 4 – TRACS Operating Tips for a discussion on the proper use of termination and initial certifications.)  *Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement. TRACS will accept the CR and CS Transaction Types when* *correcting a certification effective prior to the 2.0.2.B to 2.0.2.C transition end date.* |
| 14 |  | Action Processed Code | 104 | 1 | Alphanumeric | The valid code is:  Space = Not a correction  1 = Correction to a prior 50059. |
| 15 | MOC | Correction Type Code | 105 | 1 | Alphanumeric | If the Action Processed Code is “1,” Correction Type must be populated.  The values are:  Space = No correction  1 = Administrative Resubmissions.  2 = Corrects Owner or Contract Administrator certification errors.  3 = Corrects tenant misreporting. |
| 16 | F | Tenant Rent Change Date  (Previously Effective Date of Certification Being Corrected) | 106 | 8 | Date  MMDDYYYY | The date on which the tenant rent changes. **[Future Field].** |
| 17 |  | Previous Subsidy | 114 | 1 | Alphanumeric | The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted. Fill for Initial Certifications only.  Space = No previous history in this project. *(Do not use on the Conversion IC for RAD Component 1 PH to PBRA RAD or for a Component 2 Mod Rehab to PRRA RAD. The intent of this field is to report a prior Multifamily subsidy type)*  0 = Market Rent Tenants  1 = Section 8  2 = Rent Supplement  3 = RAP  4 = Section 236  5 = Section 221(d)(3) BMIR  6 = 811 PRA Demo  7 = Section 202 PRAC (Capital Advance)  8 = Section 811 PRAC (Capital Advance)  9 = Section 202/162 PAC |
| 18 |  | EIV Indicator | 115 | 1 | Alphanumeric | Blank if not a cert that is the result of use of the EIV system.  Y if the cert is the result of the use of the EIV system.  If use of the EIV system is the cause of a correction to a full certification (AR\*, IR\*, MI\*, IC\*) the indicator is set to Y. Do not set the indicator on a current (uncorrected) AR.  If an IR is being added (not a correction) as a result of EIV information, the indicator is set to Y.  See instructions for MAT 65, MAT 70 and MAT 40 for use of the EIV Indicator for those records.  Review of EIV reports is required 90 days after MI, before ARs and IRs. If existing certifications are corrected or new retroactive certifications are inserted as a result of EIV discovery, then the indicator is set to Y. For the new IR or AR, do not set the EIV Indicator to Y.  See Chapter 4 of this MAT Guide for additional information about the correct use of the EIV Indicator. |
| 19 | **MOC** | RAD Conversion Tenant (Previously Filler) | 116 | 1 | Alphanumeric | If Subsidy Type is not Section 8 RAD fill with Space.  If Subsidy Type is RAD AND the tenant is part of the initial conversion to PBRA RAD (IC effective date = RAD Contract effective date) then fill with Y. Otherwise fill with Space. Once the flag is set to Y, continue to set it on subsequent full certifications until the tenant moves out. |
| 20 | MOC | Fixed Income Household (Previously Filler) | 117 | 1 | Alphanumeric | For use when the FAST Act is in effect. March 2018.  If a household qualifies as a fixed income household (90% or more of total household income is from a fixed source) as defined in the FAST Act and HUD regulations, fill with “Y.” Otherwise leave blank. |
| 21 | MOC | % of Income Exemption (Previously Filler) | 118 | 1 | Alphanumeric | Leave blank until HOTMA rules are in effect.  This value is used when calculating the Medical Expense Deduction and the Disability Assistance Expense Deduction. These deductions are amounts in excess of 3% of income before HOTMA.  When HOTMA is implemented, the standard percentage will be 10% but the Secretary must allow for exemptions in certain situations. Note that the Draft HOTMA notice calls for an Exemption value of 6.5%.  When HOTMA rules are in effect:  Leave blank when the normal HOTMA standard applies (initially 10%)  Fill with “Y” if the household qualifies for an exemption.  Those who qualify for the exemption will use a proposed 6.5% of Income value. |
| 22 | MOC | Do Not Check Asset Value (Previously Filler) | 119 | 1 | Alphanumeric | Leave blank until HOTMA rules are in effect.  When HOTMA is implemented, PHAs and OAs will have to option to disqualify residents when the cash value of certain assets exceed $100,000.00 (Note: not all assets are included when establishing this “cap”. Please become familiar with the rules.)  If the PHA/O/A chooses not to implement the rule limiting certain assets to a total of $100,000, fill with “Y”. Otherwise leave blank. |
| 23 |  | Previous Housing Code | 120 | 1 | Alphanumeric | Fill only at Move-in.  Valid Previous Housing Codes:  1 = Substandard. 3 = Standard 4 = Conventional Public Housing (Owned by a Public Housing Agency)  5 = Lacking a Fixed Nighttime Residence  6 = Fleeing/Attempting to Flee Violence  *Note: Codes 5 and 6 are more fully defined as:*  *5: Individuals and families who lack a fixed, regular, and adequate nighttime**residence and includes a subset for an individual who resided in an emergency* *shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided.*  *6: Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.*  *Note: Code 2 (Without or Soon to Be Without Housing) is a legacy code to be used only for MIs or corrections to MIs originally transmitted under TRACS 202C. It is not to be used for any new MI effective on or after October 1 2015. Any 10/1/15 or later MIs using Code 2 must be corrected to use a valid code.*  Owner/agents are required to use these Previous Housing Codes on MI certifications. Owner/agents should make inquiries to ensure HUD’s database includes accurate information about new families. |
| 24 |  | Displacement Status Code | 121 | 1 | Alphanumeric | Fill only at Move-in.  Valid Displacement Status Codes:  1 = Government Action 2 = Natural Disaster 3 = Private Action 4 = Not Displaced |
| 25 |  | Filler | 122 | 2 | Alphanumeric |  |
| 26 |  | Number of Family Members | 124 | 2 | Numeric | Number of members whose income and circumstances are considered in determining both Annual Income and Deductions:  Enter the number of family members who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record:  H, S, K, D, F and O.  Do not include members with a Relationship Code of L or N.  Do not include the number of children anticipated due to adoption or pregnancy (Fields 80 and 81) or the number of Family Addition Foster Children (Field 82) in this total.  *Note: To determine the family size for income limits, add the Number of Family Members (Field 26), the count of Family Addition Adoption (Field 80), the count of Family Addition Pregnancy (Field 81), the count of Family Addition Foster Children (Field 82) and subtract the number of Dependents who have a Special Status Code of C. Do not subtract the number of Dependents with a Special Status code of CK. See 203ARelationshipRules.xls for clarification.*  Unearned income for a foster child is counted but earned income for a foster child is not counted in determining the family’s annual income. (Do not count monies paid to the household for foster aid – this income is excluded.) All income of a foster adult is counted in determining the family’s annual income. The foster child or adult **does not** qualify the family for a dependent allowance Medical or disability assistance expenses **are** considered for foster children and adults in this category if the household qualifies for such expenses. Child care expenses for children in this category who are 12 years old or younger **are** considered for the child. See HUD Handbook 4350.3 REV-1, Paragraph 5-6.A and 5-10.  *Note: 50059 Field 56, Number of Eligible Members, is the count of those included in Number of Family Members who have a Citizenship Eligibility Code of EC, EN or PV.* |
| 27 |  | Number of Non-Family Members | 126 | 2 | Numeric | Other Individuals not considered as family. Enter the number of individuals who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: L and N.  None of these members is included in the count of family members for income limit purposes.  See **203ARelationshipRules.xls** for clarification. |
| 28 |  | Number of Dependents | 128 | 2 | Numeric | Enter the number of persons listed as “D” in Field 7 of the MAT10, Section 3 record (Relationship Code). Do not include dependents under the age of 18 who have a special status code of C or CK whether they are living in the unit 50% or the time or not.  See **203ARelationshipRules.xls** for clarification. |
| 29 |  | Total Cash Value of Assets (Formerly Total Assets) | 130 | 7 | Numeric | Enter the total cash value of the assets listed in Field 6 of the MAT10, Section 5 record, Cash Value Amount.  *Note: When HOTMA is implemented by HUD, the owner may enforce a rule such that households may not receive assistance if the cash value of certain types of assets exceeds $100,000. See Field 22—Do Not Check Asset Value. This other asset total may be less than the value in this Field 29.* |
| 30 |  | Total Income from Assets | 137 | 6 | Numeric | Enter the total of actual income from all assets in Field 7 of the MAT10, Section 5 record that is anticipated to be received by the family. (Actual Yearly Income Amount) |
| 31 |  | Reported Passbook Rate Percent | 143 | 6 | Numeric | Enter the passbook rate as provided in the latest HUD Notice (as of publication of this Guide HSG Notice 16-01 [**Passbook Savings Rate Effective February 1, 2016**](http://portal.hud.gov/hudportal/documents/huddoc?id=16-01hsgn.pdf)) if the value of Field 29, Total Cash Value of Assets, is greater than $5,000 (or other value under HOTMA rules—see Field 32 immediately below). Otherwise, enter zero.  Four decimal positions implied. For example, the passbook rate of .06% would be entered as 000006. Enter 000000 if not applicable or if the subsidy type is BMIR. |
| 32 |  | Imputed Income from Assets | 149 | 6 | Numeric | If Total Cash Value of Assets (Field #29) is less than or equal to $5,000 (or other value under HOTMA rules), enter 000000. Otherwise, multiply the Total Cash Value of Assets by the HUD approved passbook rate (Field 31).  HOTMA calls for the value to increase to $50,000 when its rules go into effect. The value will be subject to periodic COLA changes. For a value of $50,000, when Total Assets are less than or equal to $50,000, Imputed Income from Assets is 0. |
| 33 |  | Total Employment Income | 155 | 6 | Numeric | Includes the sum of family incomes with income codes: B = Business F = Federal Wage M = Military Wage W = Non-Federal Wage |
| 34 |  | Total Pension Income | 161 | 6 | Numeric | Includes the sum of family incomes with income codes: PE = Pensions SI = Supplemental Security Income SS = Social Security |
| 35 |  | Total Public Assistance Income | 167 | 6 | Numeric | Includes the sum of family incomes with income codes: T = TANF **(Formerly AFDC)**  G = General Assistance |
| 36 |  | Total Other Income | 173 | 6 | Numeric | Includes the sum of family incomes with income codes: CS = Child Support I = Indian Trust N = Other Non-Wage Source U = Unemployment |
| 37 |  | Non-Asset Income | 179 | 6 | Numeric | Enter the sum of the values entered in MAT10, Section 4, Field 5, Amount, for all family members whose income is counted. This total should equal the sum of Fields 33-36 above. |
| 38 |  | Asset Income | 185 | 6 | Numeric | Income from Assets: The greater of Total Income from Assets (Field 30) or Imputed Income from Assets (Field 32) |
| 39 |  | Annual Income Amount | 191 | 6 | Numeric | Enter the sum of Non-Asset Income (Field 37) and Asset Income (Field 38). |
| Fields 40-42 must contain the HUD Program Income Limits for Section 8, BMIR, Section 235 and Section 236. DO NOT use the tax credit limits (**Multifamily Tax Subsidy or MTSP limits).**  For example, if you have a Section 8 project with Low Income Housing Tax Credits, use the HUD Program Income Limits for Section 8 purposes (eligibility determination and 50059 reporting) and the MTSP limits for Tax Credit purposes (eligibility determination and TIC reporting). This means that you are likely to be reporting different income limits on the 50059 and on the TIC. It is also possible that the same household will be found to be eligible in one program and not the other. | | | | | | |
| 40 |  | Low Income Limit Amount | 197 | 6 | Numeric | Zeros if not applicable.  Required for Section 8, Rent Supplement, RAP, Section 236, BMIR, 1995 202 & 811 PRACs, and 202/162 PACs.  Income limits are used to establish eligibility for move-ins, initial certifications, and Section 221(d)(3) BMIR recertification. Income limits must be entered for all families for statistical purposes. To determine which income limit applies to a particular family, use the number of family members shown in Field 26 plus the sum of Field 80 (Family Addition Adoption) and Field 81 (Family Addition Pregnancy). Subtract the number of dependents with a J or C special status code who do not have the K special status code set.  1. Section 221(d)(3) BMIR Tenants. Enter the amount of the HUD-provided Section 221(d)(3) BMIR Income Limit. If Field 39 (Annual Income Amount) is greater than Field 40 (Low-Income Limit Amount) and this is a:  Move-in, the applicant may not be admitted to a Section 221(d)(3) BMIR unit (even if the tenant is willing to pay the market rent).  Recertification, the tenant must pay the Section 221(d)(3) BMIR market rent if a tenant’s annual income goes above 110% of the BMIR income limit.  2. All Other Tenants. Enter the HUD-provided Section 8 Low-Income Limit (which includes PAC and 811 PRA Demo).  If Field 39, Total Annual Income, is greater than Field 40, Low-Income Limit, and this is a move-in or an initial certification, see HUD Handbook 4350.3 to determine if the tenant can be admitted.  If HUD Handbook 4350.3 (Paragraph 3-6) permits you to admit this tenant, the tenant must pay the market rent. |
| 41 |  | Very Low Income Limit Amount | 203 | 6 | Numeric | Zeros if not applicable.  Required for Section 8 units, 811 PRA Demo, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit |
| 42 |  | Extremely Low Income Limit Amount | 209 | 6 | Numeric | Zeros if not applicable.  Required for: Section 8 and 811 PRA Demo. Not used for other subsidies.  Enter the HUD-provided Section 8 Extremely Low-Income Limit. |
| \*The following four fields (43-46) are special purpose fields used only for Section 8 to keep track of the need for income exception codes. If the certification is not Section 8, all four fields must be left blank.  If this is a Section 8 certification, Field 43, Eligibility Universe Code, must be filled with either a 1 (Pre-Universe) or 2 (Post-Universe) following the instructions for that field. Field 44, Current Income Status Code, shows the result of comparing the household’s Annual Income Amount (Field 39) with the Section 8 income limits. Field 45, Section 8 Assistance 1984 Indicator, is only filled if the contract is Post-Universe (Field 43) and the household is currently Low Income (Field 44).  The content of Field 46, Income Exception Code, is determined when the household qualifies for Section 8 at the time of move-in or initial certification. If, at MI or IC, the household is Low Income (Field 44 = 1) AND this is a Post-Universe contract (Field 43 = 2), then fill the field with the appropriate Exception Code. If both of those conditions are not true, leave the field blank. Whatever value is entered at MI or IC, must then be carried forward to future IR and AR certifications. In other words, no matter what happens to the household’s Current Income Status Code on future certifications, the Income Exception Code keeps the value it had at MI or IC. The need for a code is not reevaluated on certifications effective after the MI or IC.  Special note for 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant’s assistance was terminated due to an increase in income and whose income decreases to where they are again eligible for assistance, the tenant should be recertified and receive the assistance.  The tenant’s income eligibility was determined at move-in and does not have to be determined again. In this case, the income exception code determined at MI is carried forward to the IC. If the tenant was terminated for any other reason, eligibility is redetermined on the IC and a new exception code used if applicable. If the project is not 100% Section 8, the household must requalify on any IC and the applicable exception code is redetermined. | | | | | | |
| 43 |  | Eligibility Universe Code | 215 | 1 | Alphanumeric | Space = Not Section 8  Complete for Section 8 units only. Enter:  [1] If the HAP contract for this unit was effective before 10/1/81.  [2] If the HAP contract for this unit was effective on or after 10/1/81.  *Note: For a RAD contract, fill with 2. Even though the contract effective date is after 10/1/81, the contract is treated as Pre-Universe and may admit tenants up to the Low Income Limit without an exception code.* |
| 44 |  | Current Income Status Code | 216 | 1 | Alphanumeric | Space = Not Section 8  Section 8 Only. Enter the status of the Section 8 tenant’s current Annual Income when compared to the income limits.  1 = Low (Household Annual Income Amount is greater than the Very Low Limit.)  2 = Very Low (Household Annual Income Amount is greater than the Extremely Low Limit and less than or equal to the Very Low Income Limit.)  3 = Extremely Low (Household Annual Income Amount is less than or equal to the Extremely Low Limit.)  *Note: You must enter an Exception Code in (Field 46) for this family to be eligible for Section 8 if the following are true:*   * *The Income status, “Low” (Code 1), was selected in Field 44;* * *The certification transaction type in Field 13 is a Move-in or Initial Certification (MI or IC): AND* * *The “Post 1981” eligibility universe (Code 2) was selected in Field 43.* |
| 45 |  | Section 8 Assistance 1984 Indicator | 217 | 1 | Alphanumeric | Space = Not Section 8  If this is Section 8, complete only if Eligibility Universe Code (Field 43) is Post-1981 (“2”) **and** Current Income Status Code (Field 44) is Low (“1”): otherwise, space fill.  If this is Post-1981 and Low Income, Enter Y = Yes If the tenant began receiving Section 8 assistance on or after July 1, 1984.  Otherwise enter N = No |
