

Reexamination Report Guide

Oct 2012

Table of Contents	Page
1. SUMMARY.....	1
2. REPORT APPLICATIONS.....	2
2.1 PHA USES FOR THE REPORT.....	2
2.2 HUD USES FOR THE REPORT.....	2
3. USER SELECTION CRITERIA.....	3
3.1 PROGRAM TYPE.....	3
3.2 GEOGRAPHIC SUBSET (LEVEL OF INFORMATION)	4
4. REPORT LAYOUT	6
4.1 LEVELS OF INFORMATION DISPLAYED	8
5. DATA FIELD DEFINITIONS.....	9
6. BUSINESS RULES.....	10
6.1 GENERAL GUIDELINES.....	10
6.2 BUSINESS RULES	11
6.3 SORT ORDER	13

1. Summary

The *Reexamination Report* provides information about annual reexaminations and flat rent annual updates. Public Housing Agencies (PHAs) are required to reexamine the income and family composition of each assisted family at least annually. For families in the Public Housing program paying a flat rent, income is reexamined at least every 3 years; family composition is reexamined each year (identified as a flat rent annual update and completed only the two years between reexaminations).

The *Reexamination Report* displays data on all program types:

- Public Housing
- Tenant-Based Vouchers
- Project-Based Certificates
- * Project-Based Vouchers
- * Combined Project-Based Certificates and Project-Based Vouchers
- Homeownership Vouchers
- All Voucher Funded Assistance
- Moderate Rehabilitation (excluding Single Room Occupancy (SRO) units)
- Moderate Rehabilitation Single Room Occupancy
- All Relevant Programs (listed above)

This guide helps users to:

- Understand the data fields displayed on the *Reexamination Report*.
- Interpret and use the data contained in the report
- Understand the source of the data

2. Report Applications

There are a variety of different uses for the *Reexamination Report*. This section highlights some of the important data fields describes the ways users can use the data contained in this report.

2.1 PHA Uses for the Report

- **Monitor and improve performance**

PHAs can monitor the status of tenant information using the Reexamination Report. The report will display information that could indicate that the information in PIC for a household is old and outdated thereby giving the PHA an opportunity to update and clean up tenant information. PHA performance could be improved by usage of the Reexamination Report because the report will list the name and the social security number of the heads of household for each household with an upcoming or overdue reexamination or flat rent annual update.

- **Solve problems and analyze issues**

For public housing, if the PHA conducts reexaminations at the project level, a project-by-project report and analysis may reveal that a high number of late reexaminations or flat rent annual updates occur due to staff shortages or training issues specific to that project. PHA management can use this information to address staffing issues and training of personnel. PHA management can also use the *Reexamination Report* to better schedule and delegate work.

2.2 HUD Uses for the Report

- **Monitor PHA performance**

HUD staff can use this report to monitor PHA management and operations. A variety of management weaknesses may result in late reexaminations or flat rent annual updates. Poor record maintenance or poor compliance with reporting requirements is a possible reason. Some late reexaminations and flat rent annual updates may actually be records of tenants who have moved out of the PHA and the PHA has failed to submit an End of Participation record to PIC.

Prior to a site visit, the Field Office may want to print a copy of a PHA's *Reexamination Report* to examine PHA procedures for reexaminations and flat rent annual updates to verify that the PHA reports information to PIC in a timely manner. While on-site, Field Office staff can also use this report to examine a PHA's record-keeping system.

3. User Selection Criteria

Users can specify the level of information to display on the report, which includes the program type and geographic subset. Only families within the user-selected criteria will be included in this report.

3.1 Program Type

Users can choose one or any combination of the following program types including “All Relevant Programs”.

