# MAT Tenant System Record Formats Definitions

Table of Contents

[Chapter 6 MAT Tenant System Record Formats Definitions 6-1](#_Toc141719082)

[6.1 TENHR Tenant Header Record 6-3](#_Toc141719083)

[6.2 MAT10 Section 1: (Re)Certification Header Record 6-10](#_Toc141719084)

[6.3 MAT10 Section 2: Basic Record 6-11](#_Toc141719085)

[6.4 MAT10 Section 3: Family Record 6-55](#_Toc141719086)

[6.5 MAT10 Section 4: Income Record 6-69](#_Toc141719087)

[6.6 MAT10 Section 5: Asset Record 6-73](#_Toc141719088)

[6.7 MAT15 Address Record 6-76](#_Toc141719089)

[6.8 MAT40 Move Out Record 6-81](#_Toc141719090)

[6.9 MAT65 Termination/Suspension Record 6-85](#_Toc141719091)

[6.10 MAT70 Unit Transfer/Gross Rent Change Record 6-92](#_Toc141719092)

[6.11 MAT90 Subsidy/Contract Information (History Baseline Record) 6-100](#_Toc141719093)

[6.12 MAT91 Unit Floor Plans (Unit Classes) (History Baseline Record) 6-102](#_Toc141719094)

[6.13 MAT92 Unit Rents (History Baseline Record) 6-103](#_Toc141719095)

[6.14 TENND Tenant Batch Trailer Record 6-105](#_Toc141719096)

[6.15 TENER Tenant MAT Error Record 6-106](#_Toc141719097)

[6.16 TENTR Tenant MAT Trailer Record 108](#_Toc141719098)

***Note: In previous versions of the MAT Guide – This was Chapter 5***

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

***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.*

***Note:*** *References to the voucher are references to the HUD 52670 and not the PIH Housing vouchers unless explicitly indicated.*

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

**The Meaning of F, M and MOC for Fields in the Note Column below**

**F (Future)** is used for a Field that has been defined but not yet implemented by the industry or by TRACS. If a MAT file containing data in a future Field is processed by TRACS, TRACS ignores the data in the Field. ***Note:*** *Future Fields may contain either blanks or the proper default null value for the Field type as TRACS overwrites any future Fields with default values.* Private use of F Fields for “off label” purposes is strongly discouraged

**M (Mandatory)** refers to a Field that is required to be filled with a value other than spaces or 0s. The meaning of Mandatory is often misunderstood in relation to Fields that are not listed as M. The MAT User Guide generally uses M to designate a Field that must be filled because of the way the TRACS database works. **A Field not designated as M (a Field with nothing in the Note Column) is also mandatory in the sense that it must be filled with data if the Field applies to the certification being created.** M has a technical, not a common sense, meaning in the MAT Guide.

**M\* Mandatory** (but allows zero as a numeric value)

**MOC (Mandatory on Condition)** is a designation that means that a Field must be filled if a specified condition is true but is to be filled with spaces or 0s in other cases. The Field description will describe the situations under which the Field must have a non-null value.

## TENHR Tenant Header Record

| **6‑1 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 |  | Contract Designation (formerly Subsidy Type. See Field 49 for the new version of the Field). | 184 | | 1 | Alphanumeric | Valid values are:  E = Elderly  D = Disabled  B = Both Elderly and Disabled  Blank = N/A or the contract has no Elderly or Disabled status requirement for admission |
| 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, PAC and PRAC subsidy types as well as for MAT15s submitted with Subsidy Type “0” (zero).  It is required for those Section 8, Section 202/8 and SPRAC contracts for which an 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., 236, PAC). 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), Section 202/8, SPRAC, 202/162 PAC, 202 PRAC, 811 PRAC and 811 PRA 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 | 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 the date on which the current version of the software was created 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 | 273 | 10 | | Alphanumeric | Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.  The 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 the date on which the current version of the software was created 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 38 through 39 are to be filled by OAs. | | | | | | | |
| 36 |  | Filler  Formerly Owner DUNS Number | 341 | 9 | | Alphanumeric |  |
| 37 |  | Filler  Formerly Parent Company DUNS # | 350 | 9 | | Alphanumeric |  |
| 38 | M | Owner TIN | 359 | 9 | | Alphanumeric | Fill with the Taxpayer Identification Number (TIN) of the project owner. Required for all subsidy types. See HUD Notice 2011-01. |
| 39 | MOC | Parent Company TIN | 368 | 9 | | Alphanumeric | Fill with the Taxpayer Identification Number (TIN) of the parent company. Required for all subsidy types if there is a parent company. See HUD Notice 2011-01. Leave blank if there is no parent company. |
| 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. |
| **Fields 45 through 48 are to be filled by OAs.** | | | | | | | |
| 45 | M | Awardee UEI | 408 | 12 | | Alphanumeric | Fill for all subsidy types.  Definition of Awardee: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership associated with the rental assistance contract  The Unique Entity Identifier for the Awardee. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence. |
| 46 | MOC | Immediate Parent UEI | 420 | 12 | | Alphanumeric | Fill for all subsidy types if there is an Immediate Parent.  Definition of Immediate Parent: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the UEI Awardee  The Unique Entity Identifier for the Immediate Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence. |
| Important note for Domestic Parent UEI and Global Parent UEI, below. If there are other entities above the immediate parent, only enter the topmost one. If that entity is domestic, report it as the Domestic Parent. If it is not domestic, report it as the Global Parent. Only one of the Domestic and Global Parent Fields may be filled, not both. | | | | | | | |
| 47 | MOC | Domestic Parent UEI | 432 | 12 | | Alphanumeric | Fill for all subsidy types if there is a Domestic Parent.  Definition of Domestic Parent: [US-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the Awardee is a domestic entity.  The Unique Entity Identifier for the Domestic Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence. |
| 48 | MOC | Global Parent UEI | 444 | 12 | | Alphanumeric | Fill for all subsidy types if there is a Global Parent.  Definition of Global Parent: [Foreign-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the Awardee is a global entity.  The Unique Entity Identifier for the Global Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence. |
| 49 | M | Subsidy Type | 456 | 2 | | 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 User Guide for a discussion on the use of Subsidy Type 0 with tenant certifications.*  1 = Section 8  2 = Rent Supplement (Not Active)  3 = RAP (Not Active)  4 = Section 236  5 = BMIR (Not Active)  6 = 811 PRA  7 = Section 202 PRAC  8 = Section 811 PRAC  9 = Section 202/162 PAC  10 = SPRAC  11 = Section 202/8  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 assistance in a project that is also subsidized through Section 236, enter only the “deeper” subsidy (i.e., Section 8).  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 contracts.  SPRAC contracts were previously considered part of Section 8. 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.  For transmissions submitted under 203A, fill with the new types 10 or 11.  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. |
| 50 | MOC | RAD Conversion Type | 458 | 1 | | Alphanumeric | Valid values are:  1 = Component 1 PH to PBRA RAD  2 = Component 2 - Mod Rehab, Component  3 = Component 2 - Rent Supp/RAP to PBRA RAD  4 = PBRA RAD for 202 PRAC  5 = PBRA RAD for 811 PRAC  Blank = N/A or Not a RAD Conversion |
| 51 | MOC | Year of RAD Conversion | 459 | 4 | | Numeric | Zero fill if not a RAD Conversion. Otherwise enter the 4-digit year of conversion. Valid values are:  2015  2016  2017  2018  2019  2020  2021  2022  2023  2024  2025 |

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

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

| **6‑2 MAT10 Section 1: (Re)Certification 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 “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