| 46 |  | Income Exception Code | 218 | 3 | Alphanumeric | Spaces = No exceptions or not applicable  Complete this field if the family met the conditions listed in the Note for Field 44 at the time of the MI or IC—Household is or was Low Income in a Post-Universe Section 8 contract. **See the notes preceding Field 43**.  *Note: Leave blank for a RAD contract. For RAD, tenants may be admitted up to the Low-Income Limit without an exception.*  Indicate the HUD exception for which this family is (MI or IC) or was (AR or IR) eligible. These include:  CV = The Tenant:   1. Was converted (or is now being converted) from RAP or Rent Supplement; or 2. Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project.   EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HUD Handbook 4350.3 [3-7.D].  EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception.  EAT or AA = Do not use this code for new move-ins. Continue to use this code for tenants who previously received an exception based upon these codes.  EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HUD Handbook 4350.3 [3-7.D]. |
| 47 |  | Dependent Deduction | 221 | 6 | Numeric | Enter the product of $480 multiplied by Field 28, Number of Dependents.  0 fill for BMIR.  *Note: The value of the deduction remains at $480 when HOTMA rules go into effect. However, the value is subject to COLA changes. After HOTMA is in effect, use whatever value has been published based on the effective value of the certification..* |
| 48 | MOC | Market Rent | 227 | 6 | Numeric | Required if Section 236 or BMIR is the primary or secondary subsidy.  Zero fill if not applicable.  Enter the HUD or Contract Administrator approved Section 236 Market Rent or BMIR Market Rent (110% of the BMIR Rent).  *Note: for Section 236, Market Rent may not be less than Basic Rent.* |
| 49 |  | % of Annual Income (formerly 3% of Income) | 233 | 6 | Numeric | Enter the product of Field 39, Annual Income Amount, multiplied by 0.03.  0 fill for BMIR.  The 0.03 value changes when HOTMA rules go into effect. The initial HOTMA value is 0.10 and subject to periodic COLA changes. The value may be waived if the household qualifies for a hardship exemption (See MAT10, Section 2, Field 21—Percent of Income Exemption. For a household subject to the exemption, use the value specified by HUD for use at that time. Note that the draft HOTMA Notice calls for a value of 6.5% to be used temporarily under a hardship exemption. |
| 50 |  | Disability Expense | 239 | 6 | Numeric | The total annual expenses anticipated for Disability Assistance.  0 fill for BMIR.  Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See HUD Handbook 4350.3 REV1, Paragraph 5-10 C for an explanation of disability assistance expenses.  *Note: If you enter expenses here, then Section 3, Family Record, Field 15, Able to Work Care Code, must show that an adult family member is able to work because disability assistance is available.* |
| 51 |  | Disability Deduction | 245 | 6 | Numeric | 0 fill for BMIR.  If Field 49, % of Annual Income, is greater than Field 50, Disability Expense, enter zero.  Otherwise, enter the lesser of:  Field 50 minus Field 49 (Total Disability Assistance Expense minus % of Annual Income), or the total amount of income reported in the Section 4, Income Record, Field 5, Amount (Income), for the family member(s) that are coded with an “H” in the Section 3, Family Record, Field 15, Able to Work Care Code.  *Note: If any income of a family member in Field 83, Child Care Expense A, was used to justify child care expenses that enable the family member to work, the same income cannot also be used to justify disability assistance expenses. However, if the income earned by the family member (because of the disability expense) exceeds the child care expense, any balance can be used to support a claim for disability assistance expenses.*  *In other words:*  *Field 83 + Field 50 (Child Care Expenses Related to Family Member Working plus Disability Expense) cannot exceed the total amount of income in the Section 4, Income Record, Field 5, (Income Amount) that is associated with a member with the Able to Work Care Code CH. If the sum of these fields is greater than the earned incomes for members coded CH, reduce Field 50 until the sum equals the amount of earned income for members coded CH.* |
| 52 |  | Medical Expense | 251 | 6 | Numeric | 0 fill for BMIR.  Enter the total amount of medical expenses the family expects to pay for all family members (not paid or reimbursed from another source) during the 12 months the following the Transaction Effective Date. (This field only applies to households in which the head/spouse or co-head is disabled or will be 62 or older on the effective date of this submission.)  If the family will have no medical expenses, 0 fill this field. |
| 53 |  | Medical Deduction | 257 | 6 | Numeric | 0 fill for BMIR.   1. If Field 50, Disability Expense, is greater than or equal to Field 49, % of Annual Income, enter the amount from Field 52, Medical Expenses in Field 53 (Medical Deduction). 2. Otherwise, enter: (Field 52, Medical Expenses plus Field 50, Disability Expense minus Field 49, % of Annual Income).   If the result is negative, zero fill this field. |
| 54 |  | Elderly Family Deduction | 263 | 6 | Numeric | 0 fill for BMIR.  Enter $400 (or other value if called for by HOTMA rules) if the head/spouse or co-head is disabled, or will be 62 or older on the effective date of this transaction; otherwise, zero fill.  HOTMA calls for the value to increase to $525 when its rules go into effect. The value will be subject to periodic COLA changes. |
| 55 |  | Total Deductions | 269 | 6 | Numeric | 0 fill for BMIR.  Add Field 47 (Dependent Deduction) + Field 83 (Child Care Expense A) + Field 84 (Child Care Expense B) + Field 51 (Disability Deduction) + Field 53 (Medical Deduction) + Field 54 (Elderly Family Deduction).  Total Deductions equals the sum of the following: Dependent Deduction + Child Care Deduction (for working and going to school) + Allowable Disability Assistance Expense + Allowable Medical Expenses + Elderly Family Deduction. |
| 56 |  | Adjusted Income Amount | 275 | 6 | Numeric | 0 fill for BMIR.  Enter Field 39 (Annual Income Amount) minus Field 55 (Total Allowances) |
| 57 |  | Contract Rent Amount | 281 | 6 | Numeric | This value cannot be zero.  Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent Amount is the Section 8, RAP or 811 PRA Demo contract rent, the Section 236 basic rent, the Section 221(d)(3) BMIR rent or the Rent Supplement Unit Rent, as applicable. Obtain this amount from the project’s rental schedule (form HUD-92458) or subsidy contract.  For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the Operating Rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent. |
| 58 |  | Utility Allowance Amount | 287 | 6 | Numeric | If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project’s Rental Schedule (form HUD-92458) or subsidy contract. |
| 59 |  | Gross Rent | 293 | 6 | Numeric | Enter total of Field 57 (Contract Rent Amount) and Field 58 (Utility Allowance Amount). |
| 60 |  | Welfare Rent | 299 | 6 | Numeric | Zero if not applicable.  Enter the applicable Welfare Rent only if:   1. The tenant will receive welfare assistance during the certification period AND 2. The tenant resides in an “as-paid” State or locality in which a separate housing allowance is provided may be adjusted (independently of the family’s other welfare benefits) based upon the family’s actual housing costs. (See paragraph 5-6 K of HUD Handbook 4350.3 REV-1for additional guidance.) |
| 61 | MOC | Rent Override | 305 | 2 | Alphanumeric | Fill with Y when the normal rent calculations have been overridden. Fill with blanks otherwise.  See HUD Handbook 4350.3 REV-1, paragraph 5-30 for the general requirements for when a HUD calculated rent may be overridden and MAT Guide Chapter 4 for a more detailed discussion of the rules. See also, the rent calculation spreadsheet (**203ACalculatingTenantRent.xls**) for how overrides impact calculations. |
| 62 |  | Worksheet Code | 307 | 1 | Alphanumeric | Enter the Worksheet Code for the worksheet used to calculate the TTP.  Valid Worksheet Code values are: D, E, F or G. |
| 63 | MOC | Minimum Rent Hardship Exemption Code | 308 | 1 | Alphanumeric | Required if a Section 8 tenant is claiming exemption from the $25 minimum TTP rule. Applies only to Section 8. *Note: Previous versions of the TRACS 2.0.3.A documents indicated that the Minimum Rent/TTP rule applied to the 811 PRA Demo program based on a 2014 FAQ. Since then HUD has determined that minimum rent does not apply to the program and has issued a new FAQ. Until the release of TRACS 2.0.3.A, software vendors may either implement this change or instruct OAs to use one of the Hardship Exemption Codes when the* *calculated TTP is less than $25. TRACS 2.0.3.A certifications for 811 PRA Demo will automatically calculate TTP without enforcing a Minimum Rent. 811 PRA Demo certifications under 2.0.3.A will leave this Field 63 blank.*  Valid Codes are:  Space = Not Applicable  1 = Lost eligibility or awaiting an eligibility determination for a  Federal, State or local assistance program.  2 = Family would otherwise be evicted because it is unable to pay the minimum  rent.  3 = Family income has decreased due to changed circumstances, including loss  of employment.  4 = Death in Family  5 = Other circumstances determined by the responsible entity or HUD and  includes the period during which the agent processes an exemption request. |
| 64 |  | Total Tenant Payment | 309 | 6 | Numeric | *Note: See also Field 61, Rent Override.*  For Section 221(d)(3) BMIR, Section 236, zero fill.  For Section 8 (excluding RAD Component 1), RAP, Rent Supplement, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants, enter the TTP as follows:  Field 64 (Total Tenant Payment) Section 8 (including RAD Component 2), RAP, Section 202 PAC and 811 PRA Demo tenants: If TTP (Field 64) is greater than Gross Rent (Field 59), the family is not eligible for assistance under these programs. Reduce the TTP to the Gross Rent.  Field 64 Section 202 PRAC, Section 811 PRAC and Section 8 RAD Component 1 tenants: Enter TTP from Field 64 even if it is greater than the Gross/Operating Rent/Operating Costs (Field 59).  Field 64 Rent Supplement Projects. If TTP (Field 64) is greater than the Gross Rent (Field 59), reduce the TTP to the Gross Rent.  If this is a mixed family as defined in paragraph 3-12 and the Glossary of HUD Handbook 4350.3 REV-1, consult with Exhibits 3-12, 3-13, or 3-14 of HUD Handbook 4350.3 REV-1 on how to complete this item. |
| 65 |  | Tenant Rent | 315 | 6 | Numeric | *Note: See also Field 61, Rent Override.*  Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of:   * Field 56 (Adjusted Income) / 12 months X .30, or * Field 57 (Contract Rent)   But never more than Field 48 (Market Rent)  Where some utilities are paid by the tenant (There is no utility allowance). Enter the greater of:   * Field 56 (Adjusted Income) / 12 months x.30 minus Field 58 (Utility Allowance) * Field 56 (Adjusted Income) / 12 months x .25, or * Field 57 (Contract Rent)   But never more than Field 48 (Market Rent)  Section 8/RAP/Rent Supplement/Section 202 PAC, Section 202 PRAC, Section 811 PRAC and 811 PRA Demo tenants. Enter Field 64 (TTP) minus Field 58 (Utility Allowance). If the utility allowance is greater than the total tenant payment, enter zero and complete Field 66.  Section 221(d)(3) BMIR Tenants   1. At initial occupancy, charge the tenant the contract rent (Field 57). No special calculations or worksheets are needed. 2. At Recertification if the tenant’s annual income (Field 39) is:    1. Less than or equal to 110% of the Section 221(d)(3) BMIR income limit (Field 40-42) charge the tenant the BMIR Rent.   (b) Greater than 110% of the Section 221(d)(3) BMIR limit, charge the tenant the BMIR Market Rent. (Field 48).  *Note: If this is a mixed family as defined in paragraph 3.12 and the Glossary of HUD Handbook 4350.3 REV-1, consult with Exhibits 3-12, 3-13, or 3-14 of HUD Handbook 4350.3 REV-1 for information about how to complete this item.* |
| 66 |  | Utility Reimbursement | 321 | 6 | Numeric | If utility allowance (Field 58) is greater than the TTP (Field 64) enter the difference. Otherwise zero fill.  *Note****:*** *If this is a mixed family as defined in paragraph 3.12 and the Glossary of HUD Handbook 4350.3 REV-1, consult with Exhibits 3-12, 3-13, or 3-14 of HUD Handbook 4350.3 REV-1 for information about how to complete this item.*  *Note: There are proposals in Congress to eliminate the Utility Reimbursement. Should Congress and/or HUD implement a changed calculation, fill according to HUD’s guidance. The Utility Reimbursement could be eliminated (fill this field with 0) or the amount of the reimbursement could be capped.* |
| 67 |  | Assistance Payment Amount | 327 | 6 | Numeric | *Note: See also Field 61, Rent Override.*  Zeros if not applicable or for a PRAC or RAD Component 1 when calculated assistance is zero. A negative assistance payment amount is only appropriate for a PRAC or Section 8 RAD Component 1 unit.  *Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned.*  For Section 221(d)(3) BMIR, Section 236, and Market tenants, zero fill.  For all other tenants, enter Gross Rent/PRAC Operating Rent/PAC Operating Cost minus Total Tenant Payment:  For PRAC and Section 8 RAD Component 1 tenants ONLY, enter a negative result.  For all other tenants, enter zero in place of a negative result.  *Note FOR RENT SUPPLEMENT TENANTS: If this is a move-in or an initial certification and the assistance payment is less than 10% of the Gross Rent, the tenant is not eligible for Rent Supplement assistance. Re-compute the tenant’s rent as follows:*   * *For Section 221(d)(3) BMIR projects, charge the BMIR rent.* * *For Section 236 projects, use the Section 236 formula to compute the tenant’s rent.* * *For Rent Supplement projects, charge the HUD-approved market rent.*   *Note: If this is a mixed family as defined in paragraph 3.12 and the Glossary of HUD Handbook 4350.3 REV-1, consult with Exhibits 3-12, 3-13, or 3-14 of HUD Handbook 4350.3 REV-1 for information about how to complete this item.* |
| 68 |  | Section 236 Basic/BMIR Rent (Formerly Section 236 Basic Rent) | 333 | 6 | Numeric | Zero if not applicable.  Use only for Section 8, RAP, or Rent Supplement certifications in a Section 236 or BMIR property (whenever the Secondary Subsidy Type Field 86 is filled with the value “S” or “B”). Enter the Section 236 Basic Rent or the BMIR Rent as applicable.  *Note: For Section 236, Basic Rent may not be greater than Market Rent.* |
| 69 |  | Police or Security Tenant | 339 | 1 | Alphanumeric | Indicate if the tenant family has been granted the special privileges reserved for police or security professionals in Section 8 projects. (See paragraph 3-8 D of HUD Handbook 4350.3 REV-1 for eligibility requirements for police officers or security personnel in Section 8 properties.) The income limits do not apply, and the TTP must be no less than what the tenant would pay if subsidized.  No vacancy claim can be filed for the unit when the police or security professional moves out.  Acceptable Values:  Y = Police or Security privileges apply to this Section 8 tenant.  N or Space = No police or security privileges apply. |
| 70 |  | Next Recertification Date | 340 | 8 | Date  MMDDYYYY | Next Recertification date cannot be more than one year after the Transaction (certification) Effective Date of the MAT10 being submitted; however, it could be less than one year.  Enter the date of the next scheduled annual recertification date for this family as prescribed by Chapter 7, Section 1: Annual Recertification of HUD Handbook 4350.3. For families with the Temporary Deferral of Termination Household Status Code, this is the date when the next six-month recertification is due [3-12 Q]. The deferral period for families with a Temporary Deferral of Termination status is six-months, and it may be renewed indefinitely if the household has an asylum seeker or refugee as defined in 3-12 Q.  *Note: When the FAST Act is implemented by HUD, owner/agents have an option to alleviate the annual certification burden for certain residents. When a tenant is flagged in Field 20 as a Fixed Income Household, the owner/agent may opt to conduct a full review of income every three years. Owner/agents should become familiar with HUD’s Interim Final Rule and any subsequent HSG Notices. As of this writing, there are no changes to the requirement that the Next Recertification Date is no more than one year after the Effective Date of the most recent MI, IC or the previous AR.* |
| 71 |  | Bedroom Count | 348 | 2 | Numeric | Enter the number of bedrooms in the unit (See Chapter 3, Section 2 of HUD Handbook 4350.3 for guidance on occupancy standards and how many bedrooms a family may have.) |
| 72 | F | Building ID | 350 | 19 | Alphanumeric | REAC-assigned Building Number.  **[Future Field.]** |
| 73 | M | Unit Number | 369 | 10 | Alphanumeric | If each unit number is used once within a project, enter unit numbers (e.g., 201, 402). If a unit number is used more than once within a project, use a unique method to identify each unit. Each building could perhaps be given a letter or an additional number before the unit number. Do not use a street address.  *Note: TRACS Release 2.0.2.B adopted the definition of a unit for Voucher to comply with the contract definition of unit as a residential space. Release 2.0.2.C and later expects unit numbers that comply with the residential space concept. In projects with double-occupancy units, a single physical unit can contain multiple residential spaces. In order to maintain unit (residential space) counts within a contract that are consistent with voucher and contract unit counts, the Unit Number must be modified to indicate the residential space occupied by the tenant. Identify the residential space by adding a unique suffix to the unit number (e.g. 204A, 204B).* |
| 74 | MOC | Security Deposit | 379 | 6 | Numeric | A payment required by an owner to be held during the term of the lease (or the time period the tenant occupies the unit) to offset damages incurred due to the actions of the tenant. Such damages may include physical damage to the property, theft of property, and failure to pay back rent.  See Chapter 6, Section 2 of HUD Handbook 4350.3 for more information on Security Deposits.  *Note: HUD policy has ruled that, when a MI or IC certification is corrected, any security deposit required is to be recalculated. When this happens, the change should be noted on the lease and the OA and tenant should initial the change. Not all original ICs establish a security deposit. Only corrections to ICs that originally established a security deposit will update the deposit.* |
