U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Family Report

Form HUD-50058
Instruction Booklet

June 6, 2001

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Introduction

The Form HUD-50058 Instruction Booklet will help you understand and complete the Form HUD-50058.

What is the purpose of the Form HUD-50058?
The data collected on the Form provides HUD with a picture of the people who participate in subsidized housing programs. Public Housing Agencies (PHAs) collect and electronically submit information contained on the Form HUD-50058 to HUD. The Multifamily Tenant Characteristic System (MTCS) then captures this information and creates reports used to:

- analyze the subsidized housing programs,
- monitor PHAs,
- detect fraud, and
- provide information to Congress and other interested parties.

What is the purpose of the Form HUD-50058 Instruction Booklet?
HUD prepared and distributed the Form HUD-50058 Instruction Booklet to help ensure the accuracy and consistency of the information collected. This booklet explains each line of the Form HUD-50058 and the information collected for each line item.

Where do I find information on field edits and flat file transmission requirements?
To target audiences with appropriate information, HUD created a separate document that contains the field edits and flat file transmission requirements called the *Form HUD-50058 Technical Reference Guide*. Interested users can find the Guide on the HUD Web site <www.hud.gov/pih/systems/mtcs/document.html>.

General Information for Completing Form HUD-50058

What are the major differences between this Form HUD-50058 and the previous version?

- The revised Form HUD-50058 incorporates changes required by the Quality Housing and Work Responsibility Act (QHWRA) of 1998, commonly known as the Public Housing Reform Act (PHRA), and its accompanying regulations.

- This version includes formula for flat rents, the Housing Choice Voucher Program (HCVP), and the Voucher Homeownership program.

- The program codes in 1c no longer include MC= Mod Rehab Converted to Certificate. If a family has Certificate or Voucher assistance funded under the Mod Rehab Annual Contributions Contract (ACC), report the family as CE = Section 8 Certificates or VO = Section 8 Vouchers.

- HUD added new action codes for Issuance of Voucher (2a=10) and Expiration of Voucher (2a=11) so that PHAs and HUD can analyze the leasing success of families who receive Vouchers.

- A new action code has been added for a Section 8 annual HQS inspection (2a=13) as a separate action if it happens at a time other than the time of another reported action for the family. The PHA must ensure that each annual HQS inspection is reported in a timely manner to MTCS.

- A new action code (2a=14) has been added to capture historical adjustments to the MTCS database. This transaction is used to capture information for households who do not have a new admission (2a=1) on file, but require an annual reexamination (2a=2). The historical adjustment will serve as the baseline action for the household.

- This version of the form allows PHAs to correct fields previously transmitted in error. The correction fields (2c, 2d and 2e) allow PHAs to correct income and non-income related information was submitted in error. In order to determine if there is a need for better PHA quality controls, the revised Form HUD-50058 also asks PHAs to track the reason for corrections to family data.

- In addition to the inclusion of new fields and the deletion of others, the revised Form HUD-50058 was designed to fix problems that existed on the last version of the form. Additionally, the Form includes new Welfare to Work (WtW) Voucher fields in the Addendum.

- The revised form also references project numbers, building numbers, and unit numbers to better track public housing tenants by linking MTCS to the Public and Indian Housing Information Center (PIC) System.

What are the special rules for families that participate in the Family Self-Sufficiency (FSS) and/or Welfare to Work (WtW) Voucher Program(s)?

- If the family participates in the FSS program and you complete Form HUD-50058 for any action other than an FSS action only (line 2a, action other than 8), and the family participated in the FSS program in the past year (line 2m), complete all applicable sections on Form HUD-50058. Additionally, complete the FSS/WtW Voucher Addendum.

- If the family participates in the Welfare to Work (WtW) Voucher program (line 2m, WtW) and you complete Form HUD-50058 for any action other than an WtW action only (line 2a, action other than 8), complete all applicable sections on Form HUD-50058. Additionally, complete the FSS/WtW Voucher Addendum.

- If you complete Form HUD-50058 for a family that has an FSS/WtW Voucher action only (2a = 8), complete the applicable section on the Form HUD-50058, then skip to the FSS/WtW Voucher Addendum.

Reporting Requirements

What are the MTCS reporting requirements?
Notice PIH 2000-13**:** Reporting Requirements for the Multifamily Tenant Characteristics System, sets a minimum MTCS reporting rate of 85% for both Public Housing and combined Section 8 Certificate and Voucher programs. Public Housing Agencies (PHAs) must electronically submit Form HUD-50058 data to MTCS. Please note that Notice 2000-13 renews Notice 99-2.

What can I do if my PHA fails to meet the minimum reporting rates?
PHAs that fail to meet the minimum reporting rate may request forbearance from sanctions in writing from their respective Field Office or TARC. For more information about the requirements and sanctions under PIH notice 2000-13, go to <www.hud.gov**:**80/pih/systems/mtcs/notice/pih2000-13.html>.

What are the reporting requirements for PHAs with over 100 units?
PHAs that administer 100 or more units must electronically submit Form HUD-50058 data to MTCS at least monthly.

What are the reporting requirements for PHAs with 99 or fewer units?
PHAs that administer 99 or fewer units must electronically submit Form HUD-50058 data to MTCS at least quarterly.

Privacy Act Notice and Nondiscrimination Requirement

What is the Privacy Act Notice?
Collection of information on Form HUD-50058 is subject to the requirements of the Privacy Act of 1992, Section 508(d). The Notice is a general authorization form and does not replace specific forms that PHAs currently use to verify information about applicants or participants. PHAs must give a Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice to**:**

- all applicants at the time the PHA evaluates their eligibility for housing assistance, and
- all residents and all Section 8 participants at each annual reexamination or interim reexamination.

What family members must sign the Privacy Act notice?
The head of household and spouse or co-head, regardless of age, and each adult member in the household at the time of the initial examination must sign the notice. It is **mandatory** that each additional adult member who lives in the household sign the Notice. PHAs must also obtain signatures from any new adult who joins the household and from household members who have reached 18 years of age. **Failure of the applicant or participant to sign the Notice constitutes grounds for denial of eligibility or termination of assistance or tenancy.** PHAs must keep a signed copy of the Authorization for the Release of Information/Privacy Act Notice in the tenants' files.

Where can I find more information on the Privacy Act Notice?

- For a copy of *Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice*, see HUD's Client Information and Policy System on the Web <www.hudclips.org/subscriber/html/forms.htm>
- For more information on the Privacy Act Notice and Form HUD-9886, see *Notice PIH 94-36 (PHA), Issued June 13, 1994*.

Does Section 504 of the Rehabilitation Act of 1974 (29 USC 794) as amended apply?

Yes Section 504 applies. PHAs may not deny persons with disabilities assistance in the public housing or Section 8 programs. The law specifically states "No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service."

Form Conventions

What are the data entry conventions for submitting data to MTCS?

- **Dates:** Include the 4-digit year for all fields that require the entry of a date. Enter the date in any standard format (i.e., "MM/DD/YYYY or MM-DD-YYYY"). You must enter the year in its entirety.
- **"/"** means "or" unless otherwise noted.
- **Monetary figures:** enter only whole dollar amounts. Do not show cents, commas, or dollar signs. Enter $350.26 as $350.
- **Rounding:** round each monetary amount *up* when a number is .50 or above; *down* when a number is .49 or below.
- **Reserved:** HUD may have future directions about how to use these lines. Reserved lines are placeholders for possible future changes.
- **Calculation:** a scratch area where Public Housing Agencies may perform manual calculations. The column entries do not transmit to HUD.
- **Mixed Family:** a family that contains both eligible and ineligible members who may be subject to pro-rated rent under the Noncitizens Rule.
- **Negative numbers:** when calculations result in negative numbers, enter 0 (zero), unless the Form instructs otherwise.
- **PHA use only:** Use for your PHA tracking purposes.

What are the common acronyms used in the Form and Instruction Booklet?

FMR = Fair Market Rent
FSS = Family Self-Sufficiency program
HAP = Housing Assistance Payment
HOPE = Homeownership and Opportunity for People Everywhere
HQS = Housing Quality Standards
HUD = Department of Housing & Urban Development
IHA = Indian Housing Authority
INS = Immigration and Naturalization Service
OMB = Office of Management and Budget
PHA = Public Housing Agency
SRO = Single Room Occupancy
SSA = Social Security Administration
SSI = Supplemental Security Income
SSN = Social Security Number
TANF = Temporary Assistance for Needy Families
TIN = Taxpayer Identification Number
TTP = Total Tenant Payment
WtW = Welfare to Work

Additional Resources

Where can I receive further technical and program assistance?

We hope the Instruction Booklet answers most of your questions about the Form HUD-50058. Please direct additional questions to one of these resources**:**

- *The MTCS Hotline* provides technical assistance in the completion and transmission of Form HUD-50058. The Hotline is available Monday - Friday, between the hours of 8**:**00 AM and 8**:**00 PM, Eastern Standard Time (excludes Federal Holidays). For assistance, call the Hotline at**:** 1-800-366-6827.

- *The MTCS Forum* is vehicle for on-line questions and answers. HUD headquarters, HUD Field Offices, Public Housing Agencies, and vendors use the site to resolve problems they have, post useful tips and suggestions, as well as lend their experience to situations that

others face. The MTCS Forum is located on the HUD Web site at: <www.hud.gov/pih/systems/mtcs/forums.html>.

- A HUD Field Office Representative

- A HUD Headquarters Program Specialist
  - Section 8
  - Public Housing and Section 8 Occupancy and Admissions questions
  - Family Self-Sufficiency and Welfare to Work
- PIH Information and Resource Center (IRC) for program related questions 1-800-955-2232

Where can I find additional information on MTCS and the Form HUD-50058?

The following resources provide additional information for staff who complete the Form HUD-50058**:**

- **The Code of Federal Regulations** contains the codification of the general and permanent rules published in the Federal Register by the Federal Government, executive departments and agencies. For the code section that applies to HUD programs, see **Title 24, Housing and Urban Development**. Federal Register information is available on the Internet at <www.access.gpo.gov/nara/cfr>.

- **The Quality Housing and Work Responsibility Act of 1998,** commonly known as the **Public Housing Reform Act (PHRA)**, is landmark legislation that aims to;
  - reduce the concentration of poverty in public housing,
  - protect access to housing assistance for the poorest families,
  - merge and reform the Section 8 Certificate and Voucher programs, and
  - support HUD management reform efficiencies through deregulation and program consolidation.

  PHRA is available on the Internet at <www.hud.gov/pih/legis/titlev.html#info>.

- **1937 Housing Act** is the law that applies to Public and Indian Housing programs and Section 8. The Act is available on the Internet at <www4.law.cornell.edu/cfr/24cfr.htm#star>.

- **The Social Security Handbook** summarizes information about Social Security programs and contains brief descriptions of related programs that other agencies administer. The handbook covers the primary programs that affect public housing residents, which include;
  - retirement insurance,
  - survivors insurance,
  - disability insurance,
  - supplemental security income, and
  - public assistance and welfare services.

  The Handbook is available on the Internet at <www.ssa.gov/OP_Home/handbook/hbktoc.htm >.

- ***Homes and Communities*** is HUD's web site on the Internet and is a source for information about HUD programs. Homes and Communities can be found on the Internet at <www.hud.gov>.

- **MTCS web site** is a source for information about MTCS, downloading MTCS files, and obtaining MTCS operating information. This site includes links to;
  - MTCS Forum (on-line question and answer),
  - MTCS News Flash
  - MTCS documentation, and
  - PIH Notices

  MTCS Website can be found at <www.hud.gov/pih/systems/mtcs/pihmtcs.html>

Form HUD-50058 Technical Reference Guide contains the Form HUD-50058 field edits and flat file transmission requirements. The Guide is available on the Internet at <www.hud.gov/pih/systems/mtcs/document.html >.

- **HUD's Client Information and Policy System**, known as HUDCLIPS, is the source to download all HUD forms; including the Form HUD-50058. HUDCLIPS can be found at**:** <www.hudclips.org/subscriber/html/forms.htm>

Page Heading

Head of household name:

At the top of every page, enter the head of household's last name (line 3b), first name (line 3c) and middle initial (line 3d). Use this field to identify the head of household if the pages of the Form separate.

Social Security Number:

At the top of every page, enter the head of household's Social Security Number (line 3n). Use this field to identify the head of household if the pages of the Form separate.

Date modified (mm/dd/yyyy):

At the top of every page, enter the date the PHA representative fills out the Form or modifies any Form page. If information on one page requires a correction, that page date will change when the PHA makes the correction. If information on other Form pages does not change, the date modified will not change on those pages.

Section 1: Agency

1a. Agency Name:

Name of the Public Housing Agency (PHA) that completes the family's Form HUD-50058. Abbreviate the agency name as necessary, but include essential identification information.

When does my PHA report family data under Section 8 portability?

Under Section 8 portability, the receiving PHA should always report family data. If the receiving PHA is different from the initial PHA, use the receiving PHA's name and number on the form. The receiving PHA can bill the initial PHA, if necessary.

How does MTCS populate this field?

MTCS populates this field with data from PIC or HUDCAPS based on the PHA code reported in 1b.

1b. PHA Code:

Five-character code composed of the 2-letter postal state code and 3-digit PHA number. This state code indicates the location of the reporting PHA and the number identifies each PHA within a particular state.

Example: If a PHA is in Florida, and its PHA number is 12, this is how the PHA code should be recorded:

- State Code: FL for Florida;
- PHA Number: 012 (to convert it to a 3-digit number, add appropriate number of zeros before the number);
- PHA code to be recorded**:** FL012

Where can I find standard state and territory codes?

See Appendix 1, Federal Standard State and Territory Codes, for a list of state and territory postal state codes.

Where can I find a PHA's number?

If the PHA number is unknown, call the PHA's state or area field office. Alternatively, you can obtain the number on the PHA Profiles web site <www-domino.hud.gov/pih/halist.nsf/By+State+with+Addresses?OpenView>.

1c. Program:

Using the codes provided, indicate the housing assistance program in which the family participates.

Enter a program code in the 2 boxes in line 1c from *left to right*. If there is only 1 letter to enter, complete the *first* box (the one to the left) only; if there are 2 letters to enter, complete both (first and second) boxes.

- **P** = Public Housing
- **CE** = Section 8 Certificate
- **VO** = Section 8 Vouchers
- **MR** = Moderate Rehabilitation (Mod Rehab)
- **B** = Indian Housing

1d. Project Number (Public/Indian Housing Only):

The project number is composed of the 2-letter project state code, 3-digit PHA number, 3-digit development number and 3-digit suffix (if applicable). HUD assigns site numbers or suffixes to the project sites of some Public and Indian Housing Agencies. If the family lives in a project with a site number or suffix code, enter the 3-digit number or suffix. If no site number or suffix is assigned, leave blank.

Example: If a PHA is in Florida, its PHA number is 12, and the suffix or site number is 5, this is how the Project Number should be recorded:

- State Code: FL for Florida
- PHA Number: 012 (to convert it to a 3 digit number, add appropriate number of zeros before the number)
- Development Number: 005 (to convert it to a 3 digit number, add appropriate number of zeros before the number)
- Project Number to be recorded: FL012005

Suffix, if applicable (Public/Indian Housing Only):

HUD has assigned site numbers or suffixes to the project sites of some Public and Indian Housing Agencies. If the family lives in a project with a site number or suffix code, enter the 3-digit number or suffix here. If there is no site number or suffix, leave it blank.

Which project number should be used when my PHA administers another PHA's Section 8 program?

If your PHA administers another PHA's Section 8 program, and the other PHA's Annual Contribution Contract (ACC) funds a family's assistance, use the Section 8 project number for the program that funds

the family's assistance. (This does *not* apply to portability.)

1e. Building number (Public/Indian Housing only):

Six-character code to capture the tenant's building number. All PHAs should use the building numbers that correlate with Public and Indian Housing Information Center (PIC) data. PIC establishes valid building numbers.

1f. Building entrance number (Public/Indian Housing only):

Three-character code to capture the tenant's building entrance number. All PHAs should use the entrance numbers that correlate with PIC data. PIC establishes valid building entrance numbers.

1g. Unit number (Public/Indian Housing only):

Six-character code to capture the PHA designated tenant unit number. All PHAs should use the unit numbers that correlate with PIC data. PIC establishes valid unit numbers.

Section 2: Action

2a. Type of action:

Report the type of action. Use the action codes that follow:

- *1 = New Admission:* Use this transaction when the family has:
  - Signed a lease (or occupancy agreement) with the PHA for the first time to occupy a dwelling unit operated under the PHA's Public or Indian Housing program
  - Signed a lease under the Section 8 Voucher or Moderate Rehabilitation programs for the first time
  - Experienced an interruption of over one month between his or her occupancy of one Public or Indian Housing unit and another Public or Indian Housing unit
  - Experienced an interruption in assistance of over six months between assisted occupancy of one unit and assisted occupancy of another unit under the Section 8 program, and is then readmitted to a Section 8 program.
  - Moved from one PHA program to another (e.g., moved from a Public Housing project to the Section 8 Voucher program).

Under what circumstances should a family not be reported as a new admission?

- Do not report a New Admission if a family's assistance is converted from the Section 8 Certificate program to the Housing Choice Voucher program. HUD does not consider a conversion to Voucher assistance as a New Admission. Use a reexamination code to convert Certificates to Vouchers.
- Do not report a new admission for a transfer from one dwelling unit to another unit within the same PHA program. Use a reexamination code if the transfer is at the time of the regularly scheduled reexamination. Otherwise, report an Other Change of Unit (2a=7) if the family moved within the PHA's jurisdiction, or report a Portability Move-in (2a=4) if the family is moving from another PHA into your PHA's jurisdiction.

Do I report a new admission if a family exercises portability with its first admission?

If a family exercises portability with its first admission into the Section 8 program, the receiving PHA must classify this as a New Admission and not a Portability Move-in.

How do I indicate FSS/WtW enrollment during a New Admission?

If the family is a New Admission and is enrolling in the FSS/WtW program, report a New Admission and submit an FSS/WtW Addendum that indicates the family as a new FSS or WtW enrollment.

Do I report a new Admission when a family moves from Public Housing to Section 8?

If a family moves from a Public Housing project to the Section 8 Voucher program, report a New Admission for the Section 8 Voucher Program, and an End Participation for the Public Housing program.

- *2 = Annual Reexamination*: The regularly scheduled annual reexamination of family income and circumstances.

Under what circumstances is a reexamination not conducted on an annual basis?

For public housing families that select a flat rent, the PHA must conduct a reexamination of income up to once every three years.

- *3 = Interim Reexamination*: The reexamination of family income and circumstances, other than at the regularly scheduled annual reexamination. Occurs as a result of a change in income status, addition or loss of a family member, or other circumstance that requires tenant rent adjustment.

- *4 = Portability Move-In (VO only)*: Applicable to Section 8 Vouchers only. Portability move into a new PHA jurisdiction.

What is portability?

Portability is renting a dwelling unit with Section 8 Voucher assistance outside the jurisdiction of the initial PHA.

When is a portability move-in classified as a new admission?

If a family exercises portability with its first admission into the Section 8 program, the receiving PHA must classify this as a New Admission and not a Portability Move-in. Please note that families can no longer move

into the Section 8 Certificate program. Families can only move into the Section 8 Voucher program.

- *5 = Portability Move-out (S8 only)* : Section 8 Certificates or Vouchers only Portability move out of a PHA jurisdiction, regardless of whether the receiving PHA bills or absorbs the cost.

  What is portability?
  Portability is renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA.

  When should a portability move-out be reported?
  Report a portability move-out only after the receiving PHA has executed a HAP contract on behalf of the family.

- *6 = End Participation*: The transaction where the head of household and all family members discontinue participation in the PHA program. Report an End Participation if the family moves from one PHA program to another.

  Example: A family moves from a Public Housing project to the Section 8 Voucher program. Report an End Participation for the Public Housing program, and a New Admission for the Section 8 Voucher program.

  Under what circumstances should I not report an end participation?
  - Do not report an End Participation for temporarily interrupted assistance (e.g., interrupted for one month or less for Public or Indian Housing program, or for six months or less for Section 8 programs) because of a move to a different unit under the same program.
  - Do not report an End Participation if a family's assistance is converted from the Section 8 Certificate program to the Housing Choice Voucher program. HUD does not consider a conversion to Voucher assistance as an End Participation.

- *7 = Other Change of Unit*: A move to a different unit within the same PHA program at a time other than the Annual Reexamination or an Interim Reexamination.

- *8 = FSS/WtW Voucher Only*: Use this code when the family enrolls, announces program progress, or exits the Family Self-Sufficiency (FSS) or Welfare to Work Voucher program(s) at a time other than the time of another reported action for the family. The family continues to receive housing assistance.

- *9 = Annual Reexamination Searching (VO only)*: Section 8 Vouchers only The family is due for an annual reexamination, but has moved from its former unit and is searching for a new unit.