- Public Housing
 - Field 1c of the form HUD-50058 equals “P”, and Section 10 of the form is filled
- Tenant-Based Vouchers
 - Field 1c of the form HUD-50058 equals “VO”, and Section 12 of the form is filled
- Project-Based Certificates
 - Field 1c of the form HUD-50058 equals “CE”, and Section 11 of the form is filled
- Project-Based Vouchers
 - Field 1c of the form HUD-50058 equals “VO”, and Section 11 of the form is filled
- Combined Project-Based Certificates and Project-Based Vouchers:
 - Field 1c of the form HUD-50058 equals “CE” or “VO”, and Section 11 of the form is filled
- Homeownership Vouchers:
 - Field 1c of the form HUD-50058 equals “VO”, and Section 15 of the form is filled
- All Voucher Funded Assistance
 - Field 1c of the form HUD-50058 equals “CE” or “VO”, and Section 11, 12, or 15 of the form is filled
 - Note: All Voucher Funded Assistance includes Tenant-Based Vouchers, Project-Based Certificates, Project-Based Vouchers, and Homeownership Vouchers
- Moderate Rehabilitation (excluding SRO units)
 - Field 1c of the form HUD-50058 equals “MR”, and Section 13 of the form is filled and 13b = “N” or 13c = “N”
- Moderate Rehabilitation Single Room Occupancy
 - Field 1c of the form HUD-50058 equals “MR”, and Section 13 of the form is filled and 13b = “Y” or 13c = “Y”
- All Relevant Programs
 - All of the above types included

3.2 Geographic Subset (Level of Information)

Because this is a family-by-family report, users must limit the selection universe to the PHA (or Project level for Public Housing only). Only one PHA can be specified in the report.

- Public Housing Agency
 - ◊ Within a State
 - ◊ Within a State and County
 - ◊ Within a Field Office
- Project (Public Housing only)
 - ◊ Within a State
 - ◊ Within a State and Metropolitan Area
 - ◊ Within a State and County
 - ◊ Within a State and City or Locality
 - ◊ Within a Public Housing Agency

3.3 Time Span

Voucher Funded Assistance, Mod Rehab, SRO Program Types

This report includes information from all of the current PIC HUD-50058 form submissions. The “As of” date for this report will always be the last day of the preceding month.

The “As of” date will be used to calculate the “Number of Months since Last Annual Examination”.

Public Housing Program Type

For Public Housing program type, the report includes information from ALL of the PIC HUD-50058 form submissions having effective dates within the “As of” date. The action types included are: New Admission, Annual Reexamination, Interim Reexamination, Other Change of Unit, Flat Rent Annual Update, or Historical Adjustment (2a = 1, 2, 3, 7, 12, or 14). The “As of” date will always be the last day of the preceding month. The “As of” date will be used to calculate the “Number of Months since Last Annual Examination”.

In order to ensure that the last action within the “As of” date is counted, the system will:

- 1. Search the current database for the latest record. If the latest record is within the “As of” date, it will be counted.**
- 2. If the effective date of the latest record is greater than the “As of” date, the system will search the historical database and use the most recent record that falls within the “As of” date.**
 - a. The report will not count action types New Admission or Historical Adjustment, if the effective date of the latest record is greater than the “As of” date because there will not be a previous record in the historical database.**

- b. The report will not count any action type with an effective date greater than the “As of” date if the record also reports a change in head of household by reporting the former head of household’s SSN on line 3w because there will not be a previous matching record in the historical database.**

4. Report Layout

Figure 4.1 is an example of the *Reexamination Report* and it illustrates the header information (report title, report date, effective date, column headings) and the detailed information of the fields on the report.

Based on the Level of Information selected by the user, the header information column(s) on the left side will display the selected geographical subsets. These are given in subsection 4.1.

The user can sort the report in either ascending or descending order by “Head of Household Name”, “Head of Household SSN”, “Date of Last Annual Examination”, “Action Type” and “Number of Months since Last Annual Reexamination”.

The Date of the Last Annual Reexamination will be either the effective date of action (field 2b) for a New Admission (2a=1), Annual Reexamination (2a=2), Annual Reexamination Searching (2a=9) OR 12 months subtracted from the projected effective date of next reexamination (field 2i) for action types 2a=3 (Interim Reexamination), 2a=4 (Portability move-in), 2a=7 (Other change of unit) and 2a=14 (Historical Adjustment).

