



*U.S. Department of Housing and Urban Development*



## ***TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM***

# **Monthly Activity**

Submission Instructions for Owners, Agents,  
State Housing Finance Agencies and PHAs

November 2010 - Revised (TRACS Version 2.0.2.C)



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## Revision Sheet

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Rev. 2	12/10/07	Updated to reflect CR F87-2008-00037.
Rev. 3	8/08/2008	Revised (TRACS Version 2.0.2.C)
Rev. 4	11/05/09	Revised to reflect CR F87-2009-00239.
Rev. 5	11/11/10	Revised to incorporate changes for Task Order 09

# Table of Contents

---

<b>Chapter 1</b>	<b>1.1</b>	<b>Background.....</b>	<b>1-1</b>
<b>Introduction</b>	<b>1.2</b>	<b>Document Audience.....</b>	<b>1-1</b>
	<b>1.3</b>	<b>Document Scope .....</b>	<b>1-1</b>

---

<b>Chapter 2</b>	<b>2.1</b>	<b>MAT Processing Flow .....</b>	<b>2-1</b>
<b>Understanding the</b>	<b>2.2</b>	<b>MAT Records General Description .....</b>	<b>2-3</b>
<b>MAT</b>	<b>2.3</b>	<b>MAT Record Types .....</b>	<b>2-3</b>
	<b>2.4</b>	<b>MAT Transmissions .....</b>	<b>2-5</b>
	<b>2.5</b>	<b>MAT Errors .....</b>	<b>2-7</b>
	<b>2.6</b>	<b>MAT Record Format Details.....</b>	<b>2-8</b>
	<b>2.6.1</b>	<b>Data Format Standards.....</b>	<b>2-9</b>
	<b>2.6.2</b>	<b>Record Details .....</b>	<b>2-9</b>

---

<b>Chapter 3</b>	<b>3.1</b>	<b>Release 2.0.2.C MAT Enhancements and Changes.....</b>	<b>3-1</b>
<b>New Release</b>	<b>3.1.1</b>	<b>MAT Tenant System Changes.....</b>	<b>3-1</b>
<b>Enhancements and</b>	<b>3.1.2</b>	<b>MAT10 Section 3: Family Record.....</b>	<b>3-2</b>
<b>Changes Affecting</b>	<b>3.1.3</b>	<b>MAT10 Section 4: Income Record .....</b>	<b>3-3</b>
<b>MAT Submissions</b>	<b>3.1.4</b>	<b>MAT10 Section 5: Asset Record.....</b>	<b>3-3</b>
	<b>3.1.5</b>	<b>MAT Voucher System Changes .....</b>	<b>3-3</b>
	<b>3.2</b>	<b>iMAX .....</b>	<b>3-4</b>

---

<b>Chapter 4</b>	<b>4.1</b>	<b>How to Decide What Transaction to Submit for a Change in Unit .....</b>	<b>4-2</b>
<b>TRACS Operating Tips</b>	<b>4.2</b>	<b>How to Correct a Move-Out.....</b>	<b>4-4</b>
	<b>4.3</b>	<b>What to Do After Receiving an HQ Move-out Message .....</b>	<b>4-4</b>
	<b>4.4</b>	<b>How to Re-establish a Tenant Certification Following a Move-Out.....</b>	<b>4-6</b>
	<b>4.5</b>	<b>What to Do After an HQ Termination Due to Failure to Receive an AR .....</b>	<b>4-6</b>
	<b>4.6</b>	<b>How to Split a Household or Move a Household Member to Another Household.....</b>	<b>4-7</b>
	<b>4.7</b>	<b>Submitting Data for Market Rate Tenants .....</b>	<b>4-8</b>
	<b>4.8</b>	<b>Terminations and Initial Certifications .....</b>	<b>4-10</b>
	<b>4.9</b>	<b>Repayment Agreements .....</b>	<b>4-10</b>
	<b>4.10</b>	<b>Baselines .....</b>	<b>4-10</b>
	<b>4.10.1</b>	<b>Certifications .....</b>	<b>4-10</b>

4.10.2 Re-baseline Process .....	4-14
4.11 Transmission Protocols that Ensure TRACS Processing .....	4-15
4.12 Gross Rent Changes .....	4-15
4.13 GR Submitted in Advance of the GR Effective Date.....	4-16
4.14 Correcting a Gross Rent Change .....	4-16
4.15 UT/GR Both Effective on the Same Date .....	4-17
4.16 Uses of the Previous Head Information in the MAT10, Section 2, Record .....	4-17
4.17 Contract Combinations.....	4-20
4.18 Contract Splits .....	4-20
4.19 Correcting Partial Certifications after a Full Insertion or Correction.....	4-21
4.20 Site software and TRACS errors .....	4-21
4.21 Printing Vendor Information on HUD Forms .....	4-21
4.22 Contract Administrator Software and Processing Issues .....	4-22
4.22.1 CA and Site Software: Compatible Issues .....	4-22
4.22.2 Processing .....	4-22
4.22.3 Transmitting.....	4-23
4.22.4 HAP Payments for Late Recertifications .....	4-23
4.22.5 TRACS Errors.....	4-24
4.22.6 CA Error Checking.....	4-24
4.22.7 Terminated Households.....	4-27

---

**Chapter 5**  
**MAT Tenant System**  
**Record Formats and**  
**Definitions**

5.1 TENHR Tenant Header Record .....	5-2
5.2 MAT 10 Section 1: (Re) Certification Header Record .....	5-9
5.3 MAT10 Section 2: Basic Record .....	5-10
5.4 MAT10 Section 3: Family Record.....	5-41
5.5 MAT10 Section 4: Income Record .....	5-51
5.6 MAT10 Section 5: Asset Record.....	5-53
5.7 MAT15 Address Record .....	5-54
5.8 MAT40 Move-Out Record.....	5-57
5.9 MAT65 Termination Record.....	5-60
5.10 MAT70 Unit Transfer/Gross Rent Change Record .....	5-63
5.11 TENND Tenant Batch Trailer Record .....	5-68
5.12 TENER Tenant MAT Error Record .....	5-69
5.13 TENTR Trailer .....	5-72

---

**Chapter 6**  
**TRACS' MAT**

6.1 VCHHR Voucher Header Record.....	6-2
6.2 MAT30 Section 1: Assistance Payment Header Record .....	6-7
6.3 MAT30 Section 2: Assistance Payment Summary Record .....	6-8
6.4 MAT30 Section 5: Approved Special Claim .....	6-18

<b>Voucher/Payment System Record Formats and Definitions</b>	6.5 MAT30 Section 6: Miscellaneous Accounting Request.....	6-19
	6.6 MAT31 Delete Voucher Record .....	6-20
	6.7 VCHND Voucher Batch Trailer Record .....	6-21
	6.8 VCHER Voucher MAT Error Record .....	6-22
	6.9 VCHTR Voucher Trailer Record .....	6-25
	6.11 VCHVC Voucher Transaction Control Record.....	6-27

---

<b>Appendix A Multifamily Housing Hub and Program Center Structure in TRACS</b>	Multifamily Housing Hub and Program Center Structure in TRACS .....	A-1
---	---	-----