| 75 |  | **Filler** | 385 | 2 | Alphanumeric |  |
| 76 |  | **Filler** | 387 | 2 | Alphanumeric |  |
| 77 | MOC | Tenant Signed Date | 389 | 8 | Date  MMDDYYYY | The Family Head and any spouse or co-head and all adult family members must sign and date a HUD-50059 certification generated by the owner’s automated system, as provided by Chapter 7 of the MAT Guide. If the individuals sign the HUD-50059 certification on different dates, use date the Head of Household signs for transmission to TRACS.  The date the tenant signed this (re)certification.  *Note: If the tenant is unable to sign for a legitimate reason, leave this field blank (zero or space fill), but fill Field 99, Extenuating Circumstances Code to an appropriate value. Resubmit the 50059 as a correction when tenant signs. This change is to enable timely recertification even if the tenant isn’t available to sign the 50059 for a legitimate reason.*  A full certification (AR, IR, MI, IC) that has previously been transmitted and that is being corrected only by a Gross Rent Change, is to be signed by the OA. If the Tenant Rent does not change, no tenant signature is required. If the Tenant Rent does change (up or down), the certification may be transmitted without a signature and the signature collected within 60 days of the voucher date.  Follow the instructions in MAT Guide Chapter 7, 7-5 A.4.b for obtaining signatures:   * The owner must sign and obtain the signature of the head, spouse, co-head, and all adult family members on the copy of the HUD-50059 certifying to the information that is transmitted to HUD or the Contract Administrator, whether the HUD-50059 was produced on site or received from a service provider. * HUD does not require that tenant signature dates match. * The owner may consider Extenuating Circumstances when an adult family member is not available to sign the HUD-50059. (For example, an adult serving in the military, students away at college, adults who are hospitalized for an extended period of time, or a family member who is permanently confined to a nursing home or hospital.)  In these instances, the owner must document the file why the signature(s) was not obtained and, if applicable, when the signature(s) will be obtained. The owner must provide the tenant a copy of the signed HUD-50059 and retain a copy in the tenant’s file. |
| 78 | M | Owner Signed Date | 397 | 8 | Date  MMDDYYYY | The date the owner signed this (re)certification. This date should not be system generated; this is the date the owner or the owner’s agent signed the 50059.  The owner, or his or her representative, must sign and date a 50059 certification generated by the owner’s automated system, as provided by MAT Guide Chapter 7.  *Note: the owner signed date may be different than the tenant signed date.* |
| 79 | MOC | HH Citizenship Eligibility (Formerly Household Assistance Status Code) | 405 | 1 | Alphanumeric | Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. This field relates to HUD’s restrictions on assistance to non-citizens. Enter one of the codes listed below. Consult with paragraph 3-12 and the Glossary of HUD Handbook 4350.3 REV-1for the definitions of terms used in this field and for guidance in determining which code to use.  Valid values are:  **N** = Subsidy Type is **not** subject to the Non-Citizen Rule.  **E** = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance. No members have a PV status.  **C** = Continued Assistance. The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Non-Citizen Rule.  **P** = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule. *Note: A member with an eligibility code of PV will be counted as eligible. One with a code of ND will be counted as ineligible.*  **F** = Full Assistance while the verification of eligibility is pending. A family is in this status if all members are either eligible for assistance or have submitted documentation but the verification process is not yet complete (Citizenship Eligibility Code = PV) when the family moves in. At least one member must be eligible. If any member is ineligible or has an ND eligibility code, use the Prorated Assistance code (P) not Full Assistance.  **T** = Temporary Deferral of Termination. The family, receiving full assistance, is found to be ineligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status instead. Tenants with this code receive full assistance. Under the Change 2 rules, the maximum deferral period of 18 months has long since expired for all households with the exception of those who included a refugee or asylum seeker as defined in the note below. This code should only be used for households meeting the exception to the 18-month deferral period.  *Note: If the family receiving assistance on June 19, 1995 includes a refugee under section 207 of the Immigration and Nationality Act, or an individual seeking asylum under section 208 of that Act, a deferral can be given to the family and there is no time limitation on the deferral period. The 18-month deferral limitation does not apply.*  *Note: Family includes household members with relation codes H, S, K, D, F, O* |
| 80 |  | Family Addition Adoption | 406 | 2 | Numeric | The number of expected adopted family members.  *Note: The industry activated this field in version 2.0.2.C. TRACS will activate it in version 2.0.2.D.*  *Note: These future members are included in the count of family members in determining income limits. They are not included in the count of Number of Family Members (Field 26).* |
| 81 |  | Family Addition  Pregnancy | 408 | 2 | Numeric | The number of expected family additions by childbirth.  *Note: The industry activated this field in version 2.0.2.C. TRACS will activate it in version 2.0.2.D.*  *Note: These future members are included in the count of family members in determining income limits. They are not included in the count of Number of Family Members (Field 26).* |
| 82 |  | Family Addition  Foster Children | 410 | 2 | Numeric | The number of expected foster children as family additions.  *Note: These future members are included in the count of family members in determining income limits. They are not included in the count of Number of Family Members (Field 26)*  *Note: The industry activated this field in version 2.0.2.C. TRACS will activate it in version 2.0.2.D.* |
| 83 |  | Child Care Expense A  (Expenses that enable a family member to work) | 412 | 6 | Numeric | Enter the amount of Child Care expense used to enable the family member to work. This amount cannot exceed the total amount of employment income (codes M, W, F, and B in MAT10, Section 4 Income Record, and Field 4 Code) that is derived because the child care is available. This income, which is reported in Income Record, Field 5, Amount, is associated with a household member coded with a “C” in Family Record, Field 15 Able to Work Care Code.  *Note: See paragraph 5-10 B of HUD Handbook 4350.3 REV-1; For Other Adult full-time students who pay for child care while they work, the maximum child care deduction is $480.*  0 Fill for BMIR |
| 84 |  | Child Care Expense B  (Expenses that enable a family member to look for work or to attend school) | 418 | 6 | Numeric | Enter the amount of child care expense used to enable the family member to look for work or attend school.  0 fill for BMIR. |
| 85 | M | Anticipated Voucher Date (Formerly Voucher Date) | 424 | 8 | Date  MMDDYYYY | The voucher period in which the transaction affects a monthly subsidy voucher or payment. **“DD” will always be “01.”**  Enter the month, day, and year for which the regular tenant assistance payments are expected to be requested. This is the date that appears in Field 8a of the Form HUD-52670, Housing Owner’s Certification and Application for Housing Assistance Payments. Complete this field for all transactions. |
| 86 |  | Secondary Subsidy Type | 432 | 1 | Alphanumeric | Valid values are:  S = This family lives in a Section 236 property and is currently receiving Section 8, RAP or Rent Supplement assistance.  B = This family lives in a BMIR property and is currently receiving Section 8, RAP or Rent Supplement assistance.  Space = This family does not live in a Section 236 or BMIR property or the certification subsidy type is 236 or BMIR.  *Note: Space = Blank* |
| 87 |  | Survivor Indicator | 433 | 1 | Alphanumeric | Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit. See paragraph 3-16 of HUD Handbook 4350.3 REV-1.  For TRACS purposes, the Survivor Indicator should be set to Yes, only if the originally qualifying member is deceased. Space fill if not applicable  Valid value is:  “Y” = Yes |
| 88 |  | Waiver Type Code | 434 | 4 | Alphanumeric | Fill with blanks if not applicable.  Valid values are:  AGE = Age waiver for an elderly property  INC = Income (For subsidy types other than Section 8) See paragraph 3-8 of HUD Handbook 4350.3 REV-1.  NEAR = Near Elderly  DSBL = Waiver for a non-disabled person to move in to a property for the disabled (e.g. 811 PRAC or 811 PRA Demo)  OTH = Other waiver not covered by the above codes.  If more than one waiver applies, pick the first code that applies. The intent of this field is to indicate that an eligibility waiver has been granted by HUD. Proper documentation from the Field Office or HUD Washington should be kept in the tenant file. |
| 89 |  | Filler. Formerly Move-Into Unit Date | 438 | 8 | Date |  |
| 90 |  | Filler | 446 | 3 | Alphanumeric |  |
| 91 | MOC | Baseline Certification Indicator | 449 | 1 | Alpha | This indicator is valued with “Y” when establishing a family in TRACS with an AR, IR, Move-in or Initial Certification. A Correction can be a baseline.  Without the Baseline Indicator, tenants can only be established in the TRACS database with an MI, IC or Correction.  A baseline certification must have an effective date that is greater than or equal to the MAT10 certification in TRACS with the greatest effective date. |
| 92 |  | Plan of Action Indicator | 450 | 1 | Alphanumeric | Legal values = blank, 2, 6.  This indicator is valued with “2” or “6” if the project is either a Plan of Action Title II or Title VI. This indicator is valued with:  2 = if the project is under Plan of Action Title II.  6 = if the project is under Plan of Action Title VI.  If the normal rent calculations for the subsidy type have been changed as a result of the Plan of Action program, set the Rent Override field (MAT10, 2, Field 61) to “Y”, |
| 93 |  | HUD-Owned Indicator | 451 | 1 | Alpha | This indicator is valued with “Y” if the project is HUD-owned. This indicator will permit HUD-Owned projects to submit certifications to TRACS.  If the project is not HUD-owned, space fill. |
| 94 |  | Unit Transfer Code | 452 | 1 | Alphanumeric | The values are:  Space = Not a Unit Transfer  Y = Unit Transfer  *Note: If the unit number in a (re) certification is not the same as the (re) certification it supersedes, and the unit transfer indicator is blank the (re) certification will be rejected.*  Neither the project number nor the contract number can change with a MAT70 unit transfer. If the project number changes, effect the transfer by moving the tenant out of his or her previous unit and use a Move-in Certification to establish the tenant in his or her new unit. If the contract number or subsidy type changes (but not the project number) terminate the tenant and use an Initial Certification to establish the tenant in the new unit. See MAT Guide Chapter 4 for guidance.  A MAT70 should be submitted for a unit transfer where the tenant is not to be recertified.  See MAT Guide Chapter 4, Section 4.1 for a discussion of the rules concerning full certification unit transfers. In particular, note that an IR/UT may be effective on other than the first of the month. |
| 95 | **MOC** | Previous Unit Number | 453 | 10 | Alphanumeric | The previous unit number is required if the (re) certification includes a unit transfer and Field 94 (Unit Transfer Code) is valued with Y.  Leave blank if not a unit transfer. |
| TENANT ACCESSIBILITY QUALIFICATIONS: The owner or management agent must certify whether the family occupying the unit specified in the (re) certification requires the accessibility features of the unit.  NOTE: “Family, as used below, includes the Head, Spouse, Co-head, Foster Children and Adults, Dependents and Other Adult Family Members. (Relationship Codes H, S, K, F, D & O) | | | | | | |
| 96 | M | Mobility Disability (Formerly Mobility Impaired) | 463 | 1 | Alphanumeric | Family includes a member with a mobility disability:  Y = Yes  N = No |
| 97 | M | Hearing Disability (Formerly Hearing Impaired) | 464 | 1 | Alphanumeric | Family includes a member with a hearing disability:  Y = Yes  N = No |
| 98 | M | Visual Disability (Formerly Visually Impaired) | 465 | 1 | Alphanumeric | Family includes a member with a visual disability:  Y = Yes  N = No |
| 99 | MOC | Extenuating Circumstances Code. Formerly Tenant Unable to Sign Indicator | 466 | 2  Note increase in width. | Alphanumeric | Must be filled when tenant has not signed the certification.  Blank = Tenant Signed and Field 77, Tenant Signed Date, is filled.  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 (For example a Guardian)  5 = Military Deployment  6 = Eviction in Progress. Must be for a valid Handbook reason.  7 = Court order  8 = No Signature Required (Retroactive GR done after a MO or a GR correction to a previously transmitted 50059 where the only change is the GR modification of the contract rent and where none of the TTP, Tenant Rent, or Utility Allowance changes). See Par 7-8 of MAT Guide Chapter 7  9 = No signature required for 60 days (based on anticipated voucher reported on date). An example would be a retroactive GR causing a correction to a previously transmitted 50059 and where any of the TTP, Tenant Rent or Utility Allowance changes. A signature is required but the cert may be transmitted immediately and the signature collected within 60 days.  10 = Other  11 = RAD tenant not required to or unable to sign  Submit a correction with the Tenant Signed Date (Field 77) populated and this field blank when the tenant is able to sign.  *Note: With respect to Code 8—this is to be used whenever a full cert for a moved-out tenant is corrected by a GR—even in cases where a code 9 would normally be used. This is because a tenant signature will never be obtained.*  *Note: A value of “Y” is allowed when correcting a certification originally created under TRACS version 202C or earlier and that was submitted with a Y in this field.* |
| 100 | MOC | Eligibility Check Not Required | 468 | 1 | Alphanumeric | Applies only to Move-in or Initial certifications.  If certification is not a MI or IC or Eligibility is being checked, space fill. Otherwise, enter “Y”. Y = Eligibility not required to be checked.  Examples of situations where the use of this flag is appropriate:  1. If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (Handbook 2-32.C.1.a) eligibility is not checked on the Move-in certification in Section 8 and other Multifamily subsidy programs. This code should not be used for a VAWA Emergency Transfer (external). 2. For a contract combination, the tenant is first terminated from the old contract and an Initial Certification is done for the new contract. Eligibility is not checked on the Initial Certification. 3. Under paragraph 7-12.B.3 of HUD Handbook 4350.3 REV-1, a tenant who fails to respond to a notice to provide information about changes in composition or income must be terminated. When the tenant submits the information, their rent must be reduced (IC). Eligibility is not checked on this Initial Certification.  4. For 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant’s assistance was terminated due to an increase in income and whose income decreases to where they are again eligible for assistance, the tenant should be recertified and receive the assistance.  The tenant’s income eligibility was determined at Move-in and does not have to be determined again.  5. PDD—Presidentially Declared Disaster  6. Other  Eligibility waivers should be identified in Field 88. |
| 101 | MOC | TTP At RAD Conversion | 469 | 6 | Numeric | If Section 8 sub-type is not PBRA RAD Component 1 or if not Section 8, fill with 0’s.  If RAD Component 1 and if no rent phase-in is involved, fill either with 0s or the TTP the tenant is/was paying at the time of conversion to RAD.  If RAD Component 1 and Rent Phase-in is in process, fill with the TTP tenant is/was paying at the time of conversion to RAD.  *Note: this is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance.*  Important: See the MAT Guide, Appendix K. See also, MAT Guide, Chapter 4, Paragraph 4.31 Rent Overrides. |
| 102 | MOC | TTP Before Override | 475 | 6 | Numeric | If this is a Rent Override situation (Field 61, Rent Override set to Y) and the rent calculation involves TTP, fill with the TTP that would normally be calculated without the override. Otherwise fill with 0s. See MAT Guide Chapter 4, Paragraph 4.31, Rent Overrides.  *Note: for a RAD Component 1 Rent Phase-In, on the first certification where the TTP Before Override equals the Total Tenant Payment, fill this field and Field 101. The fact that TTP Before Override = Total Tenant Payment signals that he phase-in is complete. For future transactions (those with effective dates after the one that ends the phase-in), leave this field and field 101 filled with 0s.* |
| Note: The fields below are proposed for 2.0.3.A but a decision to include them has not yet been made | | | | | | |
| 103 | MOC | RAD Phase-in Schedule | 481 | 1 | Numeric | If not a RAD Component 1 Certification undergoing Rent Phase-In, fill with 0.  Otherwise fill with the number of years in the phase-in schedule: either 3 or 5 years. |
| 104 | MOC | Prior TTP | 482 | 6 | Numeric | If not a RAD Component 1 Certification undergoing Rent Phase-In, fill with 0.  Otherwise fill with the TTP from the immediately prior certification  Note: More detail to be added if this proposal is approved. |
| 105 | MOC | Phase-in Rules | 488 | 5 | Alphanumeric | If not a RAD Component 1 Certification undergoing Rent Phase-In, fill blanks.  Otherwise fill with the TRACS version under which the certification (or original certification if this is a corrected certification) was created.  Valid values are 202D and 203A |
| 106 | MOC | Phase-in Year | 493 | 1 | Numeric | If not a RAD Component 1 Certification undergoing Rent Phase-In, fill with 0.  Otherwise fill with the phase-in year applicable for the calculations: 1, 2 or 3 for a three year phase-in or 1, 2, 3, 4 or 5 for a five year phase-in |