For Flat Rent Public Housing families, the Last Annual Reexamination will be the effective date of action (field 2b) for a records submitted with the Flat Rent Annual Update (2a=12) as the action type. For an interim (2a=3) the Last Annual Reexamination will be 12 months subtracted from the projected date of the next flat rent annual update (2j).

NOTE: IMS/PIC Maintenance is aware of situations where the Reexamination Report can still produce a negative number of months since the last annual reexamination. Any tenant record reporting a negative number of months on the Reexamination Report will be included in both the “50058 Required” and “Reexams Counted (Current and Due)” counts on the Delinquency Report. These issues are being monitored and the Business Rules and PIC will be corrected in a future release.

Reexamination Report

As of May 31, 2004



Program Type: **All Relevant Programs**

Level of Information: **HA within the State**

[Download Report in Excel](#) [Print this report page](#)

HA Code – **XX999**

HA Name – **Housing Authority of XXX**

Report Date: **June 22, 2004**

Click on for Ascending sort and on for Descending sort

Head of Household Name	Head of Household SSN	Date of Last Annual Examination	Action Type	Number of Months since Last Annual Examination
XXXXX XXXX	999999999	XX/XX/XXXX	Reexam	15
XXXXX XXXX	999999999	XX/XX/XXXX	Flat Rent	8
XXXXX XXXX	999999999	XX/XX/XXXX	Reexam	6
XXXXX XXXX	999999999	XX/XX/XXXX	Reexam	2

* - Data Unavailable

** - Income based Rent

Figure 4.1

4.1 Levels of Information Displayed

When users select a level of information (geographic subset), information is displayed as shown in the following table.

Level of Information Selected	Information Displayed	
Public Housing Agency		
<ul style="list-style-type: none"> • <i>Within a State</i> 	State	PHA (within selected State)
<ul style="list-style-type: none"> • <i>Within a State and County</i> 	County (within selected State)	PHA (within selected County)
<ul style="list-style-type: none"> • <i>Within a Field Office</i> 	Field Office	PHA (within selected Field Office)
<ul style="list-style-type: none"> • Project (Public Housing only) 		
<ul style="list-style-type: none"> • <i>Within a State</i> 	State	Project (within selected State)
<ul style="list-style-type: none"> • <i>Within a State and Metropolitan Area</i> 	MSA (within selected State)	Project (within selected MSA)
<ul style="list-style-type: none"> • <i>Within a State and County</i> 	County (within selected State)	Project (within selected County)
<ul style="list-style-type: none"> • <i>Within a State and City or Locality</i> 	City or Locality (within selected State)	Project (within selected City or Locality)
<ul style="list-style-type: none"> • <i>Within a Public Housing Agency</i> 	Public Housing Agency	Project (within selected Public Housing Agency)

5. Data Field Definitions

Definitions apply to the user-selected criteria (program and geographic subset).

Data Field	Data Field Definition
#	Sequential listing (numbering system) of all records included in the report. First record listed will always start with “1” each time report is sorted.
Head of Household’s Name	The last name, first name and middle initial of the head of the household (HOH). Head of household is the adult member of the household designated by the family or by PHA policy as wholly or partly responsible for the rent payment.
Head of Household’s SSN	The head of household’s (HOH) Social Security Number or the PIC generate Alternative ID.
Date of the Last Annual Examination	<p>Effective date of action (field 2b) for action types New Admission (2a=1), Annual Reexamination (2a=2), or Annual Reexamination Searching (2a=9) OR 12 months subtracted from the projected effective date of next reexamination (field 2i) for action types 2a=3 (Interim Reexamination), 2a=4 (Portability move-in), 2a=7 (Other change of unit) and 2a=14 (Historical Adjustment).</p> <p>For Flat Rent Public Housing families, the Last Annual Reexamination will be the effective date of action (field 2b) for a records submitted with action type 2a=12 (Flat Rent Annual Update). For an interim (2a=3) submitted for a flat rent family, the Last Annual Reexamination will be 12 months subtracted from the projected date of the next flat rent annual update (2j).</p>
Action Type	Type of Action
<p>For Program Type Selections “All Voucher Funded Assistance” or “All Relevant Programs” <u>only</u>: Program Type</p> <p>Note: List for “All Voucher Funded Assistance” <u>excludes</u> Public Housing, Moderate Rehabilitation (excluding SRO units), and Moderate Rehabilitation Single Rehabilitation Occupancy</p>	Type of program, i.e. Public Housing, Tenant-based vouchers, etc.
Number of Months since Last Annual Examination*	The number of months since the Date of Last Annual Reexamination.