---

<b>Appendix B TRACS Message Formats</b>	TRACS Message Formats.....	B-1
---	----------------------------	-----

---

<b>Appendix C MAT Tenant and Voucher System Error Messages and Codes</b>	MAT Tenant and Voucher System Error Messages and Codes.....	C-1
	Part 1: MAT Transmission, Tenant and Voucher Error Messages and Codes.....	C-3
	Part 2: MAT Voucher Error Messages and Codes.....	C-8

---

<b>Appendix D TRACS Discrepancy Code Tables</b>	TRACS Discrepancy Code Tables .....	D-1
	Part 1: TRACS Tenant Discrepancy Code Tables .....	D-2
	Part 2: TRACS Voucher Discrepancy Code Tables.....	D-18

---

<b>Appendix E TRACS Fatal Error</b>	TRACS Fatal Error Messages and Codes.....	E-1
	Part 1: TRACS Tenant System Fatal Error Messages and Codes.....	E-2
	Part 2: TRACS Voucher/Payment System Fatal Error Messages and Codes .....	E-21

# Messages and Codes

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<b>Appendix F</b> <b>TRACS Tenant</b> <b>Informational Message</b> <b>Codes</b>	<b>Appendix F: TRACS Tenant Informational Message Codes ..... F-1</b>
--	---

---

<b>Appendix G</b> <b>TRACS Voucher</b> <b>Acknowledgment &amp;</b> <b>Status Messages and</b> <b>Codes</b>	<b>TRACS Voucher Acknowledgment &amp; Status Messages and Code .....G-1</b> <b>Part 1: TRACS Voucher Acknowledgment Messages and Codes.....G-2</b> <b>Part 2: TRACS Voucher/Payment Status Messages and Codes .....G-4</b>
--	--

---

<b>Appendix H</b> <b>Calculation Guidance</b>	<b>H.1 Calculation Guidance .....H-1</b> <b>H.2 Certifications.....H-2</b> <b>H.3 HAP Vouchers .....H-6</b> <b>H.4 Special Claims.....H-12</b>
--	---

---

<b>Appendix I</b> <b>MAT15 Address</b> <b>Record Specification</b>	<b>I-1 MAT15 Address Record Specification ..... I-2</b> <b>I-2 Background ..... I-3</b> <b>I-3 Initial Address Load..... I-6</b> <b>I-4 Address Maintenance ..... I-7</b>
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## **CHAPTER 1 INTRODUCTION**

### **1.1 Background**

The Tenant Rental Assistance Certification System (TRACS) is an integration financial management system developed by the U. S Department of Housing and Urban Development HUD to improve the fiscal control over Section 8 and other assisted housing programs.

TRACS is the sole repository of all tenant certification data, assistance contract data and crucial payment data for HUD's Office of Multifamily Housing (MFH). Based on the data stored in the system, TRACS automatically generates payments for subsidy programs where HUD is the contract administrator. TRACS currently controls payment processing for approximately 250,000 Section 8 subsidy payments annually.

### **1.2 Document Audience**

This technical-level guide is intended to be used by the technical resource staff supporting Owners, Management Agents, State Agencies, Industry and Contract Administrators in implementing procedures for submitting automatic transactions/data to TRACS for processing. This guide should also be used in conjunction with the HUD 4350.3 Occupancy Handbook.

### **1.3 Document Scope**

Analysts should refer to the definitions and codes defined in the HUD 4350.3 Handbook for MAT fields which have a 50059, 52670, or 52670-A item reference. *Definitions, codes, and edits which occur in this user's guide for these items are intended to further clarify the handbook as an aid in automation.*

## CHAPTER 2 UNDERSTANDING THE MAT

The Monthly Activity Transmission (MAT) is a front-end subsystem to TRACS. It accepts data submitted from the Industry sites to HUD Headquarters in an electronic form and returns messages from HUD Headquarters to sender sites. Limited edits are performed on the data format before passing the pre-validated data to the TRACS system for further validation and processing. Data which fail the MAT edits cause an error message requesting correction to be sent to the sender. The Industry members are responsible for formatting their automated data to be accepted by the MAT.

The Industry transmits MAT data to TRACS through the web browser (see Chapter 3, Section 3.2 for a description of iMAX). This document provides the information necessary to understand the MAT requirements, prepare and transmit data, and respond to error messages returned by TRACS and its MAT subsystem.

This chapter is organized into the following major sections:

2.1 MAT Processing Flow.....	2-1
2.2 MAT Records General Description.....	2-3
2.3 MAT Record Types .....	2-3
2.4 MAT Transmissions .....	2-5
2.5 MAT Errors.....	2-7
2.6 MAT Record Format Details.....	2-8
2.6.1 Data Format Standards.....	2-9
2.6.2 Record Details.....	2-9

### 2.1 MAT Processing Flow

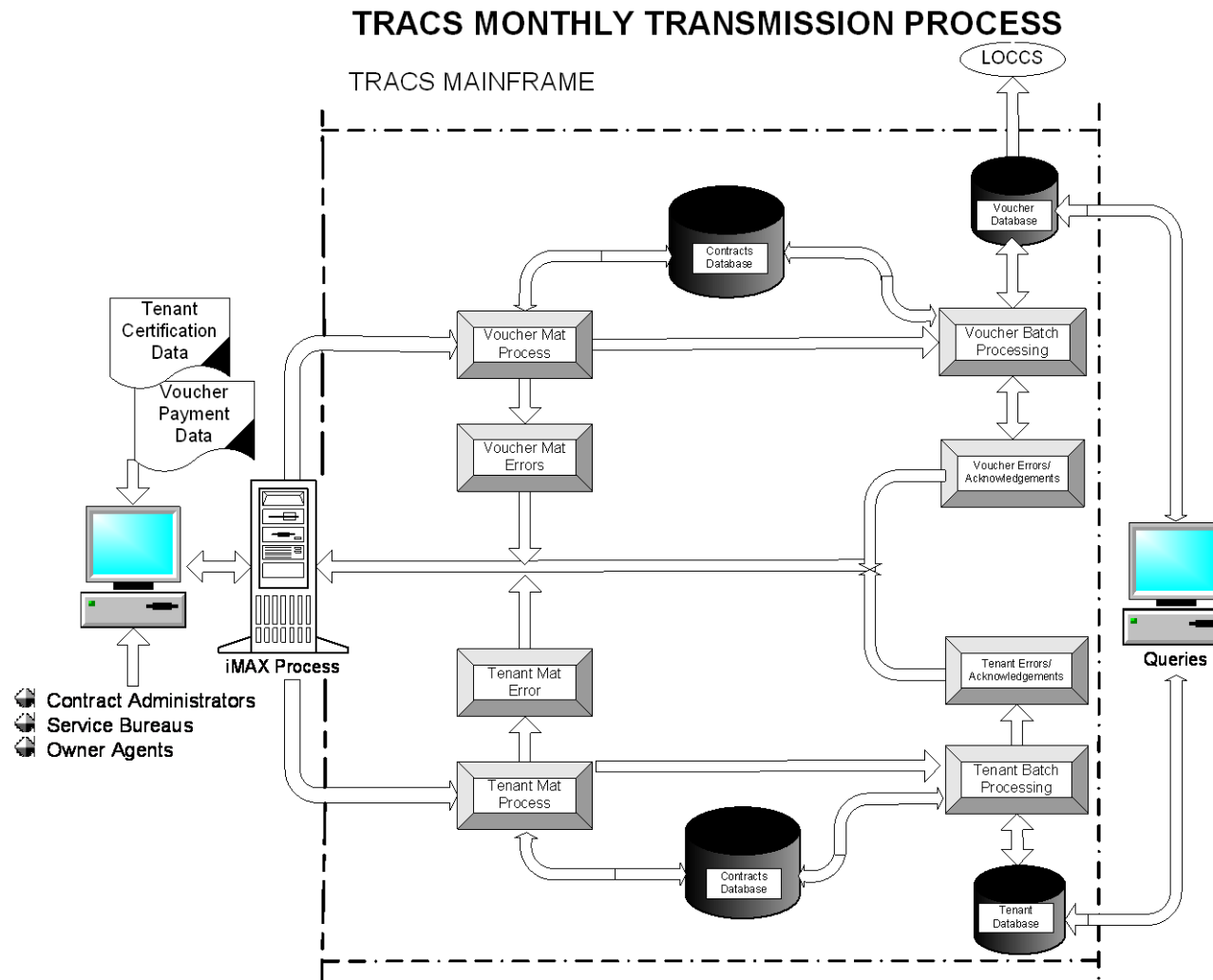
MAT transmissions are received via the web browser where they are forwarded to the TRACS mainframe and submitted to the MAT subsystem for processing. The MAT subsystem performs formatting and data-type validation on the data and the results of the subsystem's processing will:

1. Return a file containing error messages (or a transmission confirmation message if there were no errors) to the sender via their web browser; and
2. Make the data which has passed the MAT subsystem processing available to TRACS for Tenant and Voucher processing. TRACS will process these data by applying HUD rules defined in Handbook 4350.3.

MAT processing occurs upon receiving the MAT transmission, TRACS processing occurs overnight. Results of the processing are returned to the sender via the



web browser. **Figure 2-1** depicts the Tenant Processing flow. The Voucher/Payment Processing flow is similar.



**Figure 2-1 Tenant Processing Flow.**

## 2.2 MAT Records General Description

Since the MAT consists of extensive information, the data is organized into various categories or actions. This simplifies using the MAT. These categories are called MAT records. Each transmission begins with a mandatory "header" record, which identifies the type of data TENHR (Tenant) and VCHHR (Voucher) and specific transmission information, sender data, and a summary of how many of the other MAT record types are sent in the transmission. Without this header record, the transmitted data would not be linked to any specific sender, date and time, and would be essentially "lost." For this reason, the header record is required; its omission is a *transmission-level* error and causes TRACS to reject the MAT transmission.

The other MAT records correspond to either HUD forms (including form HUD-50059, HUD-52670 and 52670-A), or to some specific certification action such as a move-out, termination, etc., currently submitted on the voucher.

Finally, two special records are used in the error report returned to the sender for correction. The TENER (Tenant) or VCHER (Voucher) identify specific error records within the transmission. TENTR (Tenant) or VCHTR (Voucher) are trailer records summarizing the errors for the transmission. By categorizing the data into the specific MAT record types, errors can be easily linked to a specific transmitted transaction, thereby aiding the correction process.

Each MAT transmission will consist of only one header record, regardless of the certifications or types of actions that are represented in the transmission. Each certification action creates one or more separate MAT records; a single transmission consists of either Tenant or Voucher MAT record types. (See page 2-6 for a sample Tenant MAT transmission and page 3-9 for a sample mixed Batch Type Transmission.)

These fields are now displayed on the header record, and will display on the individual MAT record within a given transmission.

## 2.3 MAT Record Types

**Table 2-1** and **Table 2-2** describe each type of MAT Tenant and Voucher record and list where the record can be found in this guide for more detailed information.

**Table 2-1 MAT Tenant Record Type Table**

MAT Tenant System Record Types			
Record Type	Description	Notes	User Guide Page
TENHR	Transmission Header (one):		5-2

MAT10	HUD Form 50059 Certification (multiple) <i>Section</i> 1 - 50059 header record (one per MAT10) 2 - Basic record (one per MAT10) 3 - Family record (multiple per MAT10) 4 - Income record (multiple per MAT10) 5 - Asset record (multiple per MAT10)	MAT10 records are subdivided into "sections" to further classify the data on form HUD-50059. An error detected in one of these sections is identified by not only the record (MAT10), but by the specific section as well.  Because the MAT10 record is further subdivided into sections, each MAT10 has a dedicated header record of its own to summarize its transmitted data. These header records are in addition to the single MAT header record that defines the entire transmission.	starts on 5-9
MAT15	Address Record (multiple)		5-54
MAT40	Move-out Record (multiple)		5-57
MAT65	Termination Record (multiple)		5-60
MAT70	Unit Transfer or Gross Rent Change Record (multiple)		5-63
TENND	End of Transmission Record (one per transmission)		5-68
TENER	Error Record (multiple)		5-69
TENTR	Error Trailer Record (one per transmission)		5-75

**Table 2-2 MAT Voucher Record Type Table**

MAT Voucher System Record Types			
Record Type	Description	Notes	User Guide Page
VCHHR	Transmission Header		6-2
MAT30	Assistance Payment Header <i>Section</i> 1 - Assistance Payment Header Record 2 - Assistance Payment Summary Record 5 - Approved Special Claim 6 - Miscellaneous Accounting Request		6-7
MAT31	Delete Voucher Record		6-20

VCHND	Voucher Batch Trailer Record		6-21
VCHER	Voucher MAT Error Record		6-22
VCHTR	Voucher Trailer Record		6-25

## 2.4 MAT Transmissions

The MAT should be transmitted in ASCII fixed format (not field delimited). The fixed format ASCII file will deliver the MAT data with the field lengths specified in this user's guide. If the field lengths are not adhered to, an error message will be returned and MAT data will be lost as information begins to flow into the next field. The ASCII fixed format requires a line feed and carriage control at the *end of each record*. The user is responsible for ensuring that the field lengths described in this document are adhered to.

The fixed format does not permit NULLS. Blanks (spaces) will be used for empty alphanumeric fields and 0 (zero) will be used for empty numeric fields, unless otherwise instructed by the MAT record detail. Text fields are expected to be left justified and uppercase, and numeric fields are expected to be right justified.

The logical composition of a variety of MAT transmissions can be found in Figure 2-2 Sample Representations of MAT Files. MAT records do not have to be sorted by record type. The MAT10 and MAT30 require the sections which comprise that MAT record type to be in sequential section order.

**Figure 2-2** represents a MAT file from the Industry which contains certifications or recertifications and could be from one or more projects.

