integrated Subsidy Error Reporting System (iSERS) Industry Specification

Effective Date TBD

Overview/Goals

o Identify and track: errors, duration, frequency, causes, financial impact of errors, error resolutions, and points of discovery for errors
o Standardize operational procedures, processes and data relative to error tracking
o Establish consistency across all contract administrators (CA) and CA service bureaus in the administration and management of contracts
o Standardize "what" error data is captured and "how" it is captured
o Standardize categories of errors and determination of errors
o Implement resolutions to errors (whether it is training, interpretations of regulations, timeliness of tenant cooperation, etc.)
o Reduce/eliminate errors
o Recapture significant monies from over- and underpayments
o Obtain HUD's goal/objective of more effective use of Project-based Section 8 funds as mandated by IPERA

Methods of Determining Errors - Points of Discovery (POD)

Tenant Certifications (HUD 50059) and Voucher Payment Requests (HUD 52670) are submitted by the OAs as text files electronically via integrated Multifamily Access Exchange (iMAX) data transmittal mechanism. The following are the points of discovery for errors related to tenant/voucher submissions:

1. <u>Certification/Voucher Review process</u> – occurs during the electronic submission; software applications used by contract administrators have internal data validation and error checks, in addition to some of those identified by TRACS. Error messages are generated informing the analyst of the problem, who then works with the OA to take the appropriate action to correct the issue. (Submission optional)

2. <u>Management Occupancy Review (MOR) process</u> - is an area where concrete, precise errors made at the OA or tenant level can be discovered. It is here that analysts review all documentation completed and submitted by tenants (and management companies to CAs) substantiating tenant eligibility, income and rent, and subsidy amounts to be paid by HUD. (Submission required)

When subsidy payment errors are detected during a review, it is the responsibility of the CA to:

- Work with the OA in resolving issues
- Record the category, error, cause and resolution for each error
- Follow-up with the OA to confirm the owner has corrected the error
- Capture error data for monthly reporting to HUD

3. Resident Complaint process - involves cases where residents may call their appropriate CA to inform them of concerns that their rent may be incorrect, or that another resident may have misreported information impacting subsidy payment. While it may or may not be a common occurrence, it has been identified as a possible source of discovery. The CA must put into place a procedure for their staff to receive the call, confirm that an error has been made, and if valid, resolve the error. (Submission optional)

When subsidy payment errors are detected during a review resulting from Resident Compliant, it is the responsibility of the CA to:

- Work with the OA in resolving issues
- Record the category, error, cause and resolution for each error
- Follow-up with the OA to confirm the owner has corrected the error
- Capture error data for monthly reporting to HUD

iSERS will provide HUD management with the ability to analyze errors, and their impacts to subsidy payments for Project-Based Section 8 funds to further achieve the goal of reducing improper payments. Additionally, it will provide visibility into the value of the contract administrator efforts in resolving errors, and the efforts taken to ensure that their occurrence is reduced, and where possible, eliminated. This solution leverages the OA/CA/HUD data transfer mechanism iMAX utilizing MAT Files.

Errors submitted upon determination.

Error Buckets

o Eligibility – errors made in determining tenant eligibility to receive assistance. This would include: components such as citizenship, unit size, income, family member status, etc.
o Calculation – errors made in any calculation of any component used to determine the assistance payment, tenant rent, total tenant payment, etc. This would include: incorrect calculation formulas, components (income, adjusted income, deductions, expenses, disposition of assets, etc.) of calculation formulas, etc.
o Timing – errors made in the timing of submissions, or dates in the data submitted. This would include: late rent increase notifications, late voucher submittals, late certifications and re-certifications, timing of certification submittals based on effective date of certifications, timing of move-in certifications versus move-outs, etc.

o Reporting – errors made in either tenant or OA reporting. This would include misreporting for: number of units, head of household qualification, missing data, tenant misreporting, etc.

