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I. Introduction
The Family Reporting Software User Guide helps users understand and operate the Family Reporting Software (FRS) 3.0. FRS captures information from Form HUD-50058 and formats the information for submission to the Multifamily Tenant Characteristic System (MTCS). Public Housing Agencies (PHAs) submit Form HUD-50058 data to MTCS electronically via the Internet or Sprintmail.

MTCS contains demographic information about those who participate in Public Housing, Indian Housing, and tenant based Section 8 programs. MTCS generates reports used to analyze subsidized rental assistance programs, monitor PHAs, detect fraud, and provide information to Congress and other interested parties.

Use the FRS 4.0 User Guide to answer your questions about the Family Reporting Software 3.0. Please direct other questions to the MTCS Hotline at 1-800-FON-MTCS or post questions to the MTCS FRS Forum on the MTCS Website at: www.hud.gov/pih/pihboard/frs20/pihboard.html.

II. FRS 4.0 User Guide Overview
The FRS 4.0 User Guide is divided into six main chapters. The main chapters and their sub-chapters are listed with a brief description.

Chapter 1. General Information - Provides a general overview of the FRS 4.0 system and important information (i.e. privacy acts, references) to get the user oriented.

Chapter 2. Install and Setup FRS 4.0 - Provides information needed to install FRS 4.0 including system requirements, downloading and installation instructions.

Chapter 2-A. Convert Data in FRS 4.0 - Provides information needed to convert data from previous versions of FRS.

Chapter 2-B. Complete the Housing Agency Configuration - Provides information needed to complete a Housing Agency profile including the Housing Agency Identification, Jurisdictions, Projects/Sites, and Default Values. Information is also provided on Originating Housing agencies.

Chapter 2-C. Submission Setup - Provides information needed to enable the user to submit data to MTCS via the Internet and Sprintmail.

Chapter 3. Login and Navigate - Provides information needed to assist the user login and move about FRS 4.0 with ease

Chapter 3-A. FRS 4.0 Main Menu Bar - Provides information needed to describe the various drop down menus of the FRS 4.0 main menu bar, including the File Drop Down menu and the Tools Drop Down menu.
Chapter 3-B. Troubleshooting FRS 4.0 - Provides information on possible pitfalls experienced when using FRS 4.0.

Chapter 3-C. Print Household Information from FRS 4.0 - Provides information needed to print household data from FRS 4.0.

Chapter 4. Complete Household Information - Provides detailed information needed to enter household data. Instructions are provided for entering all areas of household information including Section 8 Certificates, Vouchers, Mod Rehab., and Manufactured Homeowners Leasing the Space.

Chapter 4-A. Maintain Household Information - Provides information needed for the user to both select and maintain a household.

Chapter 4-B. Delete Household Records - Provides information needed for the user to delete household records and effectively utilize the recycle bin.

Chapter 5. Submit Data to MTCS - Provides information needed for the user submit completed FRS 4.0 data to MTCS.

Chapter 6. Understand and Retrieve Error Information - Provides information needed for the user to obtain error information and interpret the information correctly.

Appendix I. Icons and Terminology - Provides icons, terms and definitions to assist users when using FRS 4.0.

Appendix II. FRS 4.0 Field Conventions - Provides information on various field conventions in FRS 4.0.

FRS 4.0 Multiple HA User Guide - Provides FRS 4.0 procedures needed by users who transmit for more than one HA. These users must refer to the FRS 4.0 Multiple HA User Guide available at www.hud.gov/pih/systems/mtcs/document.html#frs.

III. Privacy Act
Collection of information on Forms HUD-50058 and HUD-50058 - FSS is subject to the requirements of the Privacy Act of 1992.

PHAs must give all applicants a Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice, at the time the PHA evaluates their eligibility for housing assistance, and to all residents and all Section 8 participants at the time of each annual reexamination and/or interim reexamination. 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 maintain a signed copy of the Authorization for the Release of Information/Privacy Act Notice in the tenants’ files.

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Regardless of age, the Head of Household, spouse/co-head, and each adult member in the household must sign the Notice at the time of the initial examination. 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 reach 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.**

See the Forms Warehouse on the Internet: (http://www.hudclips.org/subscriber/html/forms.htm) for a copy of Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice.

For more information on the Privacy Act Notice and Form HUD-9886, see Notice PIH 94-36 (HA), Issued June 13, 1994.

### IV. References

The references listed below provide additional information about Form HUD-50058 and MTCS:

**The Code of Federal Regulations:** It 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 also available on the Internet at: http://www.access.gpo.gov/nara/cfr/

**1937 Housing Act:** The basic law that applies to Public and Indian housing programs, and Section 8. Text available on the Internet at: http://www.law.cornell.edu/uscode.

**Social Security Handbook:** Summarizes information about Social Security programs and contains brief descriptions of related programs that other agencies administer. 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. Information is also available on the Internet at: http://www.ssa.gov/OP_Home/handbook/download.html

**Form HUD-50058 Instruction Booklet:** Contains detailed instructions for completion of the Form HUD-50058. The Instruction Booklet is available on the Internet at: http://www.hud.gov/offices/pih/systems/pic/50058/pubs/.


**HUD homepage:** Information source about HUD programs, downloading MTCS files, and obtaining MTCS operating information. www.hud.gov
MTCS Website: MTCS site of the HUD Website. Information source MTCS including links to MTCS Forum (an on-line question and answer), MTCS Newsflash, and related MTCS documentation. FRS 4.0 is also available for download from this website.  

Form Warehouse: Source to download all HUD forms.  
http://www.hudclips.org/subscriber/html/forms.htm

V. Further Assistance

The MTCS Hotline provides technical assistance for FRS 4.0. Contact the MTCS Hotline for problems with FRS 4.0 installation, data conversion, PHA profile configuration, FRS 4.0 processing, data submission, and error reports. The Hotline is available Monday - Friday, between the hours of 8:00 AM and 8:00 PM, Eastern Standard Time (excluding Federal Holidays), at: 1-800-FON-MTCS (1-800-366-6827).

The MTCS Forum provides a vehicle for on-line questions and answers. The Forum is an interactive arena where members of the MTCS community post questions, problems or ideas. Other members of the community can respond to questions and problems or the MTCS Forums manager researches the issue and finds an answer. The MTCS FRS 4.0 Forum is located on the MTCS website at: http://www.hud.gov/offices/pih/systems/pic/50058/forums.cfm

VI. Common Terms in the FRS 4.0 User Guide

The FRS 4.0 User Guide contains terms that require a brief explanation. These include:

Active An area that allows you to enter data.
Click Depress the left mouse button to make a selection.
Field An area that requires data entry or may contain information, provided by calculations from FRS 4.0. A field may be active or inactive.
Icon A picture button that represents a process that, when clicked, initiates an action such as opening the New Household window.
Inactive An area that does not allow you to enter data because FRS 4.0 enters data into the field automatically.
Menu A list of actions from which you may choose how to proceed.
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I. Introduction

This chapter contains information about FRS 4.0 system requirements, instructions about how to download FRS 4.0 files from the Internet, and instructions about how to install the file from the Internet. In addition, sub-chapters 2-A, 2-B, and 2-C contain information regarding data conversion, Housing Agency configuration completion, and data submission. FRS 4.0 needs the sub-chapters to operate fully.

NOTE: If you already have FRS 3.0 Version, please refer to chapter 2-A “Data Conversion” and follow the steps for conversion from Version 3.0.

II. System Requirements

To install FRS 4.0, your system must meet the following system requirements:

**Computer**
- IBM or IBM-compatible with at least an 80486 processor (Pentium recommended)

**Monitor**
- An EGA, VGA or compatible display (VGA or higher is recommended)

**Memory**
- 32 MB of memory (or higher)
- 80 MB of available hard disk space

**Mouse**
- A mouse or other compatible pointing device

**Printer**
- Prints 8 ½ x 11” paper
- Prints 80 characters per line
- Form Feed feature

**Modem**
- At least a 28.8 Kbps baud industry standard modem
- Dedicated fax/modem telephone line

**Software**
- Microsoft Windows 95 or higher
- Internet web browser (MS Internet Explorer or Netscape Navigator)

If your system does not meet these minimum requirements, FRS 4.0 will not work.
III. Download FRS 4.0 Files from the Internet
Follow these steps to download FRS 4.0 through the Internet:

1. Create two new directories on your computer’s hard drive (c:).
2. Name the directories C:\FRSFILES and C:\TO_MTCS. The C:\FRSFILES directory is where you copy the file that contains FRS from the Internet. The C:\TO_MTCS directory stores tenant data files.
3. Copy the file FRS40Zip.EXE from the MTCS Website at http://www.hud.gov/pih/systems/mtcs/software.html to the new directory. This file is a compressed “self-extracting zipped” file that must be uncompressed (unzipped) prior to the FRS 4.0 installation and setup.

3.1 UNCOMPRESS THE FILE
Follow these steps to uncompress the FRS 4.0 file if you use Windows 95:

1. Click and select Run.

2. Enter C:\FRSFILES\FRS40Zip.EXE into the Open field. Click OK. The FRS40ZIP.EXE file is uncompressed and FRS 4.0 is ready for installation and setup.

IV. Install FRS 4.0 on Your Computer
Install the FRS 4.0 files you just uncompressed and loaded on the C:\ drive. FRS 4.0 is a standalone application that you cannot install on a Local Area Network (LAN).
4.1 INSTALLATION

1. Click [Start] and select Run.

2. Type `C:\FRSFILES\SETUP.EXE` in the Open field, and click OK. The first FRS 4.0 Setup window appears.
V. Set Up FRS 4.0

Once FRS 4.0 installation is complete, an FRS 4.0 Setup window appears:

1. Click [OK]. A second FRS 4.0 Setup window appears.
2. FRS 4.0 automatically names a directory HUDFRS40. If a directory already exists on your C:\ drive with this name, you may click [Change Directory...] to change the directory. Otherwise, click [OK]. The third FRS 4.0 Setup window appears.