- *10 = Issuance of Voucher (VO only)*: The PHA issues a Voucher to the family and the family begins to search for housing.

- *11 = Expiration of Voucher (VO only)*: The family fails to lease a unit and the Voucher expires. Report each voucher issuance and expiration, whether for a new admission or a participant who is moving.

- *12 = Flat Rent Annual Update (Public Housing only)*: Applicable only to families who select flat rent. The regularly scheduled annual update for a public housing family that chose a flat rent. HUD requires the PHA to update family composition information each year.

  When does my PHA use this action code?
  The flat rent annual update is only conducted in the years that a reexamination is not conducted for families in Public Housing who choose flat rent. Families who select flat rent only require an annual reexamination up to once every three years. This code allows PHAs to update family data for families who selected a flat rent.

  Example: Public Housing family chooses flat rent.
  Year 1: New admission (2a=1) or Annual Reexamination (2a=2)
  Year 2: Flat Rent Annual Update (2a=12)
  Year 3: Flat Rent Annual Update (2a=12)
  Year 4: Annual Reexamination (2a=2)

- *13 = Annual HQS Inspection Only (S8 only)*: To Report the annual HQS inspection as a separate action if it happens at a time other than the time of another reported action for the family. The PHA is responsible to ensure that each annual HQS inspection is reported in a timely manner to MTCS

- *14 = Historical Adjustment (Public Housing only)*: To capture information for households who do not have a New Admission (line 2a=1) recorded in MTCS, but require an action.

Historical Adjustment will serve as the baseline action for the household.

When does my PHA use this action code?
Given that there will be cases where the family was never successfully reported and is not in MTCS and the family is not a new admission (*i.e.*, they have been assisted by a PHA for some time), Historical Adjustment is the action to establish the first family record in the system before any other action can be processed. This action code is for the conversion of MTCS data from its current state to the new historical and transaction-based structure.

- *15 = Void* : For PHAs to remove the latest submitted record from the database.

When should I use void to remove records from the database?
- Use void to delete the latest family record when it was submitted in error.
- PHAs should use void to correct data when there are two or more duplicate records in the MTCS database or when the PHA sends an erroneous SSN to MTCS.

Example: If a PHA submits a Form 50058 in March and a FSS Addendum to the same Form 50058 in April then subsequently voids the Form 50058 in May, the FSS Addendum will also be voided.

2b. Effective date (mm/dd/yyyy) of action:

Date the reported action becomes effective. The effective date cannot be earlier than the date of admission to the program (line 2h). Enter the date in the mm/dd/yyyy format.

- *New Admission (line 2a = 1)*. The effective date of the lease. For Section 8 units, it is the effective date of the assisted lease and HAP contract.
- *Annual Reexamination (line 2a = 2)*. Date that any tenant rent changes (including no changes to the rent) take effect.
- *Interim Reexamination (line 2a = 3)*. Date that any tenant rent changes (including no changes to the rent) take effect.
- *Portability Move-in (S8 only) (line 2a = 4)*. The effective date of the lease and HAP contract.
- *Portability Move-out (S8 only) (line 2a = 5)*. Date of HAP contract termination for the family that is porting out of the program.
- *End Participation (line 2a = 6)*. For Public and Indian Housing units, it is the date the lease terminates. For Section 8 units, it is the date the HAP contract terminates.
- *Other Change of Unit (line 2a = 7)*. The effective date of the lease for the new unit.
- *FSS/WtW Addendum only (line 2a = 8).* Date the family enrolls or exits the Family Self-Sufficiency (FSS) or Welfare to Work (WtW) program, or the date when the PHA runs a progress report on the family.
- *Annual Reexamination Searching (S8 only) (line 2a = 9)*. The first of the month following the date that the PHA completes the annual reexamination.
- *Issuance of Voucher (S8 only) (line 2a = 10)*. Date the PHA issues Voucher to the family.
- *Expiration of Voucher (S8 only) (line 2a = 11)*. Date the issued Voucher, including any term extensions, expires.
- *Flat Rent Annual Update (Public Housing only) (line 2a = 12)*. Date of the flat rent annual update. Use this to record the date of the yearly update, not the 3 year reexamination.
- *Annual HQS Inspection Only (S8 only) (line 2a = 13)*. Date of the annual HQS inspection.
- *Historical Adjustment (Public Housing only) (line 2a = 14)*. Enter the date the family originally entered the program.
- *Void (line 2a = 15)*. Date the PHA chooses to void the record.

2c. Correction? (Y or N):

Allows PHAs to correct fields previously transmitted in error on the last submitted Form HUD-50058. Use a correction for a change to the last submitted Form HUD-50058. If the majority of the last submitted Form is erroneous, use line 2a = 15, i.e. Void action type.

2d. If correction (check primary reason):

Indicate the primary reason for the correction record. Requires PHAs to indicate the reason for a correction.

- *Family correction of income*: A family corrected its inaccurate income information.
- *Family correction (non-income)*: A family corrected its inaccurate non-income information.
- *PHA correction of income*: The PHA corrected its errors in determining or reporting a family's income or rent.

- *PHA correction (non-income)*: The PHA corrected its inaccurate reporting of a family's non-income information.

2e. Date correction transmitted (mm/dd/yyyy):

The date that the PHA completes the correction and transmits the corrected record. Enter the date in the mm/dd/yyyy format.

2f. Repayment agreement? (Y or N):

This field is only for tenants who have underreported or misreported income. Indicate if tenant has entered into a repayment agreement because they previously underreported or misreported income. The response must be yes or no.

2g. Monthly amount of repayment:

Per the repayment agreement, the amount the tenant pays each month.

2h. Date (mm/dd/yyyy) of admission to program:

Date the PHA initially admitted the family into the program reported in line 1c. HUD uses this date to determine how long families participate in specific housing programs. Enter the date in the mm/dd/yyyy format. See below for the applicable "effective" dates for different scenarios.

- For new admissions, enter the Effective Date of Action from line 2b.
- If the family moved from the Certificate to the Voucher program but the PHA continuously assisted the family, enter the date the PHA initially admitted the family to the rental Certificate program.
- The Date of Admission for Section 8 is the effective date of the assisted lease and HAP contract. The date the tenant signed the lease may or may not be the effective date.

2i. Projected effective date (mm/dd/yyyy) of next reexamination:

Scheduled date for the next reexamination. Enter the date in the mm/dd/yyyy format. Enter a projected reexamination date if type of action (line 2a) is:

- 1 = New Admission
- 2 = Annual Reexamination
- 3 = Interim Reexamination
- 4 = Portability Move-in
- 7 = Other Change of Unit
- 9 = Annual Reexamination Searching
- 12 = Flat Rent Annual Update

When should the reexamination be scheduled?

For most families, the PHA must conduct a reexamination of the family's income and composition once a year. If the family is in Section 8, Indian Housing or Income-based Public Housing, schedule the family's reexamination 12 months from the effective date of action of the family's last reexamination or new admission. If the family is in Public Housing and chooses flat rent, the PHA has up to three years to conduct a reexamination.

How often should reexaminations be scheduled for families who choose flat rent for Public Housing?

Reexaminations of income and rent for families who choose flat rent do not have to be conducted on a yearly basis. The PHA has the option to conduct reexaminations up to once every three years for families with flat rent. In the 'off' years, the PHA must still collect information on the family's composition through a Flat Rent Annual Update (2a=12).

Example: Public Housing family chooses flat rent.
Year 1: New admission (2a=1) or Annual Reexamination (2a=2)
Year 2: Flat Rent Annual Update (2a=12)
Year 3: Flat Rent Annual Update (2a=12)
Year 4: Annual Reexamination (2a=2)

2j. Projected date (mm/dd/yyyy) of next flat rent annual update (Public Housing flat rent only):

The flat rent annual update is the annual update of family composition data for families who choose flat rent. The flat rent annual update is only conducted in the years that a reexamination is not conducted. Enter the date in the mm/dd/yyyy format.

When should the flat rent annual update be scheduled?

Schedule the flat rent annual update for no more than 12 months from the Effective Date of Action (line 2b). If the flat rent family is due for their reexamination in 12 months, leave this line blank.

2k. FSS participation now or in the last year? (Y or N):

Indicate if the family currently participates or participated in the Family Self-Sufficiency program in the past year. Complete and submit the FSS/WtW Addendum if the family currently participates in the FSS program.

What do I enter if the family ended FSS, but did not complete an FSS exit report?

If the family ended the FSS program and did not complete the FSS Exit form, indicate Y and complete the FSS Exit form at this time.

What PHA completes the FSS/WtW Addendum if the family ported-in to my PHA?

When a Section 8 FSS participant moves under portability, the receiving PHA must complete and submit the FSS Addendum. The receiving PHA must obtain the information, as necessary, from the initial PHA.

2m. Special program (Section 8 only) (check only one):

Indicate if the family has enhanced Voucher assistance or Welfare to Work Voucher.

When do families receive enhanced vouchers?

Enhanced Voucher assistance may be provided to families who stay at multifamily projects where the project meets one of these criteria:

- The owner opted out of, or did not renew, a covered HUD subsidy contract,
- The owner prepaid a mortgage or voluntarily terminated a mortgage insurance contract on a preservation project, or
- In rare cases where HUD terminated or did not permit an owner to renew a Section 8 multifamily project contract. See Notice PIH 2000-9 for detailed guidance.

Who is a Welfare to Work family?

A Welfare to Work (WtW) family is a family that is assisted by a PHA with voucher funding awarded to the PHA under the HUD welfare-to-work voucher program (including any renewal of such WtW funding for the same purpose).

2n. Other special programs:

Indicate if the family participates in one or more of the following programs:

Section 8 programs:

- **ROC** (Regional Opportunity Counseling)
- **MTO** (Moving to Opportunity)
- **FUP** (Family Unification Program)
- **PHRR** (Public Housing Relocation/Replacement)

Public Housing programs:

- EDSS (Economic Development and Supportive Services program)
- ROSS (Resident Opportunities & Self Sufficiency program)
- HOPE (Homeownership and Opportunity for People Everywhere) VI Resident Service Program
- PHDEP (Public Housing Drug Elimination Program)

2p. Use if instructed by HUD:

HUD may instruct a particular PHA to use this line. If there are not instructions to use these lines, leave them blank.

2q, 2r, 2s, 2t, 2u. PHA use only:

PHAs may use these lines for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on these lines is transmitted to HUD so PHAs may later retrieve the information from MTCS.

Example: PHAs may use 2q through 2u to capture Mailbox sub-ID numbers, PHA subcontractor codes or PHA tenant identification codes.

Section 3: Household

General Rules:

- Apply the instructions for lines 3a through 3q to both pages 3 and 4 of the Form.
- The household includes everyone who lives in the unit. Household members are used to determine unit size.
- The family includes all household members except live-in aides and foster children and adults. Use the number and characteristics of family members to calculate housing subsidies and payments.

3a. Head of household/ Member number 01:

The Member Number identifies the individual listed on that line of the Form. You must list Member Number 01 as the Head of the Household. List Member Number 02 as the spouse or co-head (see relation codes, line 3h, for co-head definition). If there is no spouse or co-head, list other household members beginning with Member Number 02 and continue in sequence until the Form contains information about everyone who comprises the household.

3b. Last name & Sr., Jr., etc.:

Indicate the last name of each household member. Include name suffixes, such as Jr., and separate with a comma. Do not include name prefixes, such as Ms. or Mr.

Example: Smith, Jr. or Doe, III.

3c. First name:

Indicate the first name of each household member. Do not include name prefixes, such as Ms. or Mr.

3d. MI:

Indicate the middle initial of each household member. If the household member does not have a middle initial, leave blank. If he/she has more than one middle initial, only enter one.

3e. Date of birth:

Indicate the date of birth for each household member. Include all four digits of the year. Enter the date in the mm/dd/yyyy format.

Example: Write 11/15/1997 instead of 11/15/97.

3f. Age on effective date of action:

Indicate the age in years of each household member on the effective date of action (line 2b). Use whole years only. Do not round.

Example: The effective date of action listed is 12/01/2000. Household Member Number 03 was born on August 8, 1981. This person's age as of 12/01/2000 is 19 years.

3g. Sex:

Indicate the gender of each household member. Use M = Male and F = Female.

3h. Relation:

Use the code that best categorizes the position or role of each household member.

- H = Head of household
- S = Spouse
- K = Co-head
- F = Foster child/adult
- Y = Other youth under 18
- E = Full-time student 18+
- L = Live-in aide
- A = Other adult

How are each of the codes defined?

- *H = Head of household:* The one adult member of the household, designated by the family or by PHA policy as the head of household, who is wholly or partly responsible for rent payment.

- *S = Spouse:* The marriage partner of the head of household.

- *K = Co-head:* An individual in the household who is equally responsible for the lease with the head of household. Indicate either a spouse or a co-head, but not both. A co-head never qualifies as a dependent. Many states allow persons who have not reached the age of majority to sign a lease if they were declared an "emancipated minor".

- *F = Foster child/adult:*

  - *Foster child* – A member of the household who is under 18 years of age or a full-time student 18 years or older, and who is under the parental control and responsibility of someone other than his or her mother or father.

- *Foster adult* – A member of the household (usually a person with a disability, unrelated to the tenant family, who is unable to live alone) who is 18 years of age or older and for whom the family provides necessary shelter, care and protection.

- *Y = Other youth under 18*: A member of the household (regardless of disability status), who is under 18 years of age on the effective date of action (line 2b), and is not a foster child.

- *E = Full-time student 18+*: A member of the household, other than the Head, spouse or co-head, or foster child or adult, 18 years of age or older on the effective date of action (line 2b) who carries a subject load considered full-time for students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as a degree-granting institution.

- *L = Live-in aide*: A person who lives with an elderly or disabled person(s) and who**:**
  - is determined by the PHA to be essential to the care and well-being of the person(s);
  - is not obligated to support the person(s);
  - would not be living in the unit except to provide necessary supportive services.

  How do I categorize a child of a Live-in aide?
  Categorize the child(ren) of a Live-in aide as a Live-in aide.

- *A = Other adult:* A member of the household (excludes foster adults), other than the head or spouse or co-head, who is 18 years of age or older on the effective date of action (line 2b), regardless of disability status.

3i. Citizenship**:**

Use code that indicates each family member's United States citizenship status.

- EC = Eligible citizen: The family member is an eligible U.S. citizen or national
- EN = Eligible noncitizen: The family member has an alien registration number verified by the INS
- IN = Ineligible noncitizen: The family member is one of the following:
  - unable to verify registration at INS,·
  - the person has not yet provided documentation of eligible status, or
  - the person elected not to contest eligibility status
- PV = Pending verification: The family member has an alien registration that is pending verification by the INS. If you do not know an individual's citizenship, enter 'PV'.
- Leave blank if the household member is a live-in aide or foster child/adult.

What is the citizenship status used for?
Each family member's code will factor into the rent calculations for housing assistance eligibility.

3j. Disability (Y/N)**:**

Indicate whether or not the household member has a disability as defined below.

What conditions make someone as disabled?
A person with disabilities has one or more of the following:

- A disability as defined in section 223 of the Social Security Act.
- A physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions.
- A developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.
- Acquired immune deficiency syndrome (AIDS) or any condition that arises from the etiologic agent for AIDS.

3k. Race**:**

Use the code or codes the family says best indicates each household member's race. These codes are the official codes the Federal Government uses for census-taking and related activities and are mandated by the U.S. Office of Management and Budget (OMB). Select as many codes as appropriate. More than one race code can be entered for each household member.

1 = White
2 = Black/African American
3 = American Indian/ Alaskan Native
4 = Asian
5 = Native Hawaiian/Other Pacific Islander

3m. Ethnicity**:**

Use code the family says best indicates each household member's ethnicity.

1 = Hispanic or Latino
2 = Not Hispanic or Latino

3n. Social Security Number:

Enter the 9-digit Social Security Number (SSN) issued to each household member by the Social Security Administration (SSA).

Whose SSN needs to be reported?

The family must report all SSN's of family members who are age six and over. If, for some reason, a family member has more than one SSN, record the number the individual currently uses.

What do I enter if a family member does not have a SNN?

If a Head of Household does not have a SSN, PHA cannot transmit the family's Form HUD-50058 until there is system functionality to do so. If a member who is not the Head does not have a SSN, enter 999999999.

What do I enter if an individual receives social security benefits under a SSN other than his or her own?

If an individual receives social security benefits under a SSN other than his or her own, enter the recipient individual's SSN. Do not enter a SSN that has one or two alpha or numeric characters that follow the basic 9-digit number. The presence of the suffix indicates that the number is actually a claim number – issued by the SSA to identify the relationship of the recipient to the person from whom the benefit is derived (i.e., the basis of the recipient's benefit is another person's social security record).

Example: Do not record xxx-xx-xxxxB or xxx-xx-xxxxW1 as an individual's valid SSN. A number in this format is actually a claim number.

3p. Alien Registration Number:

Enter the Alien Registration Number or A-number issued to each noncitizen household member, if applicable. Each alien registration number is unique in that it pertains to one person or one document only; in many instances, the INS provides minors and infants in the United States with individual alien numbers. The A-number contains seven, eight or nine numerical digits preceded by the letter A, e.g., A72 735 827.

How do I format the A-number?

- Do not enter the letter A in any case.
- Enter the digits from left to right.
- If the alien registration number has seven digits, enter two zeros before the alien registration number.
- If the alien registration number has eight digits, enter one zero before the alien registration number.
- If the alien registration number is nine digits, enter the number without a leading zero.

Example:

- If the Alien Registration Number is A1234567, enter as 001234567.
- If the Alien Registration Number is A12345678, enter as 012345678.
- If the Alien Registration Number is A123456789, enter as 123456789.

3q. Meeting community service or self-sufficiency requirement? (Public Housing only):

Indicate whether the family member is in the process of meeting his or her prior year community service or self-sufficiency requirements under the Public Housing Reform Act (PHRA) and 24 CFR 960.60 (subpart F), 24 CFR 960.607(c) (see question below for community service criteria).

Select one of the options:

- 1 = yes; the tenant met his or her 8 hour monthly service requirement
- 2 = no; the tenant did not meet his or her 8 hour monthly service requirement. If tenant did not satisfy this requirement, their lease should be terminated.
- 3 = pending; the PHA needs to verify if the tenant is meeting his or her service or self-sufficiency requirements.
- 4 = exempt; refers to tenants and their primary care givers, including live-in aides, who meet the exemptions listed in 24 CFR 960.60 (subpart F). (see question below for exemption criteria)
- 5 = n/a; Use '5' until the community service requirement comes into effect for your particular PHA.

When do PHAs have to comply with the community service requirement?

PHAs must comply with the community service requirement beginning with PHA fiscal years that begin on or after October 1, 2000. PHAs with fiscal years beginning January 1, April 1, or July 1 would include information regarding community service in

their next Annual Plan, and implement the provision at the start of their next fiscal year that begins in the calendar year 2001. If your PHA has not yet implemented the community service program, enter 5 (n/a).

When does my PHA assess community service compliance?
Satisfaction of the requirement is assessed during the annual reexamination process. PHAs must review family compliance once a year, 30 days prior to the expiration of the resident's lease.

What can an individual do if they do not meet the community service requirement?
The regulation provides for a make-up period if the eight-hour average is not met.

What are the criteria for satisfying community service requirements under the Public Housing Reform Act (PHRA) and 24 CFR 960.601?
To satisfy service requirements, every adult resident of public housing must do one of the following:

- Contribute an average of eight hours of community service each month,
- Participate in a self-sufficiency program for at least eight hours every month, or
- Perform eight hours of combined activities each month.

What household members are exempt from the community service requirement under 24 CFR 960.601?
Exemption criteria includes the following**:**

- Adults who are 62 years of age or older, and their primary caregivers, including live-in aides.
- Persons with disabilities, and their primary caregivers, including live-in aides.
- Persons meeting the requirement for being exempted from engaging in work under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located, including State-administered Welfare to Work (WtW) program.
- Members of a family receiving assistance, benefits or services under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located, including State-administered Welfare to Work (WtW) program.
- Tenants younger than 18 years old

3r. Reserved**:**
Reserved for future HUD use.

3s. Continued on an additional sheet? (Y or N)**:**
Indicate whether additional household member information is included on an additional sheet of paper as an attachment to the Form.

3t. Total number in household**:**
The total number of people in the household. Count all persons, include foster children or adults, live-in aides, and other unrelated individuals (who reside with the family as part of the household). Also include persons who are members of the household but temporarily absent from the home.

The total count of household members should equal the number of individuals listed separately in Section 3 (line 3a).

3u. Family subsidy status under Noncitizens Rule**:**
The code that indicates the housing assistance eligibility for family members based on the 24 CFR Part 5 (e). The Noncitizens Rule allows PHAs to provide financial assistance to U.S. citizens, nationals, and non-U.S. citizens with eligible immigration status.