Table 1.0 below identifies errors by category (Eligibility; Calculation; Timing; Reporting) indicating with a check mark which review (discovery point) they must be reported from, if they exist. The Policy Development & Research Reference column serves as a cross reference to the PD&R Study: P1 – Calculation Errors; P2 – Consistency Errors, P3 – Transcription Errors, P4 – Incorrect Determination of Allowance and Income Sources; P5 – Overdue Re-Certification.

Error Category/Errors		Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
A. Eligibility					
A.1	CE007-CA: Annual income amount for BMIR at move-in exceeds lower income limit	✓	✓		
A.2	CE017-CA: Tenant not eligible for Rent Supplement based on assistance payment amount	✓			
A.3	CE022-CA: Incorrect income status code submitted for Post-81 Section 8 annual or interim re-certification.	✓			P2
A.4	CE031-CA: Income exception code submitted for a unit not receiving 84 assistance	✓			P2
A.5	CE033-CA: An income exception code was entered for post-8/1/84 Section 8 recipient	✓	✓		P2
A.6	CE085-CA: Full-time student status code "F" not permitted when member's age is less than 18	✓	✓	✓	P2
A.7	CE147-CA: Very low income limit is reported as zero or blank for Section 8 or PRAC	✓	✓		

	Error Category/Errors	Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
A.8	CE155-CA: Very low income limit submitted, but subsidy type is not Section 8 or PRAC	✓	✓		P2
A.9	CE179-CA: Incorrect age and/or relationship code entered for household member: Foster child age 18 or older.	✓	✓	✓	P2
A.10	CE180-CA: Able to work care code reported for ineligible family member.	✓	✓	✓	P2
A.11	CE181-CA: Elderly special status code can apply only to relationship code "H", "S" or "A".	✓			P2
A.12	CE182-CA: Full-time student special status code incompatible with reported household composition.	✓	✓	✓	
A.13	CE183-CA: Handicapped special status code ("H") is incompatible with household composition.	✓	✓		P2
A.14	CE192-CA: Head, spouse or co-head is less than 15 years of age.	✓	✓		
A.15	CE217-CA: Other member income/full-time student income cannot be greater than $480.	✓	✓		
A.16	CE222-CA: Invalid household assistance status code submitted.	✓			
A.17	CE223-CA: Invalid member eligibility code submitted.	✓	✓	✓	
A.18	CE224-CA: Invalid member eligibility code and relationship code combination submitted.	✓	✓	✓	P2
A.19	CE225-CA: Invalid relationship code for member eligibility code "IC".	✓	✓	✓	P2
A.20	CE226-CA: Invalid relationship code for member eligibility	✓	✓	✓	P2

	Error Category/Errors	Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
	code "IP".				
A.21	CE227-CA: Invalid household assistance status code "N" submitted for subsidy type.	✓			P2
A.22	CE228-CA: Invalid household assistance status code "E" when members are ineligible.	✓	✓		P2
A.23	CE229-CA: Invalid assistance status code "C" for move-in date or family composition.	✓	✓	✓	P2
A.24	CE230-CA: Invalid assistance status code "P" when family composition not mixed.	✓	✓	✓	P2
A.25	CE232-CA: Invalid household assistance status code, "F" submitted for the family composition.	✓	✓	✓	
A.26	CE233-CA: Invalid household assistance status code submitted for a subsidy type not affected by the Non-citizen rule.	✓	✓	✓	
A.27	CE234-CA: Invalid special status code, "F" submitted for the relationship code.	✓			
A.28	CE243-CA: No qualifying family member with age 62 or older for Sec. 202 PRAC.	✓	✓	✓	
A.29	CE244-CA: No qualifying handicap family member with age 18 or older for Sec. 811 PRAC.	✓	✓	✓	
A.30	CE245-CA: No qualifying handicap family member with age 18 or older for Sec. 202/162 PAC.	✓	✓	✓	
A.31	F0064-CA: More than one family member designated as head of household	✓	✓		
A.32	F0065-CA: More than one family member designated as spouse	✓	✓		
A.33	F0093-CA: More than one family member reports the	✓	✓		