| **6‑3 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 below.  \*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) 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 | MOC | 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 HOH ID 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 HOH 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 | MOC | Active 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, 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 an owner/agent does not know if a certification is recorded in TRACS, they 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 | MOC | 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, 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 | MOC | 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, 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, 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 | MOC | 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, 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. |
| End of Previous Head Identifiers | | | | | | |
| 10 |  | Filler | 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. Can be effective any day of the month.  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. Can be effective any day of the month.  Annual Recertification (AR): This is the Effective Date of any Annual Recertification. See HH 4350.3 Chapter 7. Always effective on the first of the month.  Interim Recertification (IR): This is the Effective Date of Interim Recertification. See HH 4350.3 Chapter 7. Generally effective on the first. The only exception is when a UT is combined with a change in income or household composition (IR/UT).  Do not create a mid-month IR to split or swap a household. See instructions in Chapter 5 of this MAT Guide.  ***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 Recertifications and depending on whether the rent increases or decreases. If this is a household split, 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 5 of the MAT User Guide for an extended discussion of these cases under the heading “How to split a household or move a household member to another household.”*  Pre-validation Transaction (PV): [Future Value].  For 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 HH 4350.3 Paragraphs 7-8, 7-13 and 7-15 as modified by HOTMA If a resident did NOT report in a timely manner and the owner/agent is applying a retroactive rent decrease in accordance with the owner/agent’s policy, that decrease must be effective on the earlier of:   1. The Effective Date of the last full certification in effect when the new IR is complete; or 2. The first day of the month following the change that caused the decrease. |
| 12 | M | Project Move-In Date | 94 | 8 | Date  MMDDYYYY | The date the tenant moved into the project.  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 5 for a discussion on the proper use of Termination and Initial Certifications.) |
| 14 |  | Correction Indicator (formerly Action Processed) | 104 | 1 | Alphanumeric | The valid code is:  Space = Not a correction  1 = Correction to a prior HUD 50059.  Name change only – for clarification |
| 15 | MOC | Correction Type | 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 |  | Asset Verification Type  (formerly Previous Subsidy. See Field 25 for the new version of the Field). | 114 | 1 | Alphanumeric | For 2.0.3.A certifications effective 1/1/2024 or later for those tenants whose net cash value of all assets is equal to or less than the current threshold based on the effective date of the certification ($50000 or less in 2024), HUD wants to know:  If the owner/agent conducted verification (O) or  If the owner/agent accepted Tenant Self Certification of Assets in compliance with the Streamlining Final Rule effective May 2018 (T).  Owner/agents must verify the cash value of assets:  At least once every three years when net cash value of all assets is $50000 or less (or the current threshold based on the effective date of the certification). In year 2 and year 3, the owner/agent must obtain witnessed or notarized self-certification that the net cash value of all assets does not exceed the threshold and the resident must also disclose any income from those assets.  Annually if net cash value of assets exceeds the current threshold based on the effective date of the certification ($50000 in 2024).  For TRACS 203A, the first 203A certification value may be (T) Tenant Self-certification if the owner/agent implemented Streamlined Verification of Assets any time from 2018.  When net cash value of assets exceeds the current threshold ($50000 in 2024), it is assumed that the owner/agent conducted verification (O).  For certifications effective prior to 1/1/2024 leave blank. |
| 18 |  | EIV Indicator | 115 | 1 | Alphanumeric | Blank if not a cert that is created or corrected because of information discovered using EIV. Y if cert that is created or corrected because of information discovered using EIV.  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 MAT65, MAT70 and MAT40 for use of the EIV Indicator for those records.  Prior to the implementation of HOTMA review of EIV reports is required 90 days after submission of a MI, 90 days after the addition of any new family member and before completing ARs and IRs.  With the implementation of HOTMA, review of EIV reports is required 90 days after submission of a MI, 90 days after the addition of any new family member and before completing ARs.  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 5 of this MAT User 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 Section 8 RAD AND the tenant is part of the initial conversion to PBRA RAD (IC Effective Date = RAD Contract Effective Date) then fill with Y (Yes). Otherwise fill with N (No)  Once the flag is set to Y, continue to set it on subsequent full certifications until the tenant moves out. |
| 20 |  | Fixed Income Family (Previously Filler) | 117 | 1 | Alphanumeric | For certifications effective March 2018 or later.  If a household qualifies as a fixed income family (90% or more of total Annual income, including income from is from a fixed income source) as defined in the FAST Act and HUD regulations, fill with “Y.”  Otherwise leave blank.  Completion of this Field is optional. |
| 21 | MOC | % of Income Exemption Type (Previously Filler) | 118 | 1 | Alphanumeric | Not displayed on 50059  This Field sets the percentage used when Phase-in or Financial Hardship applies when calculating the Health & Medical Expense Deduction (formerly Medical Expense Deduction) and the Attendant Care & Auxiliary Apparatus Expense Deduction (formerly Disability Assistance Expense Deduction).  Leave blank if the neither Phase-in or Financial Hardship apply.  For certifications effective 1/1/2024 or later AND if the certification version is 203A. If the tenant is not subject to the HOTMA standard 10% of Income used when calculating the Health & Medical Expense Deduction (formerly Medical Expense Deduction) and the Attendant Care & Auxiliary Apparatus Expense Deduction (formerly Disability Assistance Expense Deduction), enter the Exemption Type as follows:  P = Phase-In  H = Hardship  *Note: The actual percentage multipliers used under the normal, phase-in cases, and hardship cases are reported in Fields 114-116.* |
| 22 | MOC | Enforce Asset Cap  (Previously Filler) | 119 | 1 | Alphanumeric | This is global for the entire Section 8 Contract.  This Field is displayed on the 50059.  Leave blank if not Section 8.  (Does not apply to 202/8 or 202 SPRAC.)  If the certification is effective before 1/1/2024 leave blank.  For Section 8 certifications effective 1/1/2024 or later AND if the certification version is 203A: If the owner/agent will enforce the Asset Cap Rule fill with Y. Otherwise set to N.  The owner/agent will have the ability to note that a specific tenant is exempt.  Note, see Field 108 of the Basic Record (Enforce Real Property Rule) for the Field related to the enforcement of the Section 8 Real Property Rule. |
| 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  *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.*  *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.*  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 | MOC | Previous Subsidy (formerly filler) | 122 | 2 | 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 for HUD Multifamily Housing programs. *(Space fill when creating Conversion ICs for RAD Component 1 PH to PBRA RAD, Component 1 Mod Rehab 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  7 = Section 202 PRAC (Capital Advance)  8 = Section 811 PRAC (Capital Advance)  9 = Section 202/162 PAC  10 = SPRAC  11 = Section 202/8 |
| 26 |  | Number of Family Members | 124 | 2 | Numeric | **Important Note: The instructions below apply to certifications submitted under TRACS 203A HOTMA rules: namely certifications effective 1/1/2024 or later. Certifications effective earlier than 1/1/2024, even if submitted on or after 1/1/2024 must use the 202D instructions.**  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, and O.  Do not include members with a Relationship Code of F, 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), 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 or JK. See 203ARelationshipRules.xlsx for clarification.*  Income for a foster child or a foster adult 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.) The foster child or adult does not qualify the family for a dependent allowance. Medical or Attendant Care and Auxiliary Apparatus (ACAA) Expenses are not considered for foster children and adults in this category even if the household qualifies for such expenses. Childcare for foster children under the age of 12 is not included as a deduction.  ***Note:*** *HUD 50059 Field 57, 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 | **Important Note: The instructions below apply to certifications submitted under TRACS 203A HOTMA rules: namely certifications effective 1/1/2024 or later. Certifications effective earlier than 1/1/2024, even if submitted on or after 1/1/2024 must use the 202D instructions.**  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: F, L and N.  None of these members are included in the count of family members for Income Limit purposes, but they are counted for unit size determination.  See 203ARelationshipRules.xlsx 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.xlsx for clarification. |
| 29 |  | Total Cash Value of 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:*** *For Section 8 certifications effective on or after 1/1/2024, HOTMA rules allow the owner to enforce a rule such that households may not receive assistance if the cash value of assets exceeds an Asset Cap ($100,000 on 1/1/2024). See Field 22—Enforce Asset Cap.* |
|  |  |  |  |  |  |  |
| 30 |  | Total Income from Assets  Change Name to: Income from Assets Actual | 137 | 6 | Numeric | For 202D certifications with any effective date or 203A certifications effective prior to 1/1/2024, enter the total of actual income from all assets (Field 7 (Yearly Income) of the MAT10, Section 5 record) that is anticipated to be received by the family.  For 2.0.3.A enter the total income for assets with an Income Type Code A – Actual Income |
| 31 | M | Reported Passbook Rate Percent | 143 | 6 | Numeric | Required data entry by OA Software.  Enter the passbook rate in effect as of the effective date of the certification.  Four decimal positions implied. For example, the passbook rate of .40% would be entered as 000040. |
|  |  |  |  |  |  |  |
| 32 |  | Imputed Income from Assets | 149 | 6 | Numeric | For 203A Certifications effective on or after 1/1/2024, HOTMA rules apply. If the Total Cash Value of Assets is greater than the Imputed Asset Threshold ($50,000 as of 1/2024) for the effective date of the certification then use value in Total Cash Value Assets Imputed (all assets that have an Income Type of I = Imputed) and multiply by the Passbook Rate in effect on the certification effective date (0.40%). Enter that value here.  If the net cash value of all assets is equal to or less than the current threshold, enter 0.  For 202D certifications with any effective date or 203A certifications effective prior to 1/1/2024, if Total Cash Value of Assets (Field #29) is less than or equal to $5,000 enter 000000. If the value is greater than 5,000 then multiply Total Cash Value of Assets by the passbook rate in effect on the certification effective date and enter that value. |
| 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  When providing this total, and when income from these sources is associated with a Dependent who is an Other Adult (not HOH, co-HOH/spouse) who is a Full Time Student only include an amount equal to the lesser of 1) the income from these sources or 2) the Dependent Deduction ($480 as of 1/1/2024). |
| 34 |  | Total Pension Income | 161 | 6 | Numeric | Includes the sum of family incomes with income codes: PE = Pensions RT = Retirement and other like distributions  SI = Supplemental Security Income SS = Social Security |
| 35 |  | Total Public Assistance Income | 167 | 6 | Numeric | Includes the sum of family incomes with income codes: AD = Adoption Assistance  G = General Assistance  T = TANF (Formerly AFDC) |
| 36 |  | Total Other Income | 173 | 6 | Numeric | Includes the sum of family incomes with income codes: AS = Income from Assets Not Listed  CS = Child Support I = Indian Trust N = Other Non-Wage Source SH = Safe Harbor Income 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 | For 203A certifications effective on or after 1/1/2024, HOTMA rules apply. Enter the sum of Field 98 Actual Income from Assets and Field 100 Imputed Income from Assets.  For certifications effective prior to 1/1/2024, enter the greater of Total Income from Assets (Field 30) or Imputed Income from Assets (Field 32).  On the 50059, this is Total Income from Assets. |
