**Instructions for Preparing**

**Form HUD-52670-A Part 3 (Date on Form)**

***Adjustments to Schedule of Tenant Assistance Payments Due***

**GENERAL**:

A. Prepare a separate schedule for each subsidy contract.

B. Use this schedule for adjustments to tenant assistance billings only.

C. Fill in information requested in Items 1 through 5 on the first page. If more than one schedule is needed, complete Items 1 through 5 on subsequent pages. (Items 2 through 5 should be the same as Items 1-4 on the HUD-52670 and Item 1 should be the same as Item 8.a on the HUD-52670.)

D. Use a 9 point or larger font when completing entries. It is not necessary to include dollar signs. Enclose negative amounts in parentheses.

E. These instructions refer to ~~fields~~ Items on form HUD- 50059 (MI, IC, AR, IR) and form HUD-50059 A for use with partial certifications (MO, GR, UT, TM). ~~With TRACS 202C, HUD introduced form 50059-A, an abbreviated version of the 50059 for use with partial certifications (UT, GR, TM~~ ~~and MO).~~  
  
~~When these instructions refer to a 50059 field Item # and a partial record is involved, the 50059-A field number Item # may be different or may not exist. If different, the 50059-A field~~ ~~number will be enclosed in parentheses~~. ~~If the 50059-A does not have the specified field, use the value from the specified field on the last full HUD-50059 preceding the current HUD-50059 A.~~ Since I indicate the appropriate Item number for either the 50059 or 50059 A, I do not believe this paragraph is needed.

F. References to the MAT Guide have been included to provide additional information regarding the Instructions for this form. The MAT Guide may be updated more frequently than this document and is controlling in the case of conflicts.

**Add hyperlink to 203A MAT ~~Guide s for Chapters 7 and 5 and Appendix H and 203AAdjustment Calculations.xlxs spreadsheet~~**

**Step I. Contract Information**

ITEM 1. Asst. Pymts Due for (mm/yyyy):

Enter the month/year for which the assistance payments are due. Use the MM/YYYY format. This should be the same month/year entered in Item 8a of the HUD-52670 that is being submitted.

MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Field 4

ITEM 2. Project Name

Enter the Project Name that appears on the regulatory agreement or subsidy contract. (Abbreviated project name resulting from the use of software is acceptable.)

Use the same Project Name on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 16

ITEM 3. Project Number:

Mandatory for PAC and PRAC subsidy types. Requested for those Section 8, 202/8, Section 811 PRA and SPRAC contracts for which an FHA project number applies.

TRACS will use this Project Number for all transactions under this VCHHR (Voucher Header Record).

The Project Number (Item 2) submitted must match the project number in the TRACS Project database.

**Note:** Do not use “0000FMHA” as a project number in FMHA/RHS Section 515 projects. Do not enter a project number for FMHA/ RHS Section 515 projects.

Sample entries are provided below.

|  |  |  |
| --- | --- | --- |
| FHA Insured Projects | Elderly Housing  Projects | Other Noninsured Projects |
| 12144026 | 121EH001 | 121001NI |

Use the same Project Number (if applicable) on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 19

ITEM 4. Contract Number:

Mandatory for Section 8, 202/8, Section 202/162 PAC, Section 202 PRAC, Section 811 PRAC, SPRAC and Section 811 PRA subsidy types. TRACS will use this Contract Number for all transactions under this VCHHR (Voucher Header Record).

The Contract Number (Item 3) submitted must match the Contract Number in the TRACS Contract database.

Use the same Contract Number on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 20

ITEM 5. Type of Subsidy:

Valid Subsidy Types are:

1 = Section 8

6 = 811 PRA

7 = Section 202 PRAC

8 = Section 811 PRAC

9 = Section 202/162 PAC

10 = SPRAC

~~11 = Section 202/8~~

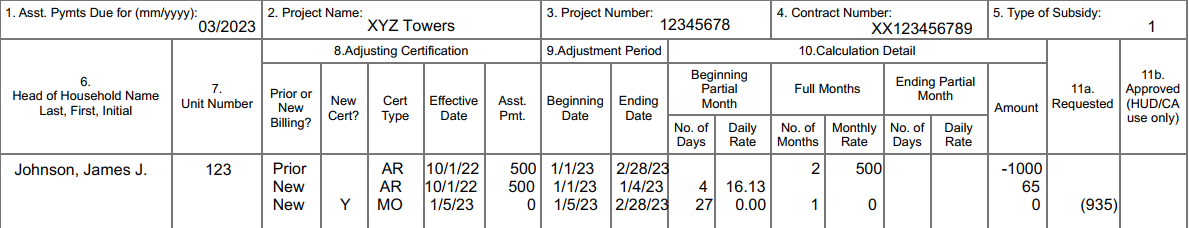
**Note:** SPRAC (10) contracts were previously considered part of Section 8 (1). However, since HOTMA rules differ for SPRAC and Section 8, SPRAC is being designated as Type 10. ~~The same is true of Section 202/8. It has been moved from Type 1 to Type 11.~~