| Error Category/Errors | Discovery Point | | | Policy Development & Research Reference |
	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
same SSN				
A.34 M0008-CA: No SSN(s) for family members >= 6 years old.		✓		
A.35 M0009-CA: No SSN Certification(s) for family members >= 6 years old.		✓		
A.36 M0010-CA: Undocumented criminal background check		✓		
A.37 M0011-CA: Lacking drug screening verification		✓		
A.38 M0012-CA: Incomplete or missing rental history		✓		
A.39 M0053-CA: Ineligible expenses claimed on HUD 50059		✓		
A.40 M0054-CA: Ineligible allowances claimed on HUD 50059.		✓		P4
A.41 M0055-CA: Incorrect unit rent used in rent determination		✓		
A.42 M0056-CA: Declaration of Citizenship Forms not part of Tenant File		✓		
A.43 M0057-CA: Family Summary Sheet not part of Tenant File.		✓		
A.44 SA001-CA: Head of Household has been identified as occupying multiple assisted units	✓		✓	
B. Calculation				
B.1 AD-CA: TRACS calculated allowance for dependents differs from reported value	✓	✓		P1,P4
B.2 ADI-CA: TRACS calculated adjusted income differs from reported value	✓	✓		P1,P4
B.3 AHE-CA: TRACS calculated allowance for handicapped expenses differs from reported value	✓	✓		P1,P4
B.4 AME-CA: TRACS calculated allowance for medical expenses differs from	✓	✓		P1,P4

	Error Category/Errors	Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
	reported value				
B.5	ANI-CA: TRACS calculated annual income differs from reported value	✓	✓		P1,P4
B.6	AP-CA: TRACS calculated assistance payment differs from reported value	✓	✓		P1
B.7	ASI-CA: TRACS calculated income from assets differs from reported value	✓	✓		P1,P4
B.8	CCE-CA: TRACS child care allowance for working differs from reported expense value	✓	✓		P1,P4
B.9	CE005-CA: Employment income of child included in annual income	✓	✓		P4
B.10	CE148-CA: TRACS calculated income exceeds the lower and very low income limit.	✓	✓		P4
B.11	CE189-CA: TRACS calculated income exceeds the very low income limit for a PRAC	✓	✓		P4
B.12	CE220-CA: Income of live-in attendant or foster child or "none of the above" included in household income	✓	✓	✓	P4
B.13	CE246-CA: TRACS calculated MAT70 TTP differs from reported value.	✓	✓		P1
B.14	CE247-CA: TRACS calculated MAT70 TR differs from reported value.	✓	✓		P1
B.15	CE248-CA: TRACS calculated MAT70 AP differs from reported value.	✓	✓		P1
B.16	EHA-CA: TRACS calculated elderly allowance differs from the reported value	✓	✓		P1,P4
B.17	GR-CA: TRACS calculated gross rent differs from the reported value	✓	✓		P1
B.18	IIA-CA: TRACS calculated imputed income from assets differs from the reported	✓	✓		P1,P4

Error Category/Errors	Discovery Point			Policy Development & Research Reference
	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
value				
B.19 NDP-CA: TRACS calculated number of dependents differs from the reported value	✓	✓		P1
B.20 NFL-CA: TRACS calculated number of foster children and/or live-in attendants differs from the reported value	✓	✓		
B.21 NFM-CA: TRACS calculated number of family members differs from the reported value	✓	✓		
B.22 PADI-CA: TRACS calculated percent of adjusted income charged differs from reported value	✓	✓		P1
B.23 PAI-CA: TRACS calculated 3% of annual income differs from reported value	✓	✓		
B.24 TA-CA: TRACS calculated total allowances differs from the reported value	✓	✓		P1,P4
B.25 TCVA-CA: TRACS calculated total cash value of assets differs from the reported value	✓	✓		P1
B.26 TEI-CA: TRACS calculated total employment or business income differs from the reported value Wage Amount Reported: Wage Amount Calculated:	✓	✓		P1,P4
B.27 TNAI-CA: TRACS calculated income from all sources except assets differs from the reported value	✓	✓		P1,P4
B.28 TOI-CA: TRACS calculated total other income differs from the reported value	✓	✓		P1,P4
B.29 TPEI-CA: TRACS calculated total social security and	✓	✓		P1,P4

