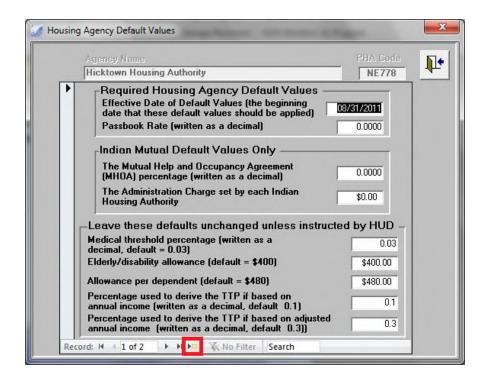
Updating the Passbook Rate in HUD's Family Reporting Software (FRS)

Housing authorities that use the HUD's Family Reporting Software (FRS) can use the steps outlined in this document to update the settings in their installation of FRS if they adopt a new passbook rate per PIH Notice 2012-29 or other HUD issued guidance. PHAs should not under any circumstances delete or alter the current values that are setup. These values must be maintained in FRS for history purposes. The software compares the effective date of the 50058 you are working on to the effective date of the records in the default values to find the correct set of default values to use. Examples of this are at the end of this document.

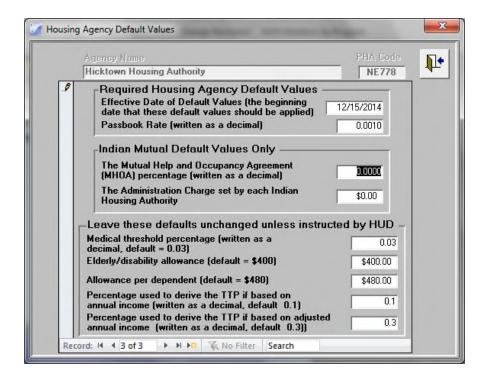
- 1. Open FRS and login to the software.
- 2. On the FRS Main screen single click on the HA Default Value option in the Configuration group at the top of the screen.



3. When the Housing Agency Default Values window opens your current default values may look similar the ones in the screen print below. Most PHAs will have at least two sets of default values. You can verify this by looking at the bottom of the window and to the right of the word Record it should say 1 of 2 or whatever the number of current records is.



- 4. To create a new set of default values with the new passbook rate, single click on the New Record button that is circled in the screen print above (it is a right arrow with a yellow square after it). To the right of the word Record it should now say 2 of 2, 3 of 3, or whatever the new record number is.
- 5. All of the default values will be filled in except the **Effective Date of Default Values** and **Passbook Rate**. Single click your mouse at the **BEGINNING** of the Effective Date of Default Values text box and type the effective date of the new passbook rate. FRS will insert the required / in the proper places.
- 6. Push the **TAB** key on your keyboard once to proceed to the Passbook Rate text box. Type the new passbook rate as a decimal in the box. For example, 1% would be typed as 0.0100 and 0.1% would be typed as 0.0010. It is best to type the zero prior to the decimal place.
- 7. Push the **TAB** key on your keyboard again to save the entry. Your window will look similar to the one in the screen print below, but will contain the effective date and passbook rate you entered.



8. Once you have successfully added the new passbook rate use the Close button in the upper right hand corner of the window to close it. If you do not need to work on 50058s in FRS at this time you can also exit FRS; otherwise you can start working on 50058s.

Notes: When you are working in Section 6, Assets, ensure that the passbook rate is correct the next few times you work on 50058s to ensure you did the above steps correctly. If you run into problems, contact the REAC Technical Assistance Center with the details of the situation.

Reason for multiple default values records: The reason behind having multiple sets of default values in FRS is that when you are working on a household record (50058) the software will use the effective date of action (line 2b) to determine which of the records (sets) of default values to use in the 50058—including the passbook rate to use in Section 6, Assets. Here is an example:

- You have three sets of default values. The first one is effective 01/31/2000, the second one is effective 08/31/2011, and the third one is effective 12/01/2014.
- If you have a 50058 with an effective date of 07/01/2011 it will use the record that is effective before the 50058 (effective 01/31/2000), which is a record with a passbook rate of 2%.
- If you have a 50058 with an effective date of 09/01/2011 it will use the record that is effective before the 50058 (effective 08/31/2011), which is a record with a passbook rate of 0%.
- If you have a 50058 with an effective date of 12/01/2014 it will use the record that is effective on the same date of the 50058 (12/01/2014), which is a record with a passbook rate of 0.1%.

If you have program (regulations and rules) questions about assets or the passbook rate on a 50058 contact your Public Housing Revitalization Specialist (PHRS) in your local HUD field office.