Beginning of File

<b>TENHR</b>
<b>MAT10</b>
<i>Section 1 - 50059 Header</i>
<i>Section 2 - Basic Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 4 - Income Record</i>
<i>Section 5 - Asset Record</i>
<i>Section 5 - Asset Record</i>
<i>Section 5 - Asset Record</i>
<b>MAT10</b>
<i>Section 1 - 50059 Header</i>
<i>Section 2 - Basic Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 4 - Income Record</i>
<i>Section 5 - Asset Record</i>
<i>Section 5 - Asset Record</i>
<b>MAT10</b>
<i>Section 1 - 50059 Header</i>
<i>Section 2 - Basic Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 4 - Income Record</i>
<i>Section 4 - Income Record</i>
<i>Section 5 - Asset Record</i>
<b>TENND</b>

(This represents a MAT file from the Industry which contains certifications. It could be from one or more projects)

Beginning of File

<b>TENHR</b>
<b>MAT10</b>
<i>Section 1 - 50059 Header</i>
<i>Section 2 - Basic Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 4 - Income Record</i>
<i>Section 5 - Asset Record</i>
<i>Section 5 - Asset Record</i>
<i>Section 5 - Asset Record</i>
<b>MAT15</b>
<b>MAT70</b>
<b>MAT10</b>
<i>Section 1 - 50059 Header</i>
<i>Section 2 - Basic Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 4 - Income Record</i>
<i>Section 5 - Asset Record</i>
<i>Section 5 - Asset Record</i>
<b>MAT40</b>
<b>MAT65</b>
<b>MAT10</b>
<i>Section 1 - 50059 Header</i>
<i>Section 2 - Basic Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 3 - Family Record</i>
<i>Section 4 - Income Record</i>
<i>Section 5 - Income Record</i>
<i>Section 5 - Asset Record</i>
<b>TENND</b>

End of file

(This represents a MAT file from the Industry which contains three (re)certifications [MAT10], an address record [MAT15], a move out [MAT40]; a unit transfer/ gross rent change [MAT70]; and a termination [MAT65]. This file could be from one or more projects.)

**Figure 2-2. Sample Representations of MAT Files Transmitted from Industry**

## 2.5 MAT Errors

MAT processing verifies data format and data type of the transmitted data. The MAT generates one error record for each failed edit in each record, and the error records are returned to the sender in one transmission.

In addition, MAT edits result in the following categories of errors:

1. **Field errors:** Data failed numeric, alpha, alphanumeric or date validation.
2. **Mandatory errors:** Data contained spaces, zeros, or incorrect values.
3. **Format errors:** Record counts in the MAT transmission header or MAT10 header records did not equal the MAT calculated counts, or the sequence numbering for the file is out of sequence.

A field error or mandatory error in a record type causes a rejection of that record only. Field errors in a section of a MAT10 record will cause a rejection of the entire MAT10 record (including all sections). Similarly, field errors in a section of a MAT30 record will cause a rejection of the entire MAT30 record (including all sections). An error record for the rejected record is returned to the sender, and the sender must resend the entire record again and only the records in error, not the entire file. Records which pass MAT edits are available for tenant or voucher processing. The MAT system will generate TENER (Tenant) or VCHER (Voucher) error records for the error types listed above. Some types of errors will produce specific MAT error message text to be included in the error record. These messages are documented in Appendix C. TENER records and VCHER records will be returned to the sender.

Data which passes MAT format edits, but fails tenant/voucher business rules will cause a tenant/voucher discrepancy message, a fatal error message or an informational message. TRACS error message formats for the Tenant and Voucher systems are defined in Appendix B. TRACS Discrepancy Messages are in Appendix D, TRACS Fatal Error Messages are in Appendix E, and TRACS Informational Messages are in Appendix F.

We recommend that the user attempt to correct all MAT and tenant errors prior to the end of the filing period which is listed in HUD Handbook 4350.3. If corrections are not received prior to the end of the filing period, the corrected transaction(s) must be incorporated into the next month's set of transactions. Users may call the TRACS Hotline for assistance in answering questions about this format or about errors returned.

**Table 2-3** presents the error types, rejection expectations, and error messages received for the MAT.

**Table 2-3. MAT Error Table**

Error Type	Error Description	Rejection Type	Error Message
Field	Failed numeric, alpha, alphanumeric, or date validation	MAT 10 - All sections MAT 30 - All sections	Values: 'N' = Numeric Error 'X' = Not Alphanumeric 'A' = Alpha Error

Error Type	Error Description	Rejection Type	Error Message
			'D' = Date Error space = not field error
		All others - Record with error	
Mandatory	Data contained spaces, zeros, or incorrect values	MAT 10 - All sections MAT 30 - All sections	Values: 'S' = Space Filled 'Z' = Zero Filled 'V' = Value Error space = not mandatory error
		All others - Record with error	
Record Count	Record counts in header records did not equal the MAT calculated counts and/or the Record Number sequence field was not in sequence.	Entire Transmission	Values: 'E' = Record Count Error 'S' = Sequence Error space = NA (Field number in error is not a record counter)
Other	TENHR or VCHHR record missing	Entire Transmission	Refer to Appendix C.

## 2.6 MAT Record Format Details

This section describes both the data formats and the data descriptions for a TRACS data transmission; the actual formats and descriptions are located in Chapter 5. The Industry may submit as many transmissions as necessary during a particular month. MAT record types are defined on pages 2-4 and 2-5. The formats are included for sites that choose to include this data in their specifications for automated transmittal.

The MAT transmission must be a fixed-format file which contains the record types as described on pages 2-4 and 2-5.

- The TENHR or VCHHR must be the first record in the file followed by the other record types in any order.
- MAT10 and MAT30 have sections which must be in sequence, but not all sections are required.
- A single transmission may consist of any combination of certification record types **OR** any combination of voucher record types, **BUT NOT** a combination of both certification and voucher record types.

## 2.6.1 Data Format Standards

The following are data format standards which the MAT subsystem requires:

- If the Industry's certification software field size is smaller than the MAT field size, the Industry is responsible for space fill, zero fill, and justification as required by the particular field type to the MAT field size.
- If the MAT field size is smaller than the field size in the Industry's certification software, the Industry is responsible for appropriate right or left truncation to the MAT field size.
- ASCII files require a fixed field format (delimited fields will cause the transmission to be rejected).
- Date format is MMDDYYYY, zero fill.
- Justification: Text = left justify, space fill; numeric = right justify, zero fill.
- Field fill requirements if data is not available:
  - No NULLS
  - Numeric fields should be filled with all zeros
  - Alpha/Alphanumeric fields should be filled with all spaces
  - Zero or space fill date and time fields
- The alphanumeric edit will accept spaces, zero through 9, A through Z, and the following special characters:  
\* + - / , . : ; ( ) = & % # \$ " ' < > @ \_ \ ! | { } ? ~

## 2.6.2 Record Details

Chapter 5 contains the actual MAT record formats organized into easy to follow tables. Each MAT record format table includes the following information:

- MAT field number
- Note column containing mandatory, mandatory on condition, or future field information
- Corresponding HUD Form 50059 item, when appropriate
- Field name
- Start position
- Field length
- Field type
- Definitions and edits



Fields which will be required in future TRACS releases are identified by a **bold F** placed in front of the field name. These fields may contain either a value or the appropriate fill character. Some fields have been designated as “filler.” This serves as a place holder and should contain the appropriate fill characters, either all spaces or all zeros.