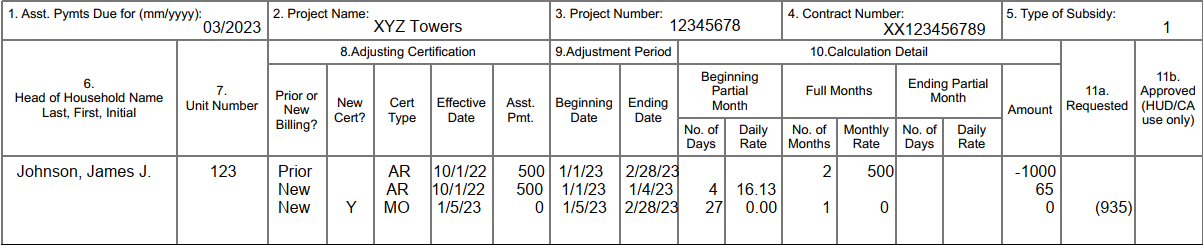
**Note:** Subsidy Types 2 (Rent Supplement) and 3 (RAP) are no longer active.

Use the same Type of Subsidy on any HUD-52670-A (Part 1 and Parts 3-6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 43

Image below is an example ~~Below is an image example Example~~ of an Adjustment on a HAP Voucher:





**Step II. Itemize Adjustments to Prior Assistance Payments Requested**

* Group adjustments by units, then by households within a unit.  List groups in unit number order.  Within a household group, present reversals first (Prior in the Prior or New Billing column), followed by any adjusted rebilling and billings new to the voucher (New in the Prior or New Billing column. Within the prior and new groups, sort transactions in ascending effective date order. Separate households or units with a blank line or page break as appropriate.
* Refer to the ~~paragraph~~ section labeled “*Voucher Creation*“ in the Monthly Activity Transmission (MAT) User’s Guide Appendix H and Chapter 5, Sections 5.26 and 5.27 for information regarding ~~for a discussion of~~ when a certification should appear on the voucher. ~~Refer to page 10 of Appendix H~~
* Refer to the 203AAdjustmentExamples.pdf file and Chapter 5.xx in the MAT Guide, for examples of presenting adjustments on the voucher adjustments page.

ITEM 6. Head of Household Name: Enter Last Name, First Name and MI shown on the Full or Partial certification being submitted.

See the HUD-50059, Items 43, 44, 45 or the HUD-50059 A, Item 6

ITEM 7. Unit Number: Enter the unit number from ~~50059 field 21 (7 or 22 as appropriate)~~ *~~Unit Number~~*.the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) being submitted.

ITEM 8. Adjusting Certification:

1. Prior or New Billing?:  
   1. If reversing a prior billing enter “Prior”
   2. If rebilling an adjusted amount or billing a new amount, enter “New”

MAT Guide: Chapter 7, MAT30 Section 4 (Adjustment Payment Detail Record), Field 7

1. New Cert? : If this is the first month this certification appears on a voucher, enter “Y”. Otherwise leave blank.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record), Field 8

1. Cert Type: Chapter 5, Sections 5.7 through 5.19 of the MAT Guide details the types of full Certifications and partial Certifications (Transactions), as well as corrections to Certifications/Transactions that had previously been submitted on a HAP voucher. Look at the Chapter 5 Index on Page 5-1 and choose which type of Certification (full or partial) is being submitted.

Also, Chapter 7, MAT30 Section 4 (Adjustment Payment Detail Record), Field 9 (Certification Type) lists the 2 (AR) or 4 (UT-O) character entries that can be used for Cert Type in Item 8.

* 1. Enter the Certification Type from the HUD-50059 (Item XX) ~~Field 16 (5),~~ *~~Certification Type, (Transaction Type on the 50059-A)~~*~~.~~ or the Transaction Type from the HUD-50059 A (Item XX)
  2. If this is a correction to a full certification (MI, IC, AR, IR) or partial certification (MO, GR,UT,TM) include an asterisk after the certification type.
  3. If this is a unit transfer (UT) record, indicate if the adjustment is to the old (out) unit with an “-O” following the certification type. If the adjustment is to the new (in) unit, indicate this with an “-I” following the certification type. If this UT record has appeared on a prior voucher and we are now adjusting a prior billing of this UT (Prior or New = “Prior) leave the “-I” or “-O” suffix off as it is not relevant.

