TRACS Voucher Processing

Tenant Reporting Compliance Determination

TRACS Industry Meeting
December 2003
Compliance Percentage Calculation

- TRACS Active Tenant Count relative to the “Current Voucher Submission” Date

Divided By:

- “Regular Units Billed” Count on incoming voucher, regardless of Voucher Date
What is “Current Voucher Submission” Date?

- The first day of the month following the actual system processing date (i.e., the first day of next month)
What is the TRACS Active Tenant Count?

- Relative to any given contract, a count of households based on the latest of all household certification actions (in terms of cert effective date), starting 13 months prior to the “Current Voucher Submission” date.

- Move Outs and Assistance Terminations occurring on or before “Current Voucher Submission” date are excluded from the count.

*The TRACS Active Tenant Count is updated on a nightly basis*
Compliance Determination During Voucher Payment Process

Voucher Period: January, 2004
Contract Number: ZZ12-3456-789
TRACS Processing Date: 12/11/2003
TRACS Active Tenant Count, as of 12/11/2003: 93
Voucher Date: 1/1/2004
Regular Units Billed Count: 100

COMPLIANCE PERCENTAGE: 93%
Changes in the TRACS Database

- Compliance Percentage calculated at time of voucher submission is stored in TRACS.

- During HUD prepayment review, “Most Recent Compliance Pct.” is available to reviewer, i.e., Most Recent Active Tenant Count / Regular Bill Unit Count from most recent voucher.

- Upon acceptance/rejection, “Most Recent Compliance Pct.” is also stored in TRACS, associated with the subject voucher.