Use the following status codes:

- C = Qualified for continuation of full assistance
- E = Eligible for full assistance
- F = Eligible for full assistance pending verification of status
- P = Prorated assistance

What does each code mean?

- *C = Qualified for continuation of full assistance*: Applies to a family composed of both eligible and ineligible members. A mixed family may be qualified for continued assistance if it meets the following conditions**:**
  - The family was receiving assistance under a Section 214 covered program on June 19, 1995, which is when the Noncitizens rule became effective.
  - The head of household or the spouse has eligible immigration status. See Section 5.506.
  - The family does not include any person without eligible immigration status other than the Head of Household, spouse, and parents or children of the Head or spouse.

  A family granted continued assistance before Nov 29, 1996 is entitled to receive non-prorated

assistance. A family granted assistance after Nov 29, 1996 must receive prorated assistance (Section 5.518(a)(2)).

- *E = Eligible for full assistance*: Applies when the entire family provides documentation of U.S. citizenship, U.S. national, or eligible immigrant status and the INS verified this status or documentation.

- *F = Eligible for full assistance pending verification of status*: Applies when the family provides documentation of eligible immigrant status and the PHA is waiting for INS verification or the family currently participates in the hearing process in reference to their ineligible noncitizen status. This applies if the PHA did not know the citizenship of any family member, as indicated by 'PV=Pending Verification' in line 3i. This also applies for instances of temporary deferral of termination of assistance.

- *P = Prorated assistance*: This applies if one or more family members do not provide acceptable documentation of their citizenship or eligible immigrant status. The PHA gives an assistance amount based on the percentage of the family that provided acceptable documentation of citizenship or eligible immigrant status. The PHA must establish at least one family member's acceptable degree of eligibility (through documentation) to make assistance available.

When can a family have ineligible members and still receive full assistance?
Mixed families who are qualified for full continuation of assistance (3u=C) or those who choose temporary deferral of termination (3u=F), can still receive full assistance. The aggregate temporary deferral period for deferrals granted prior to November 29, 1996 should not exceed 3 years, and for deferrals provided after November 29, 1996 should not exceed 18 months. The initial deferral is granted for a period of 6 months, and renewed for 6 month periods thereafter.

What is a Termination of Assistance and how long does it last?
If a family member knowingly permits an ineligible individual to reside in an assisted housing unit, the family member's assistance must be terminated for at least 24 months, according to 24 CFR, Section 5.514 (c)(1)(iii).

3v. Eligibility effective date (mm/dd/yyyy) if qualified for continuation of full assistance (3u = C):

Date the family originally qualified for the continuation of full assistance (3u=C).

3w. If new head of household, former head of household's SSN:

If the designated head of household changed due to discontinued occupancy or another cause such as death, marriage, or remarriage and there are family members who remain in the household, enter the former head of household's SSN.

Only enter a SSN in this field if the family changed its head of household. If the former head of household did not possess a Social Security Number, enter 999999999.

Section 4: Background at Admission

4a. Date (mm/dd/yyyy) entered waiting list:

Date the PHA placed the family on the waiting list for the program under which they are currently receiving housing assistance. If the PHA admitted the family as a special admission (not on waiting list; 24 CFR 982.203) in a Section 8 tenant-based program, leave blank. This date must not be later than the Effective Date of Action (line 2b).

What do I enter if the family's application was temporarily inactive?

If the family's application was inactive at some point, enter the date the PHA used to determine the family's position on the waiting list.

4b. ZIP code before admission:

The 5-digit ZIP code where the family lived before admission to an assistance program.

What ZIP code should I enter if the family was homeless prior to admission?

If the family was categorized as "homeless" prior to admission, enter the post office ZIP code for the area or location where the family usually slept immediately prior to admission. If known, enter the full 9-digit ZIP code (ZIP + 4).

4c. Homeless at admission? (Y or N):

Indicate whether or not the family was homeless at the time the PHA admitted the family to a housing assistance program.

4d. Does family qualify for admission over the very low-income limit? (Section 8 only) (Y or N):

Indicate whether or not the family qualified for program admission even though their income exceeds the very low-income limit (50% of the area's median income).

What are the criteria for a family to qualify for admission over the very low-income limit?

A family qualifies for admission over the very low-income limit if one or more of the following apply:

- A low-income family that is "continuously assisted" under the 1937 Housing Act.
- A low-income family that meets additional eligibility criteria specified in the PHA administrative plan.
- A low-income non-purchasing family who resides in a HOPE 1 or HOPE 2 project.
- A low-income non-purchasing family who resides in a project subject to a resident homeownership program under 24 CFR 248.173.
- A low-income or moderate-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.101.

4e. Continuously assisted? (Y or N):

Indicate whether or not the family is continuously assisted under or currently enrolled in any 1937 Housing Act program at the time of admission.

Example: Indicate yes if a family moves from public housing to the Section 8 Voucher program or if a family moves from a Section 8 subsidized multifamily project to the Voucher program.

4f. Is there a HUD approved income targeting disregard? (Y or N):

Applicable to Welfare to Work families only. Indicate whether this Welfare to Work family is approved for an income targeting disregard. (see 24 CFR 982.201(b)(2)(iii))

How does a family qualify for an income targeting disregard?

If approved by HUD, the admission of a portion of very low income welfare-to-work (WTW) families that are not extremely low income families may be disregarded in determining compliance with the PHA's income-targeting obligations under paragraph (b)(2)(i) of 24 CFR 982.201(b)(2)(iii). HUD will grant such approval only if and to the extent that the PHA has demonstrated to HUD's satisfaction that compliance with such targeting obligations with respect to such portion of WTW families would interfere with the objectives of the welfare-to-work Voucher program. If HUD grants such approval, admission of that portion of WTW families is not counted in the base number of families admitted to a PHA's tenant-based Voucher program during the fiscal year for purposes of income targeting.

Section 5: Unit to be Occupied on Effective Date of Action

5a. Unit address:

The complete address of the housing unit that the household occupies on the effective date of action (line 2b).

What is included in a complete address?

- Number and street: Street address of the unit.
- Apt: Apartment or unit number, if applicable.
- City: City in which the unit is physically located.
- State: State in which the unit is physically located (use 2 character postal codes).
- ZIP code (+4): 5-digit ZIP code in which the unit is physically located (if known, include the full 9-digit ZIP code: ZIP + 4).

5b. Is mailing address same as unit address? (Y or N) (if yes, skip to 5d):

Indicate whether the mailing address is different from the unit address indicated in line 5a.

5c. Family's mailing address:

The complete address where the family receives mail, if other than the unit address indicated in line 5a. Complete only if the answer to the previous question (5b) is no.

When do I enter a mailing address?

- Use when tenant would like to receive mail at a different address.
- Use when the individual has a "guardian" that handles correspondence.
- Use when the family receives mail at a Post Office box.

When do I leave the field blank?

Leave this field blank if the mailing address is the same as the unit address.

What is included in a complete address?

- Number, street, or PO box - Street address or post office box number where the family receives mail
- Apt. - Apartment or unit number, if applicable, where the family receives mail
- City - City where the family receives mail
- State - State where the family receives mail (use two character postal code)
- ZIP code (+ 4) - 5-digit ZIP code where the family receives mail (if known, include the full 9-digit ZIP code: ZIP + 4)

5d. Number of bedrooms in unit:

Total number of bedrooms in the unit that the household will occupy on the effective date of action (line 2b).

What number do I enter if the unit is an efficiency or Single Room Occupancy (SRO)?

If the unit is an efficiency or Single Room Occupancy (SRO), enter 0 (zero) in this field.

What number do I enter if two or more families share the unit?

If two or more families share the unit (i.e., shared housing unit) under the Section 8 program, enter the number of bedrooms in the entire unit, not just the number of bedrooms in the family's private living space.

5e. Has the PHA identified this unit as an accessible unit? (Public/Indian Housing only) (Y or N):

Indicate whether or not the unit that the family occupies on the effective date of action (line 2b) is a PHA designated handicapped accessible unit.

5f. Has the family requested accessibility features? (Public/Indian Housing only) (Y or N) (If no, skip to next section):

Indicate whether or not the family requested disability amenities or accessibility features.

If you answered no, skip to Section 6.

5g. Has the family received the requested accessibility features? (Public/Indian Housing only):

Indicate the status of the family's request for disability amenities and/or accessibility features (line 5e) on the effective date of action (line 2b).

- a = Yes, fully: the PHA fulfilled the request fully.

  Example: If the household requested a unit with disability amenities and on the effective date of action, the PHA fulfilled the request fully, mark

the status as a = Yes, fully.

- b = Yes, partially**:** the PHA fulfilled the request partially.

  Example: If the household requested a unit with disability amenities and on the effective date of action, the PHA fulfilled the request partially, mark the status as b = Yes, partially.

- c = No, not at all: the PHA did not fulfill the request in any way.

  Example: If the household requested a unit with disability amenities but on the effective date of action, the household did not receive any amenities, mark the status as c = No, not at all.

- d = Action pending: the request is currently pending (can be checked in combination with b or c).

- *Example*: If the household requested a unit with disability amenities and on the effective date of action, the household did not receive any amenities, but the unit is scheduled to receive an upgrade in the next month, mark the status as d = Action pending.

5h. Date (mm/dd/yyyy) unit last passed HQS inspection (Section 8 only, except Homeownership):

The last date the unit passed a full housing quality standards (HQS) inspection. Enter the date in the mm/dd/yyyy format.

Is this date always the same as the last annual HQS inspection recorded in 5i?

No, this date may or may not be the same date as the last annual HQS Inspection, depending on whether or not the unit passed the HQS inspection.

5i. Date (mm/dd/yyyy) of last annual HQS inspection (Section 8 only, except Homeownership):

The last date a PHA inspector performed a full annual HQS inspection of the unit that the household occupies. Enter the date in the mm/dd/yyyy format.

Can this date be different form the date the unit last passed HQS inspection (line 5h)?

This date may be different from the date reported in 5h if the unit failed the last HQS inspection.

Example: The unit failed the initial full HQS inspection on 2/20/2001. When the unit was re-inspected on 3/15/2001it passed. In this situation:
Line 5h = 3/15/2001
Line 5i = 2/20/2001

The date of the last annual HQS inspection (5i) is the date the inspector conducted a full inspection of the unit. When the inspector returns to re-inspect for the correction of a fail item, they are not re-inspecting the entire unit, thus not doing a full HQS inspection.

5j. Year (yyyy) unit was built (Section 8 only):

Indicate the year that the unit was built. This date can be found on the request for tenancy approval form. If the owner does not know the exact year the unit was built, enter the owner's best estimate of the year the unit was built. Enter the year in the yyyy format.

5k. Structure Type (check only one) (Section 8 only):

Indicate the building structure type.

- *Semi-detached* includes units in duplexes, three-plexes and four-plexes.

- *Low-rise* includes multifamily apartment buildings of five or more units and up to four stories. Also include five or six story buildings without an elevator as low-rise structures.

- *High-rise* with an elevator includes buildings of five stories or more with elevators.

Section 6: Assets

General Rules:

- Do not include assets for live-in aides or foster children/adults.
- Use a separate line for each family member and asset source.
- Report each asset source on lines 6a through 6e. Enter line information for each family member from *left to right*.

6a. Family member name / No.:

The name of each family member in the household that has assets and their Member number (line(s) 3a) that corresponds to the asset information reported.

6b. Type of asset:

List any asset that has a dollar value or provides a source of income to the person listed in column 6a.

What items are considered assets?

Assets include, but are not limited to:

- savings account,
- stocks,
- bonds,
- other forms of capital investment, and
- real property (land owned or bequeathed).

What items are not considered assets?

Assets do not include:

- Interests in Indian trust land
- Equity accounts in HUD homeownership programs
- Necessary items of personal property, such as furniture and automobiles
- Trust funds, in cases where the trust is not revocable by, or under the control of, any member of the family or household

6c. Calculation (PHA use only):

Use this column to perform asset calculations. This information is not transmitted to HUD.

6d. Cash value of asset:

The estimated, known or calculated dollar value of each asset listed. Cash value of an asset can be estimated by a formal assessment; or the actual dollar value may be known (for example, the amount of money in a savings account).

How do I determine an asset's value?

In order to calculate the dollar value of the listed asset, subtract the cost to sell the asset from the asset's value (i.e., the asset value minus the cost to sell it).

Do I include assets that have been sold?

Include the value of any business or family asset that an applicant or tenant disposes of, for less than fair market value (include a disposition in trust, but not a foreclosure or bankruptcy sale) during the 2 years that precede the effective date of action (line 2b).

6e. Anticipated income:

Total amount of income the family member expects to receive in the next 12-month period from the asset listed.

6f. Column total:

Total of the values listed in column 6d.

6g. Column total:

Total of the values listed in column 6e.

6h. Passbook rate (written as decimal):

Enter the passbook rate as a decimal.

What is a Passbook rate?

The Passbook rate is the interest rate used to determine the imputed (estimated) income of an asset(s) that would not otherwise be readily determinable. It usually falls between 2% (0.02) and 3% (0.03).

Example: After analyzing several banks in a project locality, HUD determined that the average rate of interest on local Passbook Savings Accounts is 3% (0.03). For a family member who listed her farm as an asset, the Passbook Rate should be applied to calculate the imputed (estimated) income that results over time from the use or sale of the farm.

How does HUD determine the Passbook rate?

The HUD field office determines the Passbook rate of interest for the project locality based on the average interest rate received on Passbook Savings Accounts at several banks in the local area.

6i. Imputed asset income: 6f x 6h (if 6f is $5,000 or less, put 0):

Imputed income from assets based on the total dollar value of the asset listed and the Passbook rate of interest.

How do I calculate imputed asset income?
Multiply the total cash value of the listed asset (line 6f) by the Passbook Rate of interest (line 6h). Use the imputed income on the total of all assets.

Example: A family lists its total assets as $5,500. To calculate the imputed income from this asset multiply $5,500 by 0.03 (assume 3% is the HUD-determined local Passbook Interest rate). This results in an imputed asset income of $165.

6j. Final asset income: larger of 6g or 6i:

The total amount of household income derived from assets. Indicate the larger amount of the total anticipated income from assets (column total 6g) or imputed asset income (line 6i).

Section 7: Income

General Rules:

- If the family members do not have any income from sources other than assets and do not expect any other income in the next 12-month period, leave the income section blank (except for total annual income (line 7i), which is the total of the asset income).
- Use a separate line for each family member and income source.
- Use the columns in section 7 to report each income source that contributes to the family's income. Enter line information for each family member from left to right.
- Do not double count asset income as another income type in this section.
- Do not consider income exclusions in the determination of eligibility for housing assistance. Consider income deductions in the determination of eligibility for housing assistance.
- The Code of Federal Regulations (CFR) lists the income items to exclude as "income" for the various Public, Indian, and Section 8 housing programs. Please see 24 CFR 5.609(c) for further guidance.
- PHAs are required to report all sources of income and exclusion amounts.

7a. Family member name/No.:

The name of each family member in the household that has income and their Member number (line(s) 3a) that corresponds to the income information reported.

7b. Income code:

Use the one or two letter code that represents the type of income for a family member. Please refer to the Income and Exclusions chart when completing Income code (line 7b) and Income exclusions (line 7e).

Income and Exclusions Chart			
Income code	**Description**	**Include**	**Income Exclusions**
WAGES			
(B) Own business	Net income from a professional or business operation (24 CFR 5.609 (b)(2)).	· Withdrawals of cash or assets from the professional or business operation in a family member's income (24 CFR 5.609(b)(2)).	· Expenditures for business expansion (24 CFR 5.609 (b)(2)). · Amortization of capital indebtedness as deductions in determining net income (24 CFR 5.609 (b)(2)). · Withdrawals of cash or assets from the professional or business operation if the withdrawal is a reimbursement for cash or assets invested in the operation by the family (24 CFR 5.609 (b)(2)). · Allowance for asset depreciation, based on straight line depreciation, as provided in Internal Revenue Service (IRS) regulations (24 CFR 5.609 (b)(2)).
(F) Federal wage	Compensation received from federal government employment, which include federal government agencies and instrumentalities.	· Wages from federal government employment	· Income from employment of children or foster children under 18 years old (24 CFR 5.609(c)(1)). · Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(c)(11)).· · Earned income disallowance for public housing families (24 CFR 960.255(b) and persons with disabilities in public housing, Section 8, and other HUD assisted housing (25 CFR 5.617). · Amounts earned by temporary Census employees; terms of employment may not exceed 180 days for the purposes of the exclusion (Notice PIH 2000-1).
(HA) PHA wage	Compensation earned through work performed for the Public Housing Agency (PHA).	· Wages paid to family member from the PHA	· Income from employment of children or foster children under 18 years old (24 CFR 5.609(c)(1)). · Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by the resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. (24 CFR 5.609(c)(8)(iv)). · Stipends to reimburse residents for expenses for serving as members of the PHA governing board or commission (24 CFR 5.609(c)(8)(iv)). · Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(c)(11)).· · Earned income disallowance for public housing families (24 CFR 960.255(b) and persons with disabilities in public housing, Section 8, and other HUD assisted housing (25 CFR 5.617).

Income and Exclusions Chart			
Income code	**Description**	**Include**	**Income Exclusions**
WAGES			
(M) Military Pay	All regular pay, special pay and allowances of a member of the Armed Forces (including the Coast Guard, National Guard, and Reserve units).	· The full amount of the head of household's or spouse's military pay, not just the amount sent home, regardless of whether the head of household or spouse or co-head is on the lease. · Subsistence allowances. · Uniform allowances. · Other allowances. *see 24 CFR 5.609(b)(8)*	· Income from employment of children or foster children under 18 years old (24 CFR 5.609(c)(1)). · The special pay to a family member serving in the Armed Forces who is exposed to hostile fire (24 CFR 5.609(c)(7)). · Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(c)(11)).· · Earned income disallowance for public housing families (24 CFR 960.255(b) and persons with disabilities in public housing, Section 8, and other HUD assisted housing (25 CFR 5.617). · The full amount of military pay of any family member other than the head and spouse. If other family members are away from home in the military, the PHA may remove their name from the lease and exclude their income. · Other pay specifically excluded by law (e.g., Desert storm active duty).

Income and Exclusions Chart			
Income code	**Description**	**Include**	**Income Exclusions**
WAGES			
(W) Other wage	Wages and salary received from private or public sources (other than military pay and federal wages). Also include income in lieu of earnings in this category.	· ·Overtime pay · Commissions · Fees · Tips · Bonuses · Other compensation for personal services · Workers' compensation · Severance pay · Termination pay (24 CFR 5.609(b)(1))	· Income from employment of children or foster children under 18 years old (24 CFR 5.609(c)(1)). · Income of a live-in aide, as defined in 24 CFR 5.403 (24 CFR 5.609(c)(5). · Earnings and benefits from employment training programs funded by HUD (24 CFR 5.609(c)(8)(i)). · Reimbursement for out-of-pocket expenses while attending a public assisted training program (24 CFR 5.609(c)(8)(iii)). · Incremental earnings and benefits from participation in qualifying state and local employment programs (24 CFR 5.609(c)(8)(v)). · Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(c)(11)). · Payments to volunteers under the Domestic Volunteer Services Act (Notice PIH 93-65). · Payments received under programs funded in whole or in part under the Workforce Investment Act (WIA) (formerly known as the Job Training Partnership Act (JTPA)) (Notice PIH 93-65). · Earnings and benefits to any family member from an employment training and supportive services program (Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable federal, state, or local law) during the exclusion period. The exclusion is applicable only if the family was admitted to the program prior to October 1, 1999 *(Public Housing only)*. · Earned income disallowance for public housing families (24 CFR 960.255(b) and persons with disabilities in public housing, Section 8, and other HUD assisted housing (25 CFR 5.617).

Income and Exclusions Chart			
Income code	**Description**	**Include**	**Income Exclusions**
WELFARE			
(G) General assistance	Payments made under a financial or medical assistance program(s) provided by a state, tribe, or local government jurisdiction.	· Payments provided by a state, tribe or local government for medical or financial assistance	· Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home (24 CFR 5.609(c)(16)) · Food stamps (Notice PIH 93-65). · Incremental earnings and benefits from participation in qualifying state and local employment programs (24 CFR 5.609(c)).
(IW) Annual Imputed Welfare Income	The annual income not received by a family because of a welfare benefit reduction, but is included in the family's annual income for determining rent.	· The dollar amount by which the family's welfare benefits were reduced by a TANF agency because of fraud or noncompliance (24 CFR 5.615).	· If the family was not an assisted resident at the time of sanction (24 CFR 5.609).
(T) TANF assistance	Temporary Assistance to Needy Families (TANF) is benefits designed to meet a family's ongoing basic needs. Not all states refer to this income as TANF. A state may have a different name (other than TANF) for this type of income. See 24 CFR 260.31 for additional information on TANF assistance and exclusions.	· TANF assistance funded from federal or state dollars. The term assistance includes cash, payments, Vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses) (24 CFR 609(b)(6)). · Payments to individual recipients by a TANF agency, or other agency on its behalf. · Benefits based on participation in work experience or community service (or any other work activity in 24 CFR 261.30). · Supportive services such as transportation and child care provided to families who are *not* employed.	· Nonrecurrent, short-term benefits that**:** * Are designed to deal with a specific crisis situation or episode of need; * Are not intended to meet recurrent or ongoing needs; and * Will not extend beyond four months. · Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training). · Supportive services such as child care and transportation provided to families who are employed. · Refundable earned income tax credits. · Individual Development Accounts. · Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support. · Transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Act, to an individual who is not otherwise receiving assistance.