## MAT10 Section 3: Family Record

There is a record in this section for each family member recorded on the (Re) Certification.

| **5‑4 MAT10 Section 3: Family Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field**  **Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Section Indicator | 1 | 1 | Numeric | Value must equal “3.” |
| 2 | M | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 3 | M | Member Number | 7 | 2 | Numeric | The head of household must have a member number of “01.” Also, Field 7, Relationship Code, must be coded “H.” No other family records for the household may contain these codes. Assign a member number to each family member. These member numbers will be used to associate income to specific family members. Zeros (00) are not valid. |
| 4 | M | Last Name | 9 | 20 | Alphanumeric | List the names (last name, first name, middle initial) of each person who lives in the unit, including persons with the following codes in Field 7, Relationship Code: F and L.  *Note: The use of a middle initial is optional in general. However, if an initial is added or dropped for the Head of Household, see the discussion for the MAT10, Section 2 Previous Head of Household fields 4-9. In addition, whatever value is reported in this field for the Head, is used in the MAT15, MAT40, MAT65 and MAT70 records.*  *Note: There are people who have only a single name. The single name must be entered as the Last Name. For the First Name, enter “Unknown.” Doing this will ensure that EIV queries to the Social Security database will work properly.*  *Note: Do not enter a Family Record for anticipated children due to pregnancy or adoption; for anticipated foster children; or for persons under the age of 18 who are being pursued for custody.* |
| 5 | M | First Name | 29 | 20 | Alphanumeric |
| 6 |  | Middle Initial | 49 | 1 | Alphanumeric |
| 7 | M | Relationship Code | 50 | 1 | Alphanumeric | The head of household must have a relationship code of “H.” See definition for member number, Field #3.  See [5-6] for guidance on how to count emancipated minors. To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH or spouse must be age 62 or older. Section 202 PAC and Section 811 PRACS requires that the qualifying family/person be disabled. See [Figures 3-5 & 3-6] for guidance. To qualify for 811 PRA Demo, the qualifying household member must be age 18 or older and less than 62 (at MI/IC) and must also be disabled.  List persons living in the unit in the following order and state each person’s relationship to the head by using one of the codes listed below. See Chapter 3 of HUD Handbook 4350.3 concerning the eligibility of families to assisted housing. Only the following codes may be entered.  H-Head (There can be only one head. If there is a spouse or co-head, list the same person as head on each recertification, as long as that person resides in the household. List the other person as spouse or co-head on each recertification.)  S- Spouse There can either be a spouse or a co-head, but not both. There can be only one spouse. To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH or spouse must be age 62 or older. Section 202 PAC and Section 811 PRACS requires that the qualifying family/person be disabled. See [Figures 3-5 & 3-6] for guidance. To qualify for 811 PRA Demo, the qualifying household member must be between the ages of 18 and 62 (at MI/IC) and must also be disabled.  K-Co-head There can either be a spouse or a co-head but not both. There can be only one co-head. (See paragraph 5-6 A of HUD Handbook 4350.3 REV-1 for guidance on how to count emancipated minors.) To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH or spouse must be age 62 or older. Section 202 PAC and Section 811 PRACS requires that the qualifying family/person be disabled. See [Figures 3-5 & 3-6] for guidance. To qualify for 811 PRA Demo, the qualifying household member must be between the ages of 18 and 62 (at MI/IC) and must also be disabled.  D-Dependent. See paragraph 5-6 of HUD Handbook 4350.3. count any member of the family currently living in the unit who is:  Age 17 or younger  18 or older and disabled or a full-time student. *Note: full-time student status is verified by the school. Status does not change during regular breaks such as summer break Status should be verified at each annual and when status changes. See HH 4350.3 Paragraphs 3-13 and 3-33.*  - An Other Adult who is disabled  Child temporarily absent due to placement in a foster home.  - Child who is subject to joint custody agreement (lives in unit at least 50% of time). *Note: See Special Status Codes to determine how to properly record joint custody arrangements when more than one family is receiving HUD housing assistance.*  - Full-time student (regardless of age) away at school but lives with family during school breaks. (see note above)  - Child being adopted (or custody being sought) and currently living in unit.  *Note: Foster Children and Foster Adults may never be considered dependents.*  O-Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family’s annual income. See paragraph 5-6 of HUD Handbook 4350.3 REV-1. This member’s status cannot be used to justify the family’s eligibility for the elderly or medical allowances.  *Note: An Other Adult who is disabled or a full-time student must be coded as a Dependent. This does not mean that such a person is a legal dependent or is considered a dependent for income tax purposes. They are considered a Dependent for determination of income and adjusted income. By regulation, the employment income of such a dependent who is a full-time student, is capped at $480. See 24CFR, 5-609.*  F-Foster child under the age of 18 or the child of a foster child or Foster adult. See paragraph 5-6 A of HUD Handbook 4350.3 REV-1. Unearned income for a foster child is counted but earned income for a foster child is not counted in determining the family’s annual income. (Do not count monies paid to the household for foster aid – this income is excluded.) All income of a foster adult is counted in determining the family’s annual income. The foster child or adult **does not** qualify the family for a dependent allowance. Medical or disability assistance expenses **are** considered for foster children and adults in this category if the household qualifies for such expenses and deductions. Child care expenses for children in this category who are 12 years old or younger **are** considered for the child. By regulation, the employment income of a foster adult who is a full-time student, is capped at $480. See 24CFR, 5-609.  L - Live-In Attendant. See paragraph 5-6 of HUD Handbook 4350.3 REV-1. See paragraph 3.6 E of HUD Handbook 4350.3 REV-1for guidance on live-in attendants. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.  N – None of the Above. Others Living in the Unit Who are not Members of the Tenant Family based on HUD rules. See paragraph 5-6 of HUD Handbook 4350.3 REV-1. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.  See **203ARelationshipRules.xls** for clarification. |
| 8 |  | Sex Code | 51 | 1 | Alphanumeric | For each person listed, enter “F” for female; “M” for male or leave blank if either the OA did not ask for the information or the tenant did not voluntarily report.  **Filling the household member Sex Code field when funding programs in addition to HUD subsidy types apply:**    Examples would be Section 8 with USDA Section 515 or Section 236 with low income housing tax credits.    The final rule on Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity--see 24 CFR 5.105(a)(2)(ii)—prohibits inquiries on sexual orientation or gender identity except in limited circumstances.  As a result, for TRACS 202D and later the Sex Code field on the 50059 may be filled with M, F or a blank to allow for compliance with the rule.    Other funding programs such as USDA or tax credits currently require that the Sex Code field on their forms be filled with either an M or F.    When reporting Sex to HUD on a HUD 50059 or in a MAT file, the HUD rule must be followed even if another funding program requires something different.    Example 1: In a particular HUD project, there is no permitted reason to inquire about gender identity for the sole household member Tonya.  The HUD 50059 would report a blank for that field.  However, the tax credit TIC requires an M or F and would be filled with an F.  *Note: There is nothing in the rule that prohibits any individual from voluntarily self-identifying his or her own sexual orientation or gender identity; however, this voluntary identification must not be confused with any identification requirements for other funding programs.*    Example 2: In particular HUD project there is a need to inquire about gender for a household for the purpose of determining the number of bedrooms to which they may be entitled.  The HUD 50059 and MAT File would contain an M or F for each member.  The tax credit TIC would also report an M or F. |
| 9 | M | Birth Date | 52 | 8 | Date  MMDDYYYY | Enter month, day, and year for each person listed.  However, the Birth Date of a Foster Child or Foster Adult is NOT to be printed on a HUD 50059 in its entirety. On the printed form, show the month and day as 0s: 00/00/YYYY. For example: 00/00/2010 |
| 10 |  | Special Status Code | 60 | 10 | Alphanumeric | Completion of this field will help HUD identify specific populations.  These codes also identify required adjustments to the assistance payment calculation (e.g. child in a joint custody arrangement when both families receive HUD housing assistance).  OA must enter any of the codes listed below which apply to family members identified in Field 7 (Relationship Code) as H, S, K, D, F and O.  Enter all codes below which apply. (See HUD Handbook 4350.3, Rev 1, Chapter 3, for the definitions of the terms “Elderly Family,” “Elderly Person,” “Disabled Family,” and “Disabled Household.”)  E = Elderly Head, Spouse, Co-head (individual is at least 62 years old as of the effective date of this certification. (Such individual must have one of the following codes in Field 7: H, S, or K.)  S = Full-time student who is at least 18 years old as of the effective date of this certification and who is not the Head, Spouse, Co-head. (Such individual must have been identified in Field 7 with Code D or F.)  H = Family Member who is disabled. (Such individual must have been identified in Field 7 with one of the following codes: H, S, K, F or D.)  M = Family Member who is a US military veteran.  P = Person being housed temporarily pursuant to the guidance in HUD Handbook 4350.1, Rev 1, Chapter38. See MAT Guide, Chapter 4-Presidentially Declared Disasters.  F = FSS-Family Self Sufficiency Participant (such individuals have executed an ITSP-Individual Training and Services Plan.  ITSPs are attached to, and incorporated as part of, the CoP-Contract of Participation.  **Joint custody codes:**  **These codes must be applied when a child lives in two units regardless of whether the child is included on two 50059s or a 50059 and a 50058.**  JK = Dependent whose custody is jointly shared by more than one family and who receives a dependent allowance along with a child care allowance where applicable.  C = Dependent whose custody is jointly shared by more than one family but who does not receive a dependent allowance and who lives in the unit less than 50% of the time. Such a person’s child care expenses count toward the child care allowance.  CK = Dependent whose custody is jointly shared by more than one family and lives in the unit 50% or more of the time. Count for unit size and income limit purposes.  A dependent child without either the JK, CK or C codes is assumed to be a full-time resident of the unit.  Owner/agents are required to use these Special Status Codes when applicable.  Owner/agents should make inquiries at move-in, initial, interim (when adding any new member) and annual certification to ensure HUD’s database includes accurate information about new and existing families. |
| 11 | M | Identification Code | 70 | 9 | Alphanumeric | SSN or TRACS ID Number. Enter the 9-digit social security number of all household members including foster children, foster adults, live-in aides and None of the above. Do not use dashes. If the family member does not have a social security number, enter 999999999 in this field the first-time information for this family is submitted. A TRACS Tenant ID number will be generated by the TRACS system and owners will be notified of the numbers. This number should be entered on each subsequent submission until a social security number is reported.  A member without an SSN must have a value coded in the SSN Exception field below. *Note: SSNs are required in the MAT for Live-in Aides, Foster Children, Foster Adults and None of the Above. However, the SSN of a Foster Child or Foster Adult is NOT to be printed on a HUD 50059. On the printed form, leave the field blank.*  Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family member. A new T Number will be generated.  See also, Field 26, SSN Exception.  *Note: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number in the case of someone receiving survivor’s benefits. It is not the ITIN (Individual Tax Identification Number) for those who have one.* |