3. Click [OK]. The FRS 4.0 Choose Program Group window appears.
The **Program Group** field displays the default program group, **FRS 4.0**. Click continue.
The **Data Conversion Request** message appears.

You have now setup FRS 4.0 and, if necessary, ready to begin converting the data from previous version of FRS. You can choose to either convert data at this time or convert the data at a later time.

* See Chapter 2-A, Convert Data in FRS 4.0 for instructions on Data Conversion or to upgrade from FRS 3.0 to FRS 4.0.
If you do not have data to convert, please go directly to Chapter 2-B, Complete the Housing Agency Configuration, at: http://www.hud.gov/utilities/intercept.cfm?chap2b.pdf.
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Chapter 2-A Convert Data In FRS 4.0
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This chapter contains information about how to convert tenant data from previous versions of FRS to FRS 4.0, advisories on the conversion process, and procedures for completing the conversion.

II. Data Conversion
To use tenant data from a previous FRS version in FRS 4.0, you must convert the data before you enter any new tenant information into FRS 4.0. The data conversion process examines existing FRS data and transfers it into the FRS 4.0 database. FRS 4.0 prompts you to locate the old FRS 2.1 data (Frs_data.mdb) or old FRS 3.0 data (frs3data.mdb), prior to its conversion.

NOTE: You cannot convert data from other software (non-FRS) systems or versions prior to FRS 2.1.

III. Thoughts on Data Conversion
WARNING: If you decide NOT to convert data during installation, FRS 4.0 allows you to convert the data once you are in the application. However, you cannot enter any new information into FRS 4.0 until AFTER you convert data. If you enter new information in FRS 4.0 before you convert data, the data conversion option is no longer available.

NOTE: Backup all of your data before you begin the data conversion process. During the process, not all data may convert. For example, if the FRS 2.1 contained corrupt data, the corrupt data may not convert properly into the FRS 4.0.

IV. Proceed with Data Conversion
Follow these steps to convert ONLY FRS 2.1 data:

From the Data Conversion Request message, click Yes. The Data Conversion Message appears.

OR

To convert data from the Main Menu Screen, click Tools and select Convert Old FRS Data. The Data Conversion Message appears.

NOTE: Click No only if your data is not in FRS version 2.1 or if you do not wish to transfer existing tenant data to the new FRS 4.0. If you click No, you can continue to setup FRS 4.0. Go directly to the Housing Agency Identification profile and see the ‘Complete the Housing Agency Profile’ guide for instructions on how to complete this section. Otherwise, to continue the data conversion:
Click Yes. The Please locate the FRS 2.1 Database Frs_data.mdb window appears.

The default directory for the 2.1 version of FRS is C:\HUDFRS20. If you used a different directory, go to that directory.

Select the FRS 2.1 file from the list box.

Click OK. FRS converts ALL data files in that directory to the new FRS 4.0 format.

Follow these steps to convert ONLY FRS 3.0 data:


Click Start and select Run.

Enter “C:\FRSFILES\Frs_upgr.EXE” into the Open: field. Click OK.
The “**Frs_upgr.EXE**” file is uncompressed (unzipped), and **FRS 4.0** is ready for installation and setup. Click **Start** and select **Run**.

Type “**C:\FRSFILES\SETUP.EXE**” in the **Open** field, and click **OK**.
The first **FRS 4.0 Setup** window appears.

Click **OK**.
FRS 4.0 automatically names a directory “HUDFRS40”. If a directory already exists on your “C:\” drive with this name, you may click “Change Directory” to change the directory. Otherwise, click OK.

Click “Complete” button.
The **Program Group** field displays the default program group, **FRS 4.0**. Click **Continue**. You have now setup FRS 4.0.

Upgrade Instructions from FRS 3.0 to FRS 4.0:

If you are upgrading to FRS Version 4.0, a message will pop up saying “Currently you have FRS version 3.0”. Click on Next to continue upgrade to FRS Version 4.0”
Currently you have FRS Version 3.0. Please click on "Next" to continue upgrade to FRS Version 4.0.

Click OK.

Please locate the FRS 3.0 Database ...

This would be the “frs3data.mdb” file or incase of multiple PHAs it would be something like “PHACODE.mdb” file. THIS IS NOT “frs30.mdb” FILE. These files would more likely but not necessarily be in your “C:\HUDFRS30” folder. Locate the file and click “OK”.

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The database is upgraded to FRS Version 4.0.

FRS Version 4.0 is now ready and you would be automatically taken to the login screen of FRS. Enter User Password as “hudfrs” and click on Login.
Click on Start and then select “Programs”. You should be able to see “FRS 3.0” and “FRS 4.0”.

If you have more than one FRS Version 3.0 database, login to the FRS Version 4.0. Then click on “Tools” and then click on “Convert Old FRS Data”. Repeat steps 1 - 5.
After all data from the specified database is converted, then Provide (or Confirm) Housing Agency Identification window appears. You must now complete the Housing Agency Configuration. Please see Chapter 2-B, Complete the Housing Agency Configuration, chapter at: www.hud.gov/pih/systems/mtcs/document.html#frs for this information.
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I. Introduction

The **HA Configuration** is a set of five windows that appear after data conversion. These windows contain information about the PHA’s identification, jurisdiction, projects/sites (*Public Housing only*), default values, and administered projects of other housing agencies.

During the data conversion process, FRS 4.0 loads information about your Public Housing Agency. Proceed through the five windows to confirm that the converted information is correct. If you did not go through the data conversion procedures, you can access this process by clicking on the **HA Configuration** drop down menu from the main menu.

II. Housing Agency Identification

1) The first window, **Provide (or Confirm) Housing Agency Identification**, appears automatically after successful data conversion.

   **OR**

   From the Main Menu, click on the **HA Configuration** drop down menu and select **HA Identification**.

2) Complete these fields:

   - Agency Name
   - PHA code
   - Subcontractor Name
   - Subcontractor Mailbox ID

3) Click **Next**. The **Provide (or Confirm) Housing Agency Jurisdictions** window appears.

   **OR**

   Click **return** to return to the Main Menu. Click on **HA Configuration** drop down menu and select **HA Jurisdictions**.

III. Housing Agency Jurisdictions

1) When the **Provide (or Confirm) Housing Agency Jurisdictions** window appears, complete these fields:

   - Select HA Home Jurisdiction
• **List all potential project jurisdictions (if any):** Select other applicable project jurisdictions (one at a time) from the list box and click Add State. The selected jurisdiction is added to the field labeled, **Project jurisdictions that HA has unit authority**.

**NOTE:** To remove a state from the **Project jurisdictions that HA has unit authority** field, select the state from this field and click **Remove State** button.

2) Click **Next**. The **Provide (or Confirm) Housing Agency PIH Projects/Sites** window appears.

OR

Click **<** to return to the Main Menu. Click on **HA Configuration** drop down menu and select **HA Projects/Sites**.

**IV. Housing Agency Projects/Sites**

1) When the **Provide (or Confirm) Housing Agency PIH Projects/Sites** window appears, complete these fields:

   • **Project Number**
   • **Project Name**
   • **Three Digit Site Number/Site Name (if any):**
     
     For each project identified, you may enter information about specific sites of that project. Select the desired project (the arrow to the left of the project number points at that project). Enter the site number into the **Three Digit Site Number** field and enter the site name into the **Site Name** field, if applicable.

**NOTE:** If you administer projects for another HA, include those project name(s) and number(s) in this window.

**NOTE:** To delete a project from the database, you must delete all sites related to that project first. To delete a site, click on the box to the left of the **Three Digit Site Number** field and press the <**DELETE**> key on your computer keyboard.

2) Click **Next**. The **Provide Housing Agency Default Values** window appears.

OR

Click **<** to return to the Main Menu. Click on **HA Configuration** drop down menu and select **HA Default Values**.
V. Housing Agency Default Values
1) When the Provide Housing Agency Default Values window appears, complete these required default value fields:

**Required Default Values**

- **Effective Date of Default Values**: Enter the effective date for the default values contained in this box. Use the *earliest date* these default values came into effect. You may enter different default values that span different periods of time.

  *NOTE*: To ensure that FRS 4.0 applies the correct default values to a household record, whenever any default value changes, you must enter a new **Effective Date of Default Values**. This date ensures that FRS 4.0 only applies the new default values to those households with an effective date of action **after** this date.

- **Passbook Rate**: Enter the percent as a decimal in this field. The passbook rate is available from your HUD Field Office.

**Indian Mutual Default Values Only**

- **The Mutual Help and Occupancy Agreement Percentage**: A number between 0.15 and 0.30 that corresponds to the percentage in the Mutual Help and Occupancy Agreement. Enter the percent as a decimal in this field.

- **Administration Charge Set By Each Indian Housing Authority**: Each Indian Housing Authority (IHA) sets their administration charge. Enter the amount of the IHA’s charge.

**Leave These Defaults Unchanged Unless Instructed By HUD**

- **Medical Threshold Percentage**: A standard Medical Threshold currently set by HUD at 3%, entered as a decimal. This value may change in the future.

- **Elderly/Disability Allowance**: The family’s standard allowance amount if the Head of Household and/or spouse/co-head is elderly (age 62 or over), and/or disabled. The current allowance is $400.

- **Allowance per Dependent**: Standard allowance amount for each dependent in the household. The current allowance is $480 per dependent.
• **Percentage Used to Derive the TTP if Based on Annual Income**: A default value set by HUD at 10%, entered as a decimal. This value may change in the future.