## **CHAPTER 3 NEW RELEASE ENHANCEMENTS AND CHANGES AFFECTING MAT SUBMISSIONS**

Chapter 3 contains a listing of the enhancements and changes for TRACS Release 2.0.2.C

This chapter is organized into the following major sections:

3.1	Release 2.0.2.C MAT Enhancements and Changes.....	3-1
3.1.1	MAT Tenant System Changes.....	3-1
3.1.2	MAT10 Section 3: Family Record.....	3-2
3.1.3	MAT10 Section 4: Income Record.....	3-3
3.1.4	MAT10 Section 5: Asset Record.....	3-3
3.1.5	MAT Voucher System Changes.....	3-3
3.2	iMAX.....	3-4

Release 2.0.2.C is driven by the requirement that Multifamily Housing (MFH) business partners and TRACS comply with HUD rules and regulations as published in the HUD Handbook 4350.3 REV-2. An Office of Management and Budget (OMB) mandate modifies the descriptions of race and ethnicity and shifts the reporting level from the head of household to the individual members. Student status has been added in order to track compliance with new rules related to the eligibility of full or part-time students at an institution of higher education. This release includes modifications to MAT record formats to collect those additional data as required by Housing. TRACS release 2.0.2. C affects the Tenant System. For consistency purposes, only, the release/version number of the Voucher/Payment system has been updated to display 2.0.2.C.

### **3.1. Release 2.0.2.C MAT Enhancements and Changes**

#### **3.1.1 MAT10 Section 2: Basic Record Changes**

The Release/Version Number has been updated from 2.0.2.B. to 2.0.2.C.

The following fields have been discontinued:

- Field 18: Conversion Date Code
- Field 19: Age 62 At Conversion Indicator
- Field 20: Continuous Section 8 Indicator
- Field 61: HCDA %
- Field 68: Section 236 Basic Rent
- Field 75: Region Code
- Field 76: Field Office Code
- Field 90: Other Preference Code

Two values for the following field have been dropped:

- Field 12: Transaction Type

The following field size has been reduced by one position:

- Field 25: Filler

The following fields have been Re-aligned:

- Field 26: Number of Family Members
- Field 27: Number of Non-Family Members
- Field 28: Number of Dependents

The following field size have been increased by one position:

- Field 29: Total Assets

The following field have been redefined:

- Field 79: Household Assistance Status Code

### **3.1.2 MAT10 Section 3: Family Record**

The values of the following fields have been updated:

- Field 10: Special Status Code
- Member Eligibility Code

The following field has been discontinued:

- Field 14: Occupation Description

The values of the following fields have been added:

- Field 17: Ethnicity
- Field 18 – 24: Race
- Field 25: Student Status

### **3.1.3 MAT10 Section 4: Income Record**

The following fields have been discontinued:

- Field 6: New Household Member Income Indicator
- Field 7: Newly Employed Income Indicator

### **3.1.4 MAT10 Section 5: Asset Record**

The size of the following field has been increased by one position:

- Field 6: Cash Value Amount

The location of the following field has been realigned:

- Field 7: Actual Yearly Income Amount

The following field has been activated:

- Field 8: Date Divested

### **3.1.5 MAT Voucher System Changes**

The Release/Version Number has been updated from 2.0.2.B. to 2.0.2.C.

## **3.2. iMAX**

The integrated Multifamily Access eXchange (iMAX) system was developed as a replacement for the TRACSMail system. Replacing the TRACSMail system was deemed necessary because its performance was unreliable, unsupported, and did not take advantage of newer, faster, and more secure technologies that had been developed for data interchange. Phase I of the iMAX system was put into production in 2008.

Phase II of the iMAX project will be put into production in September, 2010. The enhanced iMAX system will continue the existing functionality of the current iMAX system, allowing users to send files to TRACS or other iMAX users and to receive files from TRACS and other iMAX Users. In addition, the TRACS Rules of Behavior acceptance functionality will be automated, which must be accepted via the user interface, and the iMAT application will replace any initial mainframe MAT processing regarding daily Monthly Activity Transmission files. The objectives and functionality of the iMAX system include to:

- Provide a system for users to submit Section 8 annual certifications and other subsidy vouchers for payments to TRACS and receive TRACS responses.
- Improve user experience by real time acknowledgement after successful Monthly Activity Transmission (MAT) file submission.
- Continue to support communications between property owners, owner agents (O/A) and contract administrators (CA).
- Facilitate system automation by supporting web services to allow third-party software systems to integrate with iMAX system seamlessly.
- Utilize advanced J2EE and web technologies to minimize system downtime.
- Automate the TRACS Rules of Behavior acceptance functionality.
- Modernize the technology utilized by the MAT edit functionality.
- Perform MAT edits before passing the data to the TRACS system for Tenant and Voucher processing.
- Return error messages to the Industry when an edit fails in a more timely manner (at least every two hours).

Users of iMAX have two means of access to the system: interactively through a web browser, or systematically through web service calls.

Users accessing iMAX through the web browser need to login and authenticate through HUD's **Web Access Secure Systems (WASS)** Single Sign on. Once logged in and authenticated, users need to provide their iMAX user ID and password. Users are then be able to upload a file(s) to TRACS or other iMAX users, view and/or download responses from TRACS or other iMAX users, or view files sent to TRACS or other iMAX users. Additionally, users can manage their iMAX user ID profile through the web browser.

Users accessing iMAX through the web services require their software system to make calls to iMAX through the web services. The calls require the software system to provide a WASS user id and password as well as an iMAX user ID and password. Then the software can make specific calls to upload file(s) to TRACS or other iMAX users, receive a list or download files from TRACS or other iMAX users, and to receive a list of files sent to TRACS or other iMAX users.

For more information on the iMAX web services, please refer to the iMAX Industry Specifications posted on the TRACS documents page.

## CHAPTER 4 TRACS Operating Tips

Chapter 4 contains practical information on resolving common errors and dealing with various situations. It includes new requirements for site and CA software vendors.

This chapter is organized into the following major sections:

4.1	How to Decide What Transaction to Submit for a Change in Unit .....	4-2
4.2	How to Correct a Move-Out .....	4-4
4.3	What to Do After Receiving an HQ Move-out Message .....	4-4
4.4	How to Re-establish a Tenant Certification Following a Move-out .....	4-6
4.5	What to Do After an HQ Termination Due to Failure to Receive an AR .....	4-6
4.6	How to Split a Household or Move a Household Member to Another Household .....	4-7
4.7	Submitting Data for Market Rate Tenants .....	4-8
4.8	Terminations and Initial Certifications .....	4-10
4.9	Repayment Agreements .....	4-10
4.10	Baselines .....	4-10
	4.10.1 Certifications.....	4-10
	4.10.2 Re-baseline Process .....	4-14
4.11	Transmission Protocols that Ensure TRACS Processing.....	4-15
4.12	Gross Rent Changes .....	4-15
4.13	GR Submitted in Advance of the GR Effective Date .....	4-16
4.14	Correcting a Gross Rent Change.....	4-16
4.15	UT/GR Both Effective on the Same Date .....	4-17
4.16	Uses of the Previous Head Information Fields in the MAT10, Section 2, Record .....	4-17
4.17	Contract Combinations .....	4-20
4.18	Contract Splits.....	4-20
4.19	Correcting Partial Certifications After a Full Cert Insertion or Correction .....	4-21
4.20	Site Software and TRACS Errors .....	4-21

4.21 Printing Vendor Information on HUD Forms ..... 4-21

4.22 Contract Administrator Software and Processing Issues ..... 4-22

    4.22.1 CA and Site Software: Compatible Issues..... 4-22

    4.22.2 Processing..... 4-22

    4.22.3 Transmitting..... 4-23

    4.22.4 HAP Payments for Late Re-certifications..... 4-23

    4.22.5 TRACS Errors..... 4-24

    4.22.6 CA Error Checking..... 4-24

    4.22.7 Terminated Households..... 4-27

### 4.1 How to Decide What Transaction to Submit for a Change in Unit

Possible Transactions to Change a Unit Association	Has the Project Number for the affected Household changed?	Has the Contract Number for the affected Household changed?	Has the actual Unit Number for the affected Household changed?	Notes
MAT70  (Unit Transfer transaction)	No	No	Yes	Submit a Unit Transfer for the household to transfer to the new unit. There are no other changes affecting Household.

