HUD USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

MTW Module

Viewer sub Module

U.S. Department of Housing and Urban Development (HUD)

Prepared by: **Quality Software Services, Inc.**

Shiva Information Technology Services

TABLE OF CONTENTS

1.0 MTW

1   MTW

MTW module of the IMS PIC system allows HUD to obtain the information about the people who participate in the MTW (Moving to Work) programs. PHAs (Public Housing Agencies) use the MTW module to electronically submit the data about the tenants to HUD.

The Form HUD-50058 MTW allows the users to capture information about residents who live in public and assisted housing and participate in the MTW Demonstration program. The form contains:

- Demographic information for all members of the household

- Citizenship information

- Income information

- Rent information

PHAs that participate in the MTW Demonstration program collect and transmit data from the Form HUD-50058 MTW and send it electronically to HUD. HUD officers use the information for the following purposes:

- Support the analysis of policy, legislative, budget, and program management initiatives and evaluations.

- Monitor the MTW Demonstration program.

- Provide demographic information on program participants to support HUD management, HUD Field Office, and PHA program objectives.

- Monitor compliance with income reporting requirements and related eligibility factors.

- Produce demographic information that describes the present occupancy of resident communities to Congress, other Federal agencies, and special housing-related interest groups.

- Perform income matching with the Social Security Administration and other agencies.

MTW module consists of the **Data Collection** sub module, **Viewer** sub module and **Reports** sub module. The **Data Collection** sub module allows the user to submit the MTW file to HUD for processing. The **Viewer** sub module allows the user to view certain sections of MTW form that the user submitted for the tenants. The **Reports** sub module allows the user to run the MTW Delinquency report in order to view statistical data for a specific PHA.
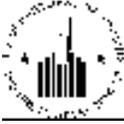
1.1 VIEWER

The **Viewer** sub module allows the user to retrieve specific Form 50058 MTW data for tenants or their households. The information provided in this sub module is taken directly from forms submitted by PHAs. Different tabs of the **Viewer** sub module display information from various sections of MTW Form.

For more information on the type of data provided in the **Viewer** sub module, please see the TRG (Technical Reference Guide) for MTW.

1.1.1 The Search Tab: Accessing Form 50058 MTW Data

The user can access the data in the **Viewer Sub Module** by clicking the tabs on top of the **Viewer Sub Module** start page. The user can access different types of data using the following tabs:

- Search

- Household

- Members

- Rent

- FSS

The user must start with the **Search** tab (see Figure 1). Here, the user can enter the criteria that enable them to find the tenant data. Once the user identifies the correct PHA, they can find the desired tenant record by using the controls in the **Housing Authorities Search Filters** section of the page.

Figure 1: The default Search page

In the **Housing Authorities Search Filters** section, the user must select the database that they want to use. If the user selects the **Historical Database** option, the program will include all tenant data forms past and present. If the user selects the **Current Database** option, the program will include only the most recent tenant forms submitted.

In the **SSN** box, the user can enter the social security number, if known. The user must enter the social security number of the tenant they are looking for without the dashes and click **Search**. Then, the program will display the record of the tenant whose social security number matched the search criterion.

The user can also search for the tenants by entering the first and/or last names. After the user clicks the **Search** button, the program will display the list of tenants whose information matched the search criteria entered. The user can also enter the first several characters in the **First Name** and/or **Last Name** boxes and click the **Search** button. Then, the program will display the list of tenants whose information matched the search criteria.

Figure 2: Column data headings for search results

The program presents the information for the tenants that matched the search criteria in form of a table with the following columns: **SSN**, **First Name**, **Last Name**, **Relation**, **Date of Birth**, **Sex**, **Update Date**, and **Online EOP** (see Figure 2).

Depending on the access privileges some of the users can see unmasked privacy data.

The **SSN** column displays social security numbers as links. The user can click on any one to display the data associated with the social security number the user selected (see Figure 6).

The **First Name**, **Last Name**, **Relation**, **Date of Birth**, **Sex**, **Update Date** columns display the respective information about the tenant as plain text entries.

The **Online EOP** column allows users to perform online EOP (end of participation). If a PHA performs online EOP, no Form MTW submission is needed to end the tenant's participation in the program. If the status displays as **EOP**, then the tenant used to be part of the housing program in the past, however, the tenant is not part of the program anymore. The **Online EOP** status displays as a link and if the user clicks it, it will display the Online EOP report (see Figure 3). At this point, the user can end the tenant's participation.

Figure 3: Online EOP

When the user clicks **Save**, the program displays the EOP update status message (see Figure 4). That means that the tenant's participation was ended. If the user clicks **Close**, the program will cancel the operation and the tenant will continue to participate in the program.