• **Percentage Used to Derive the TTP if Based on the Adjusted Annual Income**: A default value set by HUD at 30%, entered as a decimal. This value may change in the future.

2) To enter another set of default values that begin on a different date,

- Click on the bottom of the window.
  - Enter the **new effective date of the default values** and provide the changed default values.
  - Continue to enter all additional sets of default values. If you have more than one set of default values, takes you to the last set of default values.

For example, if your HA used a Passbook Rate of 0.025 from January 1, 1994 through December 31, 1998, but then changed the Passbook Rate to 0.03 on January 1, 1999:
  - Enter 1/1/1994 as the effective date
  - Enter the Passbook Rate of 0.025.
  - After you complete all necessary information for this set of default values, click to enter another set of default values for the new Passbook Rate with an effective date of 01/01/1999.

3) Click and/or to view sets of default values.

**NOTE:** To delete a set of default values (record):

- Click while the desired set of default values is displayed and press <DELETE>. A confirmation message appears.
- Click to confirm the deletion of the selected set of default values.

4) Click **Next**. The **Provide HA IDs for whom you administer PIH Projects** window appears.

**OR**

Click to return to the Main Menu. Click on **HA Configuration** drop down menu and select **Originating HAs**.
VI. Originating Housing Agencies

1) When the **Provide HA IDs for whom you administer PIH Projects** window appears, complete these fields:

- Agency Name
- PHA code

2) You are now ready to setup your preferred method of transmission. Click **Next** to be automatically prompted for a submission selection.

**OR**

Click **Back** to return to the Main Menu.

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I. Introduction

PHAs may submit data to MTCS either via the Internet or SprintMail. This chapter explains how to choose your preferred method of transmission of FRS 4.0 data.

II. Submission Setup

Choosing a preferred method of transmission takes place during the FRS 4.0 setup or from within the Main Menu. The first sample shows the steps for Internet selection, and the second sample shows the steps for Sprintmail selection.

2.1 INTERNET SETUP

After you complete the Housing Agency Profile, you are automatically prompted to select your submission selection.

OR

From the Main Menu, click on the Submit File drop down menu and select Submission Setup.

To setup FRS 4.0 to transmit data via the Internet:

1. Select the Internet Transmission button and click Next. The Internet Browser Application File Directory window appears.

2. Enter your Internet browser’s directory and executable file into the Command Line field.

3. NOTE: If you do not know the directory and executable file for your Internet browser, click the Browse button. The Select the directory where the application file is stored window appears. You can search for the Internet executable file.

4. Examples of Internet browser directory and executable files are:
   5. C:\netscape\netscape.exe
   6. C:\windows\explorer.exe

7. Click Next. The Internet Submission File Directory window appears.

8. Enter the directory name into the Command Line field. Tenant data files are saved under this directory. (i.e., CATO_MTCS)

9. When you finish, click on Finish. The FRS 4.0 Main Window appears. You completed the setup for Internet submission.

NOTE: Some computers display a message that says you must reboot your system to complete setup. If so, reboot your computer now and reopen FRS 4.0.
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I. Introduction

This chapter explains the procedures you need to login and navigate the FRS 4.0 system. These procedures walk you through the login process as well as discuss some general navigation tips to assist you when you move about MTCS.

II. FRS 4.0 LOGIN

To open FRS 4.0, double click on the FRS icon. This takes you to the Login Screen. Complete these steps on the Login- Family Reporting Software (FRS) window:

1. Enter User Password: HUDFRS. You cannot change the FRS 4.0 password cannot be changed.

2. Click , and the Main menu appears. The FRS 4.0 desktop window appears.

III. General Navigation Tips

1. Every time you open a new area, your cursor is on the first active field.

2. Press <TAB> to move between fields on the page. If you press <TAB> while on the last field, the cursor automatically moves back to the first active field at the top of the page.

3. Refer to the FRS 4.0 Online Help to find how FRS 4.0 populates an inactive field.

4. FRS 4.0 automatically saves information you enter every time you move to another page or information area.
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I. Introduction

This chapter explains the various layouts within FRS 4.0. It delivers information on desktop icons needed to enter household data and describes what each of the Drop Down Menu contains.

II. FRS 4.0 MAIN DESKTOP Categories

The main desktop window appears when you open the FRS 4.0 application and displays four icons:

- **New Household**: Use the New Household section to capture information about a new participant who does not currently have a record in the FRS 4.0 database. Click on this button to open the New Head of Household window.

- **Maintain Household**: Use the Maintain Household section to edit information about an existing participant with a record already stored in the database. Click on this button to open the Head of Household Browser window.

- **Transmit File to MTCS**: Use the Transmit File to MTCS section to submit accurate and complete applications to MTCS. Click on this button to open the Submit Forms window.

- **Retrieve Error File from MTCS**: Use the Retrieve Errors section to retrieve error reports from MTCS. Click on this button to open the Internet Browser.

III. FRS 4.0 Main Menu Bar

The FRS 4.0 Main Menu Bar contains the following headings:

Each of the headings displayed above are discussed in detail in the sections that follow.

3.1 THE FILE DROP DOWN MENU

The File drop down menu contains four options:
The **New Household** option performs the same function as the New Household button on the main FRS 4.0 desktop window. When you select New Household from the File drop down menu, FRS 4.0 presents a New Head of Household Information window.

The **Maintain Household** option performs the same function as the Maintain Household button on the main FRS 4.0 desktop window. When you select Maintain Household from the File drop down menu, FRS 4.0 presents the Head of Household Browser window.

The **View Recycle Bin** option displays the household records of families whose records were sent to the Recycle Bin. From the recycle bin, you may delete the records or return the household records to the browser.

The **Exit FRS** option closes FRS 4.0.

### 3.2 THE SUBMIT DROP DOWN MENU

The Submit drop down menu contains three options:

- **Transmit File to MTCS** option opens the Forms Submission Status window. This window lists the Form HUD-50058s that passed all FRS 4.0 edits and are ready for submission to MTCS. The window also lists Form HUD-50058s that do not pass the FRS 4.0 edits in a separate area.

- **View Submission History** option opens the Submission History screen, which displays the date and time of submissions to MTCS, and includes the number of Form HUD-50058s.

- **Submission Setup** option allows you to setup the Internet method of data transmission to submit data to MTCS. Use this option if you did not perform the submission setup during installation or if you would like to change the method of data transmission you selected during installation.

### 3.3 THE RECEIVE DROP DOWN MENU

The Receive drop down menu contains two options:
The **Retrieve Error File from MTCS** option allows the user to access error notifications from the Internet, this option launches the users designated Internet browser.

The **View Error File Retrieved from MTCS** option is only available to SprintMail users. This option opens a box in which you may choose to view previous or new error files. If you select to view new error files, FRS 4.0 replaces previously retrieved error files.

### 3.4 THE **HA** CONFIGURATION DROP DOWN MENU

The HA Configuration drop down menu allows you to access fields you completed during installation and make changes. The menu contains five options:

- **HA Identification**
- **HA Jurisdictions**
- **HA Projects/Sites**
- **HA Default Values**
- **Originating HAs**

The **HA Identification** option opens the Housing Agency Identification window. This window contains the installation information previously entered. If this information is not provided, use this option to identify the following:

- **Agency Name**
- **PHA code**
- **Subcontractor Name**
- **Subcontractor Mailbox ID**

The **HA Jurisdictions** option opens the Housing Agency Jurisdictions window. This window contains the installation information previously entered. If this information is not provided, use this option to:

- **Select HA Home Jurisdiction.** This is the state in which your PHA has home jurisdiction.

  Select other applicable project jurisdictions (one at a time) from the **List of all potential project jurisdictions** list box and click the **Add State** button. The selected jurisdiction is added to the **Project jurisdictions that PHA has unit authority** field. To remove a state from the **Project jurisdictions that PHA has unit authority** field, select the state from this field and click the **Remove State** button.

The **HA Projects/Sites** option opens the HA Projects/Sites window. Use this window to maintain information about Public Housing projects and sites for which the PHA administers...
rental-housing programs. Enter the project number and the project name. If the project has multiple sites, enter the three-digit site number and the site name.

The **HA Default Values** option opens the HA Default Values window. This window contains the installation information provided during FRS 4.0 installation.

**NOTE:** Default values are very important to FRS 4.0 data collection. These values are often pre-determined percentages or dollar amounts used to calculate income information. Any changes to these values affect income calculations and, therefore, rent calculations.

To ensure that FRS 4.0 applies the correct default values to a household record, whenever any default value changes, you must enter a **new** Effective Date of Default Values. This date ensures that FRS 4.0 only applies the new default values to those households with an effective date of action after this date.

If you did not provide information during installation, use this option to enter:

**Required Default Values**

- Effective Date of Default Values
- Passbook Rate

**Indian Mutual Default Values Only**

- The Mutual Help and Occupancy Agreement Percentage
- Administration Charge Set By Each Indian Housing Authority

**Leave these defaults unchanged unless instructed by HUD**

- Medical Threshold Percentage
- Elderly/Disability Allowance
- Allowance per Dependent
- Percentage Used to Derive the TTP if Based on Annual Income
- Percentage Used to Derive the TTP if Based on the Adjusted Annual Income


### 3.5 THE REPORTS DROP DOWN MENU

The Reports drop down menu contains four options:

- Reexamination by Action Date
- Reexamination by HOH SSN
- Household Members by Program
- Unpassed Forms by HOH Name
The **Reexamination by Action Date** option lists families due for reexamination. It lists the Effective Date of Action, the Head of Household Name and Social Security Number (SSN), sorted by the Effective Date of Action.