<p>MAT10           (Annual certification transaction with Unit Transfer Code field = 'Y', and the previous unit number field populated with the appropriate value.)</p>	<p>No</p>	<p>No</p>	<p>Yes</p>	<p>A unit transfer of this type may be submitted when the tenant is transferring to another unit at the same time that an Annual Recertification is due. Submit a MAT 10 to update Household information and ensure Unit Transfer Code = 'Y' and the previous unit number field has appropriate value.</p> <p>Note: We are waiting on a determination from Policy on how to deal with a mid-month unit transfer that corresponds to a change in household composition. The issue is whether to submit a MAT70 UT followed by a MAT10 IR effective on the first of the month (following the rules for rent increases and decreases) or whether to submit a MAT10 IR/UT effective mid-month. Previous unofficial guidance from Policy was to follow the MAT70 + IR route.</p>
<p>MAT65 and MAT10           (Termination transaction followed by an Initial Certification transaction.)</p>	<p>No</p>	<p>Yes</p>	<p>Yes/No</p>	<p>In this scenario, a contract has expired or merged with another contract or a tenant is moving to another unit simultaneously with a change in subsidy type or contract. Submit a MAT 65 transaction to terminate the assistance under the existing contract. Subsequently, submit a MAT10 Initial Certification including updated TTP and HAP values to establish tenant in new unit and contract. The Previous Unit Number field should be filled with the appropriate value. Set the Unit Transfer Code to 'Y'.</p>
<p>MAT40 and MAT10           (Move-Out transaction followed by a Move-In transaction.)</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>In this scenario, a tenant is moving out of an existing unit and contract to a new unit in a different project and contract. Submit the Move-out transaction to move tenant out of existing unit/contract. Submit a Move-In transaction with updated values to establish tenant in new project, contract, and unit.</p>



## 4.2 How to Correct a Move-Out

Once a Move-Out (MAT40) transaction for a household has been processed, both 'Move-Out Date' and 'Move-Out Code' can be corrected by submitting a subsequent Move-Out (MAT40) transaction with new values for one or both of these fields.

A Headquarters (HQ) move-out can be corrected in the same manner. Often a user wishes to change the 'Move-Out Date' for an HQ Move-Out to replace the TRACS determined Move-Out Date with another value. Please note that TRACS currently does not allow the new Move-Out Date to be greater than the Headquarters (HQ) move-out date. Under TRACS version 2.0.2.C the move-out will be accepted and the new property will be notified and expected to charge market rent from the original new property move-in date through the move-out date from the old property. The new property is expected to terminate the tenant effective on the move-in date using the new DS termination code. It is not clear what penalty would apply to a household moving in to a PAC or PRAC property.

## 4.3 What to Do After Receiving an HQ Move-out Message

If you receive an HQ123 message indicating that one of your tenants has moved in to another subsidized property you should investigate immediately. If you believe that your tenant is still in residence, determine the facts. If the tenant has given notice, you should submit a move-out effective on the actual move-out date. If the tenant has not given notice, determine whether you are dealing with a skip or whether the tenant is planning to move but has not given notice. There have been cases where a tenant on a waiting list in another property has been moved in by mistake, so do not assume that an actual move-in has occurred. In all cases, the move-out record should record the actual move-out date or the date on which you gain possession of the unit in the case of a skip.

If you receive an MA003 message indicating that one of your recently moved-in tenants has moved out from another subsidized property after your move-in date, perform the following:

1. Verify with the other property, that the move-out date is correct and in agreement with the examples in the table below. You should charge the tenant market rent starting with the original move-in date and through the move-out date indicated in the MA003 message.
2. Next, terminate the tenant effective on the move-in date using the new DS termination code to indicate that no subsidy is earned for the termination day.
3. Finally, perform an initial certification effective the day after the effective date of the move-out from the former property to establish the start of subsidy in the new property.
4. You should also submit an adjustment, on the next voucher, refunding subsidy from the original move-in effective date through the day prior to the new move-in date.

**NOTE:** To avoid these situations, owner/agents are expected to use the EIV query allowing you to see if an applicant is living in another subsidized property. A positive response allows you to coordinate the MO and MI dates appropriately. If the tenant is moving in shortly before the MO from the old property, the MI should be done at market rent. The day after the MO from the old property, an IC should be processed moving the tenant to subsidy.

**Move-Out/Move-In Scenarios**

Notice	Old Property			New Property	
	Actual MO Date	Reported MO Date	Last day of subsidy	Actual MI Date	First day of subsidy
30 Days	12/31	12/31	12/31	12/31**	1/1
30 Days	12/31	12/31	12/31	1/1	1/1
30 Days	12/31	1/1 or later*	12/31	1/1	1/1
30 Days	12/31	12/31	12/31	12/25**	1/1
Skip-No notice	12/31 = Date Management Takes Possession of Unit	12/31	12/31	12/25**	1/1
0-29 Days	12/31	12/31	12/31	12/31**	1/1
0-29 Days	12/31	12/31	12/31	1/1	1/1
0-29 Days	12/31	1/1 or later*	12/31	1/1	1/1
0-29 Days	12/31	12/31	12/31	12/25**	1/1

\*This date is incorrect. In all cases the reported MO date should be the same as the actual.

\*\*This date, while actual, is not acceptable as a start of subsidy date. Subsidy may not start in a new unit and property until the day after the end of subsidy in the old unit and property.

Should a CA or HUD office be asked to adjudicate a dispute between two properties in a double subsidy situation, their sole task is to determine the move-out date according to the HUD rules. That date determines the end of subsidy in the old unit and the start of subsidy in the new unit. The previous property is entitled to subsidy through the move-out date. The new property is entitled to subsidy starting the day after the move-out date.

**NOTE:** The difference between a skip and a 0-day notice situation is that the actual move-out date is known in the 0-day notice case—namely when the tenant turns in the keys. With a skip, discovering the fact of the move-out is not necessarily the date on which the owner gets legal possession of the unit. In some jurisdictions, owners have to get a court order to take possession of the unit if anything has been left behind.

**NOTE:** Some owners have a policy of submitting a move-out effective the last day of the month even if the notice period ends earlier. Others will submit a move-out effective at the end of the notice period even if the tenant has moved out earlier. Neither of these practices is appropriate. The move-out date is always the actual move-out date or the date that the owner takes possession of the unit in the case of a skip.