INCOME AND EXCLUSIONS			
Income Code	**Description**	**Include**	**Income Exclusions**
SS/SSI/PENSIONS			
(P) Pension	A periodic distribution paid for retirement benefits.	· Pensions. · Annuities. · Retirement or profit-sharing plans. · Individual Retirement Accounts (IRAS). · Simplified Employee Pensions (SEPS). · Life insurance and endowment policies. 24 CFR 5.609(b)(4)	· Lump-sum benefits payable as a death benefit.
(S) SSI	The Supplemental Security Income (SSI) program provides cash assistance to family members who have limited income and resources, 65 or older, blind, or disabled. Family members under 18 can also receive SSI if they have an impairment that prohibits an adult family member from working.	· State supplements to SSI (24 CFR 5.609(b)(4)).	· Deferred periodic amounts from SSI benefits that the family member received in a lump sum amount or in prospective monthly amounts (24 CFR 5.609(c)(14)). · Amounts received by a person with a disability that are disregarded for a limited time for purposes of SSI eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS) (24 CFR 5.609(c)(8)(ii)).
(SS) Social Security	Benefits from the Social Security Administration.	· Child's benefits. · Disabled workers' benefits. · Disabled widow(er)'s benefits. · Divorced wife's insurance benefits. · A widow(er) entitled to mother's or father's insurance benefits. · Parent's, brother's, or sister's benefits. · Retirement insurance benefits. · Spouse's benefits. · Surviving divorced spouse's benefits. · Widow(er)'s benefits. · Spouse's benefits. · Comparable benefits under the Railroad Retirement Act. (24 CFR 5.609(b)(4))	· Deferred periodic amounts from Social Security benefits that the family member received in a lump sum amount or in prospective monthly amounts (24 CFR 5.609(c)(14)).

INCOME AND EXCLUSIONS			
Income Code	**Description**	**Include**	**Income Exclusions**
OTHER INCOME SOURCES			
(C) Child support	Financial or medical assistance that a parent provides voluntarily or by court order for upkeep and general well-being of his or her child(ren).	· Payments from a parent for child rearing · Regular contributions toward support from a public or private welfare agency (24 CFR 5.609(b)(7))	· Child care arranged or provided under the *Child Care and Development Block Grant Act* (42 U.S.C. 9858q) (Notice PIH 93-65).
(E) Medical reimbursement	Any income received to reimburse medical expenses.		· Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member (24 CFR 5.609(c)(4)).
(I) Indian trust/per capita	Judgment funds awarded by the Indian Claims Commission, the Court of Claims, funds held in trust for an Indian tribe by the Secretary of the Interior.	· The first $2,000 of per capita shares received from judgment funds	· Payments received under the *Alaska Native Claims Settlement Act* (Notice PIH 93-65). · Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (Notice PIH 93-65). · Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Notice PIH 93-65). · The first $2,000 of per capita shares from judgement funds awarded by Indian Claims (Notice PIH 93-65). · Payments received under the *Maine Indian Claims Settlement Act of 1980* (Notice PIH 93-65). · Payments received by the Indian Claims Commission to the Confederate Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (66 Federal Register 4669, April 20, 2001). · The first $2,000 of income received by individual Indians derived from interests or trust or restricted land (66 Federal Register 4669, April 20, 2001).

INCOME AND EXCLUSIONS			
Income Code	**Description**	**Include**	**Income Exclusions**
OTHER INCOME SOURCES			
(N) Other non-wage sources	Any other income source not otherwise specified.		· Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone) (24 CFR 5.609(c)(2)). · Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (24 CFR 5.609(c)(3)). · Full amount of student financial assistance paid directly to the student or to the educational institution (24 CFR 5.609(c)(6)). · Temporary, nonrecurring or sporadic income (including gifts) (24 CFR 5.609(c)(9)). · Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era (24 CFR 5.609(c)(10). · Adoption assistance payments in excess of $480 per adopted child (24 CFR 5.609(c)(12)). · Refunds or rebates under state or local law for property taxes paid on dwelling unit (24 CFR 5.609(c)(15)). · Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply (24 CFR 5.609(c)(17).

INCOME AND EXCLUSIONS			
Income Code	**Description**	**Include**	**Income Exclusions**
OTHER INCOME SOURCES			
(N) Other non-wage sources (cont'd)			· Payments or allowances under DHHS' low-income home energy assistance program (LIHEAP) (Notice PIH 93-65). · Federal scholarsips funded under Title IV of *The Higher Education Act of 1965,* including awards under the Federal work study program or under the Bureau of Indian Affairs student assistance program (Notice PIH 93-65). · Payments received from programs funded under Title V of the *Older Americans Act of 1965* (Notice PIH 93-65). · Payments received on or after January 1, 1989 from the Agent Orange Settlement Fund or any fund established pursuant to the settlement in the *In Re Agent Orange* product liability litigation (Notice PIH 93-65). · Earned Income Tax Credit refund tax payments (26 U.S.C. 32(j)) (Notice PIH 93-65). · Any allowance paid under provisions of *38 U.S.C. 1805* to a child suffering from spina bidifa who is a child of a Vietnam Veteran (66 Federal Register 4669, April 20, 2001). · Any amount of crime victim compensation that the applicant (under the *Victims Crime Act*) receives through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the *Victims Crime Act* because of the commission of a crime against the applicant (66 Federal Register 4669, April 20, 2001).
(U) Unemployment benefits	Periodic payments in lieu of earnings.	· Payments in place of earnings, such as… unemployment… compensation (except as provided in paragraph 24 CFR 5.609(c)(3)). *see 24 CFR 5.609(b)(5)*	

7c. Calculation (PHA use):
Use this column to perform income calculations. This information is not transmitted to HUD.

7d. Dollars per year:
The yearly income amount the family member receives from the income source(s) listed.

Please refer to the Income and Exclusions chart, for guidance on:
- what income to include, and
- matching income to the correct income code.

What amounts are included in annual income?
Annual income means all amounts, monetary or not, which:
- Go to, or are on behalf of, the family head or spouse (even if temporarily absent) or any other family member; or
- Are anticipated to be received from a source outside the family during the 12-month period following admission, interim reexamination, or annual reexamination effective date; and
- Are derived from assets (during the 12 month period) to which any family member has access; and
- Are not specifically excluded.

7e. Income exclusions:
Income excluded from annual income calculations. Amounts of money that are prohibited from being included in a family's income for rent determination purposes. Income exclusions are described in 24 CFR Subtitle F, § 5.609.

Please refer to the Income and Exclusions chart, given above, for guidance on:
- what income to exclude, and
- matching exclusions to the correct income code.

7f. Income after exclusions (7d minus 7e):
The family's total annual income minus any exclusions. Deduct income exclusions (line 7e) from dollars per year (line 7d).

7g. Column Total:
The total of the dollar amounts listed in column 7f (Income after exclusions).

7h. Reserved:
Reserved for future HUD use.

7i. Total annual income: 6j + 7g:
The family's total annual income. Add the final asset income (line 6j) and the total income after income exclusions (line 7g).

Section 8: Expected Income Per Year

8a. Total annual income: Copy from 7i:
The total annual family income.

Permissible Deductions (Public Housing only. If Section 8, skip to 8f or 8q):

Complete if the family resides in public housing and the PHA has established a written policy for permissible deductions.

IMPORTANT: Permissible deductions replace current optional income exclusions for Public Housing participants. PHAs can adopt these deductions provided the amounts are not already deducted from annual income or reimbursed to the family from other sources.

8b. Family member name/No.:
Public Housing only. The name of each family member in the household, and their individual Member number as indicated in line(s) 3a that corresponds to the income information reported.

8c. Type of permissible deduction:
Public Housing Only. The type of permissible deduction as determined by the PHA. This line is not transmitted to HUD.

8d. Amount:
Public Housing Only. The amount of the permissible deduction. This line is not transmitted to HUD.

8e. Total permissible deductions:
Public Housing Only. The total of the dollar amounts listed in column 8d (Amount).

What is the maximum amount allowable for total permissible deductions?
The maximum allowable amount for total permissible deductions (column total 8e) is less than $90,000 per year.

If the head of household and spouse or co-head are under age 62, and there are no family members (do not consider foster children or adults (F) or live-in aides (A)) with a disability, skip to line 8q. Otherwise, enter all medical and disability expense information for the entire family (do not consider foster children or adults (F) or live-in aides (A)) in lines 8f through 8p.

8f. Medical/disability threshold: 8a x 0.03:
Amount of unreimbursed medical and disability expenses that the family must pay before the PHA can deduct an allowance for such expenses from their income. Multiply 0.03 by total annual income (line 8a).

Example: The total annual income in line 8a for a family is $7,000, and the standard medical percentage is 3%. The medical threshold for the family will be**:** $7,000 x 0.03 = $210.

8g. Total annual unreimbursed disability assistance expense (if no disability expenses, skip to 8k):
The family's total annual unreimbursed disability expenses.

What are disability assistance expenses?
Disability assistance expenses are reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

If all family members indicated no disability in line 3j or if the family has no disability expenses, skip to line 8k.

8h. Maximum disability allowance: If 8g minus 8f is positive or zero, put amount:
The amount the PHA may potentially deduct for the family's disability expenses. Subtract the medical/disability threshold (line 8f) from the total annual unreimbursed disability assistance expenses (line 8g).

If negative and head/spouse/co-head is under 62 and not disabled, put 0.
If the calculation results in a positive number or zero, enter the amount. If the calculation results in a negative number and head/spouse/co-head are under 62 and not disabled, enter zero.

If negative and head/spouse/co-head is elderly or disabled, copy from 8g.
If calculation results in a negative number and head/spouse/co-head are elderly or disabled, enter total annual unreimbursed disability assistance expense (line 8g).

8i. Earnings in 7d made possible by disability assistance expense:

Of a family's dollars per year (line 7d), determine the earned amount made possible by the unreimbursed disability expenses the family incurs. This amount may not exceed the total family income after exclusions (column total 7g).

Example: The head of household spends $1,000 to overhaul his van to accommodate his wheelchair. The van allows the head of household to travel to his job, where he earns $10,000. The unreimbursed disability assistance expense makes possible the $10,000 of earnings.

8j. Allowable disability assistance expense: Lower of 8h or 8i (if 8g is less than 8f and head/spouse/co-head elderly or disabled, copy from 8h):

The total disability assistance expense amount the family may deduct. Enter the lower of the maximum disability allowance (line 8h) or the earnings made possible by disability assistance expense (line 8i). If the total annual unreimbursed disability assistance expense (line 8g) is less than the medical/disability threshold (line 8f) and the Head, spouse or co-head is elderly (age 62 or over) or disabled, copy the amount from the maximum disability allowance (line 8h).

8k. Total annual unreimbursed medical expenses: (if head/spouse/co-head under 62 and not disabled, put 0):

The total amount of the family's medical expenses that another source does not reimburse (e.g., co-payments for medical insurance). If the head, spouse or co-head are under age 62 and not disabled, enter 0 (zero).

8m. Total annual disability assistance and medical expense: 8j + 8k (if no disability expenses, copy from 8k):

The amount of the family's total disability assistance (line 8j) and medical expenses (line 8k). If the family has no disability assistance expenses, enter total annual unreimbursed medical expenses (line 8k).

8n. Medical/disability assistance allowance:

The amount of the family's allowance for medical expenses and disability assistance expenses.

If no disability assistance expenses or if 8g is less than 8f, put 8m minus 8f (if 8m minus 8f is negative, put 0):
If the family has no disability expenses or if total annual unreimbursed disability assistance expense (line 8g) is less than the medical/disability threshold (line 8f), calculate medical/disability assistance allowance (line 8n) as total annual disability assistance/medical expense (line 8m) minus the medical/disability threshold (line 8f). If total annual disability assistance/medical expense (line 8m) minus the medical/disability threshold (line 8f) is negative, enter 0 (zero).

If disability expenses and 8g is greater than or equal to 8f, copy from 8m:
If the family has disability expenses and the total annual unreimbursed disability assistance expense (line 8g) is greater than or equal to the medical/disability threshold (line 8f), enter the total annual disability assistance/medical expenses (line 8m).

8p. Elderly/disability allowance (default = $400):

The family's standard allowance amount if the head of household, spouse or co-head is elderly (age 62 or over), or disabled. The current allowance is $400.

Does the elderly/disability allowance double if both head and spouse or co-head are elderly or disabled?
No, if both the head of household and spouse or co-head are elderly or disabled, the allowance is not doubled. It is still $400, not $800.

8q. Number of dependents (people under 18, with disability, or full-time student. Do not count head of household, spouse, co-head, foster child/adult or live-in aide):

The total number of dependents who live in the household and are under 18 years of age, have a disability, or are full-time students of any age. Include dependents who are temporarily absent from the home but listed on the lease (i.e., family members).

What household members qualify as dependents?

Include all members of the household with the following relation code (line 3h)

- other youth under 18 (Y),
- full time student 18+ (E), or
- other adult (A) (if disabled).

What household members do not qualify as dependents?

Do not include the head of household (H), spouse (S) or co-head (K), foster children or adults (F), live-in aides (L), and other adults (A) who are not disabled.

8r. Allowance per dependent (default = $480):

Enter the standard allowance amount for each dependent in the household. The current allowance per dependent is $480.

8s. Dependent allowance: 8q x 8r:

The amount of the family's dependent allowance. Multiply the number of dependents (line 8q) in the household by the standard allowance per dependent (line 8r).

8t. Total annual unreimbursed childcare costs:

The household's total yearly unreimbursed childcare expenses. This is the estimated amount a family expects to pay for childcare during the annual income period. The amount deducted may not exceed the amount of income that the employment generates. The amount deducted must also not exceed reasonable childcare charges.

What childcare expenses should I include under annual unreimbursed childcare costs?

- Only include childcare expense for children under the age of 13.
- Only consider this cost when such care is necessary for a family member to be gainfully employed or to further his or her education.

8u. Total annual travel cost to work/school (Indian Housing only):

The total amount of yearly education or employment related travel expenses, which may not exceed $1,300 per year (i.e., $25 per week).

8v. Reserved:

Reserved for future HUD use.

8w. Reserved:

Reserved for future HUD use.

8x. Total allowances: 8e + 8n + 8p + 8s + 8t + 8u:

The total amount of all of the family's allowances. Enter the sum of total permissible deductions (line 8e), medical/disability assistance allowance (line 8n), elderly/disability allowance (line 8p), dependent allowance (line 8s), total annual unreimbursed childcare costs (line 8t), and total annual travel cost to work/school (line 8u).

8y. Adjusted annual income: 8a minus 8x (if 8x is larger, put 0):

The family's adjusted annual income. Subtract total allowances (line 8x) from total annual income (line 8a). If total allowances (line 8x) are larger than or equal to total annual income (line 8a), enter 0 (zero).

Section 9: Total Tenant Payment (TTP)

What is the total tenant payment?
Total tenant payment (line 9j) is the highest of the following amounts, rounded to the nearest dollar:

- 10 percent of the family's monthly income (line 9c);
- Percent of the family's adjusted monthly income (line 9f);
- A portion of the family's welfare assistance, specifically designated for the family's housing costs, determined by a public welfare agency (line 9g);
- The minimum rent of the unit (line 9h); or
- Enhanced Voucher minimum rent (line 9i).

9a. Total monthly income: 8a ÷ 12:

Divide total annual income (line 8a) by 12 to get total monthly income.

Example: If the annual income in line 8a is $12,000, the calculation reads: $12,000 ÷12 = $1,000.

9b. Reserved:

Reserved for future HUD use.

9c. TTP if based on annual income: 9a x 0.10:

Multiply total monthly income (line 9a) by 0.10.

Example: If the family has a total monthly income of $750 as indicated in line 9a, the calculation reads: $750 x 0.10 = $75.

9d. Adjusted monthly income: 8y ÷ 12:

Divide adjusted annual income (line 8y) by 12.

Example: If the family has an adjusted annual income of $2400 as indicated in line 8y, the calculation reads: $2400 ÷12 = $200.

9e. Percentage of adjusted monthly income: Use 30% for Section 8:

Percentage of adjusted monthly income used to determine TTP. The maximum percentage for this calculation is 30%.

What do I enter for families in Public Housing?
Enter a number up to 0.30 for families in Public Housing.

9f. TTP if based on adjusted annual income: (9d X 9e) ÷ 100:

Multiply the adjusted monthly income (line 9d) by percentage of adjusted monthly income (line 9e) and divide by 100.

Example: If the family has an adjusted monthly income of $673, as indicated in line 9d, and is in Section 8 housing, the calculation reads: $673 x 0.30 = $202.

9g. Welfare rent per month (if none put 0):

If the family receives welfare assistance, include the amount that the welfare assistance agency specifically designates for shelter and utilities. The welfare assistance agency may adjust this amount in accordance with the actual cost of shelter and utilities. If the family does not receive welfare rent, enter 0 (zero).

9h. Minimum rent (if waived, put 0):

The PHA established minimum rent amount per month. The PHA may require the tenant to pay a minimum rent amount up to $50.

In case of financial hardship, how do I enter minimum rent?
Enter zero for a family that has requested a financial hardship exemption and for whom the PHA has suspended the minimum rent. If the PHA then does not grant the family a hardship exemption because it determines the hardship is only temporary, submit an interim reexamination with the reinstated minimum rent.

9i. Enhanced Voucher minimum rent:

Enhanced Vouchers only. Enter the monthly rent that the family was paying on the date of the eligibility event for the project. Families assisted with enhanced Voucher assistance have a special statutory minimum rent requirement. The law requires that a family receiving Enhanced Voucher assistance must pay for rent no less than the rent the family was paying on the date of the "eligibility event" for the project in question.

What is the eligibility event?
The eligibility event is the expiration date of an expiring project-based contract in the case of owner opt-outs. For preservation prepayments, the eligibility event is the effective date of the prepayment of the mortgage, or voluntary termination of the mortgage insurance.

How do I calculate Enhanced Voucher minimum rent if the family income changes?
The method for calculating the Enhanced Voucher minimum rent changes if the family's income subsequently decreases to a significant extent (15 percent or more) from the family's gross income on the effective date of the prepayment. Guidance on recalculating minimum rent in cases where a family's income significantly decreases is discussed in detail in Notice PIH 2000-9.

9j. TTP, highest of lines 9c, 9f, 9g, 9h or 9i:
The total tenant payment (TTP). Indicate the highest amount listed in lines 9c, 9f, 9g, 9h, or 9i. (see 5.628)

9k. Most recent TTP:
The most recent total tenant payment (TTP) amount for the family. This amount is only available if the family previously lived in subsidized housing.

9m. Qualify for minimum rent hardship exemption? (Y or N):
Under PHRA, a family does not have to pay the PHA established minimum rent if they qualify for a financial hardship exemption. (See 24CFR 5.630(b)).

After the family requests a financial hardship exemption, the PHA must promptly determine whether the family is unable to pay the minimum rent because of financial hardship as described in the PHA's written policies.

Section 10: Public Housing, Indian Rental, and Turnkey III

General Rules:

- Complete if the family's program type is Public Housing (line 1c=P) or Indian Housing (line 1c=B) and family participates in Public Housing, Indian Rental or Turnkey III and the type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), or Other Change of Unit (2a=7).
- Do not complete for ineligible police officers or over-income families who reside in Public Housing.
- Report the effect on occupancy figures on the Form HUD-51234.

10a. TTP: Copy from 9j:

The total tenant payment (TTP). This is the amount per month the PHA may require the family to pay the unit owner unless the family pays a flat or ceiling rent.

10b. Unit's flat rent (see Appendix III for Mixed Family Flat Rent calculation):

Indicate the flat rent dollar amount. Flat rent is set by the unit size and building. If a PHA uses the ceiling rent amount for flat rent, input the ceiling rent amount in this line.

How do I calculate flat rent for a mixed family?
See Appendix III for the Mixed Family Flat Rent calculation to compute the mixed family flat rent to enter in line 10b. Use Appendix III when any family members are ineligible noncitizens (3i=IN). Enter the amount from line 7 in the appendix in line 10b as the mixed family's flat rent amount.