The **Reexamination by HOH SSN** option lists families due for reexamination. It lists the Effective Date of Action, the Head of Household Name and SSN, sorted by the Head of Household’s Social Security Number.

The **Household Members by Program** option lists each household broken down by rental subsidy program.

The **Unpassed forms by HOH Name** option lists all forms that have not passed FRS edits due to errors. The list provides the Head of Household Name and Social Security Number.

### 3.6 THE TOOLS DROP DOWN MENU

The Tools drop down menu contains one option:

- Convert Old FRS Data
- Administer Multiple HAs

The **Convert Old FRS Data** option allows you to convert data from older version of FRS 2.1 or FRS 3.0. In case of conversion from FRS 2.1, if you converted your data during installation, you cannot access this option. Refer to the steps listed earlier in this document for step-by-step instructions for data conversion.


**WARNING:** For conversion from FRS 2.1, you can only access this option, **before** you enter family data into FRS 4.0.

Multiple HAs are those users that transmit for more than one HA. The **Administer Multiple HAs option** allows you to maintain multiple HA databases as well as change a working HA database.

* for more information on Multiple HA reporting, please see the ‘Multiple HA User Guide’ chapter at: [Family Reporting Software (FRS) 3.0 Multiple HA User Guide](#)

### 3.7 THE HELP DROP DOWN MENU

The Help drop down menu contains two options:

- Contents
- About FRS...
The **Contents** option displays the main window of FRS 4.0 Help.

The Help system provides on-line assistance and contains much of the information included in this Guide.

The **About FRS** option displays information about the FRS 4.0 design and the FRS 4.0 version ID.
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I. Introduction

This chapter explains various problems you may encounter while you use FRS 4.0.

II. Troubleshoot FRS 4.0

During installation, FRS 4.0 creates two additional icons:

If FRS 4.0 shuts down unexpectedly, in a power failure for example, your FRS 4.0 database can be damaged. To use FRS 4.0 again, you must repair the database.

NOTE: If you were editing data when FRS 4.0 closed unexpectedly, your last change to data may be lost after you repair the database, even if you saved the changes. When you try to open FRS 4.0 with a damaged database, unpredictable behavior may occur. You may receive an error message when you login to FRS 4.0.

2.1 Corrupted database

1. To repair a corrupted database, double click on both icons. If you use Windows 95, the options appear with the FRS 4.0 program group.

2. For the repair function to restore full functionality to FRS 4.0, you must click on the icon first. The compact function always runs after the repair function (see below for information about the compact function).

3. When the repair and compact function completes, click on the.

2.2 Fragmented Data

1. When you make changes to FRS 4.0 data, such as adding and deleting objects, the data can become fragmented and use disk space in a manner that is less than optimal. Periodically, you should compact your database in order to optimize the file. The compacted database file usually becomes smaller. You must close FRS 4.0 before compacting it.

2. To compact your database, double click on both icons. The repair function always runs before the compact function.
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I. Introduction
This chapter explains how you can print a household from the Head of Household browser.

II. Print Household Data
1. Click to begin the process to print household data.
2. The first window, Head of Household browser, appears automatically after you click.
3. Click on the first letter of the Head of Household’s last name of the Household that you wish to print.
4. Select the Head of Household last name
5. Click FRS 4.0 prints Form HUD-50058 data for the selected household on your Windows default printer.
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I. Introduction
The Head of Household Browser allows you to enter information about a household into FRS 4.0. This information allows FRS 4.0 to compute the data on the Form HUD-50058 and then send it to MTCS.

II. Getting Started
Before you enter any new information for a participant, you MUST first review the existing households to verify that this household does not already exist in your database. To do this:
Click on the Maintain Household icon to open the Maintain Household window.
Search the Maintain Household browser for the Head of Household’s last name.

NOTE: If the participant already exists in the database, you may edit the existing record through the Maintain Household window. For further information on the Maintain Household function, see Chapter 4-A, Maintain Household Information, at: www.hud.gov/pih/systems/mtcs/document.html.

If the household does not already exist in FRS 4.0, click on the [ ] button to begin.

III. Head of Household Information
The first window, Head of Household, appears automatically after you click on the New Household button. Before you begin to enter data for the household, you must enter information about the Head of Household. FRS 4.0 refers to a particular household record by the Head of Household.

NOTE: For definitions of the field, refer to the Form HUD-50058 Instruction Booklet.

The Head of Household window contains several fields, check boxes, and list boxes. The system generates three of the fields for you.

Enter information into the fields of the New Head of Household window.

Member Number (software generated)
Last Name & Sr., Jr., etc. (3b)
First Name (3c)
Middle Initial (MI) (3d)
Date of Birth (3e)
Age on Effective Date of Action (3f, software/FRS 4.0 generated)
Sex (3g)
Relation (3h, software/FRS 4.0 generated): FRS automatically indicates H for the Head of Household.
Citizenship (3I): Click to obtain a list of citizenship codes. Select the code that best describes the Head of Household’s United States citizenship status.

(EC) eligible citizen
(EN) eligible noncitizen
(IN) ineligible noncitizen
(PV) pending verification

Disability (3j): Click on the Yes check box to indicate if the Head of Household is disabled.
Race (3k): Click to obtain a list of codes. Select the code that the Head of Household determines to best indicate his or her race. These codes are the official codes the Federal Government uses for census-taking and related activities. The U.S. Office of Management and Budget (OMB) mandates the use of these codes.

(1) White
(2) Black/African American
(3) American Indian/Alaska Native
(4) Asian
(5) Native Hawaiian/Other Pacific Islander

Ethnicity (3m)
Social Security Number (3n)
Alien Registration Number (3p)
Meeting community service requirements? (Public housing only) (3q)

Click to save the Head of Household information and move to the next window. The 1. Agency window appears.
Click to cancel all entries and close the window.

From this point forward, grayed out box appears at the top of each screen that contains the Head of Household’s name and SSN. FRS 4.0 generates this information from the information you provided in the Head of Household window.

IV. Agency Information
The 1. Agency window collects information about the Housing Agency and the program in which the family participates.

This window consists of one window with several fields and five list boxes. The software generates the first three fields for you. If you select Public Housing, Indian Housing, or Indian Mutual Help in the program field, the system enables the last four list boxes.
Review the Agency name (1a) and PHA code (1b) to confirm that the fields contain the correct information for your agency. FRS 4.0 presents the information you provided at installation in these fields.
NOTE: If any information is incorrect, return to the Housing Agency Profile in the Main Menu to correct the information. Refer to the Complete the Housing Agency Profile Chapter for instructions.

Enter the Program (1c) in which the family participates: Click to obtain a list of program types. Select the appropriate program:
Public Housing
Certificate
Manufactured Home Owner - Certificate
Voucher
Homeownership - Voucher
Sec 8 Mod Rehab
Indian Housing
Indian Mutual Help

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NOTE: If households participate in Section 8, FRS 4.0 skips steps 3-6 and proceeds directly the Action Information, however if the family participates in a Public Housing, Indian Housing, or Indian Mutual Help program, FRS 4.0 activates the following steps 3-6:

1d. Project number field. Click to obtain a list of project numbers. Select the appropriate project number, and then go to the next step.

1d. Site number or suffix, if applicable field. If the family resides in a project with a site number or suffix, click to obtain a list of site numbers/suffixes. HUD assigned site numbers or suffixes to the project sites of some Public and Indian Housing Agencies.

1e. Building number field. Enter the appropriate building number, and then go to the next step.

1f. Building entrance number field. Enter the appropriate building entrance number, and then go to the next step.

1g. Unit number field. Enter the appropriate unit number, and then go to the next step.

Click or at the bottom of the screen. The 2. Action window appears.

V. Action Information

The 2. Action window collects information about the family’s type of action. This window consists of one page with several fields and check boxes, which require data entry. The system does not generate any of the fields for you.

Complete 2a. Type of Action. Select from these choices:

New Admission
Annual Reexamination
Interim Reexamination
Portability Move-In
Portability Move-Out
End Participation
Other Change of Unit
FSS/WtW Addendum Only
Annual Reexamination Searching
Issuance of Voucher
Expiration of Voucher
Flat Rent Annual update
Annual HQS Inspection Only
Historical Adjustment
Void

Complete 2b. Effective date of action
Complete 2c. Correction?
Complete 2d. Primary reason for Correction
Complete 2e. Date correction transmitted
Complete 2f. Repayment agreement?
Complete 2g. Monthly amount of repayment
Complete 2h. Date of admission to the program
Complete 2i. Projected date of next reexamination
Complete 2j. Projected date of next flat rent reexamination (Public Housing only)
Complete 2k. FSS Participant now or in the last year

NOTE: You can only access if you indicate Yes.

Complete 2m. Special program(s)
Enter 2n. Other special programs: Number 01
Enter 2n. Other special programs: Number 02
Enter 2n. Other special programs: Number 03
Enter 2n. Other special programs: Number 04
Enter 2n. Other special programs: Number 05
Complete 2p. Use if instructed by HUD
Enter 2q. PHA Use Only
Enter 2r. PHA Use Only
Enter 2s. PHA Use Only
Enter 2t. PHA Use Only
Enter 2u. PHA Use Only

Click or at the bottom of the screen. The 3. Household window appears.

VI. Household Information
The 3.0 Household window collects information about both family members and non-family members who reside in the unit. It consists of one page with several fields, check boxes, and list boxes, which require data entry. The software generates some of the fields for you.

When you arrive at the 3. Household window, you have three options:

New household members
Entered household members
Entered household members

ADD HOUSEHOLD MEMBER
Follow these steps to enter information in the Household Member Information window:
Click The Household Member Information window appears. Enter the information into the fields of the Household Member Information window.