| 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, Section 235 and Section 236. DO NOT use the Low-income Housing 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 Low-income Housing Tax Credit purposes (eligibility determination and TIC reporting). This means that you are likely to be reporting different Income Limits on the HUD 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 | M\* | Low Income Limit Amount | 197 | 6 | Numeric | Required for Section 8, 202/8, Section 236, 1995 202 & 811 PRACs, 202/162 PACs, and SPRAC.  Income limits are used to establish eligibility for move-ins and Initial Certifications (in some cases). 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 C Special Status Code who do not have the K Special Status Code set.  Enter the HUD-provided Section 8 Low-Income Limit (which includes PAC and 811 PRA).  If Field 39, Annual Income Amount, is greater than Field 40, Low-Income Limit Amount, and this is a Move-In or an Initial Certification, see HH 4350.3 to determine if the tenant can be admitted.  If HH 4350.3 (Paragraph 3-6) permits owner/agents to admit this tenant, the tenant must pay the market rent. |
| 41 | M\* | Very Low Income Limit Amount | 203 | 6 | Numeric | Zeros if not applicable.  Required for Section 8 units, 202/8, 811 PRA, Section 202 PAC, Section 202 PRAC, Section 811 PRAC, and SPRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit. |
| 42 | M\* | Extremely Low Income Limit Amount | 209 | 6 | Numeric | Zeros if not applicable. SPRAC  Required for: Section 8, 202/8 and 811 PRA. 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 and Section 202/8 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 | Complete for Section 8 and 202/8 units only.  Space = Not Section 8 or 202/8  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.  For Component 1 PH to PBRA RAD, fill with 2. However, even though the Contract Effective Date is after 10/1/1981, eligible applicants’ income must be at or below the Low Income Limit.  For Component 2 Mod Rehab to PBRA RAD, Rent Supp/RAP to PBRA RAD, previous to the release of TRACS 2.0.3.A, instruction was for eligible applicants’ income must be at or below the Low Income Limit. Such guidance has been revised in the TRACS 2.0.3.A MAT Guide. For Component 2 Mod Rehab to PBRA RAD, Rent Supp/RAP to PBRA RAD, eligible applicants’ income must be at or below the Very Low Income Limit.  For Component 2 RAD for PRAC, eligible applicant’s income must be at or below the Very Low Income Limit.  *~~For a RAD contract, fill with 2. However, even though the Contract Effective Date is after 10/1/81, the contract is treated as Pre-Universe (except for PRAC to RAD) and may admit tenants up to the Low-Income Limit without an exception code. PRAC to RAD is treated as a normal Post Universe contract.~~* |
| 44 |  | Current Income Status Code | 216 | 1 | Alphanumeric | Complete for Section 8 and 202/8 units only.  Space = Not Section 8 or 202/8  Enter the status of the 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:*** *Owner/agents must enter an Exception Code in (Field 46) for this family to be eligible for Section 8 or 202/8 if the following are true:*  *The contract is not Component 1 PH to PBRA RAD ~~RAD or the contract is PRAC to RAD~~*  *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.*  ~~PRAC to RAD contracts follow normal Section 8 Post Universe rules.~~  Previous instruction “Other RAD contract types do not require Income Exceptions for admissions of tenants at the Low-Income Limit.” Has been modified. |
| 45 |  | Section 8 Assistance 1984 Indicator | 217 | 1 | Alphanumeric | Complete for Section 8 and 202/8 units only.  Space = Not Section 8 or 202/8  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 Field 44 at the time of the MI or IC—Household is or was Low Income in a Post-Universe Section 8 contract.  ***Note:*** *Leave blank for a Component 1 PH to PBRA RAD contract ~~except for PRAC to RAD. For RAD, except for PRAC to RAD, tenants may be admitted up to the Low-Income Limit without an exception. PRAC to RAD tenants must meet the very-low Income Limit. If not, an exception must be granted and the certification would require an Exception Code.~~*  Indicate the HUD exception for which this family is (MI or IC) or was (AR or IR) eligible. These include:  CV = The Tenant:  Was converted ~~(or is now being converted)~~ from RAP or Rent Supplement; or  Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project.  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.  EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HH 4350.3 Paragraph 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.  EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HH 4350.3 Paragraph 3-7.D. |
| 47 |  | Dependent Deduction | 221 | 6 | Numeric | Enter the product of the Dependent Deduction in effect as of the certification Effective Date multiplied by Field 28, Number of Dependents.  For certifications effective prior to 1/1/2024, the value is $480.  The deduction remains $480 as of 1/1/2024. Under HOTMA, the value will be subject to periodic changes due to inflation. |
| 48 | MOC | Market Rent | 227 | 6 | Numeric | Required if Section 236 is the primary or secondary subsidy.  Zero fill if not applicable.  Enter the HUD or Contract Administrator approved Section 236 Market Rent.  ***Note:*** *for Section 236, Market Rent may not be less than Basic Rent.* |
| 49 |  | % of Income (formerly 3% of Income) | 233 | 6 | Numeric | This Field holds the result of multiplying Annual Income by a value determined by the certification effective date and other rules.  For certifications effective prior to 1/1/2024, Enter the product of Field 39, Annual Income Amount, multiplied by 0.03 (3%).  For 2.0.3.A certifications effective on 1/1/2024 or later, the multiplier is the value in MAT10 Section 2 Field 114 Percent of Actual Income Value.  See also MAT10, Section 2, Field 21—Percent of Income Exemption. |
| 50 |  | Disability Expense | 239 | 6 | Numeric | The total annual expenses anticipated for Attendant Care and Auxiliary Apparatus (ACAA).  Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See HH 4350.3 Paragraph 5-10 C for an explanation of Attendant Care and Auxiliary Apparatus (ACAA) Expenses.  ***Note:*** *If the owner/agent enters 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*  *Attendant Care and Auxiliary Apparatus (ACAA) are available.* |
| 51 |  | Disability Deduction | 245 | 6 | Numeric | Note: Prior to HOTMA  If Field 49, % of Annual Income, is greater than Field 50, Attendant Care and Auxiliary Apparatus (ACAA) Expense, enter zero.  Otherwise, enter the lesser of:  Field 50 minus Field 49 (Total Attendant Care and Auxiliary Apparatus (ACAA) 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.  If any income of a family member in Field 83, Childcare Expense A, was used to justify Childcare Expenses that enable the family member to work, the same income cannot also be used to justify Attendant Care and Auxiliary Apparatus (ACAA) Expenses. However, if the income earned by the family member (because of the Attendant Care and Auxiliary Apparatus (ACAA) Expenses) exceeds the Childcare Expense, any balance can be used to support a claim for Attendant Care and Auxiliary Apparatus (ACAA) Expenses.  In other words:  Field 83 + Field 50 (Childcare 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 | Enter the total amount of health and 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.  Do not include health and medical expenses of non-family members including those with a Relationship Code F-Foster, L-Live-in Aid or N – None of the Above. |
| 53 |  | Medical Deduction | 257 | 6 | Numeric | If Field 50, Attendant Care and Auxiliary Apparatus (ACAA) 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). Otherwise, enter: (Field 52, Medical Expenses plus Field 50, ACAA Expense minus Field 49, % of Annual Income).  If the result is negative, zero fill this Field. |
| 54 |  | Elderly Family Deduction | 263 | 6 | Numeric | Enter the value of the Elderly Family Deduction in effect as of the certification effective date 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.  For certifications effective prior to 1/1/2024, the value is $400.  The deduction increases to $525 as of 1/1/2024. The value will be subject to periodic COLA changes. |
| 55 |  | Total Deductions | 269 | 6 | Numeric | Add Field 47 (Dependent Deduction) + Field 83 (Childcare Expense A) + Field 84 (Childcare Expense B) + (Childcare Expense C) + Field 51 (ACAA Deduction) + Field 53 (Medical Deduction) + Field 54 (Elderly Family Deduction).  Total Deductions equals the sum of the following: Dependent Deduction + Childcare Deduction (for working and going to school and when resident qualifies for Childcare based on a Hardship Exemption) + Allowable Attendant Care and Auxiliary Apparatus (ACAA) Expense + Allowable Medical Expenses + Elderly Family Deduction. |
| 56 |  | Adjusted Income Amount | 275 | 6 | Numeric | Enter Field 39 (Annual Income Amount) minus Field 55 (Total Deductions) |
| 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, 202/8, SPRAC, or 811 PRA Contract Rent, the Section 236 basic 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:   * The tenant will receive welfare assistance during the certification period AND * 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 HH 4350.3 Paragraph 5-6 K for additional guidance.) |
| 61 | MOC | Rent Override | 305 | 2 | Alphanumeric | For 2.0.2.D certifications, fill with Y if Rent Override applies  For TRACS 2.0.3.A when an owner/agent wishes to override the standard TTP, the owner/agent will be required to provide a reason. The Rent Override Field will be filled as follows:  MF - There are multiple funding programs that apply to a single household. Generally, the rule is that the tenant should be charged the lower of the two rents;  OT = Other reason not yet defined by HUD  PO = Plans Of Action - May not be used for POA Rent Phase-in. All POA Rent Phase-in should be complete. Rent Override for POA is only used for non-standard POA rent calculation.  R1 = Component 1 PH to PBRA RAD Conversion IC  R2 = Component 1 PH to PBRA RAD Rent Phase-in (any MAT10)  R3 = Component 1 PH to PBRA RAD Right to Return IC (could be MI if the Owner/agent was advised to create a MO when the resident was relocated)  RC = Component 1 PH to PBRA RAD- Established Rent Cap % of FMR  TC – To be used when property has LIHTC funding and when:   * A 236 tenant in an LIHTC building pays the lower LIHTC rent rather than the 236 rent; or * For Section 8:   + AP is zero or negative; **and**   + The owner/agent is applying LIHTC Max Rent which is lower than the GR for the unit.   *Note: When this is the case, the resident does not qualify for subsidy. Subsidy may be reinstated later if subsidy is available and when the calculated TTP is less than GR.*  Leave blank if the TTP before override and the TTP are equal  See HH 4350.3 Paragraph 5-30 for information about the general requirements when a HUD calculated rent may be overridden and MAT User Guide Chapters 4 and 5 for a more detailed discussion of the rules.  See also, the rent calculation spreadsheet (203ACalculatingTenantRent.xlsx) for how overrides impact calculations. |
| 62 |  | Worksheet Code | 307 | 1 | Alphanumeric | Enter the Worksheet Code for the worksheet used to calculate the TTP.  Enter E for all subsidy types. 50059 Worksheets are no longer required. |
| 63 | MOC | Minimum Rent Hardship Exemption Code | 308 | 1 | Alphanumeric | Applies only to Section 8 and 202/8 SPRAC?  Otherwise leave blank.  Required if a Section 8 or Section 202/8 tenant is claiming exemption from the $25 minimum TTP rule.  ***Note:*** *Previous versions of the TRACS 2.0.3.A documents indicated that the Minimum Rent/TTP rule applied to the 811 PRA 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 must automatically calculate TTP without enforcing a Minimum Rent. 811 PRA 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 owner/agent 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 236, zero fill. Otherwise, enter the value calculated for the Subsidy Type per the 203ACalculatingTenantRent spreadsheet.  For Section 8 (excluding RAD Component 1), 202/8, SPRAC, 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 1 Mod Rehab to PBRA RAD and RAD Component 2), 202/8, SPRAC, Section 202 PAC and 811 PRA 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 Component 1 PH to PBRA RAD tenants: Enter TTP from Field 64 even if it is greater than the Gross/Operating Rent/Operating Costs (Field 59).  If this is a mixed family as defined in paragraph 3-12 and the Glossary of HH 4350.3, consult with HH 4350.3 Exhibits 3-12, 3-13, or 3-14 on how to complete this item. |
| 65 |  | Tenant Rent | 315 | 6 | Numeric | Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of:  Field 56 (Adjusted Income Amount) / 12 months X .30, or  Field 57 (Contract Rent Amount)  But never more than Field 48 (Market Rent)  For Section 236 where some utilities are paid by the tenant (There is no utility allowance). Enter the greater of:  Field 56 (Adjusted Income Amount) / 12 months x.30 minus Field 58 (Utility Allowance Amount)  Field 56 (Adjusted Income Amount) / 12 months x .25, or  Field 57 (Contract Rent Amount)  But never more than Field 48 (Market Rent)  Section 8, 202/8, SPRAC, Section 202 PAC, Section 202 PRAC, Section 811 PRAC and 811 PRA tenants. Enter Field 64 (TTP) minus Field 58 (Utility Allowance). If the Utility Allowance Amount is greater than the Total Tenant Payment (TTP), enter zero and complete Field 66.  ***Note:*** *See also Field 61, Rent Override.*  ***Note:*** *If this is a mixed family as defined in paragraph 3.12 and the Glossary of HH 4350.3, consult with Exhibits 3-12, 3-13, or 3-14 of HH 4350.3 for information about how to complete this Field.* |
| 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 HH 4350.3, consult with Exhibits 3-12, 3-13, or 3-14 of HH 4350.3 for information about how to complete this Field.* |