Income Based Rent Calculation

Complete line 10c - 10g if family receives full rental subsidy.

10c. Ceiling rent, if any:

The highest rent amount the PHA will require a family to pay for a particular unit size. The PHA determines the ceiling rent, which is similar to the Fair Market Rent (FMR). If no ceiling rent, enter 0 (zero).

10d. Lower of TTP or ceiling rent (if no ceiling rent, put 10a):

Indicate the lesser amount of either the TTP (line 10a) or ceiling rent (line 10c). If ceiling rent is 0 (zero) or there is no ceiling rent, enter the TTP indicated in line 10a.

10e. Utility allowance, if any:

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the unit. If there is no utility allowance, enter 0 (zero).

10f. Tenant rent: 10d minus 10e:

The rent amount the family pays to the owner after deducting the utility allowance (line 10e) from the lower rent (line 10d); or the total credit amount the family receives to pay utilities.

What does it mean when tenant rent is positive?
If the lower of TTP or ceiling rent (line 10d) minus the utility allowance (line 10e) results in a positive number or 0 (zero), this line reflects the tenant's rent to the PHA.

Example: The utility allowance amount in line 10e is $100 per month, and the lower rent in line 10d is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the PHA.

What does it mean when tenant rent is negative?
If the result is a negative number, this line reflects a credit to the tenant, commonly referred to as the utility reimbursement.

Example: The utility allowance in line 10e is $100, and the lower rent in line 10d is $75. The calculation reads**:** $75 - $100 = -$25. The tenant receives a $25 credit (i.e., utility reimbursement).

10g. Reserved:

Reserved for future HUD use.

Income Based
Prorated Rent Calculation

Complete lines 10h – 10s if the family receives a prorated rental subsidy (i.e., one or more family members indicated ineligible noncitizen (IN) in line 3i).

10h. Public/Indian Housing maximum rent:

Indicate the maximum rent that the PHA (owner) can charge for the unit. The Public/Indian Housing maximum rent (line 10h) is between $5 and $3,000 per year.

How do I calculate maximum rent?

To calculate the maximum rent, list the TTPs paid by all tenants in this unit's size in the PHA's jurisdiction from largest to smallest, and then take the TTP that falls at the 95th percentile. Do not take the average of all TTPs and then compute 95 percent of that average. For more information on maximum rent, refer to Appendix H of the Housing Agencies (HAs) Guidebook**:** Restrictions on Assistance to Noncitizens, 7465.7.

Example: If you have 100 TTPs and list them from highest to lowest, the 95th highest rent is the maximum rent, regardless of the TTP amount.

10i. Family maximum subsidy: 10h minus 10a:

The maximum amount of rent subsidy available to the family. Subtract total tenant payment (TTP) (line 10a) from the Public/Indian Housing maximum rent (line 10h).

10j. Total number eligible:

Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children or adults. Eligible family members have citizenship codes in line 3i of:
EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification

10k. Total number in family:

Total number of family members in the household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

10m. Reserved:

Reserved for future HUD use.

10n. Eligible subsidy: (10i ÷ 10k) X 10j:

The total amount of rent subsidy for which the family is eligible. Divide the family maximum subsidy (line 10i) by the total number in family (line 10k) and multiply the result by the total number eligible (line 10j).

Example: The family maximum subsidy (line 10i) is $500 and the family consists of 4 members (line 10k) of which 3 members are eligible for rent subsidy (line 10j). The calculation reads ($500 ÷ 4 = 125) X 3 = $375. The family's eligible subsidy is $375.

10p. Mixed family TTP: 10h minus 10n:

Indicate the mixed family total tenant payment (TTP) for the unit based on the proration calculation. Public/Indian Housing maximum rent (line 10h) minus eligible subsidy (line 10n).

10q. Reserved:

Reserved for future HUD use.

10r. Utility allowance, if any:

If the payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

What do I enter if there is no utility allowance?

If there is no utility allowance, enter 0 (zero).

10s. Mixed family tenant rent: 10p minus 10r:

The rent amount the family pays to the owner after deducting the utility allowance (line 10r) from the mixed family total tenant payment (TTP) (line 10p); or the total credit amount the family receives to pay for utilities.

What does it mean when the mixed family tenant rent is positive?

If mixed family total tenant payment (line 10p) minus the utility allowance (line 10r) results in a positive number or 0 (zero), this line reflects the tenant's rent to the PHA.

Example: The utility allowance amount in line 10r is $100 per month, and the mixed family total tenant

payment in line 10p is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the PHA.

What does it mean when the mixed family tenant rent is negative?
If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example: The utility allowance in line 10r is $100, and the lower rent in line 10p is $75. The calculation reads**:** $75 - $100 = -$25. The tenant receives a $25 credit (i.e., utility reimbursement).

10t. Reserved:
Reserved for future HUD use.

Type of Rent

10u. Type of rent selected:
Indicate whether the tenant selected an income based rent or a flat rent.

- Income based - Check this box if the family selected income based rent.
- Flat - Check this box if the family selected flat rent.

10v. Reserved:
Reserved for future HUD use.

Section 11: Section 8: Pre-merger Certificates (Except Manufactured Home Owner Renting the Space) and PHA Project Based Assistance Only

General Rules:

- Complete if the family's program type is Certificates (1c=CE) for Pre-merger Certificates or Vouchers (1c=VO) for Project-based Vouchers and type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), Portability Move-in (2a=4), or Other Change of Unit (2a=7).
- Complete for a family who remains under a pre-merger certificate HAP contract and for a family in a unit with a project-based certificate or voucher subsidy.
- The project-based voucher program is expected to be implemented in early 2001.

11a. Number of bedrooms on certificate:

Unit size (number of bedrooms) listed on the family's Certificate. Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit and for assistance under the project-based certificate program.

11b. Is family now moving to this unit? (Project-based Certificates and Vouchers only) (Y or N):

Indicate if the family is moving into the unit in connection with reported action. If the family leases in-place or if the family will remain in the same unit at the time of re-examination, enter N. Answer "yes" only if the family participates in the project-based certificate or voucher program and moves to this unit.

11c. Reserved:

Reserved for future HUD use.

11d. Did family move into your PHA jurisdiction under portability? (Y or N) (if no, skip to 11g):

Indicate whether or not the household will move or has moved into the PHA's jurisdiction under portability. If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

What do I enter if my PHA absorbed the family?

If portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program.

11e. Cost billed per month (put 0 if absorbed):

(For Portability) Monthly amount billed to the initial PHA for the family's housing assistance payment (HAP), on-going administrative fee, and any utility reimbursement to the family.

What do I enter if my PHA absorbed the family?

Enter 0 if the family was absorbed by the receiving PHA.

11f. PHA code billed:

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

How do I find the initial PHA's identification number?

For help obtaining the initial PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.

11g. Housing type:

Check the housing type that applies to the family's housing unit.

- *Unit has project-based assistance:* A unit subsidized under the project-based certificate or voucher program, where the PHA has an agreement with the project owner to subsidize the owner's project.
- *Group home (prorate gross rent):* A state-approved group home where 2 to 12 elderly or disabled individuals live in a single unit.
- *SRO: 1 room occupied by 1 person:* A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.

11h. Owner name:

The Section 8 unit owner's legal name.

11i. Owner TIN/SSN:

Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner.

11j. Reserved:
Reserved for future HUD use.

11k. Contract rent to owner (if unit has other subsidy, put subsidized rent):
Total monthly rent amount paid to the unit owner under the lease, or other subsidized rent amount. If the unit has another subsidy (e.g., Section 236, Section 221 (d) (3) BMIR (below market interest rate), Section 202, Rural Development Administration Section 515), enter the current subsidized rent approved by the agency that provides the other subsidy.

11m. Utility allowance, if any:
If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

What do I enter when there is no utility allowance?
If there is no utility allowance, enter 0 (zero).

How do I prorate the utility allowance for shared housing?
If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

How do I prorate the utility allowance for a group home?
If an elderly person or a person with disabilities resides in a group home, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

11n. Gross rent of unit: 11k + 11m:
The unit's total monthly rent amount. Add the contract rent to owner (line 11k) to the utility allowance (line 11m).

11p. Reserved:
Reserved for future HUD use.

11q. TTP: Copy from 9j:
The total tenant payment (TTP). Copy from 9j.

Rent Calculation (If prorated assistance (line 3u=p), skip to 11aa)

Complete if family receives full subsidy.

11r. Total HAP: 11n minus 11q. If 11q is larger, put 0:
Total housing assistance payment (HAP) equals the gross rent of unit (line 11n) minus total tenant payment (TTP) (line 11q).

11s. Tenant rent: 11k minus 11r:
The rent amount the family pays to the owner is the contract rent to owner (line 11k) minus the total HAP (line 11r); or the credit amount the family receives to pay for utilities.

What if the tenant rent is positive or zero?
If the contract rent to owner (line 11k) minus the total HAP (line 11r) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

Example: The total HAP amount in line 11r is $100 per month, and the contract rent to owner in line 11k is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the owner.

What if the tenant rent is negative?
If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example: The total HAP in line 11r is $475, and the contract rent to owner in line 11k is $450. The calculation reads**:** $450- $475 = -$25. The tenant receives a $25 credit (i.e., utility reimbursement).

11t. HAP to owner: lower of 11k or 11r:
The amount of the housing assistance payment to the unit owner. Indicate the lower of the contract rent to owner (line 11k) or the total HAP (line 11r).

Prorated Rent Calculation

Complete if one or more family members indicated ineligible noncitizen (IN) in line 3i.

11aa. Normal total HAP: 11n minus 11q (skip to 11ae):

Amount of the normal total housing assistance payment. Subtract total tenant payment (TTP) (line 11q) from gross rent (line 11n).

11ab. Reserved:

Reserved for future HUD use.

11ac. Reserved:

Reserved for future HUD use.

11ad. Reserved:

Reserved for future HUD use.

11ae. Total number eligible:

Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification

11af. Total number in family:

Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.

11ag. Proration percentage: 11ae ÷ 11af:

Percentage of family eligible for rent subsidy. Divide total number eligible (line 11ae) by total number in family (line 11af). A family with ineligible family members is only eligible for a percentage of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

Example: There are 4 family members eligible for housing assistance (line 11ae), and 5 total family members (line 11af; 1 is ineligible for rent subsidy). The calculation reads**:** 4 ÷ 5 = 0.8 (or 80%).

11ah. Prorated total HAP: 11aa x 11ag:

Total prorated housing assistance payment (HAP). Multiply normal total HAP (line 11aa) by proration percentage (line 11ag).

11ai. Mixed family TTP: 11n minus 11ah:

Total tenant payment (TTP) for the unit based on the proration calculation. Gross rent of unit (line 11n) minus prorated total housing assistance payment (HAP) (line 11ah).

Example: If the gross rent (line 11n) is $450, and the prorated total HAP (line 11ah) is $200, the mixed family TTP is $450 - $200 = $250. This is the amount the PHA may require the mixed family to pay.

11aj. Utility allowance: Copy from 11m:

Monthly allowance amount for tenant supplied utilities if the rent does not include all utilities. Copy from line 11m.

What if there is no utility allowance?

If there is no utility allowance, enter 0 (zero).

What do I enter for shared housing?

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

What do I enter for a person in a group home?

If an elderly or disabled person lives in a group home, enter only the individual's prorated portion of the units utility allowance. To determine an individual's prorated portion, divide the number of persons in the assisted household (typically one unless there is a live-in-aide) by the total number of occupants (assisted and unassisted) who live in the group home.

11ak. Mixed family tenant rent: 11ai minus 11aj:

The rent amount the family pays to the owner after deducting the utility allowance (line 11aj) from the mixed family total tenant payment (TTP) (line 11ai); or the total credit amount the family receives to pay utilities.

What does it mean when the mixed family tenant rent is positive?

If the mixed family total tenant payment (line 11ai) minus the utility allowance (line 11aj) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

Example: The utility allowance amount in line 11aj

is $100 per month, and the mixed family TTP in line 11ai is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the owner.

What does it mean when the mixed family tenant rent is negative?
If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example: The utility allowance in line 11aj is $100, and the mixed family TTP in line 11ai is $75. The calculation reads**:** $75 - $100 = -$25. The tenant receives a $25 credit (i.e., utility reimbursement).

11am. Reserved:
Reserved for future HUD use.

11an. Prorated HAP to owner: 11k minus 11ak (If 11ak is negative, put 11k):
The prorated housing assistance payment (HAP) to the unit owner. Subtract the mixed family tenant rent (line 11ak) from the contract rent to owner (line 11k). If the mixed family tenant rent in line 11ak is negative, enter the contract rent to owner (line 11k).

Section 12: Section 8: Vouchers

General Rules:

- Complete if program type is tenant-based Voucher (1c=VO) and type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), Portability Move-in (2a=4), or Other Change of Unit (2a=7).

12a. Number of bedrooms on voucher:

The unit size (number of bedrooms) listed on the Voucher. Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit.

12b. Is family now moving to this unit? (Y or N):

Indicate if the family is moving into the unit in connection with the reported action. If the family leases in-place or if the family is remaining in the same unit at the time of re-examination, enter N.

12c. Does the family qualify as a Hard to House family? (Y or N):

Indicate whether or not the family qualifies as Hard to House.

- Y = Yes : family has three or more minors or has a disabled member and is moving to a different unit
- N = No: family does not have three or more minors, does not have a disabled member, or is not moving

Who qualifies as a Hard to House family?

A family qualifies as Hard to House if there are three or more minors or if there is a disabled family member and the family is moving to a different unit.

Who does not qualify as a Hard to House family?

A family with three or more minors or with a disabled member that is not moving to a different unit does not qualify as a Hard to House family. A family who owns a manufactured home and leases the space does not qualify as hard to house.

12d. Did family move into your PHA jurisdiction under portability? (Y or N) (If no, skip to 12g):

Indicate whether or not the household has moved or will move into the PHA's jurisdiction under portability. If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

What do I enter if my PHA absorbed the family?

If portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program.

12e. Cost billed per month (put 0 if absorbed):

(For Portability) Monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, and any utility reimbursement to the family.

What do I enter if my PHA absorbed the family?

Enter 0 if the family was absorbed by the receiving PHA.

12f. PHA code billed:

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

How do I find the initial PHA's identification number?

For help obtaining the initial PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.

12g. Housing type:

Check the housing type that applies to the family's housing unit.

- *Group home (prorate gross rent):* A state-approved group home where 2 to 12 elderly or disabled individuals reside in a single unit.
- *Own manufactured home, lease space:* A family who occupies a manufactured home as its principle place of residence and leases, but does not own, the home space.
- *SRO: 1 room occupied by 1 person:* A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.

12h. Owner name:

The Section 8 unit owner's legal name.

12i. Owner TIN/SSN:
Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner.

12j. Payment standard for family:
Enter the payment standard for the family. See 982.505(c).

What do I enter for enhanced vouchers?
For a family who stays at the multifamily project and who does not qualify for a smaller family unit size based on the PHA's subsidy standards, the payment standard is the gross rent of the family's unit.

What do I enter when the family is overhoused?
If the family qualifies for a smaller family unit size than the unit it occupies at the multifamily project, and if the family did not locate an eligible unit elsewhere during the voucher term despite a good faith effort, enter the gross rent of the oversized unit at the time of the family's admission to the voucher program. The HAP contract for an oversized unit automatically terminates after one year and then the family must follow normal program rules.

What do I enter for shared housing?
If the family shares the unit with another family, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the shared housing unit size. To get the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing.

What do I enter for a group home?
If an elderly person or a person with disabilities resides in group home, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the group home size. To derive the family's prorated portion, divide the number of persons in the assisted household (usually one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

12k. Rent to owner:
Total monthly rent payable to the unit owner under the lease for the contract unit. For rental of a manufactured home space, enter the rent to owner for the space including any owner maintenance or management charges for the space. In a section 236, 221(d)(3)BMIR, 202, or 515 project, the rent to owner is the subsidized rent as determined in accordance with the requirements for those programs.

12m. Utility allowance, if any:
If the rent does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

What do I enter if there is no utility allowance?
If there is no utility allowance, enter 0 (zero).

How do I prorate the utility allowance for shared housing?
If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

How do I prorate the utility allowance for a group home?
If an elderly person or a person with disabilities resides in a group home, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

12n. Reserved:
Reserved for future HUD use.

12p. Gross rent of unit: 12k + 12m (or Space Rent):
Gross rent of unit or space rent. Add rent to owner (line 12k) to the utility allowance (line 12m).

12q. Lower of 12j or 12p (if Premerger Voucher, see Instruction Booklet):
Lower of Voucher payment standard for family (line 12j) or gross rent of unit (line 12p).

What amount do I enter for premerger vouchers?
For a family who remains under a pre-merger voucher contract, enter the payment standard for the family (12j) until the family's 2nd annual

reexamination on or after October 1, 1999. At the family's 2nd annual reexamination on or after October 1, 1999, enter the lower of 12j or 12p.

12r. TTP (copy from 9j):
Total tenant payment (TTP). Copy from 9j.

12s. Total HAP: 12q minus 12r:
Total housing assistance payment (HAP). Subtract total tenant payment (TTP) (line 12r) from line 12q. If the TTP (line 12r) is larger enter 0 (zero).

Rent Calculation (If prorated assistance, skip to 12ab)

Complete if family receives full subsidy.

12t. Total family share: 12p minus 12s:
Amount the family contributes toward rent and utilities. Subtract total housing assistance payment (HAP) (line 12s) from gross rent of unit (line 12p). If the total HAP (line 12s) is larger than the gross rent (line 12p), enter 0 (zero).

12u. HAP to owner: lower of 12k or 12s:
The amount of the housing assistance payment (HAP) to the unit owner. Indicate the lower of the rent to owner (line 12k) or total HAP (line 12s).

12v. Tenant rent to owner: 12k minus 12u:
Rent amount the family pays to the owner after deducting the housing assistance payment (HAP) to owner (line 12u) from the rent to owner (line 12k).

12w. Utility reimbursement to the family: 12s minus 12u, but do not exceed 12m:
The utility reimbursement to the family from the PHA. Subtract housing assistance payment (HAP) to owner (line 12u) from total HAP (line 12s), but do not exceed the utility allowance (line 12m).

Prorated Rent Calculation

Complete if one or more family members indicated ineligible noncitizen (IN) in line(s) 3i.

12aa. Reserved:
Reserved for future HUD use.

12ab. Normal total HAP: copy from 12s, but do not exceed 12p:
The amount of the normal total housing assistance payment (HAP). Copy from 12s, but do not exceed the amount in 12p (gross rent).

12ac. Total number eligible:
Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification

12ad. Total number in family:
Total number of family members in household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

12ae. Proration percentage: 12ac ÷ 12ad:
The percentage of the family eligible for rent subsidy. A family with ineligible family members is only eligible for a percentage of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy. Divide the total number eligible (line 12ac) by the total number in family (line 12ad).

Example: There are 4 family members eligible for housing assistance (line 12ac), and 5 total family members (line 12ad; 1 is ineligible for rent subsidy), the calculation reads**:** 4 ÷ 5 = 0.8 (or 80%).

12af. Prorated total HAP: 12ab x 12ae:
The prorated housing assistance payment. Multiply the normal total HAP (line 12ab) by the proration percentage calculated in line 12ae.

12ag. Mixed family total family contribution: 12p minus 12af:
Indicate the mixed family total family contribution based on the proration calculation. Take the gross rent of unit (line 12p) minus prorated total housing assistance payment (HAP) (line 12af).

Example: If the gross rent (line 12p) is $450, and the prorated total HAP is $200 (line 12af), the mixed

family total family contribution is**:** $450 - $200 = $250. This is the total amount the mixed family must pay toward rent and utilities.

What if the mixed family contribution is negative?
If negative, put 0 (zero)

12ah. Utility allowance: copy from 12m:

If the payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

What do I enter if there is no utility allowance?
If there is no utility allowance, enter 0 (zero).

What do I enter for shared housing?
If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

12ai. Mixed family tenant rent to owner: 12ag minus 12ah:

The rent amount the family pays to the owner after subtracting the utility allowance (line 12ah) from the mixed family total family contribution (line 12ag); or the total credit amount the family receives to pay for utilities.

What does it mean when the mixed family tenant rent to owner is a positive number?
If the mixed family total family contribution (line 12ag) minus the utility allowance (line 12ah) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

Example: The utility allowance amount in line 12ah is $100 per month, and the mixed family total family contribution in line 12ag is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the owner.

What does it mean when the mixed family tenant rent to owner is a negative number?
If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example: The utility allowance in line 12ah is $100, and the mixed family total family contribution in line 12ag is $75. The calculation reads**:** $75 - $100 = -$25. The tenant receives a $25 credit (i.e., utility reimbursement).

