



Information About Change of Head of Household 50058 Submissions

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There are some dos and don'ts to doing a change of head of household on a 50058. The head of household Social Security Number (SSN) is the primary key, or connector, between each 50058 submitted for a household. That is why it is important that a head of household change is done in a specific way. If the head of household is not changed correctly, you could receive fatal errors on future 50058 submissions or could cause a situation in the system that cannot be easily or accurately resolved. You will need to identify where to find the applicable items in your specific software program. Instructions specific to the HUD FRS (Family Reporting Software) program will be provided at the end of this document.

What you should:

- Make sure that line 3w, If new head of household, former head of household's SSN, in Section 3, Household, on the 50058 contains the former head of household's Social Security Number (SSN). This triggers IMS-PIC to connect this 50058 that has a new head of household to the 50058 with the previous HoH.
- Most software programs will remove the assets and income for a household member when they are removed/deleted. Since the deductions (most common line 8k, medical expense) are generally entered for the entire household ensure that you verify the amount of the deductions that are entered.

What you should not to do:

- Do not do a HoH change and unit change at the same time. If someone moves to a different unit at the same time as the head of household changes submit these two events on separate 50058s. On the first 50058 do whatever occurred first of these two changes. Once you have verified that this 50058 has been successfully processed with no fatal errors on the error report in IMS-PIC you can do a separate 50058 for the other change. Failure to do these changes in these two separate 50058 submissions could cause an orphaned unit situation in IMS-PIC that can only be fixed through a lengthy process with the maintenance contractor. Also, if you ever need to submit a void to correct something on the 50058 you may not be able to do so.
- Do not do a HoH change with the action type of Flat Rent Annual Update (action 12). This type of action does not submit all sections of the 50058 to IMS-PIC and therefore there is not sufficient information to do the HoH change. If the HoH change occurs at the time of their flat rent annual update use the action type Annual Reexamination (action 2) for that year only. You will still code lines 2i, date of next reexamination, and 2j, date of next flat rent reexamination, the same as you would have on the Flat Rent Annual Update. Remember, lines 2i and 2j will never be the same date. Note: You also do not want to do a unit change with a Flat Rent Annual Update.

Steps for users of HUD FRS (Family Reporting Software):

1. In FRS go to the Household section (Section 3 of the 50058). Find the household member that will be the new Head of Household (HoH). Single click on that person's name and click on the Edit button.
2. In the Household Member Information screen change line 3h, Relation, to H "head". Click on the Save button. You will get a message box telling you that only one member can be the head of household, click on the Yes button. On the Household members screen the new HoH will be reflected.

3. In the bottom right hand corner of the Household members screen you will need to put the former HoH SSN in line 3w. Type the former HoH's SSN into this box.
4. Single click on the name of the former HoH and then click the Delete button. You will get a confirmation message that tells you that the income/assets will also be deleted. Click on the Yes button. The person will disappear from the household member list. You have completed changing the HoH in the software. After you have completed the rest of the 50058 you can submit it to IMS-PIC.
5. Once the 50058 has been submitted to IMS-PIC and has gone through with no fatal errors you will either need to go back into FRS and remove the SSN from line 3w or make a note to yourself to do that the next time you do a 50058. Failure to do this will cause an error during the next submission and the 50058 may not go through.