



HUD-50058

Portability Tips

March 2019

There are times you will receive a household through portability. The HUD-50058s that are submitted for these households can differ slightly from the other public housing or Housing Choice Voucher (HCV) 50058s that you process. It is for this reason that we developed this informational tip sheet about HCV portability 50058s. Please contact your management and occupancy specialist in your local field office with programmatic questions (questions not related to the HUD-50058 or IMS/PIC).

Key to Terms:

- 2a=? – This refers to the line of the HUD-50058 where the action type is marked. The number given is the action code number. A definition of what each number means can be found on the hard copy version of the HUD-50058 or in the 50058 Instructions Book available on the IMS/PIC Home Page.
- Initial PHA – This is the PHA that the household received a voucher from. The household is taking this voucher to another PHA's jurisdiction.
- Receiving PHA – This is the PHA that the household is moving into. This PHA is receiving the household, it does not matter if this PHA bills or absorbs the cost.
- Per Notice 2011-65 Section 4.A. PHAs must submit an issuance of voucher (action 10) prior to submitting a New Admission (action 1) or Portability Move-in (action 4).

Tip #1: If a household moves into your PHA's jurisdiction through portability **AND** was previously assisted in the initial PHA's jurisdiction.

- The first thing you should do before preparing the Portability Move-in (commonly called port in, 2a=4) 50058 to be submitted to IMS/PIC is run an HA Query Report in IMS/PIC. This report will tell you what PHA, if any; this household is currently listed under, the last action submitted, and the effective date of action. The last action in IMS/PIC should be a Portability Move-out (commonly called a port out, 2a=5) **except** if the household exercised portability with its first admission into the voucher program (see Tip #2 below). If the last action is a port out, you can submit your port in; if it is not the last action see below.
- If a port out is **not** the last action listed for a previously assisted household, you should contact the initial PHA to see when they will be submitting the port out 50058 for that household. Whenever possible it is best for the initial PHA to submit the port out to IMS/PIC. If the initial PHA and the PHA listed on the HA Query Report are not the same, you will need to determine if the household was also previously assisted at this PHA and when.
- If the initial PHA does not submit their port out 50058 before the receiving PHA submits their port in, IMS/PIC will accept the port in but will place the last 50058 from the initial PHA in the historical database and will automatically do a port out effective on the first day of the month following when the port in was submitted. This is called an overlapping date situation and would appear on the Overlapping Date Report under the Reports tab in the HUD-50058 Viewer sub module. If the initial PHA does a port out before the automatic port out is done by IMS/PIC, it will be accepted with a message that says it is updating the household record in the historical database.

Tip #2: If the household exercised portability with its first admission into the voucher program at the initial PHA, the receiving PHA will submit the family as a New Admission (2a=1), not a Portability Move-in (2a=4), into the IMS/PIC system.

Tip #3: If the family was previously assisted by the initial PHA and is exercising portability to the receiving PHA (i.e. at the time of a reexamination) then each PHA will need to submit the following actions.

1. The initial PHA will submit a Portability Move-Out (2a=5).
2. The receiving PHA will submit a Portability Move-In (2a=4).
- Under no circumstances should the initial PHA submit an End of Participation (2a=6). The receiving PHA should **NOT** submit a New Admission (2a=1).

Tip #4: There will never be a situation where an initial PHA will submit an End of Participation for a household that has ported to another jurisdiction—this includes when a receiving PHA absorbs a household.

Tip #5: The receiving PHA should make sure to answer the questions that relate to portability in section 12 of the HUD-50058, specifically lines 12d-12f.

- Line 12d—You should answer yes to this question and should continue to answer yes for as long as the family resides in the receiving PHA’s jurisdiction.
- Line 12e—Enter the amount billed each month to the initial PHA. If you absorbed the family enter 0 (zero).
- Line 12f—If you bill the initial PHA, enter the initial PHA’s identification number (i.e. NE456).

Tip #6: After the household has been accepted into IMS/PIC for the receiving PHA and can be seen in HUD-50058 Viewer under the receiving PHA, the only difference between the actions that will be submitted by the receiving PHA for this household from now on is that you will always need to fill in lines 12d, 12e, and 12f in section 12 of the HUD-50058. These lines must remain filled in, even if you absorb the family, for as long as the household resides in your jurisdiction.

Tip #7: If you have a household that you received under portability and they are now going to port to another housing authority (or back to the initial PHA), you will still need to follow Tip #3 above and complete a port out (2a=5).

Tip #8: If you have a household that you received under portability and they are now going to leave the voucher program altogether, you will submit an End of Participation (2a=6).

Tip #9: IMS/PIC will not accept a Portability Move-out (2a=5) if the program type in section 1 of the HUD-50058 is Projected-based Voucher (PBV). If you have a household that has a PBV and at some point meets the criteria to receive a Tenant-based Voucher (TBV) so that they can port to another PHA’s jurisdiction you will need to submit a 50058 to IMS/PIC to change the program type in Section 1 from PBV to TBV—in many cases this will be an Interim Reexamination or Annual Reexamination depending on the time of year it occurs. Once this has been completed, IMS/PIC will accept a port out from your PHA once the household has ported out and will be leasing up at the receiving PHA. You can verify that the program type change did occur in IMS/PIC by looking at the 50058 in the HUD-50058 Viewer sub module.

If you have problems submitting HUD-50058s that involve portability, please contact your PIC Coach for further assistance.