12aj. Prorated HAP to owner: 12k minus 12ai. If 12ai is negative, put 12k:

The total prorated amount of the housing assistance payment (HAP) to the unit owner. Subtract the mixed family tenant rent to owner (line 12ai) from the rent to owner (line 12k). If the mixed family tenant rent to owner (line 12ai) is negative, enter the rent to owner (line 12k).

12ak. Reserved:

Reserved for future HUD use.

Section 13: Section 8: Moderate Rehabilitation (Mod Rehab)

General Rules:

- Complete if program type is Moderate Rehabilitation (1c=MR) and type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), or Other Change of Unit (2a=7).
- Do not complete for ineligible police officers or security personnel.

13a. HAP contract number:

The housing assistance payment (HAP) contract number. Include the sequence number for each HAP contract. The HAP contract sequence number identifies the particular HAP contract as under the project (funding increment).

How do I enter the HAP contract number?
Break down the contract number into the pieces that follow. This is the new contract number format based on the HUDCAPS format:

- *State code* - The first 2 boxes, indicate the state where the project is located
- *PHA code* - The next 3 boxes, indicate the 3-digit PHA number that HUD assigned
- *Program code* - The next 2 boxes, indicate the program (e.g., MR or SR)
- Increment number - The next 4 boxes, allow up to 4 numbers for the project (funding increment)
- *Sequence number* - The final 4 boxes, allow up to 4 numbers for the HAP contract sequence number.

Example: The project number is WI-439-MR-0002-0001. The PHA uses funding under this project number for three separate HAP contracts with three different owners and three different buildings. The HAP contract sequence numbers are**:** WI-439-MR-0002-0001; WI-439-MR-0002-0002; and WI-439-MR-0002-0003.

Do I enter a sequence number even if there is only one HAP contract under the project?
Add the sequence number to the project number even if there is only 1 HAP contract under the project. If the PHA uses all of the project funding for only 1 HAP contract, the HAP contract number is**:** WI-439-MR-0002-0001.

13b. Mod Rehab SRO Program for homeless? (Y or N):

Indicate whether the family's unit is in a Single-Room Occupancy (SRO) project under the SRO Program for Homeless Individuals (24 CFR Part 882, Subpart H).

13c. Mod Rehab SRO unit (not homeless program) (Y or N):

Indicate whether the family's unit is an SRO unit, but not under the SRO Program for Homeless Individuals.

13d. Owner name:

The Section 8 unit owner's legal name.

13e. Owner TIN/SSN:

Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner.

13f. Current base rent:

The current base rent for the unit that reflects the most recent rent adjustment.

13g. Rehabilitation debt service:

The owner's current monthly rehabilitation debt service payments for the unit.

What do I enter if the owner paid off the loan?
If the owner paid off the rehabilitation loan, enter 0 (zero) here.

13h. Contract rent to owner: 13f + 13g:

The monthly rent amount paid to the Mod Rehab unit owner as specified in the housing assistance payment (HAP) contract. Add the current base rent (line 13f) to any monthly rehabilitation debt service (line 13g).

13i. Utility allowance, if any:

If the payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.
What do I enter if there is no utility allowance?
If there is no utility allowance, enter 0 (zero).

13j. TTP: Copy from 9j:

The total tenant payment (TTP). Copy from 9j.

Rent Calculation (If prorated, skip to 13p)

13k. Tenant rent: 13j minus 13i (if 13j is greater than 13h + 13i, put 13h):

The rent amount the family pays to the owner after deducting the utility allowance (line 13i) from the total tenant payment (TTP) (line 13j); or the total credit amount the family receives to pay for utilities. If the TTP (line 13j) is greater than the gross rent (line 13h plus line 13i) enter the contract rent to owner (line 13h).

What does it mean when the tenant rent is a positive number?

If the total tenant payment (line 13j) minus the utility allowance (line 13i) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

Example: The utility allowance amount in line 13i is $100 per month, and the TTP in line 13j is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the owner

What does it mean when the tenant rent is a negative number?

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example: If the utility allowance in line 13i is $100, and the TTP in line 13j is $75. The calculation reads**:** $75 - $100 = -$25. The tenant receives a $25 credit (i.e., utility reimbursement).

13m. HAP to owner: 13h minus 13k (If 13k is negative, put 13h):

The amount of the housing assistance payment (HAP) to the unit owner. Subtract the tenant rent (line 13k) from the contract rent to owner (line 13h). If the tenant rent indicated in line 13k is negative, enter the contract rent to owner (line 13h).

Example: The contract rent is $400, and the tenant rent is $200. The calculation reads**:** $400 - $200 = $200. The $200 balance is the housing assistance payment the PHA pays to the unit owner.

13n. Reserved:

Reserved for future HUD use.

Prorated Rent Calculation

Complete if one or more family members indicated ineligible noncitizen in line(s) 3i.

13p. Gross rent: 13h + 13i:

The unit's total monthly rent amount. Add the contract rent to owner (line 13h) to the utility allowance (line 13i).

13q. Normal total HAP: 13p minus 13j:

The amount of the normal total housing assistance payment (HAP). Subtract total tenant payment (TTP) (line 13j) from the gross rent (line 13p).

13r. Total number eligible:

Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

- EC = Eligible citizen
- EN = Eligible noncitizen
- PV = Pending verification

13s. Total number in family:

Total number of family members in household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

13t. Proration percentage: 13r ÷ 13s:

Percentage of family eligible for rent subsidy. Divide the total number eligible (line 13r) by the total number in family (line 13s). A family with ineligible family members is only eligible for a percentage of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

Example: There are 4 family members eligible for housing assistance (line 13r), and 5 total family members (line 13s; 1 is ineligible for rent subsidy), the calculation reads 4 ÷ 5 = 0.8 (or 80%)

13u. Prorated total HAP: 13q x 13t:

The prorated housing assistance payment (HAP). Multiply the normal total HAP (line 13q) by the proration percentage (line 13t).

13v. Mixed family TTP: 13p minus 13u:

Indicate the mixed family total tenant payment (TTP). Subtract the prorated total housing assistance payment (HAP) (line 13u) from the gross rent (line 13p).

Example: If the gross rent is $450, and the prorated HAP is $200, the mixed family TTP is**:** $450 - $200 = $250. This is the amount the PHA may require the tenant to pay.

13w. Utility allowance (copy from 13i):

If the payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

What do I enter when there is no utility allowance?

If there is no utility allowance, enter 0 (zero).

13x. Mixed family tenant rent: 13v minus 13w:

The rent amount the family pays to the owner after deducting the utility allowance (line 13w) from the mixed family total tenant payment (TTP) (line 13v); or the total credit amount the family receives to pay for utilities.

What do I enter if the mixed family tenant rent is a positive number?

If mixed family total tenant payment (line 13v) minus the utility allowance (line 13w) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

Example: The utility allowance amount in line 13w is $100 per month, and the mixed family TTP in line 13v is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the owner.

What do I enter if the mixed family tenant rent is a negative number?

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example: The utility allowance in line 13w is $100, and the mixed family TTP in line 13v is $75. The calculation reads**:** $75 - $100 = -$25. The tenant receive a $25 credit (i.e., utility reimbursement).

13y. Reserved:

Reserved for future HUD use.

13z. Prorated HAP to owner: 13h minus 13x (If 13x is negative, put 13h):

The total prorated amount of the housing assistance payment (HAP) to the unit owner. Subtract the mixed family tenant rent (line 13x) from the contract rent to owner (line 13h). If the mixed family tenant rent indicated in line 13x is negative, enter the contract rent to owner (line 13h).

Section 14: Manufactured Home Owner Renting the Space

General Rules:

- Pre-merger Certificates only
- Complete if program type is Certificates (line 1c=CE) for Manufactured Home Owner Renting the Space and type of action is Annual Reexamination (2a=2) or Interim Reexamination (2a=3).
- This section will be obsolete September 30, 2001, when all certificate assistance must be converted to voucher assistance.

14a. Number of bedrooms on Certificate:

The unit size (number of bedrooms) listed on the Certificate.

14b. Reserved:

Reserved for future HUD use.

14c. Did family move into your PHA jurisdiction portability? (Y or N) (if no, skip to 14g):

Indicate whether or not the household will move or has moved into the PHA's jurisdiction under portability.

What do I enter if my PHA absorbed the family?

If portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program.

14d. Cost billed per month (put 0 if absorbed):

Monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, and any utility reimbursement to the family.

What do I enter if my PHA absorbed the family?

Enter 0 if the family was absorbed by the receiving PHA.

14e. PHA code billed:

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

How do I find the initial PHA's identification number?

For help obtaining the initial PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.

14f. Reserved:

Reserved for future HUD use.

14g. Space owner name:

The space owner's legal name.

14h. Space owner TIN/SSN:

Tax identification number (TIN) or Social Security Number (SSN) of the legal space owner.

14i. Reserved:

Reserved for future HUD use.

14j. Furniture included in purchase price? (Y or N):

Indicate whether or not the manufactured home's purchase price included the cost of furniture.

14k. Monthly amortization payment:

The monthly amount paid for principal and interest to amortize the manufactured home's purchase price. Include any set-up charges for assembling, skirting, and anchoring the manufactured home.

What do I enter if there is no monthly amortization payment?

If there is no monthly amortization payment, enter 0 (zero).

14m. Deduction: if 14j = Y, 14k x 0.15; If 14j = N, put 0:

The deduction amount for furniture cost from the monthly amortization payment. If the manufactured home's purchase price included furniture, multiply the monthly amortization payment (line 14k) by 0.15.

What do I enter if furniture was not included in the purchase price?

If the manufactured home's purchase price did not include furniture, as indicated in line 14j, enter 0 (zero).

14n. Adjusted amortization: 14k minus 14m:

The adjusted monthly amortization payment.

Subtract the deduction (line 14m) from the monthly amortization payment (line 14k).

14p. Utility allowance, if any:
If the owner does not provide all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

What do I enter if there is no utility allowance?
If there is no utility allowance, enter 0 (zero).

14q. Rent to owner (space rent):
The monthly rent payable to the space owner under the lease. Includes the required fees and charges for all maintenance and management services, but excludes on-going utility charges.

14r. Gross rent: 14n + 14p + 14q:
The space's total monthly rent amount. Add the adjusted amortization payment (line 14n), utility allowance (line 14p), and rent to owner (line 14q).

14s. TTP: Copy from 9j.
The total tenant payment (TTP). Copy from 9j.

14t. Gross rent minus TTP: 14r minus 14s:
Indicate the total tenant payment (TTP) (line 14s) subtracted from the gross rent (line 14r). If the result is a negative number, enter 0 (zero).

14u Reserved:
Reserved for future HUD use.

14v. HAP to Owner: lower of 14q or 14t:
The amount of the housing assistance payment made to the space owner. Indicate the lower amount contained in rent to owner (line 14q) or gross rent minus TTP (line 14t).

Rent Calculation (If prorated rent, skip to 14aa)

Complete if family receives full subsidy.

14w. Tenant rent: 14q minus 14v:
The rent amount the family pays to the owner. Deduct the housing assistance payment (HAP) to owner (line 14v) from the rent to owner (line 14q).

Example: The rent to owner amount in line 14q is $100 per month, and the HAP to owner in line 14v is $450. The calculation reads**:** $450 - $100 = $350. The tenant pays $350 to the owner.

14x. Reserved:
Reserved for future HUD use.

Prorated Rent Calculation

Complete if one or more family members indicated ineligible noncitizen (IN) in line(s) 3i.

14aa. Total number eligible:
Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

- EC = Eligible citizen
- EN = Eligible noncitizen
- PV = Pending verification

14ab. Total number in family:
Total number of family members in household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

14ac. Proration percentage: 14aa ÷ 14ab:
Percentage of family eligible for rent subsidy. Divide the total number eligible (line 14aa) by the total number in family (line 14ab). A family with ineligible family members is only eligible for a percentage of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

Example: There are 4 family members eligible for housing assistance (line 14aa), and 5 total family members in the household (line 14ab; 1 is ineligible for rent subsidy), the calculation reads**:** 4 ÷ 5 = 0.8 (or 80%).

14ad. Prorated HAP to owner: 14v x 14ac:
The total prorated amount of the housing assistance payment (HAP) to the space owner. Multiply the housing assistance payment (HAP) to owner (line 14v) by the proration percentage (line 14ac).

14ae. Mixed family TTP: 14r minus 14ad:
Indicate the mixed family total tenant payment

(TTP) based on the proration calculation. Subtract the prorated housing assistance payment (HAP) to owner (line 14ad) from the gross rent (line 14r).

Example: If the gross rent is $450, and the prorated HAP is $200, the mixed family TTP is**:**$450 - $200 = $250. This is the amount the PHA may require the tenant to pay.

14af. Reserved:

Reserved for future HUD use.

14ag. Mixed family tenant rent: 14q minus 14ad:

The rent amount the family pays to the owner. Subtract the prorated housing assistance payment (HAP) to owner (line 14ad) from the rent to owner (line 14q).

Section 15: Section 8: Homeownership

General Rules:

- Complete if program type is Homeownership (line 1c=VO) and type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), Portability Move-in (2a=4), or Other Change of Unit (2a=7).

15a. Is family now moving to this home?:

Indicate if the family is now moving into the home (e.g., if the family will remain in the same home at the time of reexamination, enter N).

15b. Date (mm/dd/yyyy) of initial HQS inspection:

Date of the initial housing quality standards (HQS) inspection.

15c. Did family move into your PHA jurisdiction under portability? (Y or N) (if no, skip to 15f):

Indicate whether or not the household will move or has moved into the PHA's jurisdiction under portability, regardless of whether the PHA bills the initial PHA or absorbs the family into its own voucher homeownership program. If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

15d. Cost billed per month (put 0 if absorbed):

Monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, and any utility reimbursement to the family. Enter 0 if the family was absorbed by the receiving PHA.

15e. PHA code billed:

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

How do I find the initial PHA's identification number?

For help obtaining the initial PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.

15f. Monthly homeownership payment (PITI & MIP if applicable):

The monthly homeownership cost. Includes principal and interest on initial mortgage debt, taxes and insurance (PITI) and any mortgage insurance premium (MIP), if applicable.

What do I enter for homeownership in a cooperative (co-op)?

For homeownership in a cooperative, enter the monthly cooperative charge under the occupancy agreement, including real estate taxes and public assessments, and any principal and interest on initial debt to finance purchase of cooperative shares.

15g. Utility allowance:

The PHA's utility allowance for the unit.

15h. Monthly maintenance allowance:

The amount of PHA's allowance for the monthly routine maintenance costs.

15i. Monthly major repair/replacement allowance:

The amount of the PHA's allowance for major home repairs and replacements.

15j. Monthly co-op/condominium assessments:

If applicable, enter the amount of co-op or condominium association operation and maintenance assessments.

15k. Monthly principal and interest on debt for improvements, if any:

The amount of principal and interest for debt associated with major repairs, replacements, or improvements to the unit.

15m. Gross homeownership expense: 15f + 15g + 15h + 15i + 15j + 15k:

Calculation of tenant's total cost of homeownership.

Sum of 15f through 15k.

15n. Payment standard for the family:
Enter the lower of the payment standard for the family unit size or the payment standard for the unit size that the family actually owns. See 982.503 and 982.635(b).

15p. Lower of 15m and 15n:
The lower of gross homeownership expense (15m) and the payment standard for the family (15n).

15q. TTP: copy from 9j:
Total tenant payment (TTP). Copy from 9j.

15r. HAP: 15p minus 15q (if 15q is larger, put 0):
The amount of monthly homeownership assistance payment (HAP). Subtract total tenant payment (TTP) (line 15q) from the lower of 15m and 15n (line 15p). If the TTP (line 15q) is larger, enter 0.

Family Share Calculation (If prorated, skip to 15aa)

Complete if family receives full subsidy.

15s. Total family share: 15m minus 15r:
Total amount the family contributes toward homeownership is gross homeownership expense (line 15m) minus HAP (line 15r).

Prorated Subsidy Calculation

Complete if one or more family members indicated ineligible noncitizen in line(s) 3i.

15aa. Normal total HAP: copy from 15r:
The amount of the normal total homeownership assistance payment (HAP).

15ab. Total number eligible:
Total number of family members eligible for homeownership subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of**:**
EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification

15ac. Total number in family:
Total number of family members in the household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

15ad. Proration percentage: 15ab ÷ 15ac:
Percentage of family eligible for homeownership subsidy. Divide the total number eligible (line 15ab) by the total number in family (line 15ac). A family with ineligible family members is only eligible for a percentage of the homeownership subsidy. Use the proration percentage to determine the family's total prorated homeownership subsidy.

15ae. Prorated HAP: 15aa X 15ad:
The total prorated amount of the homeownership assistance payment (HAP) to the homeowner. Multiply normal total HAP (line 15aa) by the proration percentage (line 15ad)

15af. Mixed family total family share: 15m minus 15ae:
Indicate the mixed family total family contribution based on the proration calculation. Subtract the prorated homeownership assistance payment (HAP) (line 15ae) from the gross homeownership expense (line 15m).

15ag. Reserved:
Reserved for future HUD use.

15ah. Reserved:
Reserved for future HUD use.

Section 16: Indian Mutual Help

General Rules:

- Complete if program type is Indian Housing (1c=B), participating program is Indian Mutual Help and type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), or Other Change of Unit (2a=7).

16a. Adjusted monthly income: copy from 9d:

The total amount of adjusted monthly income received on a monthly basis. Enter the amount from 9d.

16b. Number between 0.15 and 0.30 that corresponds to the % in the mutual help agreement:

The Mutual Help and Occupancy Agreement (MHOA) percentage, as indicated in the Mutual Help agreement. Use a decimal between 0.15 and 0.30.

What is the Mutual Help Occupancy Agreement (MHOA)?

The MHOA is a lease with option to purchase contract between an IHA and a homebuyer.

16c. Gross family cost: 16a x 16b:

The total amount of the family's monthly cost. Multiply adjusted monthly income (line 16a) by the mutual help agreement percentage (line 16b).

16d. Utility allowance, if any:

If the Indian Mutual Help payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

What do I enter if there is no utility allowance?

If there is no utility allowance, enter 0 (zero).

16e. Net cost: 16c minus 16d: (If 16d is larger, put 0):

The net family cost. Deduct the utility allowance (line 16d) from the gross family cost (line 16c). If the utility allowance (line 16d) is greater than the gross family cost (line 16c), enter 0 (zero).

16f. Administration charge:

Each Indian Housing Authority (IHA) sets their administration charge. Enter the amount of the IHA's charge.

16g. Maximum monthly payment in agreement, if any (usually 16f + monthly debt service):

If the IHA has an established maximum monthly payment schedule, enter the amount. The maximum is usually the total of the administration charge (line 16f) and any debt service payments shown on the homebuyer's purchase price schedule.

16h. Family cost: higher of 16e and 16f, but not greater than 16g:

The total family cost. The higher amount of either the net cost (line 16e) or the administration charge (line 16f). If this amount exceeds the maximum monthly payment in the agreement, enter the maximum monthly payment (line 16g).

Section 17: Family Self-Sufficiency (FSS)/ Welfare to Work (WtW) Voucher Addendum

General Rules:

- Complete this section to track the enrollment, progress, or exit of a FSS or WtW Voucher family.
- Failure to submit FSS exits may impact minimum FSS program size obligations.

17a. Participate in special programs? (check all that apply):

Identify if the family participates in a Family Self-Sufficiency (FSS) program, a Welfare to Work (WtW) voucher program, or both. If the family participates in both programs, please check both.

- *FSS (Family Self Sufficiency Program)*
- *Welfare to Work Voucher*

17b. FSS report category (check no more than one):

If the family participates in FSS, check one category to indicate the purpose of the Addendum.

- *Enrollment Report* - New enrollment in the FSS program.
- *Progress Report* - Update to family's FSS status.
- *Exit Report* - Exit from FSS program.

17c. FSS effective date (mm/dd/yyyy) of action:

The effective date of the FSS action being reported in line 17b.

Can this date be different from the effective date of action (line 2b)?
Since the Addendum can be submitted separately from Form HUD-50058 via a FSS/WtW Addendum Only action type (2a=8), this may be different from the effective date of action indicated in line 2b.

17d. PHA code of PHA administering FSS contract:

The PHA code associated with the PHA that executed the FSS contract with the family and is counting the family in its FSS program.

What should I enter if the family resides in one PHA's jurisdiction, but has a contract of participation with a different PHA?
A family may reside in one PHA, but have an executed FSS contract of participation with another PHA. Enter the PHA code for the PHA that has an executed FSS contract with the family.

How do I find the administering PHA's identification number?
For help obtaining the administering PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.

Example: A family executed an FSS contract with PHA001, then moves into another PHA002's jurisdiction. PHA001 is still administering the FSS program while the family resides in PHA002's jurisdiction. Enter the PHA code for PHA001 (line 17d.) in this situation since PHA001 is still responsible for administering the FSS contract of the family.