| 12 | MOC | Member Citizenship Code (Formerly Member Eligibility Code) | 79 | 2 | Alphanumeric | Required by TRACS for tenants with a Project Move-in Date on or after 6/19/95 and a Citizenship Eligibility Code other than "N." It is also required for all in-place tenants to whom it applies no later than 6/19/96. If not submitted when required TRACS will generate a discrepancy message.  Enter one of the following codes for each household member. Consult with handbook paragraph 3-12 and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration.  *Note: Spaces = not applicable (221(d)(3) BMIR, 811 PRA Demo, PAC, PRAC, Market)*  EC = individual is a citizen or national  EN = individual is a noncitizen with eligible immigration status  IC = Ineligible noncitizen child of a family head or spouse  IN = Member is an Ineligible Non-Citizen.  IP = Ineligible Parent of a Head of Household or Spouse  ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes.  PV = Individual’s eligibility status is pending verification—documents have been submitted for use when the family is receiving prorated assistance at admission. Member is treated as eligible for proration purposes.  XX = Individuals who are not counted as members of the family (i.e. live-in attendants, None of the above). Field 7 shows a relationship code of “L” or “N” for these individuals. *Note****:*** *if such a person does not have an SSN a valid SSN Exception Code must be entered.*  *Note: Prior to the release of HUD Handbook 4350.3 REV-1, Change 4 and 202D, Foster children and foster adults(fosters) were not counted as family. With the Handbook 4350. 3 release and with the release of TRACS version 202D, fosters count as family members and are subject to the noncitizen rule.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 13 |  | Alien Registration Number | 81 | 10 | Alphanumeric | Enter the Alien Registration Number for each member of the family provided on the Citizenship Declaration regarding eligible immigration status. Do not enter dashes. If the member does not have an Alien Registration Number, leave blank. Note: Residents with a permanent residence card may not have Alien Registration Numbers. |
| 14 |  | Filler | 91 | 4 | Alphanumeric |  |
| 15 |  | Able to Work Care Code | 95 | 2 | Alphanumeric | Assistance provided so a household member can work.  Valid codes are:  “C” = Child Care  “H” = Handicapped  “CH” = Both  Complete this field only if the family incurs child care or disability expenses that enable an adult family member to work. Consult with paragraph 5-10 of HUD Handbook 4350.3 REV-1 on what expenses to count. Enter the code next to the adult who is able to work as a result of the expense.  C = An adult who is able to work because child care is available.  H = Each adult who is able to work because disability assistance is available. [This field includes disabled.]  CH = Each adult who is able to work because both child care and disability assistance is available.  *Note: With TRACS 202D and later, The Able to Work Care Code may be associated with a Foster Adult.*  *The following income types in Field 4 can be used to determine the employment ceiling for child care and disability assistance allowances: M, F, W, and B.*  EXAMPLE: Ms. Wright works two jobs (Nonfederal wages – W), earning $10,000 and $4,000 respectively. She pays for child care for the first job only. The owner would enter C by Ms. Wright. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 16 | F | Care Received Care Code | 97 | 2 | Alphanumeric |  |
| 17 |  | Ethnicity | 99 | 1 | Alphanumeric | Valid Ethnicity Codes  0 = Tenant Declined to Report  1 = Hispanic  2 = Non-Hispanic  *Note, if Ethnicity = 1 then one or more of Fields 27-30 may also be set.* |
| 18 |  | Race – American Indian or Alaska Native | 100 | 1 | Alphanumeric | Y = American Indian or Alaska Native  Otherwise leave blank |
| 19 |  | Race – Asian | 101 | 1 | Alphanumeric | Y = Asian  Otherwise leave blank  *Note, if Race – Asian = Y then one or more of Fields 31-37 may also be set.* |
| 20 |  | Race – Black or African American | 102 | 1 | Alphanumeric | Y = Black or African-American  Otherwise leave blank |
| 21 |  | Race – Native Hawaiian or Other Pacific Islander | 103 | 1 | Alphanumeric | Y = Native Hawaiian or Other Pacific Islander  Otherwise leave blank  *Note, if Race – Native Hawaiian or Other Pacific Islander = Y then one or more of Fields 38-41 may also be set.* |
| 22 |  | Race – White | 104 | 1 | Alphanumeric | Y = White  Otherwise leave blank |
| 23 |  | Race – Other | 105 | 1 | Alphanumeric | Y = Other  Otherwise leave blank |
| 24 |  | Race – Declined to Report | 106 | 1 | Alphanumeric | Y = Tenant Declined to Report  Otherwise leave blank  *Note: If this field is populated with a “Y” on the* ***MAT10, Section 3,*** *then Fields 18-23 and 31-41 must all be blank. If any of the race codes are set to “Y” on the* ***MAT10, Section 3****, then this field should be set to blank.*  The following letter designations will be used in the Race field on the **50059**  X = Decline to Report  I = American Indian or Alaskan Native  A = Asian  B = Black or African American  H = Native Hawaiian or Other Pacific Islander  W = White  O = Other  If “Decline to Report” is selected, only the letter “X” will be printed on the 50059. In all other cases, the letter designations of the selected race(s) will be printed on the 50059. |
| 25 |  | Student Status | 107 | 1 | Alphanumeric | Y = Student (either full or part-time) at an institution of higher education who is eligible under the rules. Do not use for a full-time student over the age of 18 who is enrolled in high school.  Otherwise leave blank.  See handbook paragraphs 3-13 and 3-33 in HUD Handbook 4350.3 REV-1. |
| 26 | MOC | SSN Exception | 108 | 1 | Alphanumeric | Fill if an individual without a valid SSN qualifies for one of the four exceptions listed below. A valid code must be entered if the SSN Field (Identification Code) is filled with all 9’s.  Blank = no exception applies  C = Individual who does not contend eligible immigration status.  E =Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility in either a Multifamily or Public and Indian Housing program was begun prior to January 31, 2010 (a break in assistance does not void the exemption)  F = Foster child or adult whose SSN has not been disclosed by the foster agency and for whom HUD has issued a waiver.   1. M =New household member under the age of 6 where disclosure of SSN is delayed for 90 – 180 days. 2. *Note: Under a rule effective 4/7/2016 (Streamlining Final Rule), a child under the age of 6 years added to the applicant household within the 6-month period prior to the household’s date of admission is exempt from the requirement to have an SSN at MI. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/****agent terminate tenancy.***   *Note: When the member does not have an SSN, fill field 11 (Identification Code) with 9’s and print 9’s in the corresponding field on the 50059 except that the SSN field is always left blank on the printed 50059 for fosters.* |
| Fields 27-30 below are new Hispanic Sub-types. If the value of one of these fields is Y, then Field 17 Ethnicity must be set to 1. | | | | | | |
| 27 |  | Puerto Rican | 109 | 1 | Alphanumeric | Y = Puerto Rican  Otherwise leave blank |
| 28 |  | Cuban | 110 | 1 | Alphanumeric | Y = Cuban  Otherwise leave blank |
| 29 |  | Mexican, Mexican American, Chicano/a | 111 | 1 | Alphanumeric | Y = Mexican, Mexican American, Chicano/a  Otherwise leave blank |
| 30 |  | Another Hispanic, Latino/a or Spanish Origin | 112 | 1 | Alphanumeric | Y = Another Hispanic, Latino/a or Spanish Origin  Otherwise leave blank |
| Fields 31-37 below are new Asian sub-types. If the value of one of these fields is Y, then Field 19, Race – Asian, must be set to Y. | | | | | | |
| 31 |  | Asian India | 113 | 1 | Alphanumeric | Y = Asian India  Otherwise leave blank |
| 32 |  | Japanese | 114 | 1 | Alphanumeric | Y = Japanese  Otherwise leave blank |
| 33 |  | Chinese | 115 | 1 | Alphanumeric | Y = Chinese  Otherwise leave blank |
| 34 |  | Korean | 116 | 1 | Alphanumeric | Y = Korean  Otherwise leave blank |
| 35 |  | Filipino | 117 | 1 | Alphanumeric | Y = Filipino  Otherwise leave blank |
| 36 |  | Vietnamese | 118 | 1 | Alphanumeric | Y = Vietnamese  Otherwise leave blank |
| 37 |  | Other Asian | 119 | 1 | Alphanumeric | Y = Other Asian  Otherwise leave blank |
| Fields 38-41 below are new Native Hawaiian or Other Pacific Islander sub-types. If the value of one of these fields is Y, then Field 21, Race – Native Hawaiian or Other Pacific Islander, must be set to Y. | | | | | | |
| 38 |  | Native Hawaiian | 120 | 1 | Alphanumeric | Y = Native Hawaiian  Otherwise leave blank |
| 39 |  | Samoan | 121 | 1 | Alphanumeric | Y = Samoan  Otherwise leave blank |
| 40 |  | Guamanian, Chamorro | 122 | 1 | Alphanumeric | Y = Guamanian, Chamorro  Otherwise leave blank |
| 41 |  | Other Pacific Islander | 123 | 1 | Alphanumeric | Y = Other Pacific Islander  Otherwise leave blank |

## MAT10 Section 4: Income Record

There is a record in this section for each member’s occurrence of each type of income.

| **5‑5 MAT10 Section 4: Income Record** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field**  **Length** | **Field Type** | **Definitions and Edits** | |
| 1 | M | Section Indicator | 1 | 1 | Numeric | Value must equal “4.” | |
| 2 | M | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. | |
| 3 | M | Member Number | 7 | 2 | Numeric | Numeric starting with “01” for the Head of Household. The member number in the income record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the income record.  **Zeros (00) are not valid.** | |
| 4 | M | Code (Income Type) | 9 | 4 | Alphanumeric | Enter each source of income separately for each family member. Enter the source of income using the following codes:  B= Business (including distributed profits and net income from business)  CS= Child Support  F= Federal Wage  I= Indian Trust  M= Military Pay  G= General Assistance  N= Other Non-Wage Source (including alimony, distributions from retirement accounts other than those included in PE below, or income from assets when the asset is no longer included on the 50059)  PE= Pensions (including veteran’s pensions, military retirement, and income  from all other pensions and annuities)  SI= Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI)  SS= Social Security (both personal and dual entitlements)  T= TANF (Temporary Assistance for Needy Families)  U= Unemployment  W= Non-Federal Wage (including salaries, tips, commission bonuses, and  other income from employment)  EXAMPLE: Member 01 works three nonfederal jobs, paying $10,000,  $4,000 and $2,000, respectively. Enter each source of income separately and  attribute Code W, Nonfederal Wage, to each: W - $10,000; W - $4,000; and  W - $2,000. | |
| 5 | M | Amount (Income) | 13 | 6 | Numeric | If a family member has no income, do not submit an Income Record for that family member.  Enter the amount anticipated to be received during the 12-month period following the Transaction Effective Date for each family member in accordance with paragraph 5-5 and Exhibit 5-1 of HUD Handbook 4350.3 REV-1.  Do not include income from assets. | |
| 6 |  | Filler | 19 | 1 | Alphanumeric |  | |
| 7 |  | Filler | 20 | 1 | Alphanumeric |  | |
| 8 | MOC | SSN Benefits Claim Number  Also known as Beneficiary Notice Code (BNC) | 21 | 13 | Alphanumeric | If this income is derived from Social Security benefits, code the Claim Number used to collect those benefits. Space fill if not applicable.  Note that what used to be called the SSN Benefits Claim Number is now referred to as the Beneficiary Notice Code (BNC) and has a different format than the old Claim Number. In particular, the new code does not contain a member’s SSN and is one character longer.  Enter Benefit Notice Code (BNC) under which a family member receives income benefits ~~only if it is different from that member’s own number.~~  The code consists of 13 letters and numbers.  *~~Note:~~**~~Enter the alpha/numeric suffix attached to the end of the Social Security Claim Number. Do not enter dashes. For example: 123456789HB1. The Claim Number will typically be 9 digits followed by a letter and 0-2 additional letters and/or numbers.~~*  *Note: If the member has income under more than one Claim Number, simply report one income per Claim Number.* | |

## MAT10 Section 5: Asset Record

There is a record in this section for each asset recorded on the (Re) Certification.

| **5‑6 MAT10 Section 5: Asset Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field**  **Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Section Indicator | 1 | 1 | Numeric | Value must equal “5.” |
| 2 | M | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 3 | M | Member Number | 7 | 2 | Numeric | Numeric starting with “01” for the Head of Household. The member number in the asset record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the asset record.  **Zeros (00) are not valid.** |
| 4 |  | Description | 9 | 20 | Alphanumeric | List the type of each asset now owned and each asset disposed of for less than fair market value in the two years preceding the date in the Basic Record, Field 11, Transaction Effective Date. Examples: ‘checking account”; “savings account”; “IRA”; “Stamp collection.” |
| 5 | M | Status | 29 | 1 | Alphanumeric | Classify each asset entered in Field 4 as follows:  Enter C (for current), for an asset that the household currently owns.  Enter I (for imputed), for any asset the family has disposed of that must still be counted in accordance with HUD Handbook 4350.3. An imputed value is used for these assets, since they have already been disposed of and there is no actual income. |
| 6 | M\* | Cash Value Amount | 30 | 7 | Numeric | May be zero.  Enter the cash value of each asset listed in Field 4, Description (Asset). Refer to paragraph 5-7 of HUD Handbook 4350.3 REV-1 for information about valuing assets.  *Note: If both the Cash Value Amount and the Actual Yearly Income Amount are 0, the asset should not be included on the certification as it has no impact.* |
| 7 |  | Actual Yearly Income Amount | 37 | 6 | Numeric | Refer to 4350.3 for the details on how to perform this calculation.  For each asset identified in Field 4, enter the actual yearly income anticipated to be received by the family. In calculating yearly income based on an interest rate, do not multiply the interest rate by the cash value but rather by the actual value of the asset. Cash value is reduced by disposal costs.  For example, a CD is valued at $10,000 and carries a $500 early withdrawal penalty. The cash value is $9,500. In calculating the interest income, you multiply $10,000 (not $9,500) by the interest rate. |
| 8 | MOC | Date Divested | 43 | 8 | Date  MMDDYYYY | The date the family disposed of the asset. Required if Field 5, Status = I. |