3a. Member Number (software generated)
3b. Last Name & Sr., Jr., etc.
3c. First Name
3d. Middle Initial (MI)
3e. Date of Birth
3f. Age on Effective Date of Action (software generated)
3g. Sex
3h. Relation: Click to obtain a list of relation codes. Select the code that best categorizes the position or role of each household member.
(H) Head of Household
(S) Spouse
(K) Co-head
(L) Live-in aide
(F) Foster child/adult
(Y) Other youth under 18
(E) Full-time student 18+
(A) Other adult

3i. Citizenship: Click to obtain a list of citizenship codes. Select the code that best describes the Head of Household’s United States citizenship status.

(EC) eligible citizen
(EN) eligible noncitizen
(IN) ineligible noncitizen
(PV) pending verification

3j. Disability: Click on the Yes check box to indicate if the Head of Household is disabled.

3k. Race: Click to obtain a list of codes. Select the code that the Head of Household determines to best indicate his or her race. These codes are the official codes the Federal Government uses for census-taking and related activities. The U.S. Office of Management and Budget (OMB) mandates the use of these codes.

(1) White
(2) Black/African American
(3) American Indian/Alaska Native
(4) Asian
(5) Native Hawaiian/Other Pacific Islander

3m. Ethnicity
3n. Social Security Number
3p. Alien Registration Number
3q. Meeting community service requirement?

Click to save the Household Member information and return to the 3. Household window to complete data entry.
Click to cancel the entry without saving the information and return to the 3. Household window to complete data entry.

EDIT HOUSEHOLD MEMBER
Follow these steps to edit information in the Household Member Information window:

Click Edit. The Household Member Information window appears.
Re-enter the information in the field(s) of the Household Member Information window that you would like to edit.
Click to save the household member information and return to the 3. Household window to complete data entry.
Click to cancel the changes without saving them and return to the 3. Household window to complete data entry.

DELETE HOUSEHOLD MEMBER
Click on the household member you would like to delete.

Click Delete. FRS 4.0 opens a delete warning box to confirm the action.
Click Yes to complete the deletion and return to the 3. Household window. Click No to cancel the deletion and return to the 3. Household window.

NOTE: If you try to delete a Head of Household before you designate another household member as the Head of Household, FRS 4.0 opens a prompt box.

To designate a different household member as the Head of Household, use Edit... to select another household member. Then, change that household member’s relation code to H. This new household member becomes the Head of Household.

Other Household information
Follow these steps to enter the remainder of the information in the 3. Household window:
Review 3t. Total number in household (software generated): FRS 4.0 automatically calculates how many members are in the household based on the household members entered in the household information window.
Complete 3u. Family subsidy status under noncitizen rule: Click to obtain a list of codes.
Complete 3v. Effective date if 3s = C.
Complete 3w. If new HOH, enter former HOH’s SSN.

Click Next or 4. Background on the bottom of the screen. The 4. Family Background at Admission window appears.

VII. Background Information
The 4. Family Background at Admission window collects information about the family prior to their participation in subsidized housing. This window consists of one page with two fields and two check boxes, which require data entry. The software does not generate any of the fields for you.
Complete 4a. Date entered waiting list.
Complete 4b. ZIP code before admission.
Complete 4c. Homeless at admission?
Complete 4d. Does family qualify for admission over the very low-income limit? (Section 8 only)
Complete 4e. Continuously assisted under the 1937 Housing Act? (Head of House only)
Complete 4f. Is there a HUD approved income-targeting disregard?

Click Next or 6. Unit on the bottom of the screen. The 5. Unit to be Occupied on Effective Date of Action window appears.

VIII. Unit Information
The 5. Unit to be Occupied on Effective Date of Action window collects information about the unit the family occupies on the effective date of action. This window consists of two pages with several fields and check boxes that require data entry. The software does not generate any of the fields for you.

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Follow these steps to enter information in page one of the **5. Unit to be occupied on Effective Date of Action** window:

**Complete 5a. Unit address:**

- **Number and Street Address**
- **Apartment**
- **City**
- **State:** Click to see a list of states in the PHA’s jurisdiction.
- **Zip code**

**Complete 5b. Is mailing address same as unit address?** (If yes, skip to 5d)

**Complete 5c. Family’s mailing address (if different from unit address):** Provide the family’s mailing address if it is different from the unit address.

- **Number and Street Address**
- **Apartment**
- **City**
- **State:** Click to see a list of states in the PHA’s jurisdiction.
- **Zip code**

Click . Page 2 of the **5. Unit to be occupied on Effective Date of Action** window appears.

**Complete 5d. Number of bedrooms in unit.**

**Complete 5e. Is this one of the units that the HA has identified as an accessible unit?** *Public and Indian Housing only.*

**Complete 5f. Has the family requested accessibility features?** *(Public and Indian Housing only)*

**Complete 5g. Has the family received requested accessibility features?** *(Public and Indian Housing only)*

**Complete 5h. Date unit last passed inspection.** *(Section 8 only, except Homeownership)*

**Complete 5i. Date unit last inspected.** *(Section 8 only, except Homeownership)*

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

**Complete 5k. Structure type** *(Section 8 only)*

Click or . The **6. Assets** window appears.

**IX. Assets Information**

The **6. Assets** window collects information about the family’s assets. It consists of one page with several fields and list boxes, which require data entry. The software generates some of the fields for you.

**NOTE:** The window only displays asset information for the selected family member. The column totals display totals for the entire family, not just the selected family member.
Complete 6a. Family Member Name. Click \( \square \) to see a list of the family members. Select the appropriate family member.  

**NOTE:** If a family member does not have any assets, do not enter any information for that person.

Complete 6b. Type of asset. Click \( \square \) to see a list of asset types. Select the appropriate type of asset. If the list box does not contain the appropriate type of asset, enter the correct type of asset in the space provided in the list box.

Complete 6d. Cash value of asset.

Complete 6e. Anticipated income.  

**Calculation (PHA use)**

Review 6f., 6g. Column totals. (software generated)  
Review 6h. Passbook rate. (software generated)  
Review 6i. Imputed asset income. (software generated)  
Review 6j. Final asset income. (software generated)

Click \( \text{Next} \) or \( \text{7. Income} \) on the bottom of the screen. The 7. Income information window appears.

**X. DELETE AN ASSET RECORD**

In most fields, use the <Delete> or <Backspace> keys to delete information you entered before you leave the field. In the Asset Information area, this action does not delete information you selected from a drop down box.

If the record has not been written to the database in FRS 4.0 (saved in the file), use the <Esc> key to remove the record. If you have completed all information about the asset and moved to the next line or the next window, you have saved the information in FRS 4.0. You can also determine if FRS 4.0 saved the information by checking the column totals at the bottom of the window.

For example, suppose you enter information about an asset and later you discover you need to delete this asset. In this example, you entered an asset of a Certificate of Deposit (CD) worth $100.

To delete the asset, follow these steps:

Click in the area to the left of the asset. A shaded triangle appears.

Press the <Delete> key. A message appears to inform you that you deleted a record.

Click \( \text{OK} \) to proceed with the deletion of the asset, or click \( \text{Cancel} \) to keep the asset unchanged. If you click OK, when you return to Assets information window, the asset no longer appears. When you click the \( \text{Next} \) button, FRS 4.0 immediately recalculates the asset information at the bottom of the window.
XI. Income Information
The 7. Income window collects information about the family’s income. It consists of one page with several fields and list boxes, which require data entry. The software generates some of the fields for you.

NOTE: The window only displays income information for the selected family member. The column totals display totals for the entire family, not just the selected family member.

Complete 7a. Family member name. Click to see a list of the family members. Select the appropriate family member.

NOTE: If a family member does not have any income, do not enter any information for that person.

Complete 7b. Source of income. Click to see a list of income types.

Review 7b. Income code. (software generated)

Complete Dollars per period.

Complete Periods per year.

Review 7d. Dollars per year. (software generated)

Complete 7e. Income exclusions (includes income disallowance and ISA-Public and Indian Housing Only)

Review 7f. Income after exclusions. (software generated)

Review 7g. Earnings deductions. (Public and Indian Housing Only)

Review 6j. Final asset income. (software generated)

Review 7i. Total annual income. (software generated)

Click or on the bottom of the screen. The 8. Expected Income per year window appears.

XII. DELETE AN INCOME RECORD
In most fields, use the <Delete> or <Backspace> keys to delete information you entered before you leave the field. In the Income Information area, this action does not delete information you selected from a drop down box.

If the record has not been written to the database in FRS 4.0 (saved in the file), use the <Esc> key to remove the record. If you have completed all information about the income and moved to the next line or the next window, you have saved the information in FRS 4.0. You can also determine if FRS 4.0 saved the information by checking the column totals at the bottom of the window.

Suppose you enter information about a family member’s income and later you discover you need to delete this income.

To delete the income, follow these steps:
Click in the area to the left of the income. A shaded triangle appears.

Press the <Delete> key. A message appears to inform you that you deleted a record.

Click \[\text{OK}\] to proceed with the deletion of the income record, or click \[\text{Cancel}\] to keep the income record unchanged. If you click OK and return to the \text{Income information} window, the income no longer appears. When you click the \[\text{Next}\] button, FRS 4.0 immediately recalculates the income information at the bottom of the window.

XIII. Expected Income Information
The 8. Expected Income per year window collects information about the family’s expected income per year after deductions. This window consists of two pages with several fields which require data entry. The software generates many of the fields for you.

