



Tenant Rental Assistance Certification System

TRACS Tenant Batch Changes

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Tenant Rental Assistance Certification System

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TRACS Tenant Batch Changes

- ★ **Transaction Effective Date & Voucher Date**
- ★ **HQ-Initiated Move-Outs**
- ★ **Two New Fatafs 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 FataIs

(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**  **F0119**

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**

Replace HQ-Initiated Move-Outs with 2 Fatafs

(DELAYED UNTIL FURTHER NOTICE)

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 FataIs

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 Fatafs

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 Fatafs

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

- | | | | | |
|-----------|---|----------|---|-------------------------------|
| 1. MO | → | April 15 | → | Mr. Brown |
| 2. AR | → | June 1 | → | Mr. Brown |
| New Fatal | → | F0234 | → | No AR or IR allowed after MO. |

Project Z

- | | | | | |
|-------|---|-------|---|---|
| 3. MI | → | May 1 | → | Mr. Brown |
| Fatal | → | F0164 | → | No Retro MI for different proj/cont # . |

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

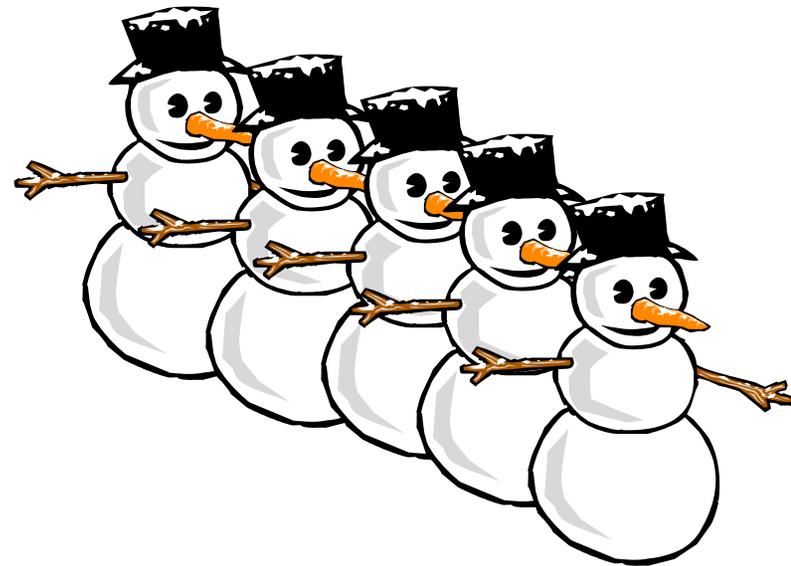
- | | | | | |
|-------|---|-------|---|-----------|
| 3. MI | ➡ | May 1 | ➡ | Mr. Brown |
|-------|---|-------|---|-----------|

TRACS will accept and Store the MI.



TRACS Tenant Batch Changes

The End





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