| 67 |  | Assistance Payment Amount | 327 | 6 | Numeric | ***Note:*** *See also Field 61, Rent Override.*  Zeros if not applicable or for a PRAC or Component 1 PH to PBRA RAD when calculated assistance is zero. A negative Assistance Payment amount is only appropriate for a PRAC or Component 1 PH to PBRA RAD 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 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 Component 1 PH to PBRA RAD tenants ONLY, the result may be negative.  For all other Subsidy Types, enter zero in place of a negative result.  ***Note:*** *If this is a mixed family as defined in Paragraph 3.12 and the Glossary of HH 4350.3. Also see HH 4350.3 Exhibits 3-12, 3-13, or 3-14 for information about how to complete this Field.* |
| 68 |  | Section 236 Basic Rent  (Formerly Section 236 Basic/BMIR Rent) | 333 | 6 | Numeric | Zero if not applicable.  Use only for Section 8 or 202/8 certifications in a Section 236 property (whenever the Secondary Subsidy Type Field 86 is filled with the value “S”). Enter the Section 236 Basic 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 or 202/8 projects.  See HH 4350.3 Paragraph 3-8 D for eligibility requirements for police officers or security personnel in Section 8 or 202/8 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 HH 4350.3 Chapter 7, Section 1: Annual Recertification. For families with the HH Citizenship Eligibility Code T=Temporary Deferral of Termination, 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. |
| 71 |  | Bedroom Count | 348 | 2 | Numeric | Enter the number of bedrooms in the unit (See HH 4350.3 Chapter 3, Section 2 or local ordinance 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 Vouchering purposes 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).*  *See also Field 108: Unit Group Number that must be fill for Group Homes.* |
| 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.  When the transaction is a Unit Transfer or UT/MAT10 combination, a new deposit may be collected if the owner/agent’s policy is to process the original deposit for the original unit and collect a new deposit for the new unit.  See HH 4350.3 Chapter 6, Section 2 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 regardless of whether the required security deposit is more or less than what was originally indicated.*  *When this happens, the change should be noted on the lease and the OA and tenant should initial the change. Alternatively, the owner/agent could execute a HUD-approved addendum. 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 | Enter the date the tenant signed the 50059. This date should not be system generated.  Original or electronic signatures are acceptable. See HSG Notice 2020-10 [Electronic Signature, Transmission and Storage - Guidance for Multifamily Assisted Housing Industry Partners](https://www.hud.gov/sites/dfiles/OCHCO/documents/2020-10hsgn.pdf)  The HOH 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 5 of the MAT Guide. If the individuals sign the HUD 50059 certification on different dates, use date the HOH signs for transmission to TRACS.  Generally, the tenant signature date is before or the same as the certification Effective Date. However, there are situations when the signature date will be after the Effective Date of the certification (e.g., retroactive certification, late AR, correction certification, Extenuating Circumstances, etc.)  ***Note:*** *If the tenant is unable to sign for a legitimate reason, or if no signature is required****,*** *leave this Field blank (zero or space fill), but fill Field 99, Extenuating Circumstances Code to an appropriate value. Resubmit the HUD 50059 as a correction when or if tenant signs. This change is to enable timely recertification even if the tenant isn’t available to sign the HUD 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 using the appropriate Extenuating Circumstance Code and the signature collected within 60 days of the voucher date.  Follow the instructions in MAT User Guide Chapter 5 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 or completion of certifications were delayed due to the COVID-19 pandemic.)  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. Extenuating Circumstances Codes may not be used when an Annual Recertification is late due to owner/agent action (formerly Extenuating Circumstance Code 3).  The owner must provide the tenant a copy of the signed HUD 50059 and retain a copy in the tenant’s file (electronic or paper). If a tenant passes away or leaves before the signature is obtained, the owner/agent does not correct the certification, but rather completes the MO as required. |
| 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 HUD 50059.  The owner, or his or her representative, must sign and date a HUD 50059 generated by the owner’s automated system, as provided by MAT User Guide Chapter 5.  ***Note****: the owner signed date may be different than the tenant signed date.* |
| 79 | MOC | HH Citizenship Eligibility | 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 noncitizens.  Required only for Section 8, 202/8, and Section 236. Otherwise leave blank.  Enter one of the codes listed below to indicate the status of the family based on HUD’s Noncitizen Rule.  Consult Paragraph 3-12 and the Glossary of HH 4350.3 for the definitions of terms used in this Field and for guidance in determining which code to use.  *Note: For certifications effective before 1/1/2024 and that were created under TRACS v 2.0.2.D, family includes household members with Relationship Codes H, S, K, D,F, O for certifications effective prior to 1/1/2024. For 203A certifications effective 1/1/2024 or later “Family” does not include Fosters.*  Valid values are:  **C = Continued Assistance.** The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Noncitizen Rule.  **E = All members of the family are eligible under the Noncitizen Rule.** The family receives full assistance. No members have a PV status.  **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.  **N = Subsidy Type is not subject to the Noncitizen Rule.**  **P = Prorated Assistance.** The family qualifies for and receives Prorated Assistance under the Noncitizen 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.*  **R = For a PBRA RAD for PRAC Conversion Tenant Only.** Used on the RAD Conversion IC (or IC created when a relocated resident returns to the property before the first AR is due) only when eligibility under the Noncitizen Eligibility Rule is unknown. The R is applied at the first full certification after conversion. R may not be used on any subsequent MAT10 (full certification). The owner/agent is required to implement steps to comply with the Noncitizen Rule.  **T = Temporary Deferral of Termination.** The family, receiving full assistance, is found to be ineligible for assistance under the Noncitizen 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.* |
| 80 |  | Family Addition Adoption | 406 | 2 | Numeric | The number of expected adopted family members who will live in the unit at least 50% of the time.  ***Note:*** *The industry activated this Field in version 2.0.2.C. TRACS activated this Field in version 2.0.2.D.*  These future members are included in the count of family members in determining Income Limits and Occupancy Standards (unit size). 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 who will live in the unit at least 50% of the time.  ***Note:*** *The industry activated this Field in version 2.0.2.C. TRACS activated this Field in version 2.0.2.D.*  These future members are included in the count of family members in determining Income Limits and Occupancy Standards (unit size). They are not included in the count of Number of Family Members (Field 26). |
| 82 |  | Family Addition  Fosters | 410 | 2 | Numeric | Previously, this Field was an indicator for foster children.  The number of expected foster children or foster adults as family additions who will live in the unit at least 50% of the time.  For certifications effective **prior to 1/1/2024**, these future members are included in the count of family members in determining Income Limits and when applying Occupancy Standards (unit size). They are not included in the count of Number of Family Members (Field 26).  Starting with certifications effective 1/1/2024, the Field has been updated to correctly reflect the pending addition of a foster child or foster adult not currently living in the unit but expected to be added to the household in the next 12 months.  Like the other Family Addition Fields, these “future members” are included when applying the owner/agent’s occupancy standards assuming the foster will be living in the unit at least 50% of the time.  Do not count foster children or adults who will not be living in the unit at least 50% of the time.  Unlike the other Family Addition Fields, these “future members” are not included when determining eligibility based on income limits.  ***Note:*** *The industry activated this Field in version 2.0.2.C. TRACS activated this Field in version 2.0.2.D.* |
| 83 |  | Childcare Expense A  (Expenses that enable a family member to work) | 412 | 6 | Numeric | Enter the amount of Childcare 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 childcare 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 HH 4350.3 Paragraph 5-10 B; For Other Adult full-time students who pay for childcare while they work, the maximum childcare deduction is $480.* |
| 84 |  | Childcare Expense B  (Expenses that enable a family member to seek work or attend school) | 418 | 6 | Numeric | Enter the amount of Childcare Expense used to enable the family member to look for work or attend school. |
| 85 | M | Anticipated Voucher Date | 424 | 8 | Date  MMDDYYYY | The date of the first voucher that may be affected by this transaction.  “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 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 or 202/8 assistance.  Note: If the certification was created in TRACS v 202D, the Field may be filled with B or left blank if the contract was in a property that was BMIR at the time.  Space = This family does not live in a Section 236 property or the certification subsidy type is 236.  ***Note:*** *Space = Blank* |
| 87 |  | Survivor Indicator | 433 | 1 | Alphanumeric | For Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC Only.  Space fill is subsidy type is not Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC.  Indicates that the current HOH, co-HOH/spouse does not meet the special conditions to qualify for the unit (elderly or disabled), but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit. See HH 4350.3 Paragraph 3-16.  Valid value is:  “Y” = Yes  For TRACS purposes, the Survivor Indicator should be set to Yes, only if the originally qualifying member is deceased. Space fill if not applicable. |
| 88 |  | Waiver Type Code | 434 | 4 | Alphanumeric | Fill with blanks if not applicable.  Valid values are:  **AGE =** Age waiver for an elderly property  **DSBL =** Waiver for a non-disabled person to Move-in to a property for the disabled (e.g., 811 PRAC or 811 PRA)  **INC =** Income (For subsidy types other than Section 8) See HH 4350.3 Paragraph 3-8  **NEAR =** Near Elderly  **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 HUD Field Office or HUD HQ should be kept in the tenant file. |
| 89 |  | Filler | 438 | 8 | Alphanumeric |  |
| 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.  Leave blank if the certification is being reported as part of a history baseline. |
| 92 |  | Plan of Action Indicator | 450 | 1 | Alphanumeric | If not POA, leave blank.  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 “PO” to indicate a nonstandard rent called for by the POA Agreement. |
| 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 User Guide Chapter 5 for guidance.  A MAT70 should be submitted for a unit transfer when the tenant is not to be recertified.  See MAT User Guide Chapter 5 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, Dependents and Other Adult Family Members. (Relationship Codes H, S, K, D & O) Fosters (F) count as family for certifications effective earlier than 1/1/2024. | | | | | | |
| 96 | M | Mobility Disability | 463 | 1 | Alphanumeric | Family, as defined in the Number of Family members Field 26, includes a member with a mobility disability:  Y = Yes  N = No |
| 97 | M | Hearing Disability | 464 | 1 | Alphanumeric | Family, as defined in the Number of Family members Field 26, includes a member with a hearing disability:  Y = Yes  N = No |
| 98 | M | Visual Disability | 465 | 1 | Alphanumeric | Family, as defined in the Number of Family members Field 26, includes a member with a visual disability:  Y = Yes  N = No |
| 99 | MOC | Extenuating Circumstances Code. | 466 | 2  Note increase in width. | Alphanumeric | Must be filled when the owner/agent wishes to submit the certification but no family member has signed, or when no family member is required to sign, the certification.  Blank = Tenant Signed and Field 77, Tenant Signed Date, is filled. Leave blank if any tenant has signed this (re)certification. If the tenant has not signed this (re)certification, this Item must be filled in with one of the following codes.  1 = Medical  2 = Late annual (re)certification due to accommodation or extenuating circumstances.  3 = Late annual (re)certification due to owner/agent delay. Not applicable for 2.0.3.A certifications  4 = Late annual (re)certification due to third party delay (For example a Guardian)  5 = Military Deployment  6 = Eviction in Progress. Must be for a valid HUD Handbook reason.  7 = Court order  8 = No Signature Required (Certification created after a MO or a GR correction to a previously transmitted HUD 50059 where the only change is the GR modification of the Contract Rent and where TTP, Tenant Rent, or Utility Allowance does not change).  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 HUD 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. Primarily used when a resident has been relocated for Rehab before the Contract Effective Date and the Conversion IC must be submitted to TRACS establishing the residents’ right to return.  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—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:*** *With respect to Code 11—This code is used if a tenant has been relocated for rehab prior to the Effective Date of the RAD contract, the Conversion IC does not require a tenant signature as the tenant will be suspended using the new RH Suspension Code effective on the same date.*  ***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.*  ***Note:*** *For certifications created during the COVID-19 pandemic in 2020. If verifications could not be completed or if signatures could not be provided by the residents as required, these certifications were to be submitted using Codes 1 – Medical, 2-* *Late Annual Recertification due to accommodation or extenuating circumstances, or 10 – Other.*  Generally, if a certification is submitted using an Extenuating Circumstance Code, that certification must eventually be signed and a correction submitted, assuming the resident is available to sign at a later date (for example resident would not be able to sign if resident skipped or passed away).  Obtaining a tenant signature at a later date is not required when using  Code 6 – Eviction in Process or  Code 8 – No Signature Required and,  In some cases,  a signature is not required for Code 11 – RAD tenant not required to or unable to sign.  a signature is not required for Code 10 Other |