6. Business Rules

These business rules give technical definitions for the fields on the *Reexamination Report*. Business rules reflect program rules and calculations performed for each field. Lettered notation (e.g. 2a) refers to the line number in the Form HUD-50058.

6.1 General Guidelines

For family records where the Type of Action (2a) is:

- New Admission (2a = 1)
- Annual Reexamination (2a = 2)
- Annual Reexamination Searching (2a = 9)
- Flat Rent Annual Update (2a = 12)

- Date of Last Annual Reexamination is the effective date of action (2b)

For family records where the Type of Action (2a) is:

- Interim Reexamination (2a = 3) (excluding flat rent families)
- Portability Move-in (2a = 4)
- Other change of unit (2a = 7)
- Historical Adjustment (2a = 14)

- Date of Last Annual Reexamination is the projected effective date of next reexamination (2i) minus 12 months.

- NOTE: If 2i is not populated, use 2b and do not subtract 12 months.

- NOTE: If Type of Action (2a) is Other change of unit (7) and 2i is not populated, using 2b could simply indicate the effective date of the lease in the new unit, not necessarily the date of the last reexamination.

- SPECIAL EXCEPTION: Flat Rent families: If tenant record is marked as Flat Rent (10u) and action code is interim reexamination (2a=3), then Date of Last Annual Reexamination will be projected date of next flat rent annual update (2j) minus 12 months. In this scenario, if 2j is blank use 2i. If both 2j and 2i are filled, calculated the date using 2j.

6.2 Business Rules		
#	Data Field	Business Rule
1	#	Sequential listing (numbering system) of all records included in the report. First record listed will always start with "1" each time report is sorted.
2	Head of Household Name	<p><u>COMPOSED OF:</u></p> <ul style="list-style-type: none"> • Last Name (3b) • First Name (3c) • Middle Initial (3d) <p>WHEN</p> <ul style="list-style-type: none"> • Relation Code - 3h = "H"
3	Head of Household SSN	<p><u>COMPOSED OF:</u></p> <ul style="list-style-type: none"> • Social security number (3n) or the PIC generated Alternative ID. <p>WHEN</p> <ul style="list-style-type: none"> • Relation Code - 3h = "H"
4	Date of Last Annual Examination	<p>For family records where the Type of Action (2a) is:</p> <ul style="list-style-type: none"> • New Admission (2a = 1) • Annual Reexamination (2a = 2) • Flat Rent Annual Update (2a = 12) • Date of Last Annual Reexamination is the effective date of action (2b) <p>For family records where the Type of Action (2a) is:</p> <ul style="list-style-type: none"> • Interim Reexamination (2a = 3) (excluding flat rent families) • Portability Move-in (2a = 4) • Other change of unit (2a = 7) • Annual Reexamination Searching (2a = 9) • Historical Adjustment (2a = 14) • Date of Last Annual Reexamination is the projected effective date of next reexamination (2i) minus 12 months. <p>NOTE: If 2i is not populated for action types 3, 4, 7 or 14, use 2b and do not subtract 12 months.</p> <ul style="list-style-type: none"> • Flat Rent families: If tenant record is marked as Flat Rent (10u) and action code is interim reexamination (2a=3), then Date of Last Annual Reexamination will be projected date of next flat rent annual update (2j) minus 12 months. In this scenario, if 2j is blank use 2i. If both 2j and 2i are filled, calculated the date using 2j.

