

## **Questions Submitted in Advance for Thursday TRACS Industry Meeting**

1. We are a PBCA and have been calculating actual days on the voucher and special claims since February 2004. Should we be requiring owners to use actual days on special claims?

2. How can we use actual days on move in and move outs but not use actual days on special claims?

3. Where is Exhibit 5-8? Last I checked it was not on HUDclips.org.

4. Are third party verifications valid for 120 days prior to certification?

5. What is the ruling on the 120 days for verification documentation?

6. For submissions on Annuals, is the resident required to submit all information by the 10<sup>th</sup> of the 11<sup>th</sup> month or just some of the information?

7. Can you clarify when subsidy (AR) should be effective on a late Annual, if the failure to submit is due to owner/agent error? For the owner...

***8. In cases of dual tenancy (move-in for resident who already lives on a subsidized property), who receives subsidy? Old owner or new owner?***

***9. Currently, Previous Housing and Displacement codes are used only on move-in certs. Will TRACS fatal non-move-in certs if these fields are populated? The handbook seems to say that all certs (not just move-ins) should have these fields (Previous***

***Housing and Displacement code fields) completed. Is that true? Or are these still just for move-in certs?***

*10. Paragraph 9-14 D4b(4) says either MO or MI is tenant transferring...owner must submit...document stating reason for UT and evidence security deposit was transferred... Full wording is unclear. Is documentation required on the UT reason and security deposit transfer for both the claim for Unit A and Unit B when a tenant transfers from A to B? Assume that claims are submitted separately.*

11. What does common control mean when you are transferring as an accommodation?—Need More Information

12. What is the requirement for determining rent on over-income Police or Security personnel?

If someone moved in before the new handbook, can you leave the old rent process in place?

13. Paragraph 4-7C requires screening and prohibits admin on certain criminal activity by “any household member.” Paragraph 4-27E requires consent to drug/ criminal by adult household members. Are live-in aides, foster adults, foster children and dependents subject to screening? They are household members but not adult members.

If they are (subject to screening), is consent required to screen them?

***14. Move-outs are present in the Move Out- Move In Query of TRACS and are showing up in TRACS certification as active households. When will this be corrected?***

***15. Will notification on properties less than 85% compliant be forwarded to PBCAs via TRACSMail? Have not received notification since December 2003. Note: We do monitor our contracts!***

16. Anticipated Children- Pregnancy Expected—Only allowed to request self certification. Can this be changed to require 3<sup>rd</sup> party verification to prove pregnancy? Adoption expected—How long can a family be in progress of adoption and be eligible under a larger family size for income limits?

***17. If Gross Rent is several months old, can we send a correction to the most current cert to TRACS and handle other months between PBCA and property. Sending several corrections to us and HUD causes problems.***

***18. Suggestion: Have 236 properties with Section 8 submit the 236 tenant data directly to TRACS. Their software would be set up to send to two different TRACSMail addresses. Keeps CA's out of 236.***