| 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 created for the new contract. Eligibility is not checked on the Initial Certification. 3. Under HH 4350.3 Paragraph 7-12.B.3, 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  7. The first certification submitted (Conversion IC) for a resident in place when a PBRA RAD Contract is effective.  8. An IC that is created to allow a PBRA RAD tenant to return to the property when the tenant was relocated to another property for rehab  9. An IC created for a Component 1 PBRA RAD tenant when AP, determined under TRACS v 202D was zero or negative and after implementing TRACS v 2.0.3.A the resident must be “established” in TRACS.  Eligibility waivers should be identified in Field 88. |
| 101 | MOC | TTP At RAD Conversion | 469 | 6 | Numeric | If Section 8 sub-type is not Component 1 PH to PBRA RAD or if not Section 8, fill with 0’s.  If Component 1 PH to PBRA RAD and if the resident does not qualify for Rent Phase-In, fill either with 0s or the TTP the tenant is/was paying at the time of conversion to RAD.  If Component 1 PH to PBRA RAD and if the resident does qualify for Rent Phase-in, 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 and 5 for additional information about 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 and 5 for additional information about Rent Overrides.  ***Note:*** *for a Component 1 PH to PBRA RAD* *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 the Rent Phase-in is complete. For future transactions (those with effective dates after the one that ends the phase-in), leave this Field filled with 0s. Field 101 (TTP at RAD Conversion) may be filled with 0s or filled with the TTP at RAD Conversion.* |
| Note: The Fields below (103-106) are intended to help the consumer of a history baseline or an auditor of a certification to determine if the Component 1 PH to PBRA RADRent Phase-incalculations are being done correctly. Note that the Fields are left blank on a Conversion IC but filled on subsequent full certs if the resident is eligible forRent Phase-in | | | | | | |
| 103 | MOC | RAD Phase-in Schedule | 481 | 1 | Numeric | If not a RAD Component 1 PH to PBRA RAD Certification, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is not eligible for Rent Phase-in, fill with 0.  If a RAD Component 1 PH to PBRA RAD Certification and the resident was eligible for Rent Phase-in but Phase-in is complete, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is eligible for Rent Phase-in and when Rent Phase-in is not complete, fill with the number of years in the Rent Phase-in schedule: either 3 or 5 years. |
| 104 | MOC | Prior TTP | 482 | 6 | Numeric | *Note: this is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance.*  If not a RAD Component 1 PH to PBRA RAD Certification, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is not eligible for Rent Phase-in, fill with 0.  If a RAD Component 1 PH to PBRA RAD Certification and the resident was eligible for Rent Phase-in but Phase-in is complete, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is eligible for Rent Phase-in and when Rent Phase-in is not complete, fill with the TTP from the immediately prior certification.  Important: See the MAT Guide, Appendix K. See also, MAT Guide, Chapter 4 and 5 for additional information about Rent Overrides.  When creating subsequent MAT10 certifications (after the Conversion IC),   * Subtract Prior TTP from the new TTP Before Override to determine the difference; and * Then multiply the result by the appropriate percentage; * Then add to Prior TTP to determine new TTP. |
| 105 | MOC | Phase-in Rules | 488 | 5 | Alphanumeric | If not a RAD Component 1 PH to PBRA RAD Certification, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is not eligible for Rent Phase-in, fill with 0.  If a RAD Component 1 PH to PBRA RAD Certification and the resident was eligible for Rent Phase-in but Phase-in is complete, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is eligible for Rent Phase-in and when Rent Phase-in is not complete, fill with the version of the Rent Phase-in rules under which the prior certification (or original certification if this is a corrected certification) was created. This is not necessarily the TRACS version of the prior certification.  Valid values are ORIG and REV3  202D rules called for Rent Phase-in calculations for all full certs and UT’s and GRs. ORIG Rent Phase-in percentages were used.   |  |  |  | | --- | --- | --- | | Year | ORIG 3 Year Phase-in Percentage | ORIG 5 Year Phase-in Percentage | | 1 | 33% | 20% | | 2 | 66% | 40% | | 3 | 100% | 60% | | 4 | NA | 80% | | 5 | NA | 100% |   203A rules call for Rent Phase-in calculations only for full certs and use REV3 Rent Phase-in percentages.   |  |  |  | | --- | --- | --- | | Year | REV3 3 Year Phase-in Percentage | REV3 5 Year Phase-in Percentage | | 1 | 33% | 20% | | 2 | 50% | 25% | | 3 | 100% | 33% | | 4 | NA | 50% | | 5 | NA | 100% | |
| 106 | MOC | Phase-in Year | 493 | 1 | Numeric | If not a RAD Component 1 PH to PBRA RAD Certification, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is not eligible for Rent Phase-in, fill with 0.  If a RAD Component 1 PH to PBRA RAD Certification and the resident was eligible for Rent Phase-in but Phase-in is complete, fill with 0.  If RAD Component 1 PH to PBRA RAD Certification, and the resident is eligible for Rent Phase-in and when Rent Phase-in is not complete, fill with the phase-in year applicable for the calculations: 1, 2 or 3 for a three-year Rent Phase-in or 1, 2, 3, 4 or 5 for a five-year Rent Phase-in. |
| Note: The Fields below are new in the 2023 203A Specification. | | | | | | |
| 107 | MOC | Enforce Real Property Rule | 494 | 1 | Alphanumeric | This is global for the entire Section 8 Contract.  This Field is displayed on the 50059.  Leave blank if not Section 8.  (Does not apply to 202/8 or 202 SPRAC.)  If the certification is effective before 1/1/2024 leave blank.  For Section 8 certifications effective 1/1/2024 or later AND if the certification version is 203A:  If the owner/agent will enforce the Real Property Rule fill with Y.  Otherwise set to N.  Note: See Field 22 of the Basic Record (Enforce Asset Cap) for the comparable Field related to the enforcement of the Section 8 asset cap rule. |
| 108 | MOC | Unit Group Number | 495 | 2 | Alphanumeric | Fill only if the unit is a group home residential space. Otherwise, leave blank.  In Group Homes, individual bedrooms within a physical unit, are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number.  To help understand the relationship between the Unit Number and the Bedroom (residential space) each residential space within a unit must be assigned an ID (Unit Group Number) **that is unique within the property**. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.  For example, in a group home a four-bedroom unit may currently be set up as:  Unit 101-1;  Unit 101-2;  Unit 101-3; and  Unit 101-4.  The Unit Group Number could be 101, as long as 101 is not being used as a unit number for any other apartment.  Fill with the Group Number for the residential space. |
| OA software is required to fill the values for the following Fields (109-116) that are in effect on the date of the Certification. Some of them will appear on the 203A HUD Form 50059. Having this information allows the CA or TRACS to verify that the OA is using the correct values for the certification. Fill all of the Fields no matter what the Subsidy Type of the certification. If a Field does not have a value on the cert effective date, fill with 0’s. | | | | | | |
| 109 | MOC | Dependent Deduction | 497 | 6 | Numeric | Required for OA software. Enter the value of the Dependent Deduction in effect on the effective date of this certification. (1/1/2024 $480) |
| 110 | MOC | Elderly Deduction | 503 | 6 | Numeric | Required for OA software. Enter the value of the Elderly Deduction in effect on the effective date of this certification. (1/1/2024 $525) |
| 111 | MOC | Imputed Asset Threshold | 509 | 6 | Numeric | Zero fill if Transaction Effective Date is less than 1/1/2024.  This is the threshold established to determine if the owner/agent will use only Actual Income From Assets or will use the sum of Actual Income From Assets and Imputed Income From Assets. For 2024 certifications, the threshold is set at $50000. If net cash value of all assets is $50000 or less, the owner/agent will use only Actual Income From Assets. |
| 112 | MOC | Asset Cap | 515 | 6 | Numeric | Zero fill if Transaction Effective Date is less than 1/1/2024.  Zero fill if Subsidy Type is not Section 8  Section 8 only. This is the threshold established to determine if the resident continue to qualify for Section 8 housing assistance. For 2024 certifications, the Asset Cap is set at $100,000. If net cash value of all assets is $100,000 or less, the resident is qualified to receive Section 8 housing assistance. |
| 113 | MOC | Minimum Rent Value | 521 | 6 | Numeric | Required for OA software. If the Subsidy Type = Section 8, enter the value of the $25 Minimum Rent Value ~~in effect on the effective date of this certification.~~ |
| 114 | MOC | % of Annual Income Value | 527 | 6 | Numeric | Required for OA software. Enter the value of the % of Income Value in effect on the effective date of this certification. Four decimal positions implied. Currently 10% (0.100).  Four decimal positions implied. For example, a value of 10% would be entered as 001000.  For certifications effective prior to 1/1/2024, enter 000300 |
| 115 | MOC | % of Income Hardship Value | 533 | 6 | Numeric | Required for OA software. Enter the value of the % of Income Hardship Value. Four decimal positions implied. 5% (0.050).  Four decimal positions implied. For example, a value of 5% would be entered as 000500. |
| 116 | MOC | % of Income Phase-in Value | 539 | 6 | Numeric | Required for OA software. Enter the value of the % of Income Phase-in Value in effect on the effective date of this certification. Four decimal positions implied. Currently 5% (0.050) for 1/1/2024 and 7.5% (0.075) for 1/1/2025  Four decimal positions implied. For example, a value of 7.5% would be entered as 000750. |
| CA Software is required to fill the value of the following Field. Fill with the value that is in effect on the date of the Certification. | | | | | | |
| 117 | MOC | De Minimis Error | 545 | 6 | Numeric | Required for CA software. Enter the value of the De minimis Error in effect on the effective date of this certification.  Enter the yearly amount ($360) |
| 118 | MOC | Exempt from Real Property Rule | 551 | 1 | Alphanumeric | Leave blank if Transaction Effective Date is less than 1/1/2024  Set for individual tenants. Section 8 only (not 202/8 or 202/8).  If not Section 8, set to Y. Resident is Exempt.  If the property is Section 8, and if an asset type is R – Real Property Suitable for Occupancy, default to N (No). The owner/agent may change the value to Y (Yes) if the resident is exempt from the Real Property Rule. If Section 8 and if there are no assets with an Asset Type R, set to Y (Yes)—Resident is exempt because they have no Real Property Suitable for Occupancy. |
| 119 | MOC | Exempt from Asset Cap | 552 | 1 | Alphanumeric | Leave blank if Transaction Effective Date is less than 1/1/2024  Set for individual tenants. Section 8 only (not 202/8 or 202/8).  If not Section 8, set to Y. Resident is Exempt.  If the property is Section 8, and if net cash value of assets is greater than the Asset Cap ($100,000 in 2024), default to N (No). The owner/agent may change the value to Y (Yes) if the resident is exempt from the Asset Cap Rule. If Section 8 and if net cash value of assets is less than the Asset Cap ($100,000 or less in 2024), set to Y (Yes) because the Asset Cap Rule does not apply. |
| 120 |  | Total Cash Value of Assets - Actual | 553 | 7 | Numeric | Enter the total cash value of all assets with an income type (MAT10 Section 5, Field 9) of A  For certifications effective prior to 1/1/2024, zero fill. |
| 121 |  | Total Cash Value of Assets - Imputed | 560 | 7 | Numeric | Enter the total cash value of all assets with an income type (MAT10 Section 5, Field 9) of I  For certifications effective prior to 1/1/2024, zero fill. |
| 122 |  | Childcare Expense C (Expenses allowed as a Hardship Exemption | 567 | 6 | Numeric | For certifications effective prior to 1/1/2024, zero fill.  For certifications effective 1/1/2024 or later, enter the amount of Childcare Expense allowed based on a Hardship Exemption even when no member is working, seeking work or attending school.    Family must have been taking advantage of the Childcare Deduction previously and the end of Childcare would result in a Financial Hardship as defined in the owner/agent's policy. |