Review 8a. Total annual income. (software generated). If not Public housing skip to 8f.
Complete 8b. Family Member Name (Public Housing only)
Complete 8c. Type of permissible deduction (Public Housing only)
Complete 8d. Amount (Public Housing only)
Review 8e. Total permissible deductions. (Software generated)
Review 8f. Medical/disability threshold. (software generated)
Complete 8g. Total unreimbursed disability assistance expense.
Review 8h. Maximum disability allowance. (software generated)
Complete 8i. Earnings in 7d made possible by disability assistance expense.
Review 8j. Allowable disability assistance expense. (software generated)
Complete 8k. Total out of pocket medical expense.
Review 8m. Total disability assistance and medical expenses. (software generated)

Click \[\text{Next}\]. Page 2 of the 8. Expected Income per year window appears.

Review 8n. Medical/disability assistance allowance. (software generated)
Review 8p. Elderly/disability allowance. (software generated)
Review 8q. Number of dependents. (software generated)
Review 8r. Allowance per dependent. (software generated)

Review 8s. Dependent allowance. (software generated)
Complete 8t. Yearly child care cost that is not reimbursed.
Complete 8u. Travel cost to work/school. (Indian Housing Only)
Review 8x. Total allowances. (software generated)
Review 8y. Adjusted annual income. (software generated)

Click Next or 9. TTP. The 9. Total Tenant Payment (TTP) window appears.

XIV. TTP Information
The 9. Total Tenant Payment (TTP) window collects information about the family's total tenant payment (TTP). This window consists of one page with three fields which require data entry. The software generates many of the fields for you.

Review 9a. Total monthly income. (software generated)
Review 9c. TTP if based on annual income. (software generated)
Review 9d. Adjusted monthly income. (software generated)
Complete 9e. Percent of adjusted monthly income (written as a decimal, default 0.3)
Review 9f. TTP if based on adjusted annual income. (software generated)
Complete 9g. Welfare rent per month.
Complete 9h. Minimum TTP.
Review 9j. TTP. (software generated)
Complete 9i. Enhanced Voucher minimum rent.
Complete 9k. Most recent TTP.
Complete 9m. Qualify for minimum rent hardships?

Click Next or 10.16. Program at the bottom of the screen. The appropriate Program window appears.

XV. Public Housing, Indian Rental, and Turnkey III Information
Complete these windows only if you indicated a program code (field 1d) of Public or Indian Housing. If the family participates in a program other than Public or Indian Housing, click to return to the 1. Agency window. Select the correct program and click to arrive at the correct program window.

The 10. Public Housing, Indian Rental, and Turnkey III window collects information about the rental subsidy for families that participate in Public Housing, Indian Rental, and Turnkey III. It consists of one page with several fields which require data entry. The system generates some of the fields for you.
Regular RENT CALCULATION
Follow these steps to enter information in the 10. Public Housing, Indian Rental, and Turnkey III: Rent Calculation window:

NOTE: Fill out this page if a family’s subsidy status under the Noncitizen rule (field 3s) is anything but ‘P’ prorated. Such families are eligible for the full rental subsidy. See the next section, Prorated Rent Calculation, for more information about the prorated rent calculation. Review 10a. TTP. (software generated)
Complete 10b. Flat Rent.
Complete 10c. Ceiling rent.
Review 10d. Lower rent. (software generated)
Complete 10e. Utility allowance.
Review 10f. Tenant rent. (software generated)
Complete 10u. Type of rent selected.

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click. The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum(WtW) voucher window appears.

PRORATED RENT CALCULATION
Follow these steps to enter information in the 10. Public Housing, Indian Rental, and Turnkey III: Prorated Rent Calculation window if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code ‘P’ (prorated). Such families are eligible for a prorated rental subsidy.
Review 10a. TTP. (software generated)
Complete 10b. Flat Rent.
Complete 10h. Public/Indian Housing maximum rent.
Review 10i. Family maximum subsidy. (software generated)
Review 10j. Total number eligible. (software generated)
Review 10k. Total number in family. (software generated)
Review 10n. Eligible subsidy. (software generated)
Review 10p. Mixed family TTP. (software generated)
Complete 10r. Utility allowance.
Review 10s. Mixed family tenant rent. (software generated)
Complete 10u. Type of rent selected.

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click. The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum(WtW) voucher window appears.

XVI. Section 8 PRE-MERGER Certificates AND PROJECT based certificate/voucher assistance only (except manufactured home owner renting the space) Information
If you indicated a program code (field 1d) as Section 8 Certificate (except owner occupied manufactured home), fill out these windows. If the family participates in a program other than

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The 11. Section 8 Certificates window collects information about the rental subsidy for families who participate in the Section 8 Certificate program. It consists of three pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

PAGE ONE
Follow these steps to enter information in page one of the 11. Section 8 Certificates window:
Complete 11a. Number of bedrooms on certificate.
Complete 11b. Is the family now moving to this unit? (Project-based certificates and vouchers only)
Complete 11d. Did family move into your PHA jurisdiction under portability?
Complete 11e. Cost billed per month.
Complete 11f. PHA Number billed.
Complete 11g. Check all housing types that apply.
Click [Next]. Page 2 of the 11. Section 8 Certificates window appears.

PAGE TWO
Follow these steps to enter information in page two of the 11. Section 8 Certificates (except manufactured home) window:
Complete 11h. Owner name.
Complete 11i. Owner TIN/SSN.
Complete 11k. Contract rent to owner. (if unit has other subsidy, put subsidized rent)
Complete 11m. Utility allowance.
Review 11n. Gross rent of unit. (software generated)
Review 11q. TTP. (software generated)
Click [Next]. Page 3 of the 11. Section 8 Certificates (except manufactured home) information window appears.

PAGE THREE - Regular Rent calculation
Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as any code other than ‘P’ (prorated) and the family does not reside in OFTO housing (field 11g). Such families are eligible for the full rental subsidy.
Review 11r. Total HAP. (software generated)
Review 11s. Tenant rent. (software generated)
Review 11t. HAP to owner. (software generated)

If the family does not participate in FSS and you complete data entry, click [16. FSS] to exit. If the family participates in FSS, click [16. FSS]. The 17. Family Self-Sufficiency (FSS)/ Welfare to work Addendum (WtW) voucher window appears.

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PAGE THREE: PRORATED RENT CALCULATION
Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code ‘P’ (prorated) and the family does not reside in OFTO housing (field 11g). Such families are eligible for a prorated rental subsidy.

Review 11aa. Normal total HAP. (software generated)
Review 11ae. Total number eligible. (software generated)
Review 11af. Total number in family. (software generated)
Review 11ag. Proration percentage. (software generated)
Review 11ah. Prorated total HAP. (software generated)
Review 11ai. Mixed family TTP. (software generated)
Review 11aj. Utility allowance. (software generated)
Review 11ak. Mixed family tenant rent (Software generated)
Review 11an. Prorated HAP to owner. (software generated)

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click . The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

PAGE THREE: OFTO PRORATED RENT CALCULATION
Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code ‘P’ (prorated) and the family resides in OFTO housing (field 11g). Such families are eligible for a prorated rental subsidy.

NOTE: If the effective date (field 2b) is on or after October 1, 1999, the family may not participate in the OFTO program.

Review 11q. TTP. (software generated)
Review 11ae. Total number eligible. (software generated)
Review 11af. Total number in family. (software generated)
Review 11ag. Proration percentage. (software generated)
Review 11ai. Mixed family TTP. (software generated)

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click . The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

XVII. Section 8 Vouchers Information
Fill out these windows if you indicated a program code (field 1d) as Section 8 Voucher. If the family participates in a program other than Section 8 Voucher, click to return to the 1. Agency window. Select the correct program and click to arrive at the correct program windows. This window collects information about the rental subsidy for families that participate in the Section 8 Voucher program. It consists of three pages with...
several fields and check boxes, which require data entry. The system generates many of the fields for you.

PAGE ONE
Follow these steps to enter information in page one of the 12. **Section 8 Vouchers** window:
Complete **12a. Number of bedrooms on voucher**.
Complete **12b. Is the family now moving to this unit?**
Complete **12c. Does the family qualify as a Hard to House family?**
Complete **12d. Did the family move into your jurisdiction under Portability?**
Complete **12e. Cost billed per month.**
Complete **12f. PHA Number billed.**
Complete **12g. Check all housing types that apply.**
Click Next. Page 2 of the **12. Section 8 Vouchers** window appears.

PAGE TWO
Follow these steps to enter information in page two of the 12. **Section 8 Vouchers** window:
Complete **12h. Owner name.**
Complete **12i. Owner TIN/SSN.**
Complete **12j. Payment standard for the family.** (For new leases, enter lower of payment standard or gross rent 12q.)
Complete **12k. Rent to owner.**
Complete **12m. Utility allowance.**
Review **12p. Gross rent of unit.** (software generated)
Review **12q. Lower of 12j or 12p.** (software generated)
Review **12r. TTP.**
Review **12s. Total Hap.**
Click Next. Page 3 of the **12. Section 8** window appears.

PAGE THREE: Regular RENT CALCULATION
Fill out this window if you indicated a family subsidy status under the Noncitizen rule (field 3s) as any code other than ‘P’ (prorated). Such families are eligible for the full rental subsidy.
Review **12t. Total family share.** (software generated)
Review **12u. HAP to owner.** (software generated)
Review **12v. Tenant rent to owner.** (software generated)
Review **12w. Utility reimbursement to the family.** (software generated)

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click 16. FSS. The 17. **Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher** window appears.

