

Family Self-Sufficiency (FSS) Report Guide

**Public and Indian Housing Information Center (PIC)
Form-50058 Module**

December 2006 Final



Table of Contents	Page
1. SUMMARY.....	1
2. REPORT APPLICATIONS.....	2
2.1 PHA USES FOR THE REPORT	2
2.2 HUD USES FOR THE REPORT	2
3. USER SELECTION CRITERIA	3
3.1 PROGRAM TYPE.....	3
3.2 GEOGRAPHIC SUBSET (LEVEL OF INFORMATION)	3
3.3 TIME SPAN SUBSET	3
4. REPORT LAYOUT	4
4.1 REPORT SCHEMA.....	4
5. DATA DEFINITIONS/BUSINESS RULES.....	6
5.1 GENERAL GUIDELINES	6
5.2 DATA DEFINITIONS/BUSINESS RULES	7
5.3 SORT ORDER	7

1. Summary

NOTE: This guide reflects the function of the Family Self-Sufficiency Report as of December 2006. The reports contained in the Form-50058 Module are being reviewed to determine future enhancements and/or corrections.

The *Family Self-Sufficiency (FSS) Report* provides information about Voucher and Certificate families who participate in the Family Self-Sufficiency program, including any escrow amounts disbursed or earned. PHAs are required to submit information about families participating in the FSS program by completing Section 17 of the Form HUD-50058. The *FSS Report* is a list of participating families.

This guide helps users to:

- Understand Form HUD-50058 report data fields
- Interpret and use the data contained in the report

2. Report Applications

There are a variety of different uses for Form-50058 Module reports. This section highlights some of the important data fields in the report and describes the ways Form-50058 Module users can use the data contained in this report.

2.1 PHA Uses for the Report

- **Monitor and administer programs**

PHAs can monitor the status of participant information using the *FSS Report*. The report will display information about each family enrolled in the FSS program. PHAs can use this report to ensure that all participating families are included and that their escrow amounts have been accurately reported.

2.2 HUD Uses for the Report

- **Monitor PHA performance**

Prior to a site visit, the Field Office may want to print a copy of a PHA's *FSS Report* to examine PHA procedures for FSS participation and escrow account maintenance. While on-site, Field Office staff can use this report to examine a PHA's record-keeping system.

3. User Selection Criteria

Users can specify different geographic subsets to display this report. Only families within the user-selected criteria will be included in the report.

3.1 Program Type

The only program type available is:

- S8 Certificates and Vouchers:
 - Field 1c of the Form HUD-50058 equals “CE” or “VO” and
 - Section 11 or 12 of the form is filled

3.2 Geographic Subset (Level of Information)

The report provides information at the Public Housing Agency (PHA) level as shown below. Users can select multiple PHAs by pressing and holding the control key and left-clicking on each desired PHA. The control key is only needed to select multiple PHAs.

- Public Housing Agency
 - ◇ Within a State
 - ◇ Within a State and County
 - ◇ Within a Field Office

3.3 Time Span Subset

The *FSS Report* includes data from the most recently submitted Form HUD-50058 with effective dates beginning with the “As of” date of the report (always the end of the month before the report was run) and going back 16 months.

4. Report Layout

The schema in subsection 4.1 shows the layout of the full report.

Please note the following possibilities if data is not shown:

- * No data available

No data was available for that particular indicator at that particular level of information.

4.1 Report Schema

The report schema begins on the next page.

FSS Report

As of May 31, 2006



Program Type: **S8 Certificate and Voucher**

Download Report in Excel Print this report page

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

HA Code – **XX999**

Select HA Code -- XX999 II

HA Name – **Housing Authority of XXX**

Effective Dates Included: **February 1, 2005 through May 31, 2006**

Click on for Ascending sort and on for Descending sort

FSS Information for the selected HAs

Program Type	SSN	First Name	Last Name	FSS Report Type	Disbursed Amount	Account Balance Amount
CE	999999999	XXXXX	XXXXX	X	\$X,XXX	\$X,XXX
CE	999999999	XXXXX	XXXXX	X	\$X,XXX	\$X,XXX
VO	999999999	XXXXX	XXXXX	X	\$X,XXX	\$X,XXX
VO	999999999	XXXXX	XXXXX	X	\$X,XXX	\$X,XXX

Families Enrolled	Total Families With Escrow Balance
X,XXX	X,XXX

Figure 4.1

5. Data Definitions/Business Rules

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

5.1 General Guidelines

UNLESS OTHERWISE SPECIFIED, INCLUDE ONLY:

1. Section 8 Certificate and Voucher programs (1c = 'CE' or 'VO') where
 - Type of Action is:
 - New Admission (2a = 1)
 - Annual Reexamination (2a = 2)
 - Interim Reexamination (2a = 3)
 - Portability Move-in (2a = 4)
 - Other Change of Unit (2a = 7)
 - FSS/WtW Addendum Only (2a = 8) and
 - Section 17 of the Form HUD-50058 is filled
2. Families within the user-selected criteria (geographic subset).

5.2 Data Definitions/Business Rules

#	Data Field	Data Definition/Business Rule
1.	Program Type	<u>EQUALS:</u> <ul style="list-style-type: none"> The Program Type of the record (1c)
2.	SSN	<u>EQUALS:</u> <ul style="list-style-type: none"> Social security number (3n) or the PIC generated Alternate ID
3.	First Name	<u>EQUALS:</u> <ul style="list-style-type: none"> First name (3c)
4.	Last Name	<u>EQUALS:</u> <ul style="list-style-type: none"> Last name (3b)
5.	FSS Report Type	<u>EQUALS:</u> <ul style="list-style-type: none"> FSS report type (17e) – either “E” for enrollment or “P” for Progress
6.	Disbursed Amount	<u>EQUALS:</u> <ul style="list-style-type: none"> FSS account amount disbursed to the family (17k(3)). If blank, display zero. (This amount is cumulative as of the date the Form HUD-50058 was submitted.)
7.	Account Balance Amount	<u>EQUALS:</u> <ul style="list-style-type: none"> Current FSS account balance (17k(2)). If blank, display zero.
8.	Families Enrolled	<u>EQUALS:</u> <ul style="list-style-type: none"> Count of families <p>WHERE</p> <ul style="list-style-type: none"> Program Type (1c) equals “CE” or “VO”, and Section 17 of the Form HUD-50058 is filled
9.	Total Families With Escrow Balance	<u>EQUALS:</u> <ul style="list-style-type: none"> Count of families <p>WHERE</p> <ul style="list-style-type: none"> Program Type (1c) equals “CE” or “VO”, Section 17 of the Form HUD-50058 is filled, and Current FSS account monthly credit (17k(1)) or Current FSS account balance (17k(2)) is greater than zero

5.3 Sort Order

The default order of the report is Program Type followed by SSN. The option is provided to sort all fields in ascending or descending order.