## MAT10 Section 3: Family Record

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

| **6‑4 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 and assets 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, L, and N.  The use of a middle initial is optional in general. However, if an initial is added or dropped for the HOH, see the discussion for the MAT10, Section 2 Previous Head Fields 4-9. In addition, whatever value is reported in this Field for the HOH, 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/adults; 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.  To qualify for Section 8 elderly (elderly designation/not elderly preference) – the HOH or coHOH/spouse must be either elderly (62 or older) or disabled as defined in Chapter 3 of HH 4350.3  To qualify for Section 202/8 elderly (elderly designation/not elderly preference) – the HOH or coHOH/spouse must be either elderly (62 or older) or disabled as defined in Chapter 3 of HH 4350.3  To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH/spouse must be age 62 or older. Section 202 PAC and Section 811 PRAC require that the HOH, co-HOH/spouse must be disabled. See [Figures 3-5 & 3-6] for guidance. To qualify for 811 PRA, 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 HH 4350.3 Chapter 3 for additional information about the eligibility of families to assisted housing. Only the following codes may be entered.  *Note: Persons under the age of 18 who have entered into a lease under state law are treated as adults, and their annual income must also be counted.  These persons will be either the head, spouse, or co-head; they are sometimes referred to as emancipated minors. If an emancipated minor is residing with a family as a member other than the head, spouse, or co-head, the individual would be considered a dependent.*  **H-Head-of-Household (HOH)** (There can be only one HOH. If there is a spouse or co-head, list the same person as HOH 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 one spouse or one co-head, but not both. To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH/spouse must be age 62 or older. Section 202 PAC and Section 811 PRAC requires that the qualifying family/person be disabled. See [Figures 3-5 & 3-6] for guidance. To qualify for 811 PRA, 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 one spouse or one co-head but not both. See HH 4350.3 Paragraph 5-6 A for guidance about how to count emancipated minors. To qualify for Section 202/8 or a Section 202 PRAC the HOH, co-HOH/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, the qualifying household member must be between the ages of 18 and 62 (at MI/IC) and must also be disabled.  ***Note:*** *Owner/agents are not required to establish a co-HOH, even if another adult lives in the unit and there is no spouse.*  **D-Dependent**. See HH 4350.3 Paragraph 5-6. 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 AR and at IR if status changes. See HH 4350.3 Paragraphs 3-13 and 3-33.*   * Child temporarily absent due to placement in a foster home. * Child who is subject to joint custody agreement with Special Status Code set to JK (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 HH 4350.3 Paragraph 5-6. 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/adult or Foster adult.** See HH 4350.3 Paragraph 5-6 A. For 2.0.3.A certifications effective prior to 1/1/2024 the following rules apply: 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 Deduction. Medical or Disability Assistance Expenses are considered for foster children and adults in this category if the household qualifies for such expenses and deductions. Childcare Expenses for children in this category who are 12 years old or younger are not considered for the child. Unreimbursed Childcare Expenses for foster children under the age of 13 may qualify the family for a deduction or hardship exemption. Corresponding Change ID: 11.  By regulation, the employment income of a foster adult who is a full-time student, is capped at the current dependent deduction ($480 in 2024). See 24CFR, 5-609.  For 2.0.3.A certifications effective 1/1/2024 or later, Fosters are not treated as family and none of their income, assets, or expenses count on the certification.  **L - Live-In Aid.** See HH 4350.3 Paragraph 5-6. See HH 4350.3 Paragraph 3.6 E for guidance related to live-in aids. 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 and/or assets are 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 HH 4350.3 Paragraph 5-6. 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. The most common use of this Relationship Code is when an adult member joins the household to care for minor children when a serviceman or servicewoman is called to active duty in compliance with the Sailors and Soldiers Act.  See 203ARelationshipRules.xlsx for clarification. |
| 8 |  | Gender  (Formerly Sex Code) | 51 | 1 | Alphanumeric | The [Final Rule on Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity](https://www.federalregister.gov/documents/2012/02/03/2012-2343/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.  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.  For certifications created in 202D, valid codes were:  F = Female  M = Male  Blank - the owner/agent did not ask for the information or the tenant did not voluntarily report.  For 2.0.3.A, valid codes are:  F = Female,  M = Male,  N = Non-binary  O = Other  X = if either the owner/agent did not ask for the information or the tenant did not voluntarily report. |
| 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, and O.  Enter all codes below which apply. See HH 4350.3 Chapter 3, for the definitions of the terms “Elderly Family,” “Elderly Person,” “Disabled Family,” and “Disabled Household.”  E = Elderly HOH, 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.)  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. This code must be included in the HOH Member Record if the code is included in any other family Member Record. This code must not be set for a Foster, Live-in Aide or None of the Above.  H = Family Member who is disabled. (Such individual must have been identified in Field 7 with one of the following codes: H, S, K, 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, Chapter 38.  S = Full-time student who is at least 18 years old as of the Effective Date of this certification and who is not the HOH, Spouse, Co-head. (Such individual must be identified in Field 7 with Code D.)  Joint custody codes:  These codes must be applied when a child lives in two units regardless of whether the child is included on two HUD 50059s or a HUD 50059 and a HUD 50058. Important note: These codes are applicable only to dependents under the age of 18. They are not applicable to adults whose Relationship Code is a dependent by virtue of the fact that they are a full-time student or disabled.  JK = Dependent whose custody is jointly shared by more than one family and who receives a dependent allowance along with a childcare 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 Childcare Expenses count toward the childcare 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 Recertification 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.  In TRACS v 2.0.2.D a “work-around” was introduced to allow a minor, under the age of 6, added to the household within six months of move-in to be allowed as part of an eligible new family. The work-around was to use Identification Code 999-99-0000 with no Exception Code. Any new certifications using 999-99-0000 as the Identification Code for any member will be rejected in TRACS v 2.0.3.A.  Owner/agents who implemented this work-around must submit an IR to TRACS within 30 days of converting to TRACS 203A and the IR must include either:   * The verified SSN for the minor; or * 999999999 as the Identification Code and M in the Exception Code Field.   The Effective Date of the IR is the first of the month after implementation of TRACS v 2.0.3.A.  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 TRACS ID (T-ID) Number if the name has changed from the last recertification for this family member. A new TRACS ID (T-ID) 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 | 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.~~  Required only for Section 8, 202/8, and Section 236. Leave blank for other subsidy types.  For certifications effective before 1/1/2024 and that were created under TRACS 2.0.2.D, this Field is required for all household members except those with Relationship Codes of L or N. For L or N, the Field is left blank.  Beginning with TRACS 203A certifications effective 1/1/2024 or later, the Field is not filled for those with Relation Codes of F, L, or N. Under HOTMA Fosters are no longer considered family members.  With the implementation of HOTMA, effective 1/1/2024, Foster children/adults are not subject to eligibility requirements based on the Noncitizen Rule.  Owner/agents are not required to obtain a Declaration for a foster and are not required to collect immigration paperwork or verify eligibility through the Systematic Alien Verification for Entitlements System (SAVE).  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.  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 HOH or Spouse/Co-head  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 ( for 2.0.3.A, i.e., Fosters, live-in attendants, None of the above). Field 7 shows a Relationship Code of “L”, “F” or “N” for these individuals.  *Prior to the release of HUD Handbook 4350.3 REV-1, Change 4 and TRACS version 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 were subject to the Noncitizen Rule.*  *Under HOTMA, effective 1/1/2024, Fosters are no longer considered family and are not subject to the Noncitizen Rule eligibility requirements.*  RD = For Component 2 PRAC to PBRA RAD only. RAD Resident at Time of Conversion. Note: for use only on the Conversion IC when eligibility under the is unknown. Actual status is reported on the first AR or IR post-conversion. |
| 13 | **MOC** | USCIS Number | 81 | 10 | Alphanumeric | Enter the USCIS 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 a USCIS Number, leave blank.  ***Note:*** *Residents with a Permanent Residence Card may or may not have USCIS Numbers.*  A USCIS Number must be entered if the member has one.  Residents who are 62 or older and who are claiming status as an eligible noncitizen are not required to provide a USCIS Number. |
| 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” = Childcare. An adult who is able to work because childcare is available.  “H” = Handicapped. An adult who is able to work because Attendant Care or Auxiliary Apparatus (ACAA) is available. [This Field includes disabled.]  Complete this Field only if the family incurs childcare or Attendant Care or Auxiliary Apparatus 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.  ***Note****: In TRACS 202D, an Able to Work Care Code may be associated with a Foster Adult. Starting with TRACS 203A, the code may NOT be associated with a Foster Adult for certs effective 1/1/2024 or later.*  *The following income types in Field 4 can be used to determine the employment ceiling for childcare and Attendant Care and Auxiliary Apparatus (ACAA) Expense 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 childcare for the first job only. The owner would enter C in the Able to Work Care Code Field associated with 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.  Leave blank for members with Relationship Codes F, L or N.  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. Waivers are requested and approved by HUD before the foster is allowed to move in. The appropriate process is to contact the HUD Account Executive assigned to the contract and the Account Executive may submit the request to HUD HQ.   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 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.

| **6‑5 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 HOH. 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:  AD – Adoption Assistance Payments  Enter the full value of the payments even if greater than the capped value. The capped value is equal to the current Dependent Deduction and that amount is included in Total Other Income. May only be used for a 203A certification effective 1/1/2024 or later. If two members receive Adoption Assistance Payments, enter two incomes. Each member’s Adoption Assistance Payment is capped separately.  AS – Income From Assets Not Listed  For income from Assets that are not listed/included on the 50059 other than Retirement and other like accounts.  B= Business (including distributed profits and net income from business)  CS= Child Support  F= Federal Wage – Note: for an adult full-time student dependent, enter the entire wage amount even if greater than the capped value. The capped value is equal to the current Dependent Deduction and that amount is included in Total Wages. If the student has two sources for Federal Wage, enter two incomes. The total of all Federal Wages, Military Pay, and Wages received for the student is capped at the current Dependent Deduction amount.  G= General Assistance  I= Indian Trust  M= Military Pay Note: for an adult full-time student dependent, enter the entire Military Pay amount even if greater than the capped value. The capped value is equal to the current Dependent Deduction and that amount is included in Total Wages. The total of all Federal Wages, Military Pay, and Wages received for the student is capped at the current Dependent Deduction amount.  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 HUD 50059)  PE= Pensions (including veteran’s pensions, military retirement, and income  from all other pensions and annuities)  RT – Distributions from a Retirement or similar account.  Us this code when entering regular periodic payments, including the Required Minimum Distribution (RMD) from Retirement and other like accounts.  An example of other like accounts is an annuity.  SH – Safe Harbor Income Source  Valid only for a 203A certification effective 1/1/2024 or later.  The SH Code is to be used whenever the income amount is derived by using Means-tested verification from one of the following sources:   * TANF =The Temporary Assistance for Needy Families block grant (42 U.S.C. 601, et seq.). * MA = Medicaid assistance (42 U.S.C. 1396 et seq.). * SNAP = The Supplemental Nutrition Assistance Program (42 U.S.C. 2011 et seq.) * EITC = The Earned Income Tax Credit (26 U.S.C. 32) * LITC = The Low-Income Housing Tax Credit (26 U.S.C. 42) * SSNP = The Special Supplemental Nutrition Program for Woman, Infants, and * Children (42 U.S.C. 1786) * SSI = Supplemental Security Income (42 U.S.C. 1381 et seq.) * OP = Other programs administered by the HUD Secretary: Note that, in the future, HUD may approve other safe harbor sources for use with income verification.   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). Note: for an adult full-time student dependent, enter the entire wage amount even if greater than the capped value. The capped value is equal to the current Dependent Deduction and that amount is included in Total Wages. If the student has two sources for non-Federal Wage, enter two incomes. The total of all Federal Wages, Military Pay, and Wages received for the student is capped at the current Dependent Deduction amount.  Enter each source separately. For 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.  For MI, IC and IR, enter the amount anticipated to be received during the 12-month period following the Transaction Effective Date for each family member in accordance with the HOTMA Final Rule. Owner/agents must estimate the family’s income for the upcoming year (see, § 5.609(c)(1)).  For AR owner/agents must generally use:  Streamlined Certification or  The family’s income from the preceding year (see, § 5.609(c)(2)(i)). ‘‘Preceding year’’ is the 12 months prior  to the income calculation. Congressional intent that owner/agents take the most recent calculation of income into consideration when performing an AR.  Do not include income from assets listed on the 50059. If an asset is making a regular periodic payment, such as a retirement account making a Regular Minimum Distribution, a quarterly distribution or a monthly distribution or an Annuity making a monthly distribution, that annual, quarterly or monthly distribution is included here using the income code RT. The asset is not included in the list of assets.  For AD – Adoption Assistance, enter the full value of the payments even if greater than the capped value. The capped value is equal to the current Dependent Deduction. AD May only be used for a 203A certifications effective 1/1/2024 or later. If two members receive Adoption Assistance Payments, enter two incomes. Each Adoption Assistance Payment is capped separately.  For W – Non-Federal Wages/F – Federal Wages/M-Military Pay associated with an adult full-time student dependent, enter the full value of the wages even if greater than the capped value. If there are two wage sources, enter two incomes. The capped value of all Wages associated with the Full-time Student Dependent is equal to the current Dependent Deduction even if there are multiple Wage sources listed separately. If there are multiple Wage sources associated with the Adult Full-time Student, wages for the Adult Full-time Student Dependent are totaled and then capped at the amount of the Dependent Deduction as of the effective date of the certification. | |
| 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.  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.  The code consists of 13 letters and 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.

| **6‑6 MAT10 Section 5: Asset Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| MAT  Field | Note | Field Name | Start Position | Field  Length | Field Type | Definitions and Edits |
| Jed – I don’t think I captured all of the asset Fields. I may have put some in the Section 2 record. | | | | | | |
| 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 HOH. 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 | M | Description | 9 | 20 | Alphanumeric | List the type of each asset currently owned.  List 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. The rule applies only when the fair market value of all assets given away during the past two years exceeds the gross amount received by more than $1,000. *Examples: cash, property (usually a quick claim).*  For certifications effective prior to 1/1/2024, owner/agent should reference asset inclusion and exclusion rules outlined in HH 4350.3 Change 4 Paragraph 5-7 and Exhibit 5-2.  Starting with certifications effective 1/1/2024, do not include assets that are part of a retirement account or irrevocable trust. Do not include revocable trusts that are controlled by a person who does not live in the unit. Do not include ABLE Accounts or certain Education Savings Accounts. Owner/agents should be sure to reference asset inclusion and exclusion rules established under HOTMA.  Necessary Personal Property is not included.  List Non-necessary Personal Property only if the net cash value of Non-necessary Personal Property for the entire family exceeds $50000. Otherwise, do not include Non-necessary Personal Property. |
| 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 D (for divested), for any asset the family has disposed of that must still be counted in accordance with HH 4350.3 Change 4, Paragraph 5-7. An imputed income value is used for these assets, since they have already been disposed of and there is no actual income.  Certifications or corrections to certifications effective prior to 1/1/2024 and transmitted in 203A format must use the code “D” for divested when applicable.  202D certifications use I (Imputed) instead of D. |
| 6 | M\* | Cash Value Amount | 30 | 7 | Numeric | Zero can be a valid entry.  Enter the cash value of each asset listed in Field 4, Description (Asset). Refer to HH 4350.3 Paragraph 5-7 or information about valuing assets.  If a cash value is negative, the OA must use zero when there is income associated with the asset (e.g., home is “upside down” based on mortgage or reverse mortgage but home is being rented so there is income).  ***Note:*** *If both the Cash Value Amount and the Yearly Income Amount are 0, the asset may not be included on the certification unless the subsidy type is S8 and the Asset Type is set to R Real Property Suitable for Occupancy.* |
| 7 | M\* | Yearly Income  (Formerly Actual Yearly Income Amount) | 37 | 6 | Numeric | Zero can be a valid entry.  Refer to HH 4350.3 for the details on how to perform this calculation.  For each asset identified in Field 4, enter the 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, multiply $10,000 (not $9,500) by the interest rate.  For both 202D certifications and 203A certifications, enter either the Actual Income for the asset if it is known, or enter zeros if it is not.  If the Income is known and the certification is 203A then set the Income Type to A = Actual. If the income is not known, then set the Income Type to I = Imputed. Note that Actual Income may be 0. |
| 8 | MOC | Date Divested | 43 | 8 | Date  MMDDYYYY | The date the family member disposed of the asset for less than fair market value. Required if Field 5, Status = D (or if it is a 202D certification.)  If the Date Divested is earlier than 2 years before the effective date of the certification, the asset will not count toward net family assets. For example, if the asset is divested on 1/1/2021, it would not appear on the 1/1/2023 AR. |
| 9 | MOC | Income Type (Assets) | 51 | 1 | Alphanumeric | Leave blank if Transaction Effective Date is less than 1/1/2024.  If the certification is 203A and the certification effective date is 1/1/2024 or later, valid values are:   * A = Actual Income - Enter “A” for the case where the Asset Income is known; or * I = Imputed Income. Enter “I” when the income from the asset is not known or when the owner/agent cannot calculate the income from the asset. When income is not known, assets income is not imputed at an individual asset level. Income from the asset is entered as 0.   If the net cash value of assets totals is equal to or less than the current threshold ($50000 in 2024), then imputed income from assets is not calculated and the Imputed Income from Assets Field is filled with 0. The total income from assets is the actual income from assets.  If the net cash value of assets totals is more than the current threshold ($50000 in 2024), then:   * Actual Income from Assets is used when Actual Income is known. * Imputed Income From Assets is determined by: * Totaling the cash value of all assets with an Income Type = I and then * Multiplying by the current Passbook Rate (.40% in 2024). This is the value entered as Imputed Income from Assets. * The total income from assets is the sum of actual and imputed income. |
| 10 | MOC | Asset Type | 52 | 1 | Alphanumeric | N = Non-Necessary Personal Property: Applies to all subsidy types. Assets with an asset type of N should only be included on the 50059 if the net cash value of all Non-necessary Personal Property exceeds the current threshold based on the effective date of the certification ($50,000 in 2024). If the net cash value of all Non-necessary Personal Property is $50,000 or less, then the assets should not be included on the 50059 and should not be part of the calculation of Total Cash Value of Assets.  R = Real Property Suitable for Occupancy: The requirement to flag assets that meet the definition of Real Property Suitable for Occupancy applies only to the Section 8 program. If the subsidy type is Section 8 and if the asset meets the definition of Real Property Suitable for Occupancy, use Asset Type R even if the resident is exempt from the Real Property Rule and/or if the Owner/Agent is not enforcing the Real Property Rule. If the Subsidy Type is not Section 8 and if the Asset Type meets the definition of Real Property Suitable for Occupancy, owner/agents may use R or S.  S = Standard Asset: Applies to all subsidy types and all assets that are not N (Non-necessary Personal Property) or R (Real Property Suitable for Occupancy).  Leave blank if Transaction Effective Date is less than 1/1/2024 and the certification is 203A. |

