1. This Transmits
The Public and Indian Housing Occupancy Reporting Handbook 7465.3, Change 2., dated 12/90.

2. Summary. This contains a revised Appendix 2-6, Federal Privacy Act Statement. The Appendix is a model Statement to be used with Form HUD-50058, Tenant Data Summary. The Statement must be given to applicants when they apply and residents at each annual reexamination.

The primary change in the Statement concerns disclosure of Social Security Numbers (SSNs). Public housing agencies (PHAs) and Indian housing authorities (IHAs) must revise the Federal Privacy Act Statement they give to applicants and residents concerning disclosure of Social Security Numbers. PHAs'/IHAs' Federal Privacy Act Statements must tell applicants and residents they are required to give the PHA/IHA the SSNs of household members 6 years of age and older.

We made the change in the Federal Privacy Act Statement because of HUD regulation 24 CFR Part 750, Disclosure and Verification of Social Security Numbers and Employer Identification Numbers by Applicants and Participants in HUD Programs. HUD published this regulation September 27, 1989; it went into effect November 6, 1989.

In addition, we have simplified the language of the Federal Privacy Act Statement to make its meaning clearer.

3. The instructions apply to the following programs:
- PHA-owned rental public housing.
- IHA-owned rental public housing.
- Section 23 and 10(c) leased housing.
- Section 23 Housing Assistance Payments program.
- Turnkey III Homeownership Opportunities program.
- Mutual Help housing.

4. Filing instructions: Replace Appendix 2-6, dated 7/87 with Revised Appendix 2-6, dated 12/90.
W-3-1, W-2(H), W-3(H), R-1, R-2, R-3, R-3-1(PIH),
R-3-2, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1, R-7-2, R-9, R-9-1,
138-2, 138-7

HUD-23 (9-81)
W-3-1  Directives Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovernmental Relations)
W-2    HQ Office Directors, Special Assistants, those reporting directly to Assistant Secretaries
W-3    HQ Division Directors, those reporting directly to Office Directors, multiple copies for staff
R-1    Regional Administrators, Deputy Regional Administrators
R-2    Office Directors, Principal Assistants in Regional Administrators' offices
R-3    Bulk shipment to Regional Offices
R-3-1  Bulk shipment to Regional Offices for selective distribution by program area
R-3-2  Directors, Administrative Services Divisions and Administrative and Management Services Divisions, and Administrative staffs
R-3-3  Category D offices - bulk
R-6    Category A offices - Office Managers and Deputy Office Managers
R-6-1  Category A offices - bulk
R-6-2  Category A offices - Division Directors
R-7    Category B offices - Office Managers and Deputy Office Managers
R-7-1  Category B offices - bulk
R-7-2  Category B offices - Division Directors
R-9    Directors and Deputy Directors, Offices of Indian Programs
R-9-1  Offices of Indian Programs - bulk