Error Category/Errors	Discovery Point			Policy Development & Research Reference
	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
pension income differs from the reported value; Social Security Benefits Amount Reported: Social Security Benefits Amount Calculated:				
B.30 TPUI-CA: TRACS calculated total public assistance income differs from the reported value Welfare/Public/Assistance/TANF Amount Reported: Welfare/Public/Assistance/TANF Amount Calculated:	✓	✓		P1,P4
B.31 TR-CA: TRACS calculated tenant rent differs from the reported value	✓	✓		P1
B.32 TTP-CA: TRACS calculated total tenant payment differs from the reported value	✓	✓		P1
B.33 TYIA-CA: TRACS calculated total actual yearly income from assets differs from the reported value	✓	✓		P1,P4
B.34 UR-CA: TRACS calculated utility reimbursement differs from the reported value	✓	✓		
B.35 VE005-CA: Reported Total Unit in Contract is not equal to the reported sum of units receiving subsidy, vacant units and market rent units.	✓	✓		
B.36 VE017-CA: Reported total exceptions not equal to the sum of tenant and allocated project-based exceptions	✓	✓		
B.37 VE024-CA: The reported total voucher amount is greater than the TRACS calculated total voucher amount.	✓	✓		

	Discovery Point			
Error Category/Errors	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	Policy Development & Research Reference
B.38 F0198-CA: MAT70 not processed. Gross Rent must equal New Contract Rent plus Utility Allowance. Transaction Effective Date: **Gross Rent Amount:** New Contract Rent: Utility Allowance:	✓	✓		
B.39 VF010-CA: The sum of the voucher summary line items is not equal to total voucher amount	✓	✓		
B.40 VF059-CA: Submitted MAT30 section 5 totals do not match special claim line items	✓			
B.41 VF062-CA: Submitted MAT30 section 6 totals do not match miscellaneous account required line item.	✓			
B.42 VF076-CA: Reported sum of number of units in regular billing, vacant, and market rent cannot be greater than reported total units in contract	✓	✓		
C. Timing				
C.1 CE001-CA: Effective date cannot be greater than next recertification date	✓	✓		P2
C.2 CE003-CA: Next recertification date exceeds one year	a.	✓		P2
C.3 CE004-CA: Interim effective date is prior to previous effective date	✓			P2
C.4 CE006-CA: Apparent late certification, effective date is after annual recertification	✓	✓		P2
C.5 CE008-CA: Effective date precedes move-in date	✓			P2
C.6 CE009-CA: Effective date	✓	✓		P2

	Error Category/Errors	Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
	submitted for annual recertification begins after first day of month				
C.7	CE029-CA: Interim effective is after next annual recertification date	✓			P2
C.8	CE056-CA: Move in to project date cannot exceed TRACS processed date plus one month	✓			P2
C.9	CE058-CA: Member birth date is after effective date of the certification	✓			P2
C.10	CE146-CA: Incorrect next recertification date reported	✓	✓		
C.11	CE191-CA: The certification effective date must occur before the voucher date	✓			P2
C.12	CE242-CA: Move out date is greater than 14 days following the Date of Death	✓	✓	✓	P2
C.13	CE254-CA: Late – MO/YR in Trans Effect Dt is more than 3 mos. older than voucher dt Voucher Date: MMDDYYYY	✓			P2
C.14	CE255-CA: MO/YR of Trans Effect Dt may not exceed the MO/YR of Voucher Dt in MAT10 Voucher Date: MMDDYYYY	✓			P2
C.15	CE256-CA: For Section8 PAC/PRAC, Voucher Dt may not exceed the month after next Voucher Date: MMDDYYYY	✓			P2
C.16	CE257-CA: For Rent Supp/RAP, Voucher Dt may not exceed next month Voucher Date: MMDDYYYY	✓			P2

