



Deceased Tenant Examples on the Form-50058

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How to handle on the 50058 a situation where there is a deceased tenant varies based on the details of that specific situation. Below are the most common examples and how to handle them on the 50058. Unique things can happen in the real world so there could be a twist on any of these. If you are ever unsure how to put data on the 50058 for any situation, please contact your PIC Coach or management and occupancy specialist in your local field office.

Reminders:

- Annual Reexamination – the effective date is the date that the reexamination takes effect. This is typically the first day of the month, especially if there is a change in rent.
- Interim Reexamination – the effective date is the date that the reexamination takes effect. This is typically the first day of the month, especially if there is a change in rent. However, there could be instances where it is effective some other day during the month.
- End of Participation – the effective date for Public Housing is the date the lease terminates and for Section 8 vouchers is the date the HAP contract terminates. So, if the lease or HAP contract terminates on January 31st that would be the effective date, not February 1st.
- For Public Housing households that pay flat rent, do not make changes to family composition or attempt to do a change of unit using the action type Flat Rent Annual Update. This type of action does not submit all sections of the 50058 to IMS-PIC and therefore there is not enough information to make these types of changes.

Example 1: Single member household – if the deceased individual is the only member of a household.

On the 50058: Submit a 50058 with the action type End of Participation (EOP, action 6) because there is no one left in the household. *There is not an EOP reason on the 50058 form, so you do not need to be concerned with reporting why you are doing an EOP.*

Example 2: Deceased individual is part of a household where there are other household members, but the other household members will not be staying on the program. The most common example would be with the elderly where the deceased individual's spouse has to go to a facility. In this example it does not matter if the deceased individual is the head of household or a household member since the entire household is leaving the program.

On the 50058: Submit a 50058 with the action type End of Participation (EOP, action 6) because the entire household is leaving the program. *There is not an EOP reason on the 50058 form, so you do not need to be concerned with reporting why you are doing an EOP.*

Example 3: Deceased individual is the head of household and there is another household member that is going to assume the role of head of household.

On the 50058: This would be submitted as an Interim Reexamination (most common) or Annual Reexamination, depending on the timing and situation. You must ensure that the deceased individual's SSN is in line 3w, "If new head of household, former head of household's SSN", on the 50058 so that the system knows that the head of household is changing. You will also need to verify any assets, income, and deductions that were previously input in Sections 6 through 8 on the 50058 to ensure that only the items and amounts that should be included are entered. *If a Public Housing change of unit is occurring at this time, see exception below.*

Example 4: Deceased individual is a household member and the rest of the household is remaining on the program.

On the 50058: This would be submitted as an Interim Reexamination (most common) or Annual Reexamination, depending on the timing and situation. You would delete the deceased individual from the household. Since the head of household is remaining the same there is no entry in line 3w. You will also need to verify any assets, income, and deductions that were previously input in Sections 6 through 8 on the 50058 to ensure that only the items and amounts that should be included are entered. *If a Public Housing change of unit is occurring at this time, see exception below.*

Public Housing exception for examples 3 and 4 above:

These types of situations can sometimes also include a change of unit. It is not recommended to do a head of household change and a change of unit on the same 50058 since the head of household is connected to a specific unit and the complexity of doing both changes together could cause issues, especially if any data would need to be corrected in the future. It would be best to do the type of action with the head of household change first and then a second 50058 to do the change of unit. The second 50058 would be coded as an Other Change of Unit (action 7) in this case.