## MAT15 Address Record

| **5‑7 MAT15 Address Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT Field** | | **Note** | **Field Name** | **Start Position** | **Field Length** | **Field type** | **Definitions and Edits** | |
| 1 | | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT15” | |
| 2 | | M | Release/ Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A | |
| 3 | | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. | |
| **NOTE**: For a History Baseline, leave fields 4-8 below blank and include records for all subsidized units in the project—not just for those covered by the subsidy type in the TENHR record. | | | | | | | | |
| 4 | | **MOC** | Head Of Household ID | 18 | 9 | Alphanumeric | 1. The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household is present but has no SSN/TRACS ID. 2. Head of Household ID Code is required if the unit is occupied. If the unit is unoccupied at the time of the Unit Address Load, the Head of Household ID Code is not required. 3. When the head of the household occupying the unit has no SSN or T-ID, the Name and Birth Date will be required and the Head of Household ID Code field is to be 9-filled.  Head of Household ID Code is required for a tenant mailing address MAT15. | |
| 5 | | **MOC** | Head Last Name | 27 | 20 | Alphanumeric | Required if the unit is occupied (Head of Household ID is not blank).  Not required for unoccupied units.  *Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.* | |
| 6 | | **MOC** | Head First Name | 47 | 20 | Alphanumeric | Required if the unit is occupied (Head of Household ID is not blank).  Not required for unoccupied units. | |
| 7 | | **MOC** | Head Middle Initial | 67 | 1 | Alphanumeric | Fill if the unit is occupied (Head of Household ID is not blank) and the Head has a Middle Initial used on the 50059. The use of middle initials is optional. However, if the Head has an initial reported on the 50059, the initial should be reported here.  Not required for unoccupied units. | |
| 8 | | MOC | Head Birth Date | 68 | 8 | Date  MMDDYYYY | Required if the unit is occupied (Head of Household ID is not blank).  Not required for unoccupied units. | |
| 9 | | F | Building ID | 76 | 19 | Alphanumeric |  | |
| 10 | | MOC | Unit Number | 95 | 10 | Alphanumeric | 1. Unit Number is Mandatory for a MAT15 Unit Address Add/Update transaction. It is not required for a Tenant Mailing Address. 2. Unit Number must be entered using a standard format for the project that meets the “unique within a project” requirement. 3. This must be the same format used when “Unit Number” is entered in (re) certifications (MAT10), move-outs (MAT40) and unit transfers (MAT70). | |
| 11 | | MOC | Previous Unit Number | 105 | 10 | Alphanumeric | The Previous Unit Number is required only when the MAT15 is submitted to change the Unit Number. The Previous Unit Number is required when using the MAT15 to renumber units within the project. The MAT15 will be rejected if TRACS cannot find the Previous Unit Number. | |
| 12 | | M | Address Type | 115 | 1 | Alphanumeric | Identifies Unit or Mailing Address. A Head of Household ID Code is required for mailing addresses. Values are:  “U” = Unit Address  “M” = Mailing Address (if different from Unit Address) | |
| 13 | | M | Transaction Type | 116 | 1 | Numeric | Valid Transaction Type action by Owner / Agents are:  1 = Address Deletion  2 = Address Add/Update (Used for both initial loads and updates)  3 = Renumber Unit | |
| 14 | | MOC | First Address Line | 117 | 45 | Alphanumeric | First Address Line is required for an Address initial load or update. It should contain the unit number meeting the requirements for mail delivery by the USPS. For a tenant mailing address, the First Address Line can be used for a “care of” or “attention” name. First Address Line is not required for an Address Deletion. | |
| 15 | |  | Second Address Line | 162 | 45 | Alphanumeric | Second Address Line. | |
| 16 | |  | Third Address Line | 207 | 45 | Alphanumeric | Third Address Line. | |
| 17 | | MOC | City Name | 252 | 28 | Alphanumeric | Required on an Address Load or Address Update transaction. | |
| 18 | | MOC | State Code | 280 | 2 | Alphanumeric | Required on an Address Load and an Address Update transaction. | |
| 19 | | MOC | Zip - 5 | 282 | 5 | Numeric | Required on an Address Load and an Address Update transaction. For codes see United States Postal Services Publication 65, available from local post office. | |
| 20 | |  | Zip - 4 | 287 | 4 | Numeric | Must enter all zeros when no ZIP-4 is provided. | |
| 21 | | MOC | Mobility Accessibility Code | 291 | 1 | Alphanumeric | Required only when address type is “U” (Unit). Identifies unit’s accessibility status for tenants with mobility disability.  Values are:  Y = Accessible for Residents with Mobility Disability  N = Not accessible for Residents with Mobility Disability. | |
| 22 | | MOC | Hearing Accessibility Code | 292 | 1 | Alphanumeric | Required only when address type is “U” (Unit). Identifies unit’s accessibility status for tenants with hearing impairments.  Values are:  Y = Accessible for Residents with a Hearing Disability  N = Not accessible for Residents with a Hearing Disability. | |
| 23 | | MOC | Visual Accessibility Code | 293 | 1 | Alphanumeric | Required only when address type is “U” (Unit). Identifies unit’s accessibility status for tenants with a visual disability.  Values are:  Y = Accessible for Residents with a Visual Disability  N = Not accessible for the Residents with a Visual Disability. | |
| 24 | | F | Unit Status | 294 | 1 | Alphanumeric | This field is not being implemented in 2.0.3.A. It should not be used for a History Baseline.  O = Occupied with Subsidy;  V = Vacant; ready;  N = Vacant not ready;  M = Market and Occupied; | |
| 25 | | F | Status Effective Date | 295 | 8 | Date  MMDDYYYY | This field is not being implemented in 2.0.3.A. It should not be used for a History Baseline.  Effective date of the status. The date on which the unit changed to this status shown in Field 24 above. Normally required but may be missing due to lack of history in site or CA software. | |
| 26 | | M\* | Number of Bedrooms | 303 | 2 | Numeric | Bedroom Count. 0 = Studio | |
| 27 | | MOC | Tax Credit BIN | 305 | 9 | Alphanumeric | If applicable. For example: VA0312345. Not required in CA created records, however CAs must pass on any site submitted value to TRACS. Required for all site created MAT15 records if the unit is part of a low-income housing tax credit building.  *Note: Do not fill the field unless there is a valid BIN associated with it. A valid BIN is in the format SSYYNNNNN where SS is the state postal abbreviation, YY is the last two digits of the allocation year and NNNNN is 5 digits. YY can be in the range 85-99 and 00-12 with 13 becoming valid in 2013 and so forth. If YY is either 19 or 20, the BIN is not valid.* | |
| **NOTE**: The following fields are for use in History Baseline files only. Fill each field with the appropriate null value if not a History Baseline. | | | | | | | | |
| 28 | | MOC | Floor Plan Identifier | 314 | 15 | Alphanumeric | The floor plan ID from the MAT91 record associated with this unit.  The floor plan identifier is sometimes called a unit type or unit class. Generally, it identifies a set of units that are associated with a line on a HUD rent schedule. However, it can also be used in situations where rents are raised at different times for units that would normally be considered of the same type. | |
| 29 | | MOC | Actual Unit Number | 329 | 10 | Alphanumeric | Actual Unit number--the number on the door of the unit. To be used in cases where the TRACS unit number is different than the unit number used by the OA. Field 10 (Unit Number) must be unique within the project whereas the Actual Unit Number is not constrained to be unique.  Not required in CA created History Baselines. Required in site created baselines.  *Note: in all other cases in the MAT Guide, references to Unit Number are to the unit number as defined for TRACS—a number unique within the project. The only purpose for including Actual Unit Number in a baseline is to facilitate setting up a project in site software.* | |
| 30 | | MOC | Site Building ID | 339 | 15 | Alphanumeric | Site Building Identifier.  Not needed in CA created History Baselines.  Required in site created baselines if site software assigns building IDs. | |
| 31 | | MOC | Unit Square Footage | 354 | 4 | Numeric | Not required in CA created History Baselines.  Required in site created baselines where site software stores the value. | |

## MAT40 Move-Out Record

**NOTE:** For suggestions on how and when to submit Move-Out transactions please refer to **Chapter 4 – TRACS Operating Tips**.

| **5‑8 MAT40 Move-Out Record** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field**  **Length** | **Field Type** | **Definitions and Edits** | |
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT40.” | |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3. TRACS Version = A | |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. | |
| 4 | M | Transaction Type | 18 | 2 | Alphanumeric | Value = MO | |
| 5 | M | Head of Household ID Code | 20 | 9 | Alphanumeric | The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and submit the Head of Household’s name and birth date. Do not enter an ITIN (Individual Tax Identification Number) or a Social Security Benefit Claim Number. | |
| 6 | M | Head Last Name | 29 | 20 | Alphanumeric | *Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.* | |
| 7 | M | Head First Name | 49 | 20 | Alphanumeric |  | |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | The use of middle initials is optional. However, if the Head has an initial reported on the 50059, the initial should be reported here. | |
| 9 | M | Head Birth Date | 70 | 8 | Date  MMDDYYYY |  | |
| 10 | M | Transaction Effective Date | 78 | 8 | Date  MMDDYYYY | The date the tenant moved out of the project. This is the last day of subsidy except in some situations involving the death of a sole member.  Move-Out (MO): The last full date a tenant remains in occupancy. When a tenant moves midday, the Move-out Effective Date is the day prior. For Move-outs without notice, enter the date management takes possession of the unit. For the death of the sole family member, HUD requires that subsidy end on earlier of a) 14 days after the tenant’s death; or b) the day the unit was vacated. In situations where the actual move-out date is greater than 14 days after the death of the sole family member, enter the actual move-out date but the site may only receive subsidy through the 14 days. Any assistance received beyond the fourteen days is returned to HUD via a voucher adjustment. It is not appropriate to terminate subsidy in the case of the death of a sole household member. | |
| 11 | M | Unit Number | 86 | 10 | Alphanumeric | The unit from which the tenant moved. The unit number must exist in the TRACS address table and be associated with the tenant moving out: otherwise, a discrepancy message will be returned to the sender. | |
| 12 | F | Building ID | 96 | 19 | Alphanumeric | The building from which the tenant moved. | |
| 13 | M | Move Out Code | 115 | 3 | Alphanumeric | The valid codes are:  1 = Owner initiated for nonpayment of rent (8-13.A.5)  2 = Owner initiated--other  3 = Tenant initiated--other  4 = Death of sole family member  5 = Unit Transfer between two projects. See MAT Guide Chapter 4  6 = Reserved for TRACS use only (HQ Move Outs)  7 = Abandoned Unit (6-9.B.2) (8-13.A.2) – PDD  8 = Failure to submit SSN  9 = Removed for 2.0.3.A—do not use  10 = Removed for 2.0.3.A—do not use  11 = RAD to Housing Choice Voucher—Choice Mobility Option Exercised  *Note for code 11: Used only for a PBRA RAD tenant accepting a housing choice voucher.*  *Note: the references in parentheses above are to HUD Handbook 4350.3* *REV-1.* | |
| 14 | MOC | Date of Death | 118 | 8 | Date  MMDDYYYY | Required if the Move-out Code is “4.” The subsidy for the unit must end within 14-days of the date of death of the sole household member. However, the actual move-out date may be after the 14-day period.  After a death, the Move-out transaction should be entered and transmitted ONLY when the owner/agent is able to take possession of the unit (family members move contents out). It is proper to bill for subsidy until the unit is vacated. The MO Code 4 with an appropriate Date-Of-Death must generate a voucher adjustment to 14 days after the date of death if the unit is not vacated within 14 days. | |
| 15 | MOC | Anticipated Voucher Date (Formerly Voucher Date) | 126 | 8 | Date  MMDDYYYY | The voucher period in which the move-out adjustment is reflected.  *Note: “DD” (day) is always “01”.* | |
| 16 | MOC | Correction Type | 134 | 1 | Alphanumeric | Blank = not a correction  R = A correction/retransmittal.  *Note: When Field 17 is activated C will become a legal Correction Type.*C = Corrects a previous MO effective date. May include additional changes. | |
| 17 | F | Effective Date of MO Being Corrected | 135 | 8 | Date  MMDDYYYY | This will be an “MOC” field when implemented. It must be populated if the Correction Type is populated with a C. For corrections to Move-outs, enter the Transaction Effective Date of the MO certification being corrected (the original or “old” MO Effective Date).  *Note: This field is not active in TRACS 203A.* | |
| 18 | M | Description | 143 | 78 | Alphanumeric | Text that describes the Move-Out Code (reason). Required to be printed on the 50059-A. The descriptions that must be used follow the = sign below.  1 = Owner initiated--Nonpayment of rent  2 = Owner initiated--Other  3 = Tenant initiated--Other  4 = Death of sole family member  5 = Unit Transfer between two projects  6 = TRACS use only (HQ Move Outs)  7 = Abandoned Unit  8 = Failure to submit SSN  11 = RAD to Housing Choice Voucher—Choice Mobility Option Exercised | |
| 19 | **MOC** | EIV Indicator | 221 | 1 | Alphanumeric | Blank if not a cert that is the result of use of the EIV system.  Y if the cert is the result of the use of the EIV system.  If the household moves out or is evicted based on evidence discovered when using EIV, the indicator is set to Y on the MO. | |