	Error Category/Errors	Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
C.17	F0016-CA: Owner signed date is greater than current date	✓			P2
C.18	F0075-CA: Effective date cannot be more than 90 days in advance of current date	✓			P2
C.19	F0076-CA: A move-in cannot have effective date greater than current date	✓			
C.20	F0118-CA: Move out date cannot be earlier than the death date	✓		✓	P2
C.21	F0240-CA: MAT10 not processed. Submitted Move-In Date is greater than the submitted transaction effective date	✓			P2
C.22	M0027-CA: First reminder notice less than 120 days prior to re effective date		✓		
C.23	M0028-CA: Second reminder notice less than 90 days prior to recertification effective date.		✓		
C.24	M0029-CA: Third reminder notice less than 60 days prior to recertification effective date		✓		
C.25	M0030-CA: Tenant receipt acknowledgement signature missing on initial notice at lease signing		✓		
C.26	M0031-CA: Tenant receipt acknowledgement signature missing on initial notice at recertification		✓		
C.27	M0032-CA: Owner/agent signature missing on HUD 50059		✓		
C.28	M0033-CA: Head, spouse co-head, and other adult household member signature missing on HUD 50059		✓		
C.29	M0035-CA: Tenant not provided 30 day rent increase		✓		

Error Category/Errors	Discovery Point			Policy Development & Research Reference
	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
notice.				
C.30 M0044-CA: Tenant not provided itemized list of damages and charges within 30 days.		✓		
C.31 M0048-CA: Tenant voucher move-out date differs from tenant vacant unit date.		✓		
C.32 VF018-CA: Voucher submitted 31 days prior to voucher month	✓			
C.33 VF019-CA: Voucher submitted prior to the voucher month	✓			
C.34 VF036-CA: Adjustment/Miscellaneous Request submitted for period more than 3 months after contract termination	✓	✓		
C.35 VF037-CA: Special claim for period more than 12 months after contract termination	✓	✓		
C.36 VF038-CA: Adjustment/Miscellaneous Request received more than 3 months after contract termination	✓	✓		
C.37 VR039-CA: Special claim received more than 12 months after contract termination	✓	✓		
C.38 TA001-CA: Tenant terminated for failure to recertify on time; certification expired: (next recertification date)	✓			P5
C.39 TA004-CA: Future certification targeted for termination has been deleted from TRACS. Subsidy is being terminated before certification will be activated. Certification Type: Termination Effective Date:	✓			

Error Category/Errors	Discovery Point			Policy Development & Research Reference
	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
Termination Code:				
D. Reporting				
D.1 CE061-CA: An IC submitted for a 236 project should have a secondary subsidy type code of "S"	✓			
D.2 CE062-CA: An IC submitted for a 236 project should have a secondary subsidy type and a project #	✓			
D.3 CE073-CA: Validate age of Head or Spouse with conversion date code. Once created (Y or N) the indicator doesn't change	✓	✓		P2
D.4 CE074-CA: Incorrect continuous Section 8 Indicator	✓			
D.5 CE075-CA: Incorrect Race code submitted	✓	✓		
D.6 CE076-CA: Incorrect ethnicity code submitted	✓	✓		
D.7 CE077-CA: Incorrect previous housing code submitted for move-in	✓			
D.8 CE081-CA: Elderly family status code omitted	✓	✓		
D.9 CE083-CA Incorrect special status code submitted for non-elderly household member	✓	✓	✓	
D.10 CE089-CA: Incorrect status code submitted for family member	✓	✓		P2
D.11 CE100-CA: Incorrect or blank income exception code submitted	✓			
D.12 CE101-CA: Incorrect or blank able to work care code submitted	✓	✓		
D.13 CE111-CA: Incorrect/blank income type code submitted	✓	✓		P4