**Refer to the MAT Guide: Chapter 6, 6-9 MAT65 Termination/Suspension Record, Fields 11 and 12 for a complete list of Termination/Suspension codes (Field 11) and their accompanying Description (Field 12). Choose the code that is the most appropriate for the creation of the Adjustment.**

**Note:** Terminations are not applicable to a PRAC except in limited circumstances

documented with the CE code below.

**Note:** 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 and Suspension codes are listed below.

Valid Termination Codes:

TI = TTP Equals/Exceeds Gross Rent or moving to market rent

Note: A TI termination may occur for a Section 236 household if the rent calculation

takes them to Market Rent. Note: Section 8 RAD Component 1 PH to PBRA RAD

tenants are never terminated solely because TTP Equals/Exceeds Gross Rent.

TC = Did not supply citizenship/eligible noncitizen ~~alien~~ documentation as required.

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.

Note: The CE code is also used in the case of a PRAC to RAD conversion. Each

household is terminated from PRAC and IC’d into the new Section 8 RAD contract.

ST = Ineligible Student

DS = Double subsidy at move-in. Use to terminate subsidy when a move-out from aformer property is effective after the move-in or Initial Certification date for the newproperty. 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 DoubleSubsidy. 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 HUD Handbook 4350.3, owner/agents 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 incomeeligibility 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.

DE = Death of Sole Family Member. In the case of the death of a sole householdmember, owner/agents have two options. Owner/agents may terminate assistanceeffective on the 14th day after the date of death or, the owner/agent may continue to bill for assistance and create a MO using MO Code 4 and prorate assistance so that any assistance received for the period that exceeds 14 days after the date of death isreturned to HUD. This is not considered an improper payment. If an owner/agentwishes to terminate assistance, this code (DE) must only be used if the owner has not

taken possession of the unit by the end of 14 days after the death. If the owner has

taken possession of the unit by the end of 14 days, transmit a MO.

OT = Other. A termination reason not covered by any of the other codes.

AR = Asset Restriction. Net family assets or real property owned by familyexceeds program requirements. (Applies to Section 8 only not 202/8.) Note:Applies only to Terminations submitted in 203A and effective 1/1/2024 or later

Note: the references in parentheses above are to the HUD Handbook 4350.3.Rev. 1

Valid Suspension Codes:

OA = Delayed AR. OA Delay. Used when completion of the AR is delayed byowner/agent action. Must be effective the day prior to the AR Due Date. The TM(Suspension) is included on the Month Sixteen voucher. This results in return of anysubsidy requested/paid starting with the AR due date. An AR should be submitted when the owner/agent completes the certification.

ND = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster. Anyevent or force of nature with catastrophic consequence of non-compliance with HQSrequirements for unit(s) serving a property, such as (but not limited to) avalanche,earthquake, flood, forest fire, hurricane, lightning, tornado, tsunami, and volcanic

eruption.

RR = Substantial Rehab or Repair – Tenant expected to return. Scheduled substantialrehab or repairs due to any mechanical event or force that has catastrophicconsequence of non-compliance with HQS requirements for unit(s) serving a property,such as (but not limited to) fire, electrical fire, burst/ruptured pipes, boiler explosion, roof leaks not associated with natural disaster, mold due to water or moisture, and gasexplosion.

RD = Section 8 RAD tenant transferred to other housing during rehab. The suspensionresults from renovation of the unit and the relocation of the tenant to alternative housing under RAD. Use this code when the actual transfer occurs on or after the PBRA RAD Contract Effective Date.

RH = Section 8 RAD tenant transferred to other housing during rehab and prior to theEffective Date of the RAD contract. The code is intended to be used with a suspensioneffective on the Conversion IC Effective Date. It will result in an adjustment on thevoucher that gives back subsidy for the TM date (similar to DS and NS and unlike allother TM codes that allow subsidy for the TM date).

The following two 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 moveout. May be superseded by submission of an Annual Recertification with an Effective Date after the Effective Date of the HQ Termination.