PAGE THREE: PRORATED RENT CALCULATION
Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as code ‘P’ (prorated). Such families are eligible for a prorated rental subsidy.
Review **12ab. Normal total HAP.** (software generated)
Review **12ac. Total number eligible.** (software generated)
Review 12ad. Total number in family. (software generated)
Review 12ae. Proration percentage. (software generated)
Review 12af. Prorated total HAP. (software generated)
Review 12ag. Mixed family total family contribution. (software generated)
Review 12ah. Utility allowance. (software generated)
Review 12ai. Mixed family tenant rent. (software generated)
Review 12aj. Prorated HAP to owner. (software generated)

If the family does not participate in FSS and you completed data entry, click [16. FSS] to exit. If the family participates in FSS, click on [17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher]. The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

XVIII. Section 8 Mod Rehab
Fill out these windows if you indicated a program code (field 1d) as Section 8 Mod Rehab (except converted to Certificate). If the family participates in a program other than Section 8 Mod Rehab (except converted to certificate), click [1. Agency] to return to the 2. Agency window. Select the correct program and click [10.15. Program] to arrive at the correct program windows. These windows collect information about the rental subsidy for families that participate in the Section 8 Mod Rehab program. It consists of two pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

PAGE ONE
Follow these steps to enter information in page one of the 13. Section 8 Mod Rehab window:

Complete 13a. HAP contract number.
Complete 13b. Mod Rehab SRO Program for homeless?
Complete 13c. Mod Rehab SRO unit. (Not homeless program)
Complete 13d. Owner name.
Complete 13e. Owner TIN/SSN.
Complete 13f. Current base rent.
Complete 13g. Rehabilitation debt service.
Review 13h. Contract rent to owner. (software generated)
Complete 13i. Utility allowance.
Review 13j. TTP. (software generated)

Click [Next]. Page 2 of the 13. Section 8 Mod Rehab window appears.

PAGE TWO: Regular RENT CALCULATION
Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as any code other than ‘P’ (prorated). Such families are eligible for the full rental subsidy.
Review 13k. Tenant rent. (software generated)
Review 13m. HAP to owner. (software generated)
If the family does not participate in FSS and you completed data entry, click [exit]. If the family participates in FSS, click [exit]. The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

PAGE TWO: PRORATED RENT CALCULATION
Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code 'P' (prorated). Such families are eligible for a prorated rental subsidy.

Review 13p. Gross rent. (software generated)
Review 13q. Normal total HAP. (software generated)
Review 13r. Total number eligible. (software generated)
Review 13s. Total number in family. (software generated)
Review 13t. Proration percentage. (software generated)
Review 13u. Prorated total HAP. (software generated)
Review 13v. Mixed family TTP. (software generated)
Review 13w. Utility allowance. (software generated)
Review 13x. Mixed family tenant rent. (software generated)
Review 13y. Prorated HAP to owner. (software generated)

If the family does not participate in FSS and you completed data entry, click [exit]. If the family participates in FSS, click [exit]. The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

XIX. Manufactured Home Owner Renting the Space
Fill out these windows if you indicated a program code (field 1d) as Certificate Manufactured Home Owner Renting the Space. If the family participates in a program other than Certificate Manufactured Home Owner Renting the Space, click [to return to the 1. Agency window. Select the correct program and click [to arrive at the correct program windows. This window collects information about the rental subsidy for families that participate in the Section 8 Certificate program and are manufactured home owners renting the space. It consists of three pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

PAGE ONE
Follow these steps to enter information in page one of the 14. Manufactured Home Owner Renting the Space window:
Complete 14a. Number of bedrooms on certificate.
Complete 14c. Did family move into your PHA jurisdiction under portability?
Complete 14d. Cost billed per month.
Complete 14e. PHA code billed.
Click [Next]. Page 2 of the 14. Manufactured Home Owner Renting the Space window appears.

PAGE TWO
Follow these steps to enter information in page two of the 14. Manufactured Home Owner Renting the Space window:
Complete 14g. Space owner name.
Complete **14h. Space owner TIN/SSN.**
Complete **14j. Furniture included in purchase price?**
Complete **14k. Monthly amortization payment.**
Review **14m. Deduction.** (software generated)
Review **14n. Adjusted amortization.** (software generated)
Complete **14p. Utility allowance.**
Complete **14q. Rent to owner.**

Click **Next**. Page 3 of the **14. Manufactured Home Owner Renting the Space** window appears.

**PAGE THREE: Regular RENT CALCULATION**
Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as any code other than ‘P’ (prorated). Such families are eligible for the full rental subsidy.

**Page Three: Prorated Rent Calculation,** contains more information about the prorated rent calculation.
Review **14r. Gross rent.** (software generated)
Review **14s. TTP.** (software generated)
Review **14t. Gross rent minus TTP.** (software generated)
Review **14v. HAP to owner.**
Review **14w. Tenant Rent.** (software generated)

If the family does not participate in FSS and you completed data entry, click **16 FSS** to exit. If the family participates in FSS, click **16 FSS**. The **17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher** window appears.

**PAGE THREE: PRORATED RENT CALCULATION**
Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code ‘P’ (prorated). Such families are eligible for a prorated rental subsidy.
Review **14r. Gross rent.** (software generated)
Review **14s. TTP.** (software generated)
Review **14t. Gross rent minus TTP.** (software generated)
Complete **14v. HAP to owner.** Perform the required calculations.
Review **14aa. Total number eligible.** (software generated)
Review **14ab. Total number in family.** (software generated)
Review **14ac. Proration percentage.** (software generated)
Review **14ad. Prorated HAP to owner.** (software generated)
Review **14ae. Mixed family TTP.** (software generated)
Review **14ag. Mixed family tenant rent.** (software generated)

If the family does not participate in FSS and you completed data entry, click **16 FSS** to exit. If the family participates in FSS, click **16 FSS**. The **17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher** window appears.
XX. SECTION 8: HomeOwnerSHIP

Fill out these windows if you indicated a program code (field 1d) as Voucher Homeownership. If the family participates in a program other than Voucher Homeownership, click to return to the 1. Agency window. Select the correct program and click to arrive at the correct program windows. This window collects information about the rental subsidy for families that participate in the Section 8 Homeownership. It consists of three pages with several fields and check boxes, which require data entry. The system generates many of the fields for you.

PAGE ONE

Follow these steps to enter information in page one of the 15. Section 8: Homeownership window:

Complete 15a. Is the family now moving to this home?
Complete 15b. Date of initial HQS inspection
Complete 15c. Did family move into your PHA jurisdiction under portability?
Complete 15d. Cost billed per month.
Complete 15e. PHA code billed.
Complete 15f. Monthly homeownership payment.
Complete 15g. Utility allowance.
Complete 15h. Monthly maintenance allowance.
Complete 15i. Monthly major repair/replacement allowance.
Complete 15k. Monthly principal and interest on debt for improvements, if any.
Review 15m. Gross homeownership expense (software generated)

Click Next. Page 2 of the 15. Section 8: Homeownership window appears.

PAGE Two: Subsidy calculation

Fill out this page if you indicated a family subsidy status under Noncitizen rule (field 3s) as any code other than ‘P’ (prorated). Such families are eligible for the full rental subsidy.

Page Three: Prorated Rent Calculation, contains more information about the prorated rent calculation.

Complete 15n. Payment standard for the family.
Review 15p. Lower of 15m and 15n.
Review 15q. TTP. (software generated)
Review 15r. HAP. (software generated)
Review 15s. Total family share. (Software generated)

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

PAGE THREE: PRORATED RENT CALCULATION
Fill out this page if you indicated a family subsidy status under the Noncitizen rule (field 3s) as code ‘P’ (prorated). Such families are eligible for a prorated rental subsidy. Complete 15n. Payment standard for the family.


Review 15bb. Mixed family share.

Review 15bc. Percentage of total family share.

Review 15bd. Total family share.

Review 15be. Administration charge.

Review 15bf. Total number.

Review 15bg. Total number eligible.

Review 15bh. Total number in family.

Review 15bi. Prorated HAP.

Review 15bj. Mixed family total family share.

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click to return to the FSS window. The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

**XXI. Indian Mutual Help Information**

Fill out these windows if you indicated a program code (field 1d) as Indian Mutual Help. If the family participates in a program other than Indian Mutual Help, click to return to the 1. Agency window to select the correct program and click to arrive at the correct program information windows.

This window collects information about the rental subsidy for families who participate in the Indian Mutual Help program. It consists of one window with two fields which require data entry. The system generates many of the fields for you.


Review 16h. Family cost. (software generated)

If the family does not participate in FSS and you completed data entry, click to exit. If the family participates in FSS, click. The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.
XXII. Family Self-Sufficiency (FSS) Addendum

The 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window collects information about families who participate in the Family Self-Sufficiency (FSS) program. You can only access this window if you indicated in field 2e that the family is a FSS participant now or in the last year. It consists of three or four pages with several fields and check boxes, which require data entry. The system does not generate any of the fields for you.

Complete 17a. Participate in special programs?

Complete 17b. FSS Report Category.
Complete 17c. FSS Effective date of action

Complete 17d. PHA code of administering FSS contract

Complete 17e. WtW report category

Complete 17f. WtW effective date

Complete 17g(1). PHA code of PHA that issued the WtW voucher

Complete 17g(2). PHA code of PHA counting the family as enrolled in its WtW voucher program (if different from 17g(1))

Click Next. Page 2 of the 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

Enter 17h. General information
Enter the information into page three of the 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window, 17i. Family Services Table. Indicate Yes in each check box if the FSS participants need the service, if the PHA provides the service, or if the services are provided to the FSS participants through other means.

If the FSS Report Category is Enrollment Report or Progress Report and you completed data entry, click Next. If the FSS Report Category is Exit Report, click Next. Page 4 of the 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window appears.

Enter the information into the fields of page four of the 17. Family Self-Sufficiency (FSS)/Welfare to work Addendum (WtW) voucher window, 17m. Exit Information.

