

U.S. Department of Housing and Urban Development  
PUBLIC AND INDIAN HOUSING

Special Attention of: Regional Administrators; Transmittal Handbook No.:  
Directors, Office of Public Housing; 7465.3 CHG-2  
Field Office Managers; Housing Issued: December 12, 1990  
Management Directors; Chiefs, Assisted  
Housing Management Branch; Directors,  
Offices of Indian Programs; Public  
Housing Agencies; Indian Housing  
Authorities

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.

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4. Filing instructions: Replace Appendix 2-6, dated 7/87  
with Revised Appendix 2-6, dated 12/90.

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Assistant Secretary for

Public and Indian Housing

12/90

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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