## MAT 65 Termination/Suspension Record

| **5‑9 MAT65 Termination/Suspension Record** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field**  **Length** | **Field Type** | **Definitions and Edits** | |
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT65.” | |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A | |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. | |
| 4 | M | Transaction Type | 18 | 2 | Alphanumeric | Value = TM | |
| 5 | M | Head of Household ID Code | 20 | 9 | Alphanumeric | The SSN/TRACS ID of the Head of Household. Enter 999999999 if the Head of Household has no SSN/TRACS ID, and enter the Head of Household’s Name and Birth Date. Do not enter an ITIN (Individual Tax Identification Number) or a Social Security Benefit Claim Number. | |
| 6 | M | Head Last Name | 29 | 20 | Alphanumeric | *Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.* | |
| 7 | M | Head First Name | 49 | 20 | Alphanumeric |  | |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | The use of middle initials is optional. However, if the Head has an initial reported on the 50059, the initial should be reported here. | |
| 9 | M | Head Birth Date | 70 | 8 | Date  MMDDYYYY |  | |
| 10 | M | Transaction Effective Date | 78 | 8 | Date  MMDDYYYY | The date this Termination or Suspension became or will become effective. This is normally the last day of subsidy—not the first day of no subsidy.  However, if the DS or NS termination code (below)is used the termination effective date is defined as the first day of no subsidy and any adjustment returns subsidy for that date as well as subsequent dates.  See Chapter 8, Section 1: Termination of Assistance, of HUD Handbook 4350.3.  *Note: A suspension can be effective any day of the month.*  *While a termination is usually effective on the last day of some month, this is not a requirement. It will be true when the TM is in response to an AR or IR resulting in 0 subsidy. However, a UT can cause a TM as can double subsidy at MI or a correction to an IC resulting in 0 subsidy. None of these kinds of TMs is limited by day of the month.*  *Note: A termination or suspension may never be effective the day prior to a MI Effective Date. TRACS needs an active certification to attach the TM to and there is no such cert before the MI. This is why the DS and NS Termination Codes are needed.*  *Note: For Component 1 PH to PBRA RAD, a termination or suspension may never be effective the day prior to the Conversion IC Effective Date. TRACS needs an active certification to attach the TM to and there is no such cert before the Conversion IC* | |
| 11 | M | Termination Code | 86 | 3 | Alphanumeric | Not available for PRAC. In a PRAC, tenant must move out.  Some codes are valid for terminations of assistance and some for suspensions of assistance.  When assistance is suspended, as would be the case for a loss of a unit due to natural disaster, or when a RAD resident is relocated during renovation, the tenant has the Right of Return to the unit.  **Valid Termination Codes:**  **TI** = TTP Equals/Exceeds Gross Rent or moving to market rent  (Section 236 and BMIR) (8-5.C). *Note: Section 8 RAD Component 1 tenants are never terminated solely because TTP Equals/Exceeds Gross Rent.*  **TC** = Did not supply citizenship/eligible alien documentation.  **TR** = Did not re-certify on time. Tenant required to pay market rent. (8-5.A)  **TF** = Tenant refused to transfer as agreed or submitted false data. [8-5.D]  **CE** = Subsidy contract expired-not renewed. *Note: not for use when renewal is delayed.*  **ST** = Ineligible Student.  **DS = Double subsidy at move-in.** Use to terminate subsidy when a move-out from a former property is effective after the move-in or initial certification date for the new property. The code is intended to be used on a termination effective on the Move-in or Initial Certification Effective Date. It will result in an adjustment on the voucher that gives back subsidy for the TM date (unlike all other TM codes that allow subsidy for the TM date).  **AB** = HUD abated unit. Only HUD has the authority to abate subsidy for a unit or group of units. Therefore, a termination using this code would only be submitted in response to HUD action.  **NS** = Resident did not qualify for subsidy at MI or IC for reason other than Double Subsidy. Typically, this would be a situation where income at MI or IC is being corrected as a result of an EIV or other investigation and it is found that the tenant was not eligible. Just like the DS code, a TM/NS gives back subsidy for the TM date. Per the handbook, you can only go back five years when investigating misreporting. Therefore, a TM using the NS code cannot apply to a MI or IC more than five years old.  *Note: Use of the NS code indicates that the household was not income eligible at move-in (usually because household did not fully and accurately report income). If the OA later creates an IC to start subsidy, the household must meet the current income eligibility requirements in order to qualify for subsidy. This is true even if the calculation results in AP of $1.00 or more. Income eligibility is the primary test. If the household’s total annual income is more than the current income limit, the IC will receive a fatal error.*  **OT** = Other. A termination reason not covered by any of the other codes.  *Note: Do not use a termination to end subsidy after the death of a sole member. Use the move-out transaction. There is no termination code for Death of a Sole Household Member.*  *Note: the references in parentheses above are to HUD Handbook 4350.3 REV-1.*  The following codes are reserved for HUD use only.  **EN** = Contract terminated for enforcement action.  **HQ** = TRACS generated termination for failure to recertify, submit a termination or move-out. May be superseded by an annual Recertification.  *Note: LR = Did not re-certify on time. This is a legacy code applicable only to transactions with effective dates less than or equal to the TRACS 2.0.2.C transition date.*  **Valid Suspension Codes:**  **ND** = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster. Any event or force of nature with catastrophic consequence of non-compliance with HQS requirements for unit(s) serving a property, such as avalanche, earthquake, flood, forest fire, hurricane, lightning, tornado, tsunami, and volcanic eruption.  **RR** = Substantial rehab or repair – Tenant expected to return. Scheduled substantial rehab or repairs due to any mechanical event or force that has catastrophic consequence of non-compliance with HQS requirements for unit(s) serving a property, such as fire, electrical fire, burst/ruptured pipes, boiler explosion, roof leaks not associated with natural disaster, mold due to water or moisture, and gas explosion.  **RD** = Section 8 RAD tenant transferred to other housing during rehab. The suspension results from renovation of the unit and the relocation of the tenant to alternative housing under RAD. Use this code when the transfer occurs on or after the contract effective date.  RH = Section 8 RAD tenant transferred to other housing during rehab and prior to the effective date of the RAD contract. The code is intended to be used with a termination effective on the conversion IC Effective Date. It will result in an adjustment on the voucher that gives back subsidy for the TM date (similar to DS and NS and unlike all other TM codes that allow subsidy for the TM date). | |
| 12 | **M** | Description | 89 | 78 | Alphanumeric | Text describing the Termination/Suspension Code (reason). Required to be printed on the 50059-A. The descriptions that must be used follow the = sign below.  Termination Codes:  TI = TTP Equals/Exceeds Gross Rent or moving to market rent  TC = Did not supply citizenship documentation  TR = Did not re-certify on time  TF = Tenant refused to transfer or submitted false data  CE = Subsidy contract expired-not renewed  ST = Ineligible Student.  DS = Double subsidy at move-in  AB = HUD abated unit.  NS = Resident did not qualify for subsidy at MI or IC--Not Double Subsidy  OT = Other. A reason not covered by any of the other codes  EN = Contract terminated for enforcement action  HQ = TRACS generated termination for failure to recertify  LR = Did not re-certify on time - *Note: This is a legacy code applicable only to transactions with effective dates less than or equal to the TRACS 2.0.2.C transition date.*  Suspension Codes:  ND = Natural Disaster or Uninhabitable Unit  RR = Substantial rehab or repair - Tenant expected to return  RD = Section 8 RAD tenant transferred to other housing during rehab on or after the contract effective date.  RH = Section 8 RAD tenant transferred to other housing during rehab before the contract effective date | |
| 13 | F | Building ID | 167 | 19 | Alphanumeric | The building in which the tenant lives. | |
| 14 | M | Unit Number | 186 | 10 | Alphanumeric | The unit in which the tenant lives. | |
| 15 | MOC | Anticipated Voucher Date (Formerly Voucher Date) | 196 | 8 | Date  MMDDYYYY | The date of the voucher in which the termination is reflected.  *Note: “DD” (day) is always “01”.* | |
| 16 | MOC | Correction Type | 204 | 1 | Alphanumeric | Blank = not a correction  R = A correction/retransmittal.  *Note: When Field 17 is activated C will become a legal Correction Type.*  C = Corrects a previous TM effective date. May include additional changes. | |
| 17 | F | Effective Date of TM Being Corrected | 205 | 8 | Date  MMDDYYYY | This is a “MOC” field. It must be populated if the Correction Type is populated with a C. For corrections to Terminations/Suspensions, enter the Transaction Effective Date of the TM certification being corrected. (The original or old TM date).  *Note: This field is not active in TRACS 203A.* | |
| 18 | **MOC** | EIV Indicator | 213 | 1 | Alphanumeric | Blank if not a cert that is the result of use of the EIV system. Y if the cert is the result of the use of the EIV system.  If the household assistance is terminated based on information discovered using EIV, the indicator is set to Y on the TM. | |

## MAT70 Unit Transfer/Gross Rent Change Record

| **5‑10 MAT70 Unit Transfer/Gross Rent Change Record** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field**  **Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT70.” |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | M | Transaction Type | 18 | 2 | Alphanumeric | Values are:  GR = Gross Rent Change  UT = Unit Transfer  *Note: Unit Transfers can only be used if the project number and contract number do not change. Otherwise, a Termination and an Initial Certification is used to affect the transfer when the project stays the same. A Move-out and a Move-in Certification should be used then the transfer is between projects. See MAT User Guide Chapter 4.* |
| 5 | M | Head Of Household ID Code | 20 | 9 | Alphanumeric | The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household’s Name and Birth Date. Do not enter an ITIN (Individual Tax Identification Number) or a Social Security Benefit Claim Number. |
| 6 | M | Head Last Name | 29 | 20 | Alphanumeric | *Note: See guidance for the MAT10, Section 3 name fields for instructions on how to deal with a person with a single name.* |
| 7 | M | Head First Name | 49 | 20 | Alphanumeric |  |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | The use of middle initials is optional. However, if the Head has an initial reported on the 50059, the initial should be reported here. |
| 9 | M | Head Birth Date | 70 | 8 | Date  MMDDYYYY |  |
| 10 | M | Transaction Effective Date | 78 | 8 | Date  MMDDYYYY | The date this transaction (Gross Rent Change or Unit Transfer) is effective.  Unit Transfer Transaction (UT): The date this transaction (rent change or unit transfer) is effective. This is the first day in the new unit.  Gross Rent Change (GR): This is the effective date of Gross Rent Change. |
| 11 | M | Unit Number | 86 | 10 | Alphanumeric | For UT, the unit into which the tenant is moving.  For GR, the unit occupied by the tenant.  The Unit Number must be unique within a project. |
| 12 | F | Building ID | 96 | 19 | Alphanumeric | The building into which the tenant is moving. |
| 13 |  | Security Deposit | 115 | 6 | Numeric | The amount of Security Deposit for a Section 8 tenant to be collected on the unit the family is moving into. This value includes any amounts transferred from the previous unit. The Security Deposit is set at move in and is not changed. The amount is usually equal to one month's TTP or $50 whichever is greater. The amount submitted will replace the Security Deposit originally submitted in this Tenant’s MAT10. See HH 4350.3 R1, 6-16 for additional information. |
| 14 | M | New Contract Rent Amount | 121 | 6 | Numeric | Fill this field for all MAT70 records.  Contract/Basic Rent. Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent is the Section 8 or RAP Contract Rent, the Section 236 Basic Rent, the Section 221(d)(3) BMIR Rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project’s Rental Schedule (Form HUD-92458) or subsidy contract.  For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the Operating Rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the Operating Rent. |
| 15 | M\* | Tenant Rent | 127 | 6 | Numeric | Fill this field for all MAT70 records. Zeros allowed.  *Note: See also Field 26, Rent Override.*  Submit a prorated amount for prorated tenant.  The amount payable monthly by the family as rent to the owner.  Where all utilities (except telephone) and other essential housing services are supplied by the owner, tenant rent equals total tenant payment.  Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner, tenant rent equals total tenant payment less the utility allowance. |
| 16 | M\* | Total Tenant Payment | 133 | 6 | Numeric | Fill this field for all MAT70 records. Zeros allowed.  Submit a prorated amount for prorated tenant.  The total amount the HUD rent formula requires the tenant to pay toward the gross rent. Total Tenant Payment is computed in accordance with the formula in Handbook Exhibit 5-8.  Enter 0 if not applicable (Section 236, BMIR).  *Note: See also Field 26, Rent Override.* |
| 17 | M | Gross Rent | 139 | 6 | Numeric | Fill this field for all MAT70 records.  The sum of the contract rent and any utility allowance. If there is no Utility Allowance, the Gross Rent equals the Contract Rent. For Section 202 and Section 811 PRAC projects, the gross rent is referred to as the Operating Rent.  Enter total of Contract/Basic Rent and Utility Allowance. |
| 18 |  | Utility Allowance Amount | 145 | 6 | Numeric | Fill this field for all MAT70 records. Zeros allowed.  HUD’s or the Contract Administrator’s estimate of the average monthly utility bills (except telephone) for an energy-conscious household. The estimate considers only utilities paid directly by the tenant. If all utilities are included in the rent, there is not a utility allowance. Utility allowances vary by unit type and are listed on the project’s rent schedule or HAP contract.  If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project’s Rental Schedule (Form HUD-92458) or subsidy contract. |
| 19 |  | Utility Reimbursement | 151 | 6 | Numeric | Fill this field for all MAT70 records where applicable except for Section 236, BMIR, and Market certifications where the field should be filled with zeros.  The amount, if any, by which the utility allowance for a unit exceeds the total tenant payment for the family occupying the unit.  *Note: If this is a mixed family as defined in paragraph 3-12 of HUD Handbook 4350.3 REV-1, Restrictions on Assistance to Non-citizens (or later instruction), consult with Exhibits 3-12, 3-13, of 3-14 on how to complete this item.*  Submit prorated amount for prorated tenant. Prorated amounts are for noncitizen households only. |
| 20 | M\* | Assistance Payment Amount | 157 | 6 | Numeric | Required except for Section 236, BMIR, and Market certifications.  *Note: See also Field 26, Rent Override.*  *Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive values are unsigned.*  The monthly amount that HUD pays toward a tenant’s rent and utility costs. These payments include Rent Supplement, RAP, PAC, PRAC, and Section 8 regular monthly payments.  Enter 0 if not applicable. A negative assistance payment amount is only valid for a PRAC or Section 8 RAD Component 1 unit. Submit prorated amount for prorated tenant. |
| 21 | MOC | Anticipated Voucher Date (formerly Voucher Date) | 163 | 8 | Date  MMDDYYYY | The date of the voucher being affected by the Unit Transfer or Gross Rent Change.  *Note: “DD” is always “01.”* |
| 22 | MOC | Previous Unit Number | 171 | 10 | Alphanumeric | The Previous Unit Number is required if the MAT70 is a unit transfer. |
| 23 | MOC | Secondary Subsidy Type | 181 | 1 | Alphanumeric | Valid values are:  S = This family lives in a Section 236 property and is currently receiving Section 8, RAP or Rent Supplement assistance.  B = This family lives in a BMIR property and is currently receiving Section 8, RAP or Rent Supplement assistance.  Space = This family does not live in a Section 236 or BMIR property or the certification subsidy type is 236 or BMIR.  *Note: Space = Blank* |
| 24 | MOC | Basic/BMIR Rent | 182 | 6 | Numeric | Zero fill or Section 236 Basic or BMIR Rent as appropriate. |
| 25 | MOC | Market Rent | 188 | 6 | Numeric | Zero fill or Section 236 or BMIR Market Rent as appropriate |
| 26 | MOC | Rent Override | 194 | 2 | Alphanumeric | Fill with Y when the normal rent calculations have been overridden. Fill with blanks otherwise.  See Paragraph 5-30 of HUD Handbook 4350.3 REV-1 for the general requirements for when a HUD calculated rent may be overridden and MAT Guide Chapter 4 for a more detailed discussion of the rules.  See also, the rent calculation spreadsheet (**203ACalculatingTenantRent.xls**) for how overrides impact calculations. |
| 27 | MOC | Correction Type | 196 | 1 | Alphanumeric | Blank = not a correction  R = A correction/retransmittal.  *Note: A GR or a date-corrected GR that is effective on the date of a UT must be reported as a UT—not a GR. See MAT Guide 4.12 and 4.15.*  *Note: When Field 28 is activated C will become a legal Correction Type.*  C = Corrects a previous UT/GR effective date. May include additional changes. |
| 28 | F | Effective Date of UT/GR Being Corrected | 197 | 8 | Date  MMDDYYYY | This is a “MOC” field. It must be populated if the Correction Type is populated with a C. For corrections to Unit Transfers/Gross Rents, enter the Transaction Effective Date of the UT/GR certification being corrected. (The original or old UT/GR date).  *Note: A GR or a date-corrected GR that is effective on the date of a UT must be reported as a UT—not a GR See MAT Guide 4.12 and 4.15.*  *Note: This field is not active in TRACS 203A.* |
| 29 | **MOC** | EIV Indicator | 205 | 1 | Alphanumeric | Blank if not a cert that is the result of use of the EIV system.  Y if the cert is the result of the use of the EIV system.  If a UT or GR is being corrected as the result of the correction or insertion of a full certification that has the EIV indicator set, set the indicator on the MAT70. |
| 30 | **MOC** | TTP At RAD Conversion | 206 | 6 | Numeric | If Section 8 sub-type is not RAD Component 1 or if not Section 8, fill with 0’s.  If RAD Component 1 and if no rent phase-in is involved, fill either with 0s or the TTP from the certification prior to the conversion.  If RAD and Rent Phase in is in process, fill with the TTP tenant is/was paying at the time of conversion to RAD. *Note: this is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance.*  Important: See MAT Guide Appendix K. See also, MAT Guide, Chapter 4, Paragraph 4.31 Rent Overrides. |
| 31 | **MOC** | TTP Before Override | 212 | 6 | Numeric | If this is a rent override situation (Field 26, Rent Override set to Y) and the rent calculation involves TTP, fill with the TTP that would normally be calculated without the override. Otherwise fill with 0s. See MAT Guide, Chapter 4, Paragraph 4.31, Rent Overrides.  *Note: for a RAD Component 1 rent phase-in, on the first certification where the TTP Before Override equals the Total Tenant Payment, fill this field and Field 30. The fact that TTP Before Override = Total Tenant Payment signals that the phase-in is complete. For future transactions (those with effective dates after the one that ends the phase-in), leave this field and field 30 filled with 0s.* |