17e. WtW report category (check no more than one):

If the family participates in WtW, check one category to indicate the purpose of the Addendum.

- *Enrollment Report* -New enrollment in the WtW program.
- *Progress Report* -Update to family's WtW status.
- *Exit Report* -Exit from WtW program.

17f. WtW effective date (mm/dd/yyyy) of action:

The date of the WtW voucher program action.

Can this date be different from the effective date of action (line 2b)?
Since the Addendum can be submitted separately from Form HUD-50058 via a FSS/WtW Addendum Only action type (2a=8), this may be different from the effective date of action indicated in line 2b.

17g.

(1) **PHA code of PHA that issued the WtW Voucher:** The PHA code associated with the PHA that issued the WtW Voucher. A family may receive a WtW Voucher from one PHA, but subsequently move to a unit within a new PHA's jurisdiction.

(2) **PHA code of PHA counting the family as enrolled in its WtW Voucher program (if different from 17g(1)):** The PHA code of the PHA counting the family as enrolled. Only complete if this PHA code differs from 17g(1).

17h. General information: General information about the family:

(1) **Current employment status of head of household. Check the box to indicate the head of household's employment status at the time addendum is completed:** Indicate the head of household 's current employment status.
- *Full-time (32 hours per week or more)* - Head of household works 32 hours or more per week.
- *Part-time* - Head of household works less than 32 hours per week.
- *Not employed* - Head of household is not employed.

(2) **Date (mm/dd/yyyy) current employment began:** The date the head of household began his/her current job.

(3) **Benefits in current employment (check all that apply):** Indicate the head of household's current employment benefits. Check all that apply**:**
- *Health* - Does the head of household's current employer provide health insurance?
- *Retirement Account* - Does the head of household's current employer provide a retirement account?
- *Other* - Does the head of household's current employer provide other benefits aside from health insurance and retirement accounts?

(4) **Years of school completed by the head of household. Enter the highest grade of education or years of formal schooling the head of household completed at the time Addendum is submitted. (0-25).** Enter the highest grade or the full years of formal schooling that the head of household completed (0-25). Years of schooling begins with 1st grade (do not count kindergarten or pre-school).

Example: If the head of household completed school through 7th grade, enter 7 in the box. This indicates 7 full years of formal schooling. If the head of household completed high school and 2 years of college, vocational, technical, or other 2 - 4 year accredited school, enter 14 in the box.

Example: If the head of household attended but did not finish 8th grade, enter 7 in the box.

Example: If the head of household received a GED, enter 12 in the box (indicating the completion of high school).

(5) **Assistance received by the family (check all that apply):** Indicate whether or not the family receives additional assistance, such as food stamps, Medicaid, TANF assistance, or the earned income tax credit.

(6) **Number of children receiving child care services:** Indicate the number of children in the household who receive child care services. Child care services must be of a type that provides sufficient hours of operation and serves an appropriate range of ages.

17i. Family services table (optional for WtW Voucher):

The family services table includes a list of different services and blank columns to complete. The columns indicate whether the participants need the services, whether the PHA provides the services to the participants, or whether the services are provided to the participants through other means. For FSS participants, enter the information provided in the Individual Training and Services Plan(s) of the family's contract of participation.

(1) **Need (Y/N):** Indicate whether or not the PHA identified individual training and service needs of the family members.
- *Education/training* -
  - *GED* - The GED is a Graduate Equivalency Diploma; attend classes to complete high school-equivalency credits.
  - *High school* - Attend or return to high

school to obtain a high school diploma.
  - ◊ *Post secondary* - Attend or return to post secondary schooling (such as a college or university) to obtain a secondary degree.
  - ◊ *Vocational/job training* - Attend a vocational or technical school (e.g., may obtain a license or certificate but not an official degree), or participate in job training classes (e.g., computer skills courses, etc.).
- ➢ *Job search/job placement* - Search for employment or use current employment networks for placement in a permanent position.
- ➢ *Job retention* - Program to help participants retain their jobs.
- ➢ *Transportation* - Need transportation to attend school, training, search for a job, or take children to child care.
- ➢ *Health services* - Need specific health services, or well-child and well-family regular services and check-ups.
- ➢ *Alcohol and other drug abuse prevention services* - A program designed to help rehabilitate or help participants with drug-related problems.
- ➢ *Mentoring* - A program that places participants with role models or mentors in the community.
- ➢ *Homeownership counseling* - A program designed to help participants migrate from housing assistance to homeownership.
- ➢ *Individual Development Account (IDA)* - Individual Development Accounts (IDAs) are matched savings accounts that can be used by low-income households to purchase homes, seek postsecondary education, or capitalize small businesses.
- ➢ *Child care* - Need child care assistance.
- ➢ *None* - No special services are needed.

Example: If the Spouse stated that he or she wants to complete his or her high school education and the special program identified the need through an Individual Training & Services Plan, enter Y (Yes) in the appropriate box.

(2) **Needs Met Through Program (Y or N):** If the PHA identified certain needs for family members, indicate whether or not the program meets the needs listed in 17i(1).

(3) **Service Provider:** Indicate the name of the service provider who meets the participant's need.
- ➢ *P = PHA* - Indicate if the PHA meets or met the service need.
- ➢ *T = TANF Agency* - Indicate if a TANF agency meets the service need.
- ➢ *D = DOL Grantee* - Indicate if a Department of Labor grantee meets the service need.
- ➢ *V = Voluntary Organization* - Indicate if a voluntary organization meets the service need.
- ➢ *PR = For Profit Organization* - Indicate if a "for profit" organization meets the service need.
- ➢ *N = Nonprofit Agency* - Indicate if a nonprofit organization meets the service need.
- ➢ *E = Employer* - Indicate if the employer meets the service need.
- ➢ *C = Community college* - Indicate if a community college meets the service need.

Family Self Sufficiency Program (if not in FSS program, skip to 17n)

17j. FSS Contract Information:

Contract information related to the participating family.

(1) **Initial start date (mm/yyyy) of contract of participation (FSS enrollment report only):** The effective date of the family's FSS contract of participation; the date the family initially enrolled in the FSS program. Include all four digits of the year (i.e., 06/2000).

(2) **Initial end date (mm/yyyy) of contract of participation (FSS enrollment report only):** The expiration date of the family's FSS contract of participation; the date the family is initially expected to exit the FSS program. The contract term is for a period of 5 years. Include all four digits of the year (i.e., 06/2005).

(3) **Contract date extended to (mm/yyyy)(if applicable):** If applicable, the date to which the PHA has extended the family's FSS contract of participation. If the PHA did not extend the family's end date, leave this field blank. Include all four digits of the year (i.e., 06/2006).

How long can a contract be extended?
The FSS contract cannot be extended more than two years beyond the original expiration date.

(4) **Number of family members with Individual Training & Services Plan:** The number of family members in the household who have current Individual Training and Services Plans under the FSS contract of participation.

(5) **Did the family receive selection preference because of related service program participation? (FSS enrollment report only) (Y or N):** For new FSS enrollment, indicate whether or not the family received an FSS selection preference due to participation in a related service program.

17k. FSS Account Information:

Information about the family's FSS account.

(1) **Current FSS account monthly credit:** The current dollar amount credited to the family's FSS account due to increases in earned income by the family. If there are no contributions to the family's FSS account, enter 0 (zero).
(2) **Current FSS account balance:** The current dollar amount of the family's FSS account based on the most recent report of account funds and activity. Include the amounts paid into the account for the family, as well as the prorated investment income credited to the account. If there is no established FSS account, enter 0 (zero).
(3) **FSS account amount disbursed to the family (cumulative as of end of reporting period):** Total dollar cumulative amount, if any, of all FSS escrow disbursements ever made to the family. If there are no disbursed funds, enter 0 (zero).

17m. FSS exit information (FSS exit report only):

Information about the family leaving the FSS program. Complete this section only if the family is exiting the FSS program (i.e., FSS Exit Report). The family may still be a public housing resident or a Section 8 program participant.

(1) **Did family complete contract of participation? (Y or N):** Indicate if the family fulfilled all of its obligations under the contract during the contract term, or when 30% of the family's monthly adjusted income equals or exceeds the existing housing fair market rent (FMR) for the unit size for which the family qualifies. At completion, all family members met program requirements for being off welfare assistance.

(2) **If (1) is Yes, did family move to homeownership? (Y or N):** Indicate if the family completed the contract and is moving to homeownership.

(3) **If (1) is No, reason for exit:** Indicate why the family did not complete its FSS contract. Select one of the following reasons:
- *Left voluntarily* -- terminated contract through mutual consent of the family and the PHA, or the family decided to withdraw.
- *Asked to leave program* -- the PHA terminated the Contract of Participation because a family member failed to meet obligations required under the Contract, or because other family actions were inconsistent with the purpose of the FSS program.
- *Portability move-out* -- the family exercised a portability move-out to another PHA's jurisdiction.
- *Left because essential service was unavailable* -- the PHA declared the Contract of Participation null and void because a particular service deemed essential to a family's ability to become self-sufficient was unavailable.
- *Contract expired but family did not fulfill obligations* -- the term of the Contract of Participation, including any extensions, expired but the family did not meet all contract obligations.

Welfare to Work (WtW) Voucher Program

17n. WtW Voucher program information (WtW voucher program enrollment report only):

Information about the family's participation in the WtW Voucher program.

(1) **Date (mm/dd/yyyy) Voucher issued:** The date the PHA issued the Welfare to Work Voucher.

(2) **Date (mm/dd/yyyy) of request for lease**

approval (RFLA) for a unit leased: The date the family submitted a Request for Lease Approval (RFLA) to the PHA. The RFLA date must be equal to or later than the WtW Voucher issued date (line 17n.(1)) and equal to or earlier than the WtW voucher program effective date of action (line 17f). If "Enrollment" is selected for the Welfare to Work Voucher report category (line 17e), a valid date must be entered (mm/dd/yyyy).

(3) **Help in housing search from:** Identify entities that helped the family find a unit. Please select all that apply**:**
- *TANF Agency* - A TANF agency helped the family find a unit.
- *Other* - A group, other than the PHA or TANF agency, helped the family find a unit.

17p. If assisted in a different unit, reason(s) (check all that apply) (WtW enrollment only):

If assistance occurred in a different unit, check all of the reasons that apply.
- *Closer to day care* - the family needed to move closer to day care facilities.
- *Pre-program unit would not meet HQS* - The family needed to move because their previous unit did not meet HQS standards.
- *Owner of pre-program unit unwilling to participate* - The family needed to move because the owner of their previous unit was unwilling to participate in the Section 8 program.
- *Employment* - the family needed to move closer to the employer.
- *Transportation* - the family needed to move for better transportation services.
- *Pre-program unit rent above payment standard, tenant rent too high* - The family needed to move because the rent at their previous unit was too high.
- *Closer to other services* - the family needed to move so other needs could be met.

17q. Welfare to Work Voucher Program exit information (WtW exit report only):

Information about why the family is leaving the WtW Voucher program.

(1) **Is the family moving to Homeownership? (Y or N):** Indicate whether or not the family withdrew from the Section 8 WtW program to buy a home.

(2) **Primary reason for leaving the WtW Voucher program:** Identify the reason why the family is leaving the WtW program.. Select only one.
- *Portability move-out* - the family exercised a portability move-out to another PHA's jurisdiction.
- *Family no longer needs subsidy* - the family no longer needs housing assistance.
- *Subsidy terminated for Section 8 program violation, other than WtW voucher program obligations* - the family violated a Section 8 program rule.
- *Subsidy terminated for violation of WtW voucher program obligations* - the family violated a WtW Voucher Program rule.
- *Family voluntarily withdrew from Section 8 program* - the family withdrew from the Section 8 program.
- *Other* - the family exited the WtW Voucher Program for a reason other than the ones stipulated above.

Appendix I

Federal Standard State and Territory Codes

States

AL = Alabama
AK = Alaska
AZ = Arizona
AR = Arkansas
CA = California
CO = Colorado
CT = Connecticut
DE = Delaware
DC = District of Columbia
FL = Florida
GA = Georgia
HI = Hawaii
ID = Idaho
IL = Illinois
IN = Indiana
IA = Iowa
KS = Kansas
KY = Kentucky
LA = Louisiana
ME = Maine
MD = Maryland
MA = Massachusetts
MI = Michigan
MN = Minnesota
MS = Mississippi
MO = Missouri
MT = Montana
NE = Nebraska
NV = Nevada
NH = New Hampshire
NJ = New Jersey
NM = New Mexico
NY = New York
NC = North Carolina
ND = North Dakota
OH = Ohio
OK = Oklahoma
OR = Oregon
PA = Pennsylvania
RI = Rhode Island
SC = South Carolina
SD = South Dakota
TN = Tennessee
TX = Texas
UT = Utah
VA = Virginia
VT = Vermont
WA = Washington
WV = West Virginia
WI = Wisconsin
WY = Wyoming

Territories

AS = America Samoa
FM = Federated States of Micronesia
GQ = Guam
MH = Marshall Islands
MP = Northern Mariana Islands
PW = Palau
RQ/PR = Puerto Rico
VQ/VI = Virgin Islands

Appendix II

Section 17, line 17k: FSS Escrow Account Credit Worksheet

Instructions for Completing the FSS Escrow Account Credit Worksheet:

1. Determine the escrow credit at each reexamination and interim determination occurring after the effective date of effective date of the FSS contract of participation and while the family is participating in the FSS program.
2. Calculate the amount of the escrow credit with Form HUD-52652, or another document which incorporates the procedures in Form HUD-52652.
3. The amount of the escrow credit will vary depending on the income level of each FSS family and is based on increases of **earned** income since the effective date of the contract of participation. If the family's adjusted income exceeds the lower-income limit in the jurisdiction in which the FSS family is living (the amount on line 3 is greater than the amount on line 2), the family does not qualify for an escrow credit.

Head of the FSS Family:	**Date:**
1. Current Total Annual Income (Enter amount on line 7i of Form HUD-50058).	1.
2. Applicable Lower-Income Limit (Enter the current lower-income limit for the jurisdiction in which the FSS family is living.)	2.
3. Current Adjusted Annual Income (Enter amount on line 8y of form HUD-50058.) If line 3 is greater than line 2, this family does not qualify for an FSS credit.	3.
4. Earned income included in line 1 (Add up the income items coded B, M, F, PHA, and W in column 7d of form HUD-50058.)	4.
5. Earned income included in total annual income on effective date of the FSS Contract of Participation. (Enter amount from contract of participation).	5.
6. Increase in earned income since the effective date of the FSS Contract of Participation. (line 4 minus line 5. If negative, enter 0.)	6.
7. Current Total Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (line 1 minus line 6).	7.
8. Thirty percent of current monthly Adjusted Annual Income (Line 3 divided by 40). The calculated amount should equal the amount on line 9f of form HUD-50058.)	8.

9. Current Adjusted Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (line 3 minus line 6).	9.
10. 30% of current monthly Adjusted Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (Line 9 divided by 40).	10.
11. 10% of current monthly Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (Line 7 divided by 120).	11.
12. If applicable, welfare rent (enter amount on line 9g of form HUD-50058) or public housing ceiling rent (enter amount on line 10c of form HUD-50058.	12.
13. TTP based on current Total Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (If vouchers, enter the amount on line 10, otherwise, enter the greater of lines 10, 11, or 12.)	13.
14. Difference between 30% of current monthly Adjusted Annual Income and TTP adjusted for increases in earned income. (line 8 minus line 13. Enter 0 if negative).	14.
15. Current TTP (Enter the amount on line 10d of form HUD-50058 or, in the case of vouchers, enter the amount on line 8 of this form.	15.
16. TTP on effective date of the FSS Contract of Participation or, in the case of vouchers, 30% of monthly Adjusted Annual Income on effective date of the FSS Contract of Participation. (Enter amount from contract of participation.)	16.
17. Difference between current TTP and TTP on effective date of the FSS Contract of Participation. (line 15 minus line 16. Enter 0 if negative).	17.
18. Enter the lesser of line 14 or line 17.	18.
19. Applicable Very Low-Income Limit (Enter the current very low-income limit for the jurisdiction in which the FSS family is now living)	19.
20. Amount by which the Adjusted Annual Income exceeds the Very Low-Income Limit (line 3 minus line 19).	20.

21. 30% of the amount by which Adjusted Annual Income exceeds the Very Low-Income Limit (Line 20 divided by 40)	21.
22. Escrow credit (line 18 minus line 21).	22.

Appendix III

Section 10, line 10b: Mixed Family Flat Rent Worksheet

Complete this worksheet for mixed families that reside in Public Housing (1c=P). A mixed family is a family that includes both citizens/eligible immigrants and noncitizens/ineligible immigrants.

Public Housing Mixed Family Flat Rent Calculation

1. Flat rent		$ 1.	
2. Public/Indian Housing maximum rent		$ 2.	
3. Family maximum subsidy**:** line 2 minus line 1 (If negative or 0, there is no proration. Skip to line 7 and enter flat rent (line 1))		$ 3.	
4. Total number eligible		4.	
5. Total number in family		5.	
6. Eligible subsidy**:** (line 3 ÷ line 5) X line 4		$ 6.	
7. Mixed family flat rent**:** line 2 - line 6	If positive, put mixed family prorated flat rent		$ 7.
	If negative or 0, copy flat rent from line 1		$ 7.

Instructions for Completing the Mixed Family Flat Rent Worksheet:

1. Flat rent:
The dollar amount of the full subsidy flat rent. Flat rent is set by the unit size and building. If a PHA uses the ceiling rent amount for flat rent, input the ceiling rent amount in this line.

2. Public/Indian Housing maximum rent:
The maximum rent that the PHA (owner) can charge for the unit. The Public/Indian Housing maximum rent is between $5 and $3,000 per year.

How do I calculate maximum rent?
To calculate the maximum rent, list the TTPs paid by all tenants in this unit's size in the PHA's jurisdiction from largest to smallest, and then take the TTP that falls at the 95th percentile. Do not take the average of all TTPs and then compute 95 percent of that average. For more information on maximum rent, refer to Appendix H of the Housing Agencies Guidebook**:** Restrictions on Assistance to Noncitizens, 7465.7.

Example: If you have 100 TTPs and list them from largest to smallest, the 95th highest rent is the maximum rent, regardless of the TTP amount.

3. Family maximum subsidy: line 2 minus line 1:
The maximum amount of rent subsidy available to the family is Public/Indian Housing maximum rent (line 2) minus Flat rent (line 1).

4. Total number eligible:
The total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:
EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification

5. Total number in family:
The total number of family members in the household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

6. Eligible subsidy: (line 3 ÷ line 5) X line 4:
The total amount of rent subsidy for which the family is eligible. Divide the family maximum subsidy (line 3) by the total number in family (line 5). Multiply the result by the total number eligible (line 4).

Example: The family maximum subsidy (line 3) is $600 and the family consists of 4 members (line 5) of which 3 members are eligible for rent subsidy (line 4). The calculation reads ($600 ÷ 4) X 3 = $450. The family's eligible subsidy is $450.

7. Prorated flat rent: line 2 - line 6:
The mixed family flat rent for the unit is Public/Indian Housing maximum rent (line 2) minus the eligible subsidy (line 6).

What does it mean when the mixed family flat rent is a positive number?
If the Public/Indian Housing maximum rent (line 2) minus the eligible subsidy (line 6) results in a positive number, this line reflects the mixed family's prorated flat rent amount.

Example: The eligible subsidy (line 6) is $450, and the Public/Indian Housing maximum rent (line 2) is $550. The calculation reads**:** $550 - $450 = $100. The mixed family pays a prorated flat rent of $100.

What does it mean when the mixed family tenant rent is a negative number or zero?
If the Public/Indian Housing maximum rent (line 2) minus the eligible subsidy (line 6) results in a negative number or zero, the mixed family's flat rent is not prorated. This family pays the full flat rent amount.

Example: The eligible subsidy (line 6) is $450, and the Public/Indian Housing maximum rent (line 2) is $300. The calculation reads**:** $300 - $450 = - $150. Since the difference is negative, the mixed family pays the full flat rent amount listed in line 1.

Where do I enter the information from line 7 of the Mixed Family Flat Rent Worksheet?
Enter the mixed family flat rent amount from line 7 in line 10b: Unit's flat rent on the Form HUD-50058.

Appendix IV

MTCS Glossary

Use this glossary as a reference document only. Refer to the Code of Federal Regulations (as referenced after each definition) and HUD Notices for official program descriptions and definitions.

1937 Act: the United States Housing Act of 1937.

Absorption: in Section 8 portability, the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under The receiving PHA Consolidated Annual Contributions Contract (ACC). (24 CFR 982.4)

Accessible units: units that meet the requirement of accessibility with respect to dwellings. (24 CFR 945.105)

Accessible: when used with respect to the design, construction, or alteration of a facility, or a portion of a facility other than an individual dwelling unit, so that the facility or portion of the facility can be approached, entered, and used by individuals with physical handicaps. The phrase “accessible to and usable by” is synonymous with accessible. (24 CFR 8.3)

Act: the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100) Also see 1937 Act.