#	Data Field	Business Rule
5	Action Type	<p><u>COMPOSED OF:</u></p> <ul style="list-style-type: none"> • New Admission (2a = “1”) • Annual Reexamination (2a = “2”) • Interim Reexamination (2a = “3”) • Portability Move-in (2a = “4”) • Other Change of Unit (2a = “7”) • Annual Reexamination Searching (2a = “9”) • Flat Rent Annual Update (2a = 12) • Historical Adjustment (2a = “14”)
6	<p>For Program Type Selection “All Voucher Funded Assistance” or “All Relevant Programs” <u>only</u>: Program Type</p> <p>Note: List for “All Voucher Funded Assistance” <u>excludes</u> Public Housing, Moderate Rehabilitation (excluding SRO units), and Moderate Rehabilitation Single Rehabilitation Occupancy</p>	<p><u>FOR:</u></p> <ul style="list-style-type: none"> • <i>Public Housing</i> include records where <ul style="list-style-type: none"> • Field 1c of the form HUD-50058 equals “P”, and Section 10 of the form is filled • <i>Tenant-Based Vouchers</i> include records where <ul style="list-style-type: none"> • Field 1c of the form HUD-50058 equals “VO”, and Section 12 of the form is filled • <i>Project-Based Certificates</i> include records where <ul style="list-style-type: none"> • Field 1c of the form HUD-50058 equals “CE”, and Section 11 of the form is filled • <i>Project-Based Vouchers</i> include records where <ul style="list-style-type: none"> • Field 1c of the form HUD-50058 equals “VO”, and Section 11 of the form is filled • <i>Homeownership Vouchers</i> include records where <ul style="list-style-type: none"> • Field 1c of the form HUD-50058 equals “VO”, and Section 15 of the form is filled • <i>Moderate Rehabilitation (excluding SRO units)</i> include records where <ul style="list-style-type: none"> • Field 1c of the form HUD-50058 equals “MR”, and Section 13 of the form is filled and 13b = “N” or 13c = “N” • <i>Moderate Rehabilitation Single Room Occupancy</i> include records where <ul style="list-style-type: none"> • Field 1c of the form HUD-50058 equals “MR”, and Section 13 of the form is filled and 13b = “Y” or 13c = “Y”
7	Number of Months since Last Annual Examination*	<p><u>FIELD IS CALCULATED:</u> “As of” Date of Report minus “ Date of Last Annual Examination” (as determined above)</p> <p><u>Note:</u> Do the calculation in days and use month = 30 days. Round to the nearest month.</p>

*** IMS/PIC Maintenance is aware of situations where the Reexamination Report can still produce a negative number of months since the last annual reexamination. Any tenant record reporting a negative number of months on the Reexamination Report will be included in both the “50058 Required” and “Reexams Counted (Current and Due)” counts on the Delinquency Report. These issues are being monitored and the Business Rules and PIC will be corrected in a future release.**

6.3 Sort Order

The default output of the report should be sorted in the order of the Date of Last Annual Examination, Head of Household Name, and Head of Household Social Security Number. The option should be provided to sort all fields on ascending or descending order.

6.4 Viewing/Printing Information

The *Re-examination Report* can be downloaded in Excel by left clicking the mouse over the “Download in Excel” display at the top of the page.

It can be printed one page at a time by left clicking on the “Print Report” display at the top of the page.

It is viewed one page at a time unless the user left clicks on the “View Entire Report” display at the top of the page. While in the “View Entire Report” mode, the entire report can be printed by left clicking on the “Print Report” display.

Reports are designed so that they should be printed in the “landscape” mode. Users should ensure that they make the necessary printer adjustment before printing the report.