## MAT90 Subsidy/Contract Information (History Baseline Record)

***Note:*** *Record required for a CA History Baseline – Optional for others.*

| **5‑11 MAT90 Subsidy/Contract Information** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT Field** | | **Note** | **Field Name** | **Start Position** | **Field Length** | **Field Type** | **Definitions and Edits** | |
| 1 | | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT90.” | |
| 2 | | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3. TRACS Version = A | |
| 3 | | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. | |
| 4 | | M | Original Effective Date | 18 | 8 | Date  MMDDYYYY |  | |
| 5 | | M | Expiration Date | 26 | 8 | Date  MMDDYYYY |  | |
| 6 | | MOC | Secondary Subsidy Type | 34 | 1 | Alphanumeric | S if Section 8, Rent Supp or RAP in a Section 236 project. B if in a BMIR project. | |
| 7 | | MOC | POA Type | 35 | 1 | Alphanumeric | 2 or 6 or blank | |
| 8 | | MOC | Elderly Type | 36 | 3 | Alphanumeric | Valid Codes:  231 = the project is covered by Section 231. See paragraph 3-19 of HUD Handbook 4350.3 REV-1.  202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See paragraph 3-20 of HUD Handbook 4350.3 REV-1. RAD To PRAC?  Otherwise leave blank. | |
| **NOTE**: Fields 9-17 are required for CA to CA baselines and optional for all others. | | | | | | | | |
| 9 | |  | Bank Name | 39 | 40 | Alphanumeric |  | |
| 10 | | MOC | Account Name | 79 | 22 | Alphanumeric |  | |
| 11 | | MOC | Account Number | 101 | 17 | Alphanumeric |  | |
| 12 | | MOC | Account Type | 118 | 1 | Alphanumeric | C = Checking; S = Savings | |
| 13 | |  | Account Description | 119 | 30 | Alphanumeric |  | |
| 14 | | MOC | Routing Number | 149 | 9 | Numeric | Includes check digit. Be sure to fill the field with 9 characters—a leading 0 is significant. | |
| 15 | | MOC | Mortgage Offset | 158 | 10 | Numeric | 10.2 (10 spaces w/ 2 implied decimals) May be 0 | |
| 16 | | MOC | Other Offset | 168 | 10 | Numeric | 10.2 (10 spaces w/ 2 implied decimals) May be 0 | |
| 17 | | MOC | Taxpayer Identification Number (TIN) | 178 | 9 | Alphanumeric | No dashes or spaces | |
| 18 | | MOC | Section 8 Sub-Type | 177 | 2 | Alphanumeric  Numeric | If the Subsidy Type in the MATHR is 1 (Section 8) AND the contract is the result of a RAD conversion, fill as follows:  1 = RAD Mod Rehab Conversion under Component 1  2 = RAD Mod Rehab Conversion under Component 2  3 = RAD Public Housing Conversion (Component 1)  4 = RAD Rent Supplement or RAP Conversion (Component 2)  5 = RAD 202 PRAC Conversion (Component 2)  Otherwise, leave blank | |

## MAT91 Unit Floor Plans (Unit Classes) (History Baseline Record)

***Note****: Record required for a CA History Baseline – Optional for others*

| 5‑12 MAT91 Unit Floor Plans | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MAT**  **Field** | **Note** | **Field Name** | **Start Position** | **Field Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT91.” |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3. TRACS Version = A |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | M | Floor Plan Identifier | 18 | 15 | Alphanumeric | The floor plan identifier is sometimes called a unit type or unit class. Generally, it identifies a set of units that are associated with a line on a HUD rent schedule. However, it can also be used in situations where rents are raised at different times for units that would normally be considered of the same type.  Enter a unique string. If a property is creating baseline files for multiple subsidy types, the Floor Plan Identifiers used must have the same values and meaning in each baseline file. In other words, the set of MAT91 records will be identical in each baseline file. These identifiers are also used in the MAT15 records to tie each unit to a unique floor plan. |
| 5 | M\* | # Bedrooms | 33 | 2 | Numeric | Bedroom Count. 0 = Studio |
| 6 |  | Description | 35 | 30 | Alphanumeric |  |

## MAT92 Unit Rents (History Baseline Record

**Note:** Record required for a CA History Baseline – Optional for others

| **5‑13 MAT92 Unit Rents** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT Field** | **Note** | **Field Name** | **Start Position** | **Field Length** | **Field Type** | **Definitions and Edits** | |
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “MAT92.” | |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3. TRACS Version = A | |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. | |
| 4 | M | Rent Effective Date | 18 | 8 | Date  MMDDYYYY | The date on which the rent or UA becomes effective. | |
| 5 | MOC | Rent Termination Date | 26 | 8 | Date  MMDDYYYY | Required for a CA baseline. OAs are encouraged to fill. The rent with the greatest Effective Date has a null Termination Date (zero or space fill). | |
| 6 | MOC | Approval Date | 34 | 8 | Date  MMDDYYYY | The date on which the CA or HUD issued final approval for the rents. The Approval Date may be before or after the Rent Effective Date depending on whether the CA or HUD is or was processing a retroactive rent change or a prospective one. | |
| 7 | M | Floor Plan Identifier | 42 | 15 | Alphanumeric | There should be one MAT92 record for each MAT91 floor plan record for each rent/UA effective date.  The floor plan ID from the MAT91 record associated with this rent.  The floor plan identifier is sometimes called a unit type or unit class. Generally, it identifies a set of units that are associated with a line on a HUD rent schedule. However, it can also be used in situations where rents are raised at different times for units that would normally be considered of the same type. | |
| 8 | M | Rent 1 | 57 | 6 | Numeric | Contract/Basic/BMIR Rent | |
| 9 | MOC | Rent 2-Market | 63 | 6 | Numeric | Section 236/BMIR market rent | |
| 10 | MOC | Rent 3 | 69 | 6 | Numeric | Project Specific Rent if applicable for a POA | |
| 11 | MOC | Rent 4 | 75 | 6 | Numeric | Tax Credit Maximum Rent if applicable | |
| 12 | MOC | Utility Allowance | 81 | 6 | Numeric | Required if applicable | |

## TENND Tenant Batch Trailer Record

| **5‑14 Tenant Batch Trailer Record** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAT Field** | **Note** | **Field Name** | **Start Position** | **Field Length** | **Field Type** | **Definitions and Edits** |
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal “TENND.” |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record including the TENND. Each TENND must be paired with a preceding TENHR. |

## TENER Tenant MAT Error Record

| **5‑15 Tenant MAT Error Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT Field** | **Note** | **Field Name** | **Field Label (Now Included in Output)** | **Maximum Field Length** | **Field Type** | **Edits/Source/Results** |
|  | M | Processing Mailbox ID, Sender’s Telecom Address, and Project’s Telecom Address | N/A | 24 | Alphanumeric | Processing Mailbox ID value: @\*@  Sender’s Telecom Address is the telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. The first 5 characters (not including spaces) after “@\*@” must contain “TRACM”. The next 5 positions are the HUD assigned number. **(Formerly Mailbox ID)**  Project’s Telecom Address is the project’s telecommunications identifier assigned by HUD. The first 5 characters after the Sender’s Telecom Address must contain “TRACM”. The next 5 positions are the HUD assigned number. **(Formerly Mailbox ID)** |
|  |  | Record Identifier | Record ID: | 5 | Alphanumeric | Value: “TENER.” |
|  |  | Release/Version Number | Release/Version: | 7 | Alphanumeric | Value must equal: “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
|  |  | Record Number | Record Number: | 5 | Numeric | A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission. |
|  |  | Original Date Stamp | Original Date: | 8 | Date  MMDDYYYY | The date stamp of the original transmission to which these error records apply. |
|  |  | Original Time Stamp | Original Time: | 6 | Time  HHMMSS | The time stamp of the original transmission to which these error records apply. |
|  |  | Tenant Number | Tenant Number: | 10 | Alphanumeric | If Field 8 contains the value “MAT10,” then this is the tenant number, which was sent with the 50059 in error. The value is left justified and space filled. |
|  |  | Record Type Error | Record Type Error: | 5 | Alphanumeric | Contains the MAT record type in error such as “MAT10” for an error in a 50059. |
|  |  | Record Section Error | Record Section Error: | 1 | Alphanumeric | Contains the section in which the error occurred if this record type has sections, otherwise leave blank. |
|  |  | Record in Error Record Number | Record in Error: | 5 | Numeric | Contains the sequential record number of the record in error. |
|  |  | Field Number in Error | Field Number in Err: | 4 | Numeric | Contains the field number of the field within the record that has the error. |
|  |  | Field Contents in Error | Field Content in Err: | 50 | Alphanumeric | Contains the field contents in error. Field contents are truncated after 50 characters. In some cases, this field may contain a message instead of field contents. This message will be prefixed by “MSG;” for example, “MSG: MISSING HEAD OF HOUSEHOLD.” |
|  |  | Type Field Error | Type Field Error: | 2 | Alphanumeric | Values:  C, D, F, H, N, P, T, X, A1, A2, A3, A4, A5, A6, A7, A8, A9, 1, 10, 11, or 12  Space = not field error  See Appendix C of the MAT User Guide for associated message. |
|  |  | Type Mandatory Error | Type Mandatory Err: | 2 | Alphanumeric | Values:  G, J, K, L, M, S, V, Z, 2, 3, 4, 5, 6, 8, or 9  Space = not mandatory error  See Appendix C of the MAT User Guide for associated message. |
|  |  | Transmission Record Count Error | Trans Rec Cnt Err: | 2 | Alphanumeric | Values:  E, O, Q, R or 7  Space = not a count or sequence error  See Appendix C of the MAT User Guide for associated message. |
|  |  | Site Reported Count | Site Rptd Count: | 6 | Numeric | If field #15 contains “E” or “Q,” this will be the site reported value. |
|  |  | MAT Calculated Count | MAT Calculated Count: | 6 | Numeric | If Field 15 contains “E” or “Q,” this will be the MAT calculated value. (For example, Field 12 in TENHR contains the number of certifications (MAT10s) in this transmission. If the site reports 20 MAT10s and the MAT counts only 19 MAT10s, then Field 16 in this record (TENER) will contain 20 and Field 17 will contain 19). |
|  |  | Error Message Text | Error Message: | 78 | Alphanumeric | This field contains the error message text that is associated with an error code.  See Appendix C of the MAT User Guide for associated message. |

## TENTR Tenant MAT Trailer Record

| **5‑16 Tenant MAT Trailer Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT Field** | **Note** | **Field Name** | **Field Label (Now Included in Output)** | **Maximum Field Length** | **Field Type** | **Edits/Source/Results** |
| 2 |  | Record Identifier | Record ID: | 5 | Alphanumeric | Value: “TENTR” |
| 3 |  | Release/Version Number | Release/Version: | 7 | Alphanumeric | Value must equal: “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
| 4 |  | Record Number | Record Number: | 5 | Numeric | A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission. |
| 5 |  | Original Date Stamp | Original Date: | 8 | Date  MMDDYYYY | The date stamp of the original transmission to which these error records apply. |
| 6 |  | Original Time Stamp | Original Time: | 6 | Time  HHMMSS | The time stamp of the original transmission to which these error records apply. |
| 7 |  | Error Date Stamp | Error Date: | 8 | Date  MMDDYYYY | The date stamp of this transmission. |
| 8 |  | Error Time Stamp | Error Time: | 6 | Time  HHMMSS | The time stamp of this transmission, not the actual time transmission occurred. |
| 9 |  | OA-Defined Data | OA Defined Data: | 20 | Alphanumeric | The same value as contained in the TENHR Field 6. |
| 10 |  | Sender Name | Sender Name: | 15 | Alphanumeric | Sender's name. |
| 11 |  | Sender Street Address | Sender Address: | 20 | Alphanumeric | Sender's address. |
| 12 |  | Sender City | Sender City: | 15 | Alphanumeric | Sender's city. |
| 13 |  | Sender State | Sender State: | 2 | Alphanumeric | Sender's state. |
| 14 |  | Sender Zip Code | Sender Zip: | 5 | Numeric | Sender's zip code. |
| 15 |  | Total Number Error Records | Total Error Recs: | 6 | Numeric | The total number of type TENER records sent. |
| 16 |  | Total Number of Field Errors | Total Field Err: | 6 | Numeric | The total number of field edit errors. |
| 17 |  | Total Number of Mandatory Errors | Total Mandatory Err: | 6 | Numeric | The total number of mandatory field errors. |
| 18 |  | Total Number of Record Count Errors | Total Rec Cnt Err: | 6 | Numeric | The total number of record count errors. |
| 19 |  | OA Software Vendor | OA Software Vendor: | 20 | Alphanumeric | Name of the software product used by the OA to create this submission. |
| 20 |  | OA Software Release/Version | OA Software Rel/Ver: | 10 | Alphanumeric | The release or version number associated with the software used by the OA to create this submission. |
| 21 |  | CA Software Vendor | CA Software Vendor: | 20 | Alphanumeric | Name of the software product used by the CA or third-party to create this submission. |
| 22 |  | CA Software Release/Version | CA Software Rel/Ver: | 10 | Alphanumeric | The release or version number associated with the software used to create this file. |
| 23 |  | Agency Defined Data | Agency Defined Data: | 20 | Alphanumeric | Data defined by the CA or other entities receiving submissions and forwarding them to TRACS. |
| 24 |  | Response Message Text | Response Message: | 45 | Alphanumeric | Value: “NO ERRORS DETECTED IN THIS MAT SUBMISSION” or “<#of> ERRORS DETECTED IN THIS MAT SUBMISSION” |