

11

Late Certification Report

The Late Recertification Report lists households within a contract or project that are late in recertifying. Users may specify whether the report will include all certifications, exclude terminations, list HQ terminations only, or only list terminations.

The Late Recertification Report option can be selected from the TRACS Main Menu.

From the Late Recertification Report

screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- View late re-certifications
- View query data from browser
- Download and print a Late Certification Report

11.1 To access the Late Recertification Query Screen:

1. From the TRACS Main Menu, click on the Late Recertification Query link, and the following query screen (Figure 1) displays:

TRACS
Late Recertification Query

Enter the Contract or Project Number.

Contract Number: or Project Number:

REPORT TYPE:

All Certifications
 Exclude Terminations
 HQ Terminations Only
 Only Terminations

SORT BY: Unit Name

REPORT BY: Browser Download

Figure 1. Late Recertification Query Screen

11.2 To submit a Late Recertification Query Screen:

1. From the Late Recertification Report Query Screen, select the contract or project by scrolling to the desired contract number or project number.

Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.

2. Select one of the following Report Types: All Certification, Exclude Terminations, HQ Terminations only, Only Terminations.
3. Select how the query will sort data; by Unit or by Name.

4. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.
5. Click Submit to start the Query.

11.3 To download the Late Recertification Report Summary Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

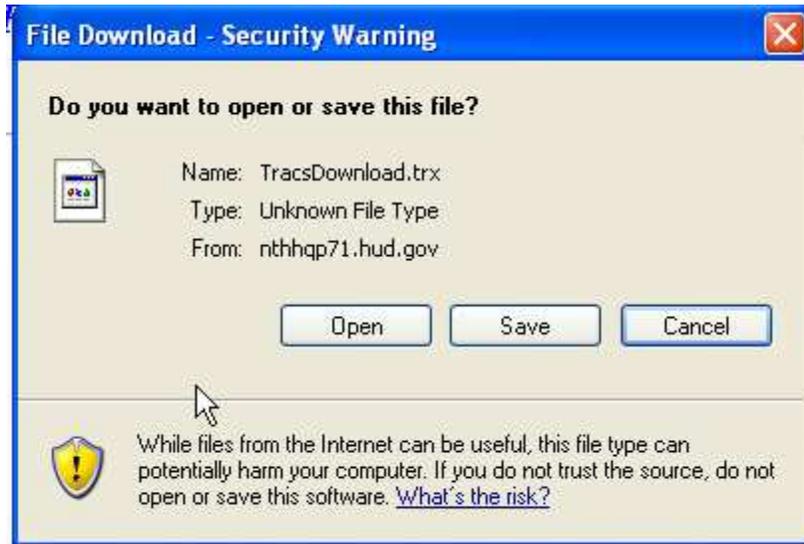


Figure 2. Security Warning Screen

2. Select Save it to disk to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*.

Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.

SSN - XXXXXNNNN

TIN - XXXXXNNNN

DOB - XX/XX/NNNN

An example of an ASCII file is displayed in Figure 3. Figures 4(a) and 4(b) are two examples of the Late Recertification Report.

```
Project Number; Unit; Last Name; First Name; Middle Initial; Tenant SSN; Effective Date; Next Recert Date; Number of Days Late; Termination Date; Termination Reason
000AA0000;102;TEST;BRENDA;L; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;108;SCHOFIELD;DEBORAH; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;109;ROCHFORD;ALFRED; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;110;DINITTO;ROSEANNE; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;112;TEST;EVELYNNET; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;113;TEST;CHARLEY; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;115;TEST;LINDA;A; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;117;TEST;ANGELA;M; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;119;LANGOWSKI;PAULINE;A; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;201;TEST;DONNATTA;M; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;202;TEST;STEPHANIE;D; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;204;MARTIN;ANMARIE;E; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;205;TEST;JAMESON; ; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;206;PERKINS;JANET;S; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;207;LUESCHER;WILLIAM;E; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;208;MOONAN;KATHLEEN; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;209;THOMPSON;DONNA;B; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;210;PALUMBO;BEVERLY;A; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;211;MABOTTO;LISAMAE;M; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;212;LEMPITSKY;ROBERT;L; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;213;CASARANI;ANGEL; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;214;AYALA;MADELINE;I; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;215;MCGILL;JOHNATHAN; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;217;BREAULT;EDWARDIAN;N; ;000000000;9/1/2010;9/1/2011;145;;
000AA0000;219;BREAULT;EDWARD; ;000000000;9/1/2010;9/1/2011;145;;
```

Figure 3. ASCII File

**U.S. Department of Housing and Urban Development
TRACS Late Recertification Report**

Contract Number: AA00A000000 **Report Type: All Certifications**

Total Number of Late Recertifications: 11 **Sorted By: Unit**

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
03435149	318-2	PADILLA, J.	XXXXX0000	4/1/2007	4/1/2008	90		
03435149	318-6	SIMIONE, C. M.	XXXXX0000	1/1/2008	4/1/2008	90		
03435149	318-7	GARCIA, A.	XXXXX0000	4/1/2007	4/1/2008	90		
03435149	342-2	MURIEL, J.	XXXXX0000	12/1/2007	1/1/2008	181		
03435149	342-4	MALDONADO, S.	XXXXX0000	2/1/2007	2/1/2008	150		
03435149	702-5	LARA, I. N.	XXXXX0000	4/1/2007	4/1/2008	90		
03435149	707-3	ROSARIO, J.	XXXXX0000	5/1/2007	5/1/2008	60		
03435149	717-1	THOMPSON, J. L.	XXXXX0000	11/1/2007	5/1/2008	60		
03435149	717-8	TORRES, B.	XXXXX0000	10/1/2007	4/1/2008	90		
03435149	727-3	COLON, O.	XXXXX0000	3/1/2008	4/1/2008	90		
03435149	727-8	GARCIA, O.	XXXXX0000	12/1/2007	4/1/2008	90		

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Figure 4(a) Late Recertification Report
(Queried by Project, All Certifications, Sorted by Unit)

U.S. Department of Housing and Urban Development
TRACS Late Recertification Report

Contract Number: AA00A000000 **Report Type:** All Certifications

Total Number of Late Recertifications: 11 **Sorted By:** Name

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
03435149	727-3	COLON, O.	XXXXX0000	3/1/2008	4/1/2008	90		
03435149	727-8	GARCIA, O.	XXXXX0000	12/1/2007	4/1/2008	90		
03435149	318-7	GARCIA, A.	XXXXX0000	4/1/2007	4/1/2008	90		
03435149	702-5	LARA, I. N.	XXXXX0000	4/1/2007	4/1/2008	90		
03435149	342-4	MALDONADO, S.	XXXXX0000	2/1/2007	2/1/2008	150		
03435149	342-2	MURIEL, J.	XXXXX0000	12/1/2007	1/1/2008	181		
03435149	318-2	PADILLA, J.	XXXXX0000	4/1/2007	4/1/2008	90		
03435149	707-3	ROSARIO, J.	XXXXX0000	5/1/2007	5/1/2008	60		
03435149	318-6	SIMIONE, C. M.	XXXXX0000	1/1/2008	4/1/2008	90		
03435149	717-1	THOMPSON, J. L.	XXXXX0000	11/1/2007	5/1/2008	60		
03435149	717-8	TORRES, B.	XXXXX0000	10/1/2007	4/1/2008	90		

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Figure 4(b) Late Recertification Report
(Queried by Project, All Certifications, Sorted by Name)