Figure 4: Online EOP update status window

1.1.2 Household Tab

The **Household** tab allows the user to access the data that corresponds to Sections 1, 2, and 5 of the Form 50058 MTW. Select the SSN of the tenant the user is looking for and the program will display the appropriate data on the **Household** tab. From this first page of Form 50058 data, the user can also access additional information on this tenant through the following three sub tabs:

- Agency Information

- Action

- Unit to be Occupied

The **Agency Information** sub tab of the **Household** tab displays the PHA information (see Figure 5). This information allows the user to identify what PHA the tenant record is associated with, what program the tenant is enrolled in, and the building, entrance, and unit information for the tenant.

Search	Household	Members	Rent	FSS
Agency Information			Action	Unit to be Occupied

Head of Household Name:		L JONES
Social Security Number:		xxx-xx-8305
Date Updated:		07/24/2009
Agency		
1a.	Agency Name:	AHFC
1b.	PHA Code:	AK001
1c.	Program Type:	Public Housing
1d.	Project Number:	AK001000271
1e.	Building Number:	3140
1f.	Building Entrance Number:	1
1g.	Unit Number:	563140

Figure 5: The Agency Information sub tab of the Household tab

For easy reference, the following information for the tenant the user selected is in the first tier: head of household's name, SSN, and the date the information was updated.

The **Action** sub tab of the **Household** tab displays the information about the previous or current types of action performed on the tenant's record (see Figure 6). It includes the type of action, the effective date, reexamination information, and other applicable information.

Figure 6: The Action sub tab of the Household tab

The **Unit to be Occupied** sub tab of the **Household** tab displays the information about the unit that the tenant will occupy when the tenant moves into the house in compliance with the program (see Figure 7). It contains the address, number of bedrooms, quality inspection information about the unit, and the accessibility information (if applicable).

Figure 7: The Unit to be Occupied sub tab of the Household Tab

1.1.3 Members Tab

From the **Members** tab, the user can access data that corresponds to Sections 3, 18, and 19 of the Form MTW. The user can find the data within the following three sub tabs (see Figure 8):

- Members

- Assets

- Income

It provides the information as to the number of people in the household and the financial situation of the household.

Figure 8: The Members sub tab of the Members tab

For easy reference, the following information for the tenant the user selected is displayed in the first tier: head of household's name, SSN, and the date the information was updated.

The **Members** sub tab displays the members of household data (see Figure 8). The **Household** section of the page displays the list of members and the applicable information: the member number, first name, last name, middle initial, date of birth, sex, relation code, citizenship information, disability status, race/ethnicity data, and social security number.

The sub tab also displays the total number of family members in the household, and the SSN of the former head of household, if applicable.

The **Assets** sub tab provides the asset income data, if applicable (see Figure 9). If the tenant owns any assets, this tab provides the asset income (if applicable).

Figure 9: The Assets sub tab of the Members tab

The **Income** sub tab displays the relevant income information for the household members (see Figure 10). It lists all the household member's last and first names, member's numbers, and displays the types of income (income codes), and the respective amounts per year.

Figure 10: The Income sub tab of the Members tab

1.1.4 Rent Tab

From the **Rent** tab the user can access data that corresponds to Sections 19, and 20 of the Form MTW. The data displayed on the **Rent** tab will depend on the type of program the tenant is involved in. So, the information displayed for individual tenants may differ. The user can access the data using two sub tabs (see Figure 11):

- Expected Income Per Year

- Rent Calculation (Program Type)

Figure 11: The Expected Income Per Year sub tab of the Rent tab

For easy reference, the following information for the tenant the user selected is displayed in the first tier: head of household's name, SSN, and the date the information was updated.

The **Expected Income per Year** sub tab of the **Rent** tab displays the expected yearly income information for the tenant's household (see Figure 11). The **Expected Income per Year** section of the page displays the income data from fields 19h, 19j, and 19k of the Form 50058 MTW. The Total Income After Exclusions column displays the total annual income amount for the household if any exclusions are applicable. The Total Annual Income column displays the total annual income amount for all household members. The Adjusted Annual Income column displays the amount of income after appropriate adjustments.

The **Rent Calculation (Program Type)** sub tab displays the applicable rent information for the tenant (see Figure 12). Since MTW program allows PHAs to use the ARS (Alternative Rent Structure), this tab provides the rent data submitted by the PHA for this particular tenant. It includes the type of rent (flat rent or income-based rent), the amount of rent payment, the mixed family tenant rent, the utility allowance, and ceiling rent indicator, if applicable.

Figure 12: The Rent Calculation (Program Type) sub tab of the Rent tab

1.1.5 FSS Tab

The **FSS** (family self-sufficiency) tab data corresponds to Section 23 of the Form 50058 MTW. It displays the information about the FSS contract, account, and exit information if the tenant is involved in the program (see Figure 13). Tenants participating in the MTW program are allowed to sign the FSS program. If applicable, this tab will provide details on the contract for this particular tenant.

Figure 13: The FSS tab