## MAT15 Address Record

| **6‑7 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 | The SSN/TRACS ID of the HOH. Enter 999999999 if the Head of Household is present but has no SSN/TRACS ID.  HOH ID Code is required if the unit is occupied. If the unit is unoccupied at the time of the Unit Address Load, the HOH ID Code is not required.  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 HOH ID Code Field is to be 9-filled.  HOH ID Code is required for a tenant mailing address MAT15. | |
| 5 | | MOC | Head Last Name | 27 | 20 | Alphanumeric | Required if the unit is occupied (HOH 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 (HOH ID is not blank).  Not required for unoccupied units. | |
| 7 | | MOC | Head Middle Initial | 67 | 1 | Alphanumeric | Fill if the unit is occupied (HOH ID is not blank) and the HOH has a Middle Initial used on the HUD 50059. The use of middle initials is optional. However, if the HOH has an initial reported on the HUD 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 (HOH ID is not blank).  Not required for unoccupied units. | |
| 9 | | F | Building ID | 76 | 19 | Alphanumeric |  | |
| 10 | | MOC | Unit Number | 95 | 10 | Alphanumeric | Unit Number is Mandatory for a MAT15 Unit Address Add/Update transaction.  It is not required for a Tenant Mailing Address.  Unit Number must be entered using a standard format for the project that meets the “unique within a project” requirement.  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 HOH 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 | Enter the number of bedrooms.  Note: 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 28-31 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. | |
| NOTE: The following Field is to be filled in all address records if applicable. | | | | | | | | |
| 32 | | MOC | Unit Group Number | 358 | 2 | Alphanumeric | Fill only if the unit is a group home residential space. Otherwise, leave blank.  In Group Homes, individual bedrooms within a physical unit, are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number.  To help understand the relationship between the Unit Number and the Bedroom (residential space) each residential space within a unit must be assigned an ID (Unit Group Number) **that is unique within the property**.  This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.  For example, in a group home a four-bedroom unit may currently be set up as:  Unit 101-1;  Unit 101-2;  Unit 101-3; and  Unit 101-4.  The Unit Group Number could be 101, as long as 101 is not being used as a unit number for any other apartment. |

## MAT40 Move Out Record

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

| **6‑8 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 HOH. Enter 999999999 if the Head of Household has no SSN/TRACS ID, and submit the HOH’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 HOH has a middle initial reported on the HUD 50059, the middle initial should be reported here. | |
| 9 | M | Head Birth Date | 70 | 8 | Date  MMDDYYYY |  | |
| 10 | M | Transaction Effective Date | 78 | 8 | Date  MMDDYYYY | Move-Out (MO): The last day a tenant remains in occupancy. This is the last day subsidy is paid. For Move-outs without notice, enter the date management takes possession of the unit.  For the death of the sole family member, the MO Code is always 4. HUD requires that subsidy end on earlier of a) 14 days after the tenant’s death; or b) the day the unit was vacated. If the owner/agent takes possession of the unit within 14 days of the date of death, the Effective Date of the MO is the date the owner/agent takes possession of the unit. (Generally - but not always - the day the keys are returned, eviction is enforced, etc.)  In situations where the actual move-out date is greater than 14 days after the death of the sole family member, owner/agents may either use a MO transaction or a TM transaction. If the owner/agent uses a MO transaction, the MO Effective date is the date the owner/agent takes possession of the unit – even if this date is more than 14 days after the date of death. Any assistance received beyond the fourteen days is returned to HUD via a voucher adjustment.  *Note: Alternatively, owner/agents may create and submit a Termination transaction effective on the 14th day after the date of death using the new DE Termination Code.*  *Example, if a resident passed on the 28th of January, the owner/agent will use February 11 as the effective date of the Termination.*  29, 30, 31, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11  01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14 | |
| 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 (HH 4350.3 P 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 User Guide Chapter 5  6 = Reserved for TRACS use only (HQ Move Outs)  7 = Abandoned Unit (HH 4350.3 P 6-9.B.2 & 8-13.A.2) – PDD  8 = Failure to submit SSN  9 = Uninhabitable unit - Abated (Not applicable under 203A)  10 = Substantial Rehab or Repair – Tenant Expected to Return (Not applicable under 203A)  11 = RAD to Housing Choice Voucher—Choice Mobility Option Exercised  12 = Asset Restriction. Net family assets or real property owned by family exceeds program requirements. Note: Applies to Section 8 only (not 202/8). Applies only to Move outs submitted in 203A and effective 1/1/2024 or later.  ***Note for code 11****: Used only for a PBRA RAD tenant using a housing choice voucher. Needs an edit.* | |
| 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 | 126 | 8 | Date  MMDDYYYY | The date of the first voucher that may be affected by this transaction.  *Note: “DD” (day) is always “01”.* | |
| 16 | MOC | Correction Type | 134 | 1 | Alphanumeric | Blank = not a correction  R = A correction/resubmission.  ***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 HUD 50059A.  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  9 = Uninhabitable unit – Abated (Not applicable under 203A)  10 = Substantial Rehab or Repair – Tenant expected to return (Not applicable under 203A)  11 = RAD to Housing Choice Voucher—Choice Mobility Option Exercised  12 = Asset Restriction | |
| 19 | MOC | EIV Indicator | 221 | 1 | Alphanumeric | Blank if not a cert that is created or corrected because of information discovered using EIV. Y if cert that is created or corrected because of information discovered using EIV.  If the household moves out or is evicted based on evidence discovered when using EIV, the indicator is set to Y on the MO. | |
| 20 | MOC | Unit Group Number | 222 | 2 | Alphanumeric | Fill only if the unit is a group home residential space. Otherwise, leave blank.  In Group Homes, individual bedrooms within a physical unit, are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number.  To help understand the relationship between the Unit Number and the Bedroom (residential space) each residential space within a unit must be assigned an ID (Unit Group Number) **that is unique within the property**.  This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.  For example, in a group home a four-bedroom unit may currently be set up as:  Unit 101-1;  Unit 101-2;  Unit 101-3; and  Unit 101-4.  The Unit Group Number could be 101, as long as 101 is not being used as a unit number for any other apartment. | |