	Error Category/Errors	Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
D.14	CE114-CA: Incorrect or blank eligibility universe code submitted	✓	✓		
D.15	CE115-CA: Incorrect or blank Section 8 assistance 7/01/84 indicator.	✓			
D.16	CE150-CA: Household member reported more than once on this certification	✓	✓		
D.17	CE156-CA: Income status code reported for tenant in a non-Section 8 unit	✓			
D.18	CE161-CA: Eligibility universe code reported for non-Section 8.	✓	✓		P2
D.19	CE162-CA: Conversion date code reported for non-Section 8.	✓			P2
D.20	CE177-CA: Worksheet code for PAC or PRAC is not "E".	✓ `			
D.21	CE190-CA: Child care expense claimed, but there are no children under the age of 13 in the household	✓	✓	✓	P2
D.22	CE221-CA: Invalid secondary subsidy code submitted.	✓			
D.23	CE236-CA: Invalid secondary subsidy code submitted for subsidy type	✓			
D.24	CVOA-CA: Cash value of an asset is zero, but actual yearly income from asset is valued	✓	✓		P2
D.25	VE001-CA - Reported total number of units in contract is less than the reported number of units receiving subsidy	✓	✓		
D.26	VE003-CA: Reported number of units vacant is greater than reported total units in contract.	✓	✓		
D.27	VE004-CA: Reported number of units with mkt rent is > the reported tot units in contract.	✓	✓		

	Error Category/Errors	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	Policy Development & Research Reference
		Discovery Point			
D.28	VE006-CA: Reported units in billing is greater than reported number of units receiving subsidy	✓	✓		
D.29	VE007-CA: Reported units in billing > reported units in contract.	✓	✓		
D.30	VE020-CA: Number of units receiving subsidy is greater than the total contracted units	✓	✓		
D.31	VE021-CA: Number of subsidized units in billing > the total authorized units	✓	✓		
D.32	VE022-CA: Reported contract units are greater than total authorized units.	✓	✓		
D.33	F0013-CA: Current effective date is missing	✓			
D.34	F0014-CA: Current head last name, or first name, or birth date is missing	✓			
D.35	F0018-CA: Transaction type code is invalid	✓			
D.36	F0020-CA: Transaction type is blank and must be completed	✓			
D.37	F0022-CA: Subsidy type is invalid	✓			
D.38	F0028-CA: Cannot process record; last name is missing	✓			
D.39	F0029-CA: Cannot process record; first name is missing	✓			
D.40	F0030-CA: Cannot process record; birth date is missing	✓			
D.41	F0035-CA: Move-out action not processed	✓	✓		
D.42	F0037-CA: Cannot process record, move-in effective date is missing	✓			
D.43	F0038-CA: Cannot process record, move-in date is missing	✓			
D.44	F0043-CA: Termination date is required in a termination of assistance transaction	✓			

| | Error Category/Errors | Discovery Point | | | Policy Development & Research Reference |
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
D.45	F0055-CA: Cannot process; contract rent is required	✓			
D.46	F0081-CA: Invalid minimum rent exemption code - valid values are 1, 2, 3, 4, or 5, if not applicable leave spaces	✓	✓		
D.47	F0082-CA: Invalid police security tenant code – valid values are N, Y, and SPACES	✓			
D.48	F0116-CA: Move out code is 4 but death date is blank	✓			P2
D.49	F0117-CA: Death date is filled but move out code is not 4	✓			P2
D.50	F0146-CA: Household must be terminated before an initial certification can be processed: Occupied unit number: Occupied project number: Occupied contract number	✓			
D.51	F0201-CA: MAT70 not processed. Total Tenant Payment must not be greater than gross rent for subsidy types section 8, Rent Supp, RAP or PAC.	✓	✓		P2
D.52	F0202-CA: MAT70 not processed. Assistance Payment Amount must be greater than zero for subsidy types other than PRACS	✓	✓		P2
D.53	F0213-CA: Code submitted for previous subsidy type is invalid. Valid codes are 0 – 9 and SPACES	✓			
D.54	F0215-CA: MAT10 not processed. Household assistance status code "T" is invalid for transaction effective dates greater than 03/01/2005. Valid codes are "N", "F", "E", "C", and "P".	✓			P2

		Discovery Point			Policy Development & Research Reference
	Error Category/Errors	**Certification & Voucher Review (Automated Detection)**	**MOR (Manual Detection)**	**Resident Contact (Manual Detection)**	
D.55	F0235-CA: MAT10 not processed. Total tenant payment must not be greater than gross rent for subsidy types section 8, Rent Supp, RAP or PAC	✓	✓		P2
D.56	F0236-CA: MAT10 not processed. Assistance Payment Amount must be greater than zero for subsidy types other than PRACS	✓	✓		P2
D.57	M0005-CA: Consent Forms (HUD-9887/9887-A) missing signatures for head, spouse, co-head, and family members >= 18 years old.		✓		
D.58	M0006-CA: Tenant not provided Consent Form (HUD-9887).		✓		
D.59	M0013-CA: Incorrect HUD model lease for subsidized programs (Family Model Lease)		✓		
D.60	M0014-CA: Incorrect HUD model lease for Section 202/8 and Section 202 PACs		✓		
D.61	M0015-CA: Incorrect HUD model lease for Section 202 PRACs		✓		
D.62	M0016-CA: Incorrect HUD model lease for Section 811 PRACs		✓		
D.63	M0017-CA: Original lease and subsequent leases missing owner/agent, head, spouse, co-head and/or other adult household member signatures.		✓		
D.64	M0018-CA: Lease Addendums missing owner/agent, head, spouse, co-head and/or other adult household member signatures.		✓		

	Error Category/Errors	Discovery Point			Policy Development & Research Reference
		Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
D.65	M0021-CA: Unit inspection report not attached to lease.		✓		
D.66	M0025-CA: Move-in inspection missing owner/agent and tenant dates/signatures		✓		
D.67	M0034-CA: Minimum rent must equal $25		✓		
D.68	M0036-CA: Tenant written payment plan has not been established		✓		
D.69	M0037-CA: Assistance payment requested on HUD 52670-A Part 1 differs from assistance payment reported on HUD 50059		✓		
D.70	M0038-CA: Adjustments not reflected on HUD 52670-A Part 1.		✓		
D.71	M0039-CA: Tenant move-out notice not part of Tenant File.		✓		
D.72	M0040-CA: Move-out inspection not part of Tenant File.		✓		
D.73	M0041-CA: Move-out date blank on move-out inspection.		✓		
D.74	M0045-CA: Owner/agent unable to collect late payment of rent from tenant.		✓		
D.75	M0046-CA: Owner/agent unable to collect bounced check charges from tenant.		✓		
D.76	M0047-CA: Owner/agent unable to collect legal and eviction changes from tenant.		✓		
D.77	VF002-CA: Submitted Subsidy Type is inconsistent with the subsidy contract	✓	✓		P2
D.78	VF011-CA: Miscellaneous request type is invalid; resubmit with valid request type	✓			
D.79	VF020-CA: Special claim type is invalid	✓			

Error Category/Errors	Discovery Point			Policy Development & Research Reference
	Certification & Voucher Review (Automated Detection)	MOR (Manual Detection)	Resident Contact (Manual Detection)	
D.80 VF056-CA: MAT30 Special Claim amount does not match amount approved by field office	✓			
D.81 VF074-CA: Special Claim Type submitted does not match Type approved by Field Office	✓			
D.82 VF077-CA: Reported total units in contract cannot be greater than total contract units	✓	✓		
D.83 VF080-CA: Special Claim Not Allowed with Rent SUP/RAP Vouchers	✓			P2
D.84 VF081-CA: Rent-Up Vacancy, Special Claim (3), Not Allowed For Section 8 LMSA Vouchers	✓			P2
D.85 UA015-CA: MAT70 unit transfer submitted for an occupied unit address. Reported head ID: Occupying head ID:	✓			
D.86 UA020-CA: MAT10 submitted for an occupied unit address Reported head ID: Occupying head ID:	✓			

Table 1.0 Error Types and Discovery Points

Submission to HUD

Error data transmitted via the integrated Multifamily Access Exchange System (iMAX) as MAT Files – Please see Chapter 8 of the MAT guide for details regarding the iSERS MAT record and the integrated Multifamily Access Exchange System (iMAX) User Guide for details regarding iMAX.