ADA: the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) (24 CFR 5.100)

Adjusted income: annual income (as determined by the responsible entity) of the members of the family residing or intending to reside in the dwelling unit, after making the applicable deductions. (24 CFR 5.611)

Administrative fee: Fee paid by HUD to the PHA for administration of the program. (24 CFR 982.4)

Administrative plan: the plan that describes PHA policies for administration of the tenant-based programs. (24 CFR 982.4)

Admission: the point when the family becomes a participant in a program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term). (24 CFR 982.4)

Annual Contributions Contract (ACC) (Indian Housing): a contract under the 1937 Act between HUD and an IHA containing the terms and conditions under which HUD assists the IHA in providing decent, safe, and sanitary housing for low-income families. (24 CFR 1000.10) Also see 1937 Act.

Annual contributions contract (ACC): the written contract between HUD and a PHA, under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program. (24 CFR 5.403) Also see 1937 Act.

Annual income: all amounts, monetary or not, which: (1) Go to, or are on behalf of, the family head or spouse (even if temporarily absent) or any other family member; or (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and (3) Are derived (during the 12-month period) from assets to which any member of the family has access; (4) Are not specifically excluded. (24 CFR 5.609)

Applicant: a person or a family that has applied for housing assistance. (24 CFR 5.403)

Assistance applicant: a family or individual that seeks assistance or admission under the program. (24 CFR 5.214)

Assisted lease (or lease): a written agreement between an Owner and a Family for the leasing of a unit by the Owner to the Family, with housing assistance payments under a Housing Assistance Payments Contract between the Owner and the PHA. (24 CFR 882.102)

Child care expenses: amounts anticipated to be paid by the family for the care of children under 13 years of age, during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent that such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603)

Child: a member of the family other than the family head or spouse who is under 18 years of age.

Citizen: a citizen or national of the United States. (24 CFR 5.504)

Community service: the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-

responsibility in the community. Community service is not employment and may not include political activities. (24 CFR 960.601)

Consent form: any consent form approved by HUD, to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and State Wage Information Collection Agencys (SWICAs), return information from the Social Security Administration (including wages, net earnings from self-employment, and payments of retirement income), and return information for unearned income from the Internal Revenue Service. Consent forms expire after a certain time and may authorize the collection of other information from assistance applicants or participants to determine eligibility or level of benefits. (24 CFR 5.100)

Continuously assisted: an applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to a certificate or voucher program. (24 CFR 982.4) Also see 1937 Act.

Contract of participation: a contract in a form approved by HUD, entered into between a participating family and a PHA operating an FSS program, that sets forth the terms and conditions governing participation in the FSS program. The contract of participation includes all individual training and services plans entered into between the PHA and all members of the family who will participate in the FSS program, and which plans are attached to the contract of participation as exhibits. (24 CFR 984.103)

Cooperative (includes mutual housing): housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. (24 CFR 982.4)

Covered families (for welfare benefit reduction): families who receive welfare assistance or other public assistance benefits (welfare benefits) from a State or other public agency (welfare agency) under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance. (24 CFR 5.615)

Department: the Department of Housing and Urban Development (HUD). (24 CFR 5.100)

Dependent: a member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. (24 CFR 5.603)

Disability assistance expenses: reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603)

Disabled family: a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403)

Disallowance: exclusion from annual income. (24 CFR 960.255)

Earned income: income or earnings included in annual income from wages, tips, salaries, other employee compensation, and self-employment. Earned income does not include any pension or annuity, transfer payments, any cash or in-kind benefits, or funds deposited in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family. (24 CFR 984.103)

Economic enterprise: any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except that Indian ownership must constitute not less than 51 percent of the enterprise. Section 3 of the Indian Financing Act of 1974 (24 CFR 1000.48)

Economic self-sufficiency program: any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities. (24 CFR 5.603)

Effective date of FSS contract of participation: the first day of the month following the month in which the FSS family and the PHA entered into the contract of participation. (24 CFR 984.103)

EHPA: the Earned Home Payments Account. (24 CFR 982.401)

Elderly family: a family whose head, spouse, co-head or sole member is a person who is at least 62 years of age. (24 CFR 5. 403)

Elderly Person: an individual who is at least 62 years of age. (24 CFR 5.100)

Elevated blood lead level (EBL): excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart. (24 CFR 982.401)

Evidence of citizenship or eligible status: the documents, which must be submitted to evidence citizenship or eligible immigration status. (24 CFR 5.504)

Extremely low income family: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

Family rent to owner: in the voucher program, the portion of rent to owner paid by the family. (24 CFR 982.4)

Family Self-Sufficiency (FSS) program: program to promote the development of local strategies to coordinate the use of public housing assistance and housing assistance under Section 8 programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. (24 CFR 984.101)

Family share: the portion of rent and utilities paid by the family. (24 CFR 982.4)

Family unit size: The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards. (24 CFR 982.4)

Family: includes all household members except live-in aides and foster children and adults. Use the number of family members to calculate subsidies and payments. Family includes but is not limited to: (1) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size); (2) An elderly family; (3) A near-elderly family; (4) A disabled family; (5) A displaced family; (6) The remaining member of a tenant family; and (7) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family. (24 CFR 5. 403)

FSS account: the FSS escrow account (24 CFR 984.103)

FSS credit: the amount credited by the PHA to the participating family's FSS account. (24 CFR 984.103)

FSS family: a family that resides in public housing or receives assistance under the rental certificate or rental voucher programs, and that elects to participate in the FSS program, and whose designated head of the family has signed the contract of participation. (24 CFR 984.103)

FSS related service program: any program, publicly or privately sponsored, that offers supportive services. (24 CFR 984.103)

FSS slots: refers to the total number of public housing units or the total number of rental certificates or rental vouchers that comprise the minimum size of a PHA's respective Public Housing FSS program or Section 8 FSS program. (24 CFR 984.103)

Full-time student: a person who is attending school or vocational training on a full-time basis. (24 CFR 5.603)

FUP: Family Unification Program. Section 8–FUP is designed to provide housing assistance to households whose lack of adequate housing is a primary cause of the separation or imminent separation of a child or children from their families. Section 8–FUP accomplishes this by providing funding to public housing agencies that allocate the money to special Section 8 certificates for the families in danger of separation. Recipients of the certificates must otherwise be eligible for the Section 8 program. The local public welfare agency must also certify that the lack of adequate housing is a primary reason that the family's child(ren) may be placed in out-of-home care or may be prevented from returning to the family.

Gross rent: the sum of contract rent to owner plus any utility allowance. (24 CFR 982.4, 24 CFR 882.102)

Group home: a dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). (24 CFR 982.4)

HAP contract: housing assistance payments contract. (24 CFR 982.4) Also see Housing assistance payment (HAP).

Head of household: the adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504)

Homeless family: a family considered to be living in substandard housing. A homeless family includes: (A) Any person or family that lacks a fixed, regular, and adequate nighttime residence; and (B) Any person or family that has a primary nighttime residence that is: (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. A "homeless family" does not include any person imprisoned or otherwise detained pursuant to an Act of Congress or a State law. (24 CFR 5.425)

Homeowner: a family of which one or more members owns the title to the home. (24 CFR 982.401)

HOPE VI: the HOPE VI program was developed as a result of recommendations by National Commission on Severely Distressed Public Housing, which was charged with proposing a National Action Plan to eradicate severely distressed public housing. The Commission recommended revitalization in three general areas: physical improvements, management improvements, and social and community services to address resident needs.

Household: includes everyone who lives in the unit, including foster children/adults and live-in aides. Household members are used to determine unit size.

Housing agency (HA): a state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. (Also referred to as a Public Housing Agency or PHA.) (24 CFR 5.100)

Housing assistance payment (HAP): the monthly assistance payment by a PHA, which includes a payment to the owner for rent owed to the owner under the family's lease; and an additional payment to the family if the total assistance payment exceeds the rent to owner. (24 CFR 982.4)

Housing quality standards (HQS): the HUD minimum quality standards for assisted housing under the tenant-based

programs. (24 CFR 982.4)

Imputed welfare income: the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Indian Housing Authority (IHA): an entity that is authorized to engage or assist in the development or operation of low-income housing for Indians under the 1937 Act; and is established: (1) by exercise of the power of self government of an Indian tribe independent of state law; or (2) by operation of state law providing specifically for housing authorities for Indians, including regional housing authorities in the State of Alaska. (24 CFR 1000.10)

Individual training and services plan: a written plan that is prepared for the head of the FSS family, and each adult member of the FSS family who elects to participate in the FSS program, by the PHA in consultation with the family member, and which sets forth the supportive services to be provided to the family member, the activities to be completed by that family member; and the agreed upon completion dates for the services and activities. Each individual training and services plan must be signed by the PHA and the participating family member, and is attached to, and incorporated as part of the contract of participation. An individual training and services plan must be prepared for the head of the FSS family. (24 CFR 984.103)

Initial PHA: in Section 8 portability, the term refers to both a PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA, and a PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA. (24 CFR 982.4)

INS: the U.S. Immigration and Naturalization Service. (24 CFR 5.504)

IRS: the Internal Revenue Service. (24 CFR 5.100)

Jurisdiction: the area in which the PHA has authority under State and local law to administer the program. (24 CFR 982.4)

Lease: a written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA. In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's cooperative dwelling unit by the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the PHA. (24 CFR 982.4)

Live-in aide: a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) Is determined to be essential to the care and well-being of the persons; (2) Is not obligated for the support of the persons; and (3) Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5. 403)

Low income family: a family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

Manufactured home: a manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the Housing Quality Standards (HQS). (24 CFR 982.4)

Manufactured home space: in manufactured home space rental, a space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. (24 CFR 982.4)

Medical expenses: Medical expenses, including medical insurance premiums, anticipated during the period for which annual income is computed, and not covered by insurance. (24 CFR 5.603)

Merger date: the date on which Section 8 vouchers and certificates merged into the Housing Choice Voucher program. The merger occurred on October 1, 1999. (24 CFR `982.4)

Minority: means any individual who is included within any one of the following racial and ethnic categories: (1) American Indian or Alaskan Native--a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition; (2) Asian or Pacific Islander--a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; (3) African-American--a person having origins in any of the black racial groups of Africa; and (4) Hispanic--a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (24 CFR 81.2)

Mixed family: a family whose members include those with citizenship or eligible immigration status, as well as those without citizenship or eligible immigration status. (24 CFR 5.504)

Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals: rehabilitation involving a minimum expenditure of $3,000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe, and sanitary conditions to comply with the Housing Quality Standards (HQS) or other standards approved by HUD, from a condition below those standards (improvements being of a modest nature and other than routine maintenance). (24 CFR 882.802)

Moderate rehabilitation: rehabilitation involving a minimum expenditure of $1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe and sanitary conditions to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance) or to repair or replace major building systems/components in danger of failure. (24 CFR 882.102)

Monthly adjusted income: one twelfth of adjusted annual income. (24 CFR 5.603)

Monthly income: one twelfth of annual income. (24 CFR 5.603)

Mutual Help Occupancy Agreement (MHOA): a lease with option to purchase contract between an IHA and a homebuyer under the 1937 Act. (24 CFR 1000.302)

MSA: a metropolitan statistical area. (24 CFR 5.100)

MTCS: means Multifamily Tenant Characteristics System. MTCS is the Department's national database on participants and rental units in the Section 8 rental certificate, rental voucher, and moderate rehabilitation programs and in the Public and Indian Housing programs. (24 CFR 985.2)

National: a person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504)

Net family assets: (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (24 CFR 5.603)

Noncitizen: a person who is neither a citizen nor national of the United States. (24 CFR 5.504)

Non-elderly disabled person: a person with a disability who is less than 62 years of age. (24 CFR 945.105)

Office of Native American Programs (ONAP): the office of HUD, which has been delegated authority to administer programs for Native Americans. An Area ONAP is an ONAP field office. (24 CFR 1000.10)

Officer: a professional police officer or other professional security provider. Police officers and other security personnel are considered professional if they are employed full time, i.e., not less than 35 hours per week, by a governmental unit or a private employer and compensated expressly for providing police or security services. (24 CFR 960.503)

OMB: the Office of Management and Budget. (24 CFR 5.100)

Over-income family: a family that is not a low income family. (24 CFR 960.102) Also see low income family.

Owner: the person or entity (or employee of an owner) that leases an assisted dwelling unit to an eligible family and includes, when applicable, a mortgagee. (24 CFR 5.100)

Participant (participant family): a family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term). (24 CFR 982.4)

Participant: for Section 8 of the 1937 Act, a family receiving rental assistance under the program. For the public housing program a family or individual that is assisted under the program. (24 CFR 5.100)

Payment standard: the maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family). (24 CFR 982.4)

Person with disabilities: a person who has a disability, as defined in (A) 42 U.S.C. 423 and is determined to have a physical, mental, or emotional impairment that is expected to (1) be of long-continued and indefinite duration, (2) substantially impede his or her ability to live independently, and (3) be of such a nature that the ability to live independently could be improved by more suitable housing conditions, or (B) has a developmental disability as defined in 42 U.S.C. 6001. This definition includes persons who have the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. For purposes of qualifying for low-income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence; and means “individual with handicaps”, for purposes of reasonable accommodation and program accessibility for persons with disabilities. (24 CFR 5.403)

PHA: a Housing Authority--either a Public Housing Agency (PHA) or an Indian Housing Authority (IHA). (24 CFR 984.103)

PHRA: stands for Public Housing Reform Act.

PIC: stands for Public and Indian housing information center.

Police officer: a person employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. (24 CFR 5.661)

Portability: renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA. (24 CFR 982.4)

Previously unemployed: a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage. (24 CFR 960.255)

Private space: in shared housing: The portion of a contract unit that is for the exclusive use of an assisted family. (24 CFR 982.4)

Project-based assistance: The Section 8 subsidy is attached to the unit.

Project owner: The person or entity that owns the housing project containing the assisted dwelling unit. (24 CFR 5.504)

Public Housing Agency (PHA): any state, county, municipality, or other governmental entity or public body, or agency or

instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

Public Housing programs: the public housing programs administered by the Assistant Secretary for Public and Indian Housing under title I of the United States Housing Act of 1937. (24 CFR 5.306)

Public housing: housing assisted under the 1937 Act, other than under Section 8. Public housing includes dwelling units in a mixed finance project that are assisted by a PHA with capital or operating assistance. (24 CFR 5.100)

Reasonable rent: a rent to owner that is not more than rent charged for comparable units in the private unassisted market and for comparable unassisted units in the premises.

Receiving PHA: in Section 8 portability, a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family. (24 CFR 982.4)

Rent to owner: the total monthly rent payable to the owner under the lease for the unit. Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for. (24 CFR 982.4)

ROSS: Resident Opportunities and Self Sufficiency Program links services to Public and Indian housing residents by providing grants for supportive services, resident empowerment activities and activities to assist residents in becoming economically self-sufficient.

Section 8: section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f). (24 CFR 5.100)

Security personnel means: A police officer, or a qualified security professional, with adequate training and experience to provide security services for project residents. (24 CFR 5.661)

Self-sufficiency: that an FSS family is no longer receiving Section 8, public or Indian housing assistance, or any Federal, State, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS account funds. (24 CFR 984.103)

Service provider: a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by state or local law for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis. (24 CFR 945.105)

Service requirement: the obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic-self sufficiency program required in accordance with Sec. 960.603. (24 CFR 960.601)

Shared housing: a unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. (24 CFR 982.4)

Single person: a person who lives alone or intends to live alone, who is not an elderly person, a person with disabilities, a displaced person, or the remaining member of a tenant family. (24 CFR 945.105)

Single room occupancy housing (SRO): a unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. (24 CFR 982.4)

Social Security Number (SSN): the nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary. (24 CFR 5.100)

Special admission: admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position. (24 CFR 982.203)

Specified welfare benefit reduction: a reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program. (24 CFR 5.615)

SSA: the Social Security Administration. (24 CFR 5.100)

SSI: means Supplemental Security Income.

Subsidy standards: standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions. (24 CFR 982.4)

Supportive services (FSS Family): those appropriate services that a PHA will make available, or cause to be made available to an FSS family under a contract of participation. (24 CFR 984.103)

Suspension: stopping the clock on the term of a family's voucher, for such period as determined by the PHA, from the time when the family submits a request for PHA approval of the tenancy, until the time when the PHA approves or denies the request. (24 CFR 982.4)

Tenant rent: the amount payable monthly by the family as rent to the unit owner (Section 8 owner or PHA in public housing). (This term is not used in the Section 8 voucher program.) (24 CFR 5.603)

Tenant: an individual or a family renting an assisted dwelling unit. (24 CFR 5.504)

Tenant: the person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit. (24 CFR

982.4)

TIN: Tax Identification Number.

Unit size or size of unit: the number of bedrooms in a dwelling unit. (24 CFR 984.103)

Utility allowance: if the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, utility allowance is an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility reimbursement (certificates, income based public housing): the amount, if any, by which the utility allowance for a unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Utility reimbursement (vouchers): in the voucher program, the portion of the housing assistance payment which exceeds the amount of the rent to owner. (24 CFR 982.4)

Very low income family: a family whose annual income does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

Voucher (rental voucher): a document issued by a PHA to a family selected for admission to the voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program. (24 CFR 982.4)

Voucher holder: a family holding a voucher with an unexpired term (search time). (24 CFR 982.4)

Waiting list admission: an admission from the PHA waiting list. (24 CFR 982.4)

Welfare assistance: income assistance from Federal or State welfare programs, and includes assistance provided under the Aid to Families with Dependent Children (AFDC) Program, Supplemental Security Income (SSI) that is subject to an income eligibility test; Medicaid, food stamps, general assistance, or other assistance provided under a Federal or State program directed to meeting general living expenses, such as food, health care, child care, but does not include assistance solely directed to meeting housing expenses, and does not include transitional welfare assistance provided to JOBS participants. (24 CFR 984.103)

Welfare assistance: welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments. (24 CFR 5.603)

Welfare-to-work (WtW) families: families assisted by a PHA with voucher funding awarded to the PHA under the HUD welfare-to-work voucher program (including any renewal of such WtW funding for the same purpose). (24 CFR 982.4)

What sections of the Form do I fill out for each action type?
Use the following chart to help you determine which sections of the Form to fill out for each action type.

Required 50058 Sections by Action Type

Section / Action Type	1: Agency	2: Action	3: Household	4: Background at Admission	5: Unit to be Occupied	6: Assets	7: Income	8: Deductions	9: TTP	10, 11, 12, 13, 14, 15, *or* 16: Rent Calculation	17: FSS/WtW
1: New Admission	√	√	√	√	√	√	√	√	√	√	Optional
2: Annual Reexam	√	√	√	No	√	√	√	√	√	√	Optional
3: Interim Reexam	√	√	√	No	√	√	√	√	√	√	Optional
4: Portability Move-in	√	√	√	No	√	√	√	√	√	√	Optional
5: Portability Move-out	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	No
6: End Participation	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	Optional
7: Other Change of Unit	√	√	√	No	√	√	√	√	√	√	Optional
8: FSS/WtW Addendum Only	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	√
9: Annual Reexam Searching	√	√	√	No	No	√	√	√	√	No	Optional
10: Issuance of Vouchers	√	√ (Partial)	√	√ (4b, 4c only)	No	No	No	No	No	No	No
11: Expiration of Voucher	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	No
12: Flat Rent Annual Update	√	√	√	No	√	No	No	No	No	No	Optional
13: Annual HQS Inspection Only	√	√ (Partial)	√ (HOH only)	No	√ (5h, 5i only)	No	No	No	No	No	No
14: Historical Adjustment	√	√	√	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
15: Void	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	No

What section of the Form do I complete to determine the family's rent?

The following table indicates which of the 7 sections of the form (10-16) should be completed when calculating rent, based on the program type and the housing type or participation in other special programs.

Rent Calculation Sections

Program	Housing Type or Special Program Participation	Rent Section
Public Housing (line 1c=P)	Income-based Rent	10
	Flat Rent	10
Sec 8 Certificates (line 1c=CE)	Certificates except Manufactured Home Owner Renting Space	11
	Manufactured Home Owner Renting Space (before September 30, 2001)	14
	Manufactured Home Owner Renting Space (after September 30, 2001)	11
Sec 8 Vouchers (line 1c=VO)	Project-based Voucher Assistance (when implemented; anticipate PBV implementation in early 2001)	11
	Vouchers (tenant-based)	12
	Homeownership	15
Sec 8 Mod Rehab (line 1c=MR)	All	13
Indian Housing (line 1c=B)	Indian Rental	10
	Indian Mutual Help	16