## MAT65 Termination/Suspension Record

| **6‑9 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 HOH. Enter 999999999 if the HOH has no SSN/TRACS ID, and enter the HOH’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 | Enter the verified Lase Name for the HOH.  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 | Enter the First Name for the HOH. | |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | The use of a middle initial is optional. However, if the HOH has a middle initial reported on the HUD 50059, the initial should be reported here. | |
| 9 | M | Head Birth Date | 70 | 8 | Date  MMDDYYYY | Enter the verified birth date for the HOH. | |
| 10 | M | Transaction Effective Date | 78 | 8 | Date  MMDDYYYY | See HH 4350.3 Chapter 8, Section 1: Termination of Assistance. Also see MAT Guide Chapter 5 for additional information about submissions of Terminations and Suspensions.  A Suspension may be effective any day of the month.  A Termination may be effective on any day of the month.  Enter the date this Termination or Suspension became or will become effective. The effective date is normally the last day subsidy is paid—not the first day of no subsidy.  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/ICI or a correction to an IC resulting in 0 subsidy. None of these kinds of TMs is limited by day of the month.  However, if the DS or NS Termination Code (below) or the RH Suspension Code is used the resident should not have received subsidy because there was a dual subsidy situation, the resident was not qualified or the resident was relocated prior to the Effective Date of the HAP. The Effective Date is equal to the MI or IC date and is defined as the first day of no subsidy. Any adjustment returns subsidy for that date as well as subsequent dates.  For a TM/DE created to terminate subsidy 14 days after the death of a sole family member, the effective date must be 14 days after the date of death. *Example, if a resident passed on the 28th of January, the owner/agent will use February 11 as the effective date of the Termination and the last day subsidy is paid.*  29, 30, 31, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11  01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14  A Termination Or Suspension may never be effective prior to a MI Effective Date and in some cases, will not be effective before an IC Effective Date. TRACS needs an active MAT10 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 and why the RH Suspension Code is needed.  For PBRA RAD, a Termination or Suspension may never be effective 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 | Note that Terminations are not applicable to a PRAC except in limited circumstances documented with the CE code below.  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:  **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.  **AR = Asset Restriction.** Net family assets or real property owned by family exceeds 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.  **CE = Subsidy contract expired-not renewed.** *Note: not for use when renewal is delayed.* The CE code is also used in the case of a PRAC to RAD conversion. Each household is terminated from PRAC and an Initial Certification (Conversion IC) is created for the new Section 8 RAD contract.  **DE = Death of Sole Family Member.** In the case of the death of a sole household member, owner/agents have two options. Owner/agents may terminate assistance effective 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 is returned to HUD. This is not considered an improper payment. If an owner/agent wishes 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.  **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).  **NS = Resident did not qualify for subsidy at MI or IC for reason other than Double Subsidy.** 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. Typically, owner/agents use NS when income reported 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 is effective on the MI effective date and returns subsidy starting on the TM effective date. Per the Handbook, 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.  **OT = Other.** A termination reason not covered by any of the other codes.  **ST = Ineligible Student**.  **TC = Did not supply citizenship/eligible noncitizen documentation when/as required.**  **TF = Tenant refused to transfer as agreed or submitted false data.** [*HH 4350.3* 8-5.D]  **TI = TTP Equals/Exceeds Gross Rent or moving to market rent.** A TM/TI may occur for a Section 236 household if the rent calculation takes them to Market Rent. Do not use this code for *Section 8 RAD Component 1 PH to PBRA RAD. Tenants housed on these properties are never terminated solely because TTP Equals/Exceeds Gross Rent.*  **TR = Did not re-certify on time.** Tenant required to pay market rent. (*HH 4350.3 Paragraph* 8-5.A). If the resident was provided all three Reminder Notices and did not report and provide all required documentation before the AR Due Date and when there are no extenuating circumstances, including the need for a reasonable accommodation, the owner/agent MUST terminate assistance.  **The following two Termination 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 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 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 (but not limited to) avalanche, earthquake, flood, forest fire, hurricane, lightning, tornado, tsunami, and volcanic eruption.  **OA = Delayed AR.** OA Delay. Used when completion of the AR is delayed by owner/agent action. Must be effective the day prior to the AR Due Date. The TM (Suspension) is generally included on the Month Sixteen voucher.  This results in return of any subsidy requested/paid starting with the AR Due Date.  An AR is submitted when the owner/agent completes the certification (not an IC). The AR effective date is the original AR Due Date.  **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 actual transfer occurs on or after the PBRA RAD Contract Effective Date. Needs an edit  **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 suspension 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). Needs an edit.  **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 (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 gas explosion. | |
| 12 | M | Description | 89 | 78 | Alphanumeric | Text describing the Termination/Suspension Code (reason). Required to be printed on the HUD 50059A. The descriptions that must be used follow the = sign below.  Termination Codes:  AB = HUD abated unit.  AR = Asset Restriction  CE = Subsidy contract expired-not renewed  DE = Death of Sole Family Member  DS = Double subsidy at move-in  EN = Contract terminated for enforcement action  HQ = TRACS generated termination for failure to recertify  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  ST = Ineligible Student.  TC = Did not supply citizenship documentation  TF = Tenant refused to transfer or submitted false data  TI = TTP Equals/Exceeds Gross Rent or moving to market rent  TR = Did not re-certify on time  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  OA = Delayed AR OA Action  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  RR = Substantial rehab or repair - Tenant expected to return. | |
| 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 | 196 | 8 | Date  MMDDYYYY | The date of the first voucher that may be affected by this transaction.  ***Note:*** *“DD” (day) is always “01”.* | |
| 16 | MOC | Correction Type | 204 | 1 | Alphanumeric | Blank = not a correction  R = A correction/resubmission  ***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 created or corrected because of information discovered using EIV. Y if cert that is created or corrected because of information discovered using EIV.  If the household assistance is terminated based on information discovered using EIV, the indicator is set to Y on the TM. | |
| 19 | MOC | Date of Death of Sole Member | 214 | 8 | Date  MMDDYYYY | Fill with the Date of Death of the member. | |
| 20 | MOC | Unit Group Number | 222 | 2 | Alphanumeric | Fill only if the unit is a group home residential space. Otherwise, leave blank.  In Group Homes, individual bedrooms within a physical unit, are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number.  To help understand the relationship between the Unit Number and the Bedroom (residential space) each residential space within a unit must be assigned an ID (Unit Group Number) **that is unique within the property**.  This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.  For example, in a group home a four-bedroom unit may currently be set up as:  Unit 101-1;  Unit 101-2;  Unit 101-3; and  Unit 101-4.  The Unit Group Number could be 101, as long as 101 is not being used as a unit number for any other apartment. | |

## MAT70 Unit Transfer/Gross Rent Change Record

| **6‑10 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  If more than one of the above Transaction Types applies, pick the one highest on the above list.  ***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 effect 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 5.* |
| 5 | M | Head of Household ID Code | 20 | 9 | Alphanumeric | The SSN/TRACS ID for the HOH.  Enter 999999999 if the HOH has no SSN/TRACS ID and enter the HOH 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 | HOH Last Name  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 | HOH First Name |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | The use of middle initials is optional. However, if the HOH has an initial reported on the HUD 50059, the initial should be reported here. |
| 9 | M | Head Birth Date | 70 | 8 | Date  MMDDYYYY | HOH Date of Birth |
| 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 UT 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.  Generally, the amount is equal to one month's TTP or $50 whichever is greater.  The Security Deposit is set at Move-in and is not changed unless the owner/agent has implemented a policy to collect a new Security Deposit at Unit Transfer.  If the owner/agent has implemented a policy to collect a new Security Deposit at Unit Transfer, the amount submitted will replace the Security Deposit originally submitted in this Tenant’s MI MAT10. See HH 4350.3 Paragraph 6-16 and HSG Notice 19-09 (RAD) 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, 202/8, or SPRAC Contract Rent, the Section 236 Basic 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 Allowance. 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 (TTP).  Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner, Tenant Rent equals Total Tenant Payment (TTP) 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).  ***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, 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 (TTP) for the family occupying the unit.  If this is a mixed family as defined in HH 4350.3 Paragraph 3-12, Restrictions on Assistance to Non-citizens (or later instruction), consult HH 4350.3 Exhibits 3-12, 3-13, of 3-14 for information about how to complete this item.  For Component 1 PH to PBRA RAD, if the Assistance Payment is zero or negative and If this is a mixed family as defined in HH 4350.3 Paragraph 3-12, Restrictions on Assistance to Non-citizens (or later instruction), proration……  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 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 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 Component 1 PH to PBRA RAD unit. Submit prorated amount for prorated tenant. |
| 21 | MOC | Anticipated Voucher Date | 163 | 8 | Date  MMDDYYYY | The date of the first voucher that may be affected by this transaction.  *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 or 202/8 assistance.  Space = This family does not live in a Section 236 property or the certification subsidy type is 236.  **Note:** If the cert is Section 8 or 202/8 and the effective date is less than 1/1/2024 the Field may be filled with B or left blank if the contract was in a property that was BMIR at the time.  ***Note:*** *Space = Blank* |
| 24 | MOC | Basic Rent  (Formerly Basic/BMIR Rent) | 182 | 6 | Numeric | Zero fill or Section 236 Basic Rent as appropriate. |
| 25 | MOC | Market Rent | 188 | 6 | Numeric | Zero fill or Section 236 Market Rent as appropriate |
| 26 | MOC | Rent Override | 194 | 2 | Alphanumeric | For 2.0.2.D certifications, fill with Y if Rent Override applies  For TRACS 2.0.3.A when an owner/agent wishes to override the standard TTP, the owner/agent will be required to provide a reason. The Rent Override Field will be filled as follows:  MF - There are multiple funding programs that apply to a single household. Generally, the rule is that the tenant should be charged the lower of the two rents;  OT = Other reason not yet defined by HUD  PO = Plans Of Action - May not be used for POA Rent Phase-in. All POA Rent Phase-in should be complete. Rent Override for POA is only used for non-standard POA rent calculation.  R1 = Component 1 PH to PBRA RAD Conversion IC  R2 = Component 1 PH to PBRA RAD Rent Phase-in (any MAT10)  R3 = Component 1 PH to PBRA RAD Right to Return IC (could be MI if the Owner/agent was advised to create a MO when the resident was relocated)  RC = Component 1 PH to PBRA RAD- Established Rent Cap % of FMR  TC – To be used when property has LIHTC funding and when:   * A 236 tenant in an LIHTC building pays the lower LIHTC rent rather than the 236 rent; or * For Section 8:   + AP is zero or negative; **and**   + The owner/agent is applying LIHTC Max Rent which is lower than the GR for the unit.   *Note: When this is the case, the resident does not qualify for subsidy. Subsidy may be reinstated later if subsidy is available and when the calculated TTP is less than GR.*  Leave blank if the TTP before override and the TTP are equal  See HH 4350.3 Paragraph 5-30 for information about the general requirements when a HUD calculated rent may be overridden and MAT User Guide Chapters 4 and 5 for a more detailed discussion of the rules.  See also, the rent calculation spreadsheet (203ACalculatingTenantRent.xlsx) for how overrides impact calculations. |
| 27 | MOC | Correction Type | 196 | 1 | Alphanumeric | Blank = not a correction  R = A correction/resubmission.  ***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 User 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 User 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 created or corrected because of information discovered using EIV.  Y if cert that is created or corrected because of information discovered using EIV.  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 Component 1 PH to PBRA RAD or if not Section 8, fill with 0’s.  If Component 1 PH to PBRA RAD and if resident does not qualify for Rent Phase-in, 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 User Guide Appendix K. See also, MAT Guide, Chapter 4. |
| 31 | MOC | TTP Before Override | 212 | 6 | Numeric | If this is a when the standard calculation of TTP does not apply and when calculated TTP will be replaced with another value fill with the TTP that would normally be calculated without the override.  Field 26 Rent Override must be filled with an appropriate code based on the facts surrounding the alternative calculation of TTP.  Otherwise fill with 0s.  See MAT Guide, Chapter 4, and Chapter 5 for additional information about Rent Overrides.  ***Note:*** *for a Component 1 PH to PBRA RAD* *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 Rent Phase-in is complete. For future transactions (those with effective dates after the one that ends the Rent Phase-in), leave this Field filled with 0s.* |
| 32 | MOC | Unit Group Number | 218 | 2 | Alphanumeric | Fill only if the unit is a group home residential space. Otherwise, leave blank.  In Group Homes, individual bedrooms within a physical unit, are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number.  To help understand the relationship between the Unit Number and the Bedroom (residential space) each residential space within a unit must be assigned an ID (Unit Group Number) **that is unique within the property**.  This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.  For example, in a group home a four-bedroom unit may currently be set up as:  Unit 101-1;  Unit 101-2;  Unit 101-3; and  Unit 101-4.  The Unit Group Number could be 101, as long as 101 is not being used as a unit number for any other apartment. |

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

**Note:** Record required for a History Baseline

| **6‑11 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, or 202/8 in a Section 236 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 HH 4350.3 Paragraph 3-19.  202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See HH 4350.3 Paragraph 3-20.  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 | |

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

**Note**: Record required for a History Baseline

| **6‑12 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 History Baseline

| **6‑13 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 Rent | |
| 9 | MOC | Rent 2-Market | 63 | 6 | Numeric | Section 236 market rent | |
| 10 | MOC | Rent 3 | 69 | 6 | Numeric | Project Specific Rent if applicable for a POA | |
| 11 | MOC | Rent 4 | 75 | 6 | Numeric | Low-income Housing Tax Credit Maximum Rent if applicable | |
| 12 | MOC | Utility Allowance | 81 | 6 | Numeric | Required if applicable | |

## TENND Tenant Batch Trailer Record

| **6‑14 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

| **6‑15 Tenant MAT Error Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| MAT Field | Note | Field Name | Field Label (Now Included in Output) | Maximum Field Length | Field Type | Edits/Source/Results |
| 1 | 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) |
| 2 |  | Record Identifier | Record ID: | 5 | Alphanumeric | Value: “TENER.” |
| 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 |  | Tenant Number | Tenant Number: | 10 | Alphanumeric | If Field 8 contains the value “MAT10,” then this is the tenant number, which was sent with the HUD 50059 in error. The value is left justified and space filled. |
| 8 |  | Record Type Error | Record Type Error: | 5 | Alphanumeric | Contains the MAT record type in error such as “MAT10” for an error in a HUD 50059. |
| 9 |  | 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. |
| 10 |  | Record in Error Record Number | Record in Error: | 5 | Numeric | Contains the sequential record number of the record in error. |
| 11 |  | Field Number in Error | Field Number in Err: | 4 | Numeric | Contains the Field number of the Field within the record that has the error. |
| 12 |  | 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.” |
| 13 |  | 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. |
| 14 |  | 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. |
| 15 |  | 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. |
| 16 |  | Site Reported Count | Site Rptd Count: | 6 | Numeric | If Field #15 contains “E” or “Q,” this will be the site reported value. |
| 17 |  | 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). |
| 18 |  | 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

| **6‑16 Tenant MAT Trailer Record** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **MAT Field** | **Note** | **Field Name** | **Field Label (Now Included in Output)** | **Maximum Field Length** | **Field Type** | **Edits/Source/Results** |
| 1 | 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)** |
| 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” |