



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

AUG 28 2014

OFFICE OF PUBLIC AND INDIAN HOUSING

Subject: Edits to the Public and Indian Housing Information Center (PIC) reporting in HUD-50058 Section 17 – Family Self-Sufficiency

Dear Executive Director:

As you know, HUD pulls data from the Public Housing Information Center (PIC) to be used for the funding decisions regarding the Public Housing Family Self-Sufficiency program, Housing Choice Voucher Family Self-Sufficiency program and now combined Family Self-Sufficiency program. Each year, we have offered the opportunity to submit supplemental information if the PIC report issued with the NOFA was not correct. Each year, HUD requests that PHAs ensure that the FSS information (Section 17) in the 50058 is correct. We wish to take this opportunity to again request that all PHAs with FSS programs review their PIC reports and ensure that the information is correctly reflected.

On May 27, 2014, HUD successfully completed and installed Inventory Management System-Public Housing Information Center (IMS-PIC) Release 7.9.0.0. Among the changes that were implemented as part of IMS Release 7.9.0.0, HUD made modifications related to Family Self-Sufficiency (FSS) program reporting. Specifically, HUD established a set of warnings and fatal edits that will trigger warnings to the user in specific situations when PHAs enter incomplete or incorrect data.

This letter is a reminder to all FSS grantees of the system changes and explains the changes made to the PIC system related to Section 17 (Family Self-Sufficiency) of the HUD-50058. On page two of this letter is a summary of conditions and messages that users will receive when inputting data into the PIC system.

If you have any questions or comments regarding Inventory Management System-Public Housing Information Center (IMS-PIC) Release 7.9.0.0, please contact your PIC Coach.

If you have questions or comments regarding the FSS program, please contact FSS@hud.gov.

Dominique G. Blom
Deputy Assistant Secretary for Public
Housing Investments

Sincerely,

Milan M. Ozdinec
Deputy Assistant Secretary for Public
Housing and Voucher Programs

Inventory Management System (IMS)/Public Housing Information Center (PIC)
Release 7.9.0.0
Changes to reporting in Section 17 of the HUD-50058 (Family Self-Sufficiency)

Current Record is FSS Enrollment or FSS Progress and 50058 Submission is anything.

Condition: If the Submission FSS Effective date (line 17c) or 58 effective date (line 2b) (as applicable) is more than 7 years later than the Current FSS Effective date, PIC system will create a WARNING:

WARNING – No FSS exit report but enrollment was more than 7 years ago

Current Record is FSS Enrollment or FSS Progress and 50058 Submission is anything except action type 6

Condition: If the Submission FSS Effective date (line 17c) or 50058 effective date (line 2b) (as applicable) is more than 12 months later than the Current FSS Effective date, PIC system will create a WARNING:

WARNING - More than 12 months have passed since last FSS enrollment or progress submission. FSS progress reports must be completed at least annually during each family's participation in the FSS program.

Current Record does NOT have FSS Data

Condition: If the 50058 Submission is FSS Progress or FSS Exit, the PIC system will create a FATAL Error message:

FATAL – FSS progress or exit report but no FSS enrollment for this family in database

Other FSS Checks

Condition: If the 50058 Submission is an End of Participation (EOP) and Current 50058 record is FSS Enrollment or FSS Progress, the PIC system will create a Warning:

WARNING – 50058 End of Participation without having an FSS exit report

Condition: If the 50058 Submission is a Port-out and Current 50058 record is FSS Enrollment or FSS Progress, the PIC system will create a Warning:

WARNING – Action type is Port-out and no FSS exit report submitted. FSS exit report must be submitted if the family will not continue participation in the initial PHA's FSS program. Do not submit FSS exit report if the family will continue participating in the initial PHA's FSS program per 24 CFR 984.306(c).

***Current Record means the record in PIC's current database at the time of the PHA's submission.**