## 4.4 How to Re-establish a Tenant Certification Following a Move-out

Should there be a need to re-establish a Tenant in TRACS after a Move-Out transaction has been successfully processed, there are two methods available when the tenant moves back into the property:

- Submit a MAT10, Move-In transaction.
- Submit a MAT10, Initial Certification transaction.

If, however, the move-out was submitted in error and you simply want to undo the MO, resubmit (as a correction) the most recent full certification effective prior to the MO date. In addition resubmit any partial certifications effective after that full cert. Should there be any certifications effective on or after the MO date, resubmit them as well.

## 4.5 What to Do After an HQ Termination Due to Failure to Receive an AR

**NOTE:** An HQ termination should be effective the day before the recertification anniversary date. This advice applies to owner-initiated terminations as well.

If an annual certification was prepared on or before the effective date of the AR and any adult household member failed to appear to sign the certification, the household must be terminated unless extenuating circumstances exist.

If the tenant has reported for recertification at any time prior to the recertification date, but the owner/agent did not or could not complete the steps in Handbook Figure 7-3 by the AR effective date, submit an annual recertification.

If the tenant reports on or after the recertification date:

- If there are extenuating circumstances, an annual certification should be submitted.

- If there are no extenuating circumstances, the tenant should be terminated effective the day before the recertification anniversary date. Any initial certification taking the tenant back to subsidy should be effective on the first of the month following the date on which the tenant reports.
- If a court orders restoration of subsidy back to the recertification date, submit an annual recertification.

## 4.6 How to Split a Household or Move a Household Member to Another Household

(Updated 12/1/2008 to reflect new policy guidance)

These are cases where what was formerly a single household becomes two households (household splits) or where two existing subsidized households exchange one or more members (household swaps). A split can be more formally defined as the creation of a new subsidized household by one or more members of an existing subsidized household, leaving at least one member of the existing household in place. A swap can be more formally defined as a situation, starting with two existing subsidized households, where one or more members of a household move to the other household leaving at least one member behind. In some cases the move is in one direction only—only one household loses members and the other gains. In other cases the move could be in both directions—each household adds and subtracts members.

Examples of situations covered are similar to the following:

- Head and Spouse, in a subsidized unit, decide to separate and one or the other moves into a new subsidized unit in the same or different property establishing a new household (split).
- Another family member (other than the head or spouse), in a subsidized unit, moves into a new subsidized unit in the same or different property. This could be the adult child of the head, an unrelated member, the parent of the head or some other relationship to the head (split).
- A dependent child in a subsidized unit who qualifies as an emancipated minor, moves into a new (split) or existing (swap) subsidized unit.
- A dependent child in a subsidized unit, qualifying for the \$480 deduction, moves to another subsidized unit (swap).

Earlier versions of the TRACS 202C Industry Specification and MAT Guide indicated that the proper way to deal with these cases was through a move-in and interim certification, both effective on the same day, for the case of a split and through two interim certifications, both effective on the same day, for the case of the swap. Mid-month interims were explicitly allowed. However, the original guidance conflicts with the lease requirement to give a 30-day notice in the event of a rent increase.

Household splits should now be dealt with by processing a move-in certification effective on the occupancy date for the household member or members establishing a new household (subsidy starts on the MI date) and by processing an interim certification for the remaining household member(s) in the

existing unit. The interim certification effective date is determined by following the rules for interims as given in handbook paragraphs 7-13.C and 7-13.D and will always be on the first of the month when rent changes.

Household swaps should now be dealt with by processing two interim certifications adding or removing household members as appropriate. The effective dates of the two interims are determined by the rules in handbook paragraphs 7-13.C and 7-13.D and may differ from one another depending on whether the rent increases or decreases and whether the tenants followed the rules in reporting the changes.

Mid-month interim certifications involving a change in rent completed pursuant to the earlier guidance concerning household splits and swaps is not subject to a finding on a management and occupancy review.

## **4.7 Submitting Data for Market Rate Tenants**

Housing does not have the authority to require the submission of certification data for market rate tenants. Market tenants are defined as unsubsidized tenants. These would include Section 8, RAP, Rent Supplement and 202 PAC households who are not receiving subsidy (subsidy = \$0) along with Section 236 and BMIR tenants who are paying market rent. Such households are not required to recertify unless they want to begin receiving or return to receiving subsidy. Section 202 and 811 PRAC tenants, because of the unique rules of the program, are never considered market tenants even when they are paying more than the contract rent (subsidy is negative). Therefore certifications are required for all PRAC tenants whether subsidy is positive, negative or zero.

With the exception of MAT15 address records, TRACS is not programmed to accept certification records for market tenants. It will fatal certifications with \$0 subsidy for Section 8, RAP, Rent Supplement and 202 PAC households.

A tenant who changes from subsidized to market status **MUST** be terminated and the termination record must be sent to TRACS or the CA. The fact of the termination will be recorded on the voucher (if applicable for the subsidy type) for one month per the requirements for vouchering. After that month the household will not be listed on the regular tenant assistance portion of the voucher.

A tenant who changes from market to subsidized status **MUST** qualify for subsidy through the submission of an initial certification.

As an example, during the annual recertification process a Section 8 household's income is found to have increased such that subsidy would be \$0. No AR certification is submitted showing \$0 subsidy. Instead a termination (TM) is sent to TRACS effective the day before the recertification date. Eight months later, the household reports a decrease in income such that they could re-qualify for subsidy. Assuming that a subsidized slot is available, the owner/agent would qualify the tenant and submit an initial certification (IC) and resume vouchering for the tenant.

Site software vendors are free to code market tenants as they wish keeping in mind that a market tenant is not considered to be part of the subsidy program that they were formerly under. Therefore a terminated Section 8 tenant is no longer Section 8. The owner/agent is free to use a lease for the tenant that is different than the model lease. It is best to consider such tenants as being on subsidy type 0 (market) to avoid confusion.

Notwithstanding the discussion above, there are two circumstances where limited information about a market tenant must be submitted to TRACS or a CA. If a market tenant was previously subsidized and was terminated for failing to follow the program rules (refusing to recertify, for example) the owner/agent is allowed to submit special claims for a vacancy involving that tenant. The special claims guide requires that the move-out (MO) transaction be visible in TRACS before a vacancy claim can be paid. A second and related situation is that of a terminated tenant who transfers to a new unit. The old unit may be the subject of a vacancy claim if the tenant was terminated for failing to follow the program rules. Given that TRACS cannot accept MO or UT records for market tenants and to avoid having TRACS reactivate a tenant on receipt of a UT, the site software **MUST** include the capability to create a MO record under the previously applicable subsidy type. In the example above, the site software would have to be able to create a Section 8 MO and transmit it to TRACS or the CA. The MO should be effective on the actual MO date if the tenant is moving out. It should be effective on the UT date in the event of a unit transfer. In both cases, the head-of-household should be reported as of the original termination date. For example, if the tenant is terminated from Section 8 on 12/31 and then moves to another unit on 1/17, site software should send a MO to TRACS or the CA effective on 1/17 listing as head-of-household the person who was head on 12/31.

