 Tenant Rental Assistance Certification System

TRACS Tenant Batch Changes

Presented by
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TRACS Industry Meeting
December 2003
Tenant Rental Assistance Certification System

Implementation Date
February 2004
Tenant Rental Assistance Certification System

TRACS Tenant Batch Changes

- Transaction Effective Date & Voucher Date
- HQ-Initiated Move-Outs
- Two New Fatals to Replace HQ Move-Outs
  (DELAYED UNTIL FURTHER NOTICE)
- Subsidy Type Check During a Move-Out
- ARs and IRs After a Move-Out
Transaction Effective Date & Voucher Date

♦ Values for both fields are submitted in MAT10.
♦ TRACS has an edit between these two fields that apply to ARs only.
♦ EDIT: Transaction Effective Date should not be greater than the Voucher Date. (MO/YR only)
♦ Business intentions are to emphasize that the:
  ★ Voucher should not precede a tenant’s cert.
  ★ Voucher and Tenant should be tied together.
♦ If Transaction Effective Date is greater - CE255.
♦ Edit will apply to all MAT10s – no other MATs.
HQ-Initiated Move-Outs

◆ **Current Edit for HQ-Initiated Move-Outs:**

MI or IC can trigger an HQ move-out if tenant resides in another project/unit and has no move-out in TRACS. (HQ123 or HQ124)

◆ This edit will be **removed** from TRACS along with HQ123 and HQ124.

But, to reduce the chances of double occupancy, TRACS will ...
Replace HQ-Initiated Move-Outs with 2 Fatals

(DELayed UNTil FURTHER NOTICE)

# 1. **F0119** - New Fatal for a MI. Conditions are:

a. MI is NOT a RETRO. (MI’s effective date is greater than or equal to the effective date of tenant’s last cert.)

b. Last cert in TRACS has no move-out.

c. Both project & contract nos. in MI DO NOT MATCH both in last cert

OR

d. Project or contract number matches up with either one in TRACS, yet the MI’s unit number is different from the last cert’s unit number

F0119
# 1. F0119 – MAT Guide

a. Message:

“MOVE-IN REJECTED. TENANT IS AN OCCUPANT ELSEWHERE WITH NO MOVE-OUT.” (also: Project/Contract/Unit nos.)

b. Recommended Actions:

i. If tenant is in another property with no Move-Out, ask HQ to intervene.

ii. If tenant is showing up in the site’s property but in a different unit, the site should submit a Move-Out.
Replace HQ-Initiated Move-Outs with 2 Fatals

# 2. F0120 - New Fatal for an IC. Conditions are:

a. IF the tenant’s last cert has a termination date prior to IC’s effective date, AND

b. IC is NOT a RETRO. (IC’s effective date is greater than or equal to the effective date of tenant’s last cert.) AND

c. last cert is NOT a Combined Contract, AND

d. the IC’s project number is NOT EQUAL to the cert’s project number, THEN

F0120 is issued by TRACS.

(DELAYED UNTIL FURTHER NOTICE)
Replace HQ-Initiated Move-Outs with 2 Fatals

# 2. F0120 - New Fatal for an IC. Conditions are:

   a. IC is NOT a RETRO. (IC’s effective date is greater than or equal to the effective date of tenant’s last cert.) AND

   b. IC’s project number is NOT EQUAL to the cert’s project number, THEN

   F0120 is issued by TRACS.

   (DELAYED UNTIL FURTHER NOTICE)
Replace HQ-Initiated Move-Outs with 2 Fatals

# 2. F0120 – MAT Guide

a. Message:

“INITIAL CERT REJECTED. TENANT IS AN OCCUPANT IN ANOTHER PROJECT.”
(also: Project number.)

b. Recommended Actions:

1) Submit Move-in.

2) If F0119 results, then take it from there.

(DELAYED UNTIL FURTHER NOTICE)
Subsidy Type Check During Move-Outs

◆ **Current Edit for Subsidy Type During a MO**

If subsidy type in the certification is 7, 8, or 9 (PAC/PRAC), TRACS expects both the contract and project number to match those in the MAT40 Move-Out. If they don’t, F0187.

◆ **Problem with this edit:** Contract number might have changed and the move-out has the new contract number while the TRACS certification has the old one.

◆ **This edit will be modified to eliminate the subsidy check.** So, the new edit will be...
Subsidy Type Check During Move-Outs

- **New** Edit for Subsidy Type During a MO

  If the project numbers match OR the contract numbers match, then the Move-Out is **accepted**.

  However, if neither set of numbers match, then F0187.
## ARs & IRs after a Move-out

### Project A

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<tbody>
<tr>
<td>1</td>
<td>MO</td>
<td>April 15</td>
<td>Mr. Brown</td>
</tr>
<tr>
<td>2</td>
<td>AR</td>
<td>June 1</td>
<td>Mr. Brown</td>
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<tr>
<td></td>
<td>New Fatal</td>
<td>F0234</td>
<td>No AR or IR allowed after MO.</td>
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### Project Z

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<tr>
<td>3</td>
<td>MI</td>
<td>May 1</td>
<td>Mr. Brown</td>
</tr>
<tr>
<td></td>
<td>Fatal</td>
<td>F0164</td>
<td>No Retro MI for different proj/cont #.</td>
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ARs & IRs after a Move-out – How it will look

Project A

1. MO  April 15  Mr. Brown
2. AR  June 1   Mr. Brown
   Will Fatal  F0234  No AR or IR allowed after MO.

Project Z

3. MI  May 1  Mr. Brown

TRACS will accept and Store the MI.
Tenant Rental Assistance Certification System

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