If the WtW Report Category is Enrollment Report or Progress Report or Exit Report and you completed data entry, click Next. If the FSS Report Category is Exit Report, click Next. Page 5 of the 17. Welfare to work voucher program window appears.
If the WtW Report Category is Exit Report and you completed data entry, click [Next]. If the FSS Report Category is Exit Report, click [Next]. Page 6 of the 17. Welfare to work voucher program window appears. Click [Next] to exit. The FRS Main Menu window appears.
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I. Introduction

Once you enter a household into FRS 4.0, you may make changes to that household. FRS 4.0 refers to these changes as functions to maintain a household. This section contains information about how to maintain an existing household. You view the same windows accessed when you entered households into FRS 4.0.

Click to begin to maintain household data. The first window, Head of Household browser, appears automatically after you click on the Maintain Household button.

II. Select the Household

Follow these steps to Select the Household in the Head of Household browser window:
1. Click on the first letter of the Head of Household’s last name of the Household that you wish to maintain.
2. FRS 4.0 displays all Heads of Household that begin with the selected letter. Double-click on the Head of Household that belongs to the household you wish to maintain or select the Head of Household that belongs to the household you wish to maintain and click. The 1. Agency window appears.
3. If the Head of Household does not appear in the Head of Household browser, click button to begin to enter new household data.

III. Maintain the Household

1. Review the information in the 1. Agency window. Enter the correct information into the appropriate fields.
2. Select the window that contains the household information you wish to maintain.
3. For example, you may select if you need to change the type of action for the family, i.e., the household was a new admission and now you need to perform an Annual Reexamination for the household.

* - For more information about the fields contained on the individual information screens, see Chapter 4, Complete Household Information at: http://www.hud.gov/utilities/intercept.cfm?chap4.pdf.
4. When you complete data entry, click. The FRS Main Menu window appears.
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Delete Household Records

I. Introduction
This chapter explains how to delete a household from the Head of Household browser and use the Recycle Bin.

II. Delete A Household RECORD
Follow these steps to delete a Household from your Head of Household browser. Click on the Head of Household that belongs to the household you wish to delete.

Click FRS 4.0 opens a Send to Recycle Bin Warning box.
Click to send the household to the recycle bin or click to cancel.
When you complete the action, click The FRS 4.0 Main Menu window appears.

III. USE THE Recycle Bin
1) From the Main Menu, select File, View Recycle Bin. The Recycle Bin appears.
2) Click on the first letter of the Head of Household’s last name of the Household you wish to return to the Head of Household browser or delete.
3) FRS 4.0 displays all Head of Households that begin with the selected letter. Click on the Head of Household that belongs to the household you wish to return to the Head of Household browser or delete.

IV. Return Household to Household browser from Recycle Bin
To return a household to the Head of Household browser information window, follow these steps:
1) Select the household you wish to return to the Head of Household browser.
2) Click to return the household to the Head of Household browser.
3) When you complete the action, click The FRS 4.0 Main Menu window appears.

V. Delete Household from Recycle Bin
To delete a household from the Recycle Bin window, follow these steps:
1) Click FRS 4.0 opens an Empty Recycle Bin Warning box.
2) Click to empty the household from the recycle bin or click to cancel.
When you complete the action, click The FRS 4.0 Main Menu window appears.
I. Introduction

When you enter Form HUD-50058 data in FRS 4.0, the software stores the information in a file. When you are ready to submit the data to MTCS, FRS 4.0 compiles the information into a readable format for MTCS and transmits the data through the submission method you selected upon installation or setup. If you did not select a submission method during installation, follow the steps in Chapter 2-C to set up the proper submission method.

II. Submit Data

To submit data to MTCS:

1. From the Main Menu, click . The Form Submission Status window appears. The Form Submission Status Window displays all forms that FRS 4.0 will submit to MTCS in the top box and all forms that contain errors in the bottom box. FRS 4.0 will not submit the forms in the bottom box until you correct all errors.

2. To submit all the forms that passed FRS 4.0 edits to MTCS, click in the top half of the window. When you click on this button, FRS 4.0 initiates an Internet session if your selected data transmission method is Internet, or FRS 4.0 will initiate a SprintMail session if your selected data transmission method is SprintMail. Once you connect to the Internet, go to the MTCS Website (http://www.hud.gov/pih/systems/mtcs/pihmtcs.html), login to MTCS and locate the Internet Data Transmission application link. Click on the link and begin the data transmission process.

3. All forms ready for transmission have a next to the name of the Head of Household.

   If you would like to exclude certain forms, click on the in the Submit Indicator column. The check mark disappears. If a form does not have a check mark in the Submit Indicator column, FRS 4.0 will not send that form to MTCS.

III. FORM ERRORS

If there are errors in data or data format contained in Form HUD-50058, FRS 4.0 will not transmit it to MTCS. To view errors contained in the forms, follow these steps:

1. Click to return to the FRS Main window.

2. Click to display the Head of Household browser.
3. From the Head of Household browser, locate the Head of Household’s last name from the alphabetical selection on the left of the window.

4. Click [Open Household] to display the form for the household on the FRS 4.0 Desktop.

5. From the Desktop, select [File] [View Household File Errors] [Close Household File]. The Form HUD-50058 Form Errors Window appears.

6. The top box describes the sections of FRS 4.0 that contain the errors. The bottom box displays the exact line in error for the highlighted section.

7. To correct the fields in error, close the Form HUD-50058 Form Errors window and select the appropriate section from the buttons on the bottom of the FRS 4.0 Desktop.

8. Use the [OK] option to verify that you corrected all errors. When you have corrected all errors and select the View Household File Errors option, FRS 4.0 displays the following message: “The household file is now ready to be submitted to MTCS.”

9. Click [OK] and follow the above steps to submit data.
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I. Introduction

The process by which you retrieve error files from MTCS depends on the method of data transmission you use. This chapter outlines methods to retrieve error files from both the Internet and Sprintmail.

II. Retrieve Error Files from the Internet

1. If you submit data to MTCS via the Internet, you retrieve error files directly from the Internet.

   - Select Retrieve Error File from MTCS from the Main Menu bar
   
   OR

   - Click on Retrieve Error File from MTCS from the Main Menu window.

2. FRS 4.0 initiates an Internet session.


* for more information on how to retrieve error information, see the Web Reports Guide at http://www.hud.gov/utilities/intercept.cfm?chap6.pdf
I. Appendix I - Icons and Terminology

This section describes icons and terms found in FRS 4.0.

**Save button:** Found only in the Head of Household window. Click this button to save Head of Household information entered into the New Head of Household window. The Desktop window opens and displays the Head of Household data just entered.

**Cancel button:** Click this button to cancel the information entered in the fields on the window. The Main Menu window appears after you click on Cancel.

**Calculator button:** Click this button to open the calculator on top of the Desktop window.

**Exit button:** Click this button to close the current window you are in.

**Previous button:** Click to open the window accessed before the current window.

**Next button:** Click Next to open the window that comes after the current window. These buttons appear when a section has more than one window. If there is only one window within a section the Next takes you to the next section. To go back to the previous window, click the Previous button.

**Section** (numbers 1 through 9) buttons:

|-----------|-----------|--------------|---------------|---------|-----------|

Click a particular section button to open the first page within the selected section. These sections follow the order of the Form HUD-50058 and have the same names.

| 1. Agency | Information about the Public Housing Agency and the program in which the family participates. |
| 2. Action | Information about the family’s type of action. |
| 3. Household | Information about the people who reside in the unit, both family members and non-family members. |
| 4. Background | Information about the family prior to their participation in subsidized housing. |
| 5. Unit | Information about the unit the family occupies on the effective date of action. |
| 6. Assets | Information about the family’s assets. |
| 7. Income | Information about the family’s income. |
| 8. Exp. Income | Information about the family’s expected income per year after deductions. |
| 9. TTP | Information about the family’s total tenant payment (TTP). |
| 10-15. Program | Information about the family’s rental subsidy for the specific program in which the family participates. |
| 10. Public Housing, Indian Rental, and Turnkey III |
| 11. Section 8 Certificates (except owner-occupied manufactured home on rented space/pad) |
| 12. Section 8 Vouchers (except owner-occupied manufactured home on rented space/pad) |
| 13. Mod Rehab (except converted to Certificate) |
| 14. Manufactured Home Owner Renting the Space |
| 15. HomeOwnership |
| 16. Indian Mutual Help |
| 16. FSS | Information about families who participate in the Family Self-Sufficiency (FSS) program. **Note:** The FSS section is only available when you indicate that the family participated in the FSS program now or in the past year (field 2e). |
I. Appendix II - FRS 4.0 Field Conventions
This section contains information about field conventions in FRS 4.0.

**GRAY TEXT:** FRS 4.0 populates this field with information you previously entered in the software program. In this example, the Housing Agency’s name, Housing Agency A, appears as gray text.

**GRAY TEXT BOX:** FRS 4.0 populates text box fields with blanks, percentages, numbers, formulas or computations based on input into FRS 4.0. You cannot alter these fields.

When a gray text box is populated, FRS 4.0 completes the appropriate calculation for you. You can find the source of these fields under the field definitions in the Online Help.

When a gray text box is blank, it identifies an information area not required for a section. For example, if a family participates in a Certificate program, the project state does not apply and the field appears as a gray title and box.

**WHITE TEXT BOX:**

A white text box appears where FRS 4.0 requires you to input data. For example, the white text box after **Effective date of action** requires you provide a date in this field.

**Date Format:** Enter all dates with a 4-digit year. FRS 4.0 displays only the last two digits of the year, but captures the entire year for calculation purposes. Use forward slashes between the month and day and between the day and year.

**NOTE:** For system settings programmed to display a 4-digit year, FRS 4.0 will display all four digits.

**Social Security Numbers:** Do not enter forward slashes or dashes in Social Security numbers. If a household member does not have a valid Social Security number, use 999-99-9999.
HA Use Only Field: Use this field for internal notes or memos. HUD receives only the first 5-digits of the information entered in this field.