Note: LR = Did not re-certify on time. This is a legacy code applicable only totransactions with effective dates less than or equal to the TRACS 2.0.2.C transition date

4 through 6 shown below list examples of using the appropriate code for an Adjustment

* 1. If this is a termination for double subsidy at Move-in, enter DS ~~“-D” after the certification type. Example “TM-D”~~
  2. If this is a termination because resident did not qualify for subsidy at MI or IC for reason other than double subsidy household enter ~~"-N~~" NS ~~after the certification type. Example "TM-N"~~  
     ~~Note: The MAT guide calls for codes of DS and NS to describe termination as a result double subsidy or failure to qualify at MI or IC respectively. D and N are used here due to space constraints.~~
  3. If this Move-out is a result of the death of a sole household member, enter DE. ~~and the sole member died more than 14 days prior to the move out effective date, enter “-D” after the certification type. Example “MO-D”~~

NOTE: While Move-out and Termination/Suspension records will not have billing amounts, they should appear on the voucher as an indication of why subsidy is ending.

MAT Guide: Chapter 7, MAT30: Section 4, (Adjustment Payment Detail Record), Field 9

1. Effective Date: Enter the Effective Date of the Certification (HUD-50059, Item XX) or Transaction (HUD-50059 A, Item XX) ~~certification from 50059 field 12 (10),~~ *~~Effective Date~~*. Use MM/DD/YY format.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record), Field 11

1. Asst. Pmt.: Enter the Assistance Payment amount from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) ~~field 112 (34)~~ *~~Assistance Payment~~*~~.~~

MAT Guide: Chapter 7, MAT30 Section 4 (Adjustment Payment Detail Record), Field 12

ITEM 9. Adjustment Period: Enter the Beginning Date and Ending Date of the adjustment. ~~covers~~. Use MM/DD/YY format.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record,

Field 13 (Adjustment Start Date) and Field 14 (Adjustment End date)

ITEM 10. Calculation Detail:

* The calculation detail section is intended to provide the reviewer with all the information necessary to replicate the adjustment calculations resulting in the Amount Requested, Item 11.   
    
  Calculations of daily rates should follow the methodology described in ~~2~~*~~02DAdjustmentCalculations.xls~~*. *203AdjustmentCalculations.xlsx* This file ~~document~~ is located ~~may be~~ ~~found~~ on the TRACS website ~~(~~[~~http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm~~](http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm)~~).~~ <https://www.hud.gov/program_offices/housing/mfh/trx/trxdocs> as part of the current ~~TRACS 203A~~ MAT Guide

A. Beginning Partial Month (Filled when the first part of the adjustment period is less than a full month):

1. No of Days: Enter the number of days billed in the first month of the adjustment period. If there is no beginning partial month, leave this column blank.
2. Daily Rate: Enter the amount in the column labeled Assistance Payment divided by the actual days in the full beginning month rounded to the penny. If there is no beginning partial month, leave this column blank.
3. Full Months
4. No of Months: Enter the number of full months this adjustment covers. A full month always begins on the first day of the month and ends on the last day of the month. If the adjustment period does not cover a full month, leave this column blank.
5. Monthly Rate: Enter the amount from the column labeled Assistance Payment. If the adjustment period does not cover a full month, leave this column blank.
6. Ending Partial Month (Filled when the last part of an adjustment period is less than a full month and not the same period as the beginning partial month):
7. No of Days: Enter the number of days billed in the last month of the adjustment period. If there is no ending partial month, leave this column blank.
8. Daily Rate: Enter the amount in the column labeled Assistance Payment divided by the actual days in the full ending month rounded to the penny. If there is no ending partial month, leave this column blank.

D. Amount: Add the following

* Beginning number of days times beginning daily rate. Round to the nearest dollar.
* Number of full months times monthly rate.
* Ending number of days times ending daily rate. Round to the nearest dollar
* If returning subsidy, enter as a negative number.

ITEM 11a. Requested:

Sum the values in the "Amount" column for a given unit / household combination. Enter this amount in Column 11a on the last line for the unit / household combination. If returning subsidy, enter as a negative number. Below is an example of a Move-out reported on the 03/23 HAP Voucher, returning $935.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record), Field 15

ITEM 11b. ~~APPROVED: O/A’s and Service Bureaus should leave this field blank. It is intended for HUD/ CA use only.~~ Approved: O/A’s and Service Bureaus should leave this Column blank. It is intended for HUD/CA use only.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record), Field 16

ITEM 12. Totals for this page ~~Enter the page totals for column 11a entries on this page~~.

Enter the total amount of all Item 11a entries on this page. If multiple pages are required, add up the amounts entered in Item 12 of each page, then enter the total amount of all pages in Item 10.b of the HUD-52670 (HAP Voucher).