TRACS Processing of MO certs is dependent on the next recert date on the last full certification for the household. If the MO effective date is less than three months after the next recert date, the MO will be accepted. However, if the MO effective date is after the three-month grace period, TRACS will fatal the cert with a F0185. In cases such as this, it is necessary to contact the Help Desk and have a manual move-out processed if you need to have a MO in TRACS for special claim purposes.

As discussed below, under CA requirements, CAs and CA software **MUST** consider terminated tenants as the equivalent of moved out for occupancy purposes. Therefore, if a CA receives a move-in for a unit occupied by a terminated tenant, the CA and the CA software must not reject the transaction. It would be acceptable to issue an informational message saying what appears to be happening and that the previously terminated tenant is no longer being considered as residing in the unit.

## 4.8 Terminations and Initial Certifications

There has been some confusion in the industry concerning how to handle moves from one subsidy to another or from subsidized to market status and back. The general rule is that termination and initial certifications should always occur in pairs. Optional exceptions are noted below.

**NOTE:** This discussion does not apply to 202 PRAC and 811 PRAC. Under these subsidy types, a tenant may pay more than contract rent and terminations related to increases in income do not apply.

Under this model, whenever a tenant stops receiving subsidy a termination should be generated effective on the last day of subsidy. Next an initial certification should be done taking the tenant to market rent (Subsidy Type 0). This will be true even for Section 236 and BMIR tenants. If a Section 236 tenant is due to pay market rent, terminate from 236 and IC to Subsidy 0. In these examples, the IC to Subsidy Type 0 or to 236 or BMIR market rent is optional. However the termination is not.

If a tenant receiving a deep subsidy starts to pay a Section 236 rent that is less than market rent or starts paying the BMIR rent, the termination is from the deep subsidy and the initial certification is to 236 or BMIR.

Similarly, whenever a tenant moves from market to subsidy, a termination from Subsidy 0 is done, followed by an initial certification to the new subsidy type. The termination from Subsidy type 0 (market) is optional. However, the IC to subsidy, including to 236 or BMIR is not.

Essentially, whenever a tenant moves from one subsidy type to another or from one contract to another, a TM/IC pair of records should be created. If any of the TM or IC records are associated with a subsidy (anything but subsidy type 0) they must be submitted to TRACS.

## 4.9 Repayment Agreements

The proper way to deal with retroactive adjustments that result in repayment agreements is as follows: Allow the full amount of the adjustment(s) due to the retroactive action(s) to appear on the voucher. Do not prevent the adjustments from appearing on the voucher. Reverse the amount of the adjustment subject to the repayment agreement by submitting an OARQ Miscellaneous Accounting Request noting that the amount is subject to a repayment agreement and giving the tenant name and unit.

As the tenant makes payments, enter them on the voucher as OARQ Miscellaneous Accounting Requests. Enter one OARQ request for each tenant making a payment in the voucher month. In the Comment field indicate the tenant and unit and the fact that this is money from a repayment agreement. In cases of fraud, the amount entered can be the amount collected less allowed collection expenses per handbook guidance.

## 4.10 Baselines

There are two different uses of the term Baseline. First, there is the concept of a baseline certification. The original TRACS guidance related to baseline certifications is reproduced immediately below. Second, there is the Re-Baseline Process described after Baseline Certifications.

### 4.10.1 Baseline Certifications

TRACS Release 201A introduced a “baseline indicator” in the MAT10 Section 2 Record. The purpose of this document is to flesh out the intention behind the baseline indicator and to illustrate how the baseline indicator can be used as Contract Administrators build their own baselines in preparation for performing the pre-payment voucher reviews.

There have been many requests in the past for a way to reestablish a tenant inventory for a project or contract. These requests have come in when a property changed management and the electronic files weren't transferred to the new management. A new baseline would enable the new management to proceed with some confidence that they and TRACS have similar data in their respective files. There are cases where a tenant's record in TRACS has become so

cluttered with mistakes that it is easier to start over than enter the transactions needed to correct the record. Since there still is no delete transaction in TRACS, a new baseline certification for the tenant is one way of restarting the tenant's current record with a fresh HUD 50059.

The baseline indicator was intended as a vehicle for reestablishing a clean current certification occurrence for individual tenants or complete projects or contracts. CAs should be aware that once they submit data to TRACS for a HAP contract, TRACS will be expecting all subsequent data submissions for that contract to come from the CA. Similarly, if the CA acts as a conduit for all data from a project, including Section 236, BMIR, Rent Supplement or RAP, TRACS will expect that CA to continue acting as the conduit for that data.

The rules for using the baseline indicator are:

1. When establishing a new baseline for a contract, pick a voucher submission to define the point in time that the baseline represents.
2. Resubmit the active (re)certification (MAT10) with the Baseline Certification Indicator equal to "Y" and the Voucher Date equal to the Voucher Date submitted originally with the (re)certification (or the correct Voucher Date if the original was wrong). If establishing the baseline as of a voucher date, the "active" certification may include (re)certifications that aren't active at the time of submission but will be active for the voucher month.

This will:

- Supersede the active (re)certification, if one exists in the TRACS database,
- Create an active (re)certification, if one doesn't exist in the TRACS database,
- Circumvent certification type edits that would otherwise reject inconsistent certification types (e.g. a Move-In for an existing tenant, an Annual Recertification or Interim Recertification when the tenant doesn't already exist), and

Delete any future recertifications (HUD 50059s with an effective date greater than the current date) that have been previously submitted for the tenant.

3. Resubmit any partial certifications (move-outs (MAT40), terminations (MAT65), unit transfers (MAT70), and gross rent changes (MAT70)) that apply to the freshly reestablished Baseline Certification with the Voucher Date equal to the Voucher Date submitted originally with the partial certification (or the correct Voucher Date if the original was wrong). There is no Baseline Certification Indicator for partial certifications. In TRACS, partial certifications reproduce and modify the certification occurrence(s) to which they apply creating a new occurrence without recertifying the tenant.
  - Do not resubmit the partial certifications the same day the Baseline Certification (MAT10) is resubmitted. If the Baseline Certification is rejected for some reason, the partial certifications will not be processed as intended.
  - Do resubmit the partial certifications following successful processing of the Baseline Certification.



If there are multiple partial certifications effective after the Baseline Certification, submit the partial certifications in effective date order, waiting for a successful TRACS response before submitting the next one in the series.

4. Resubmit any certifications with an effective date greater than the date of submission and greater than the voucher baseline date, if applicable. This does not include recertifications submitted for a targeted voucher date that may have an effective date greater than the submission date, but will be active on the baseline voucher date.
5. Unacceptable Baseline Certifications:
  - (Re)certifications with a (MAT10 certification) effective date that is less than the highest MAT10 effective date for an active tenant on the TRACS database.
  - Recertifications with future effective dates.

The Performance-based Section 8 Contract Administrators (CAs) will be building baselines of tenant data for use in reviewing vouchers prior to payment. If the CAs have concerns about the data quality in TRACS for their contracts, they may submit baselines to TRACS to make sure that their databases and the TRACS database are in synch. This is not a requirement, but it is a feature available in TRACS. The CA may start sending baseline data to TRACS before it starts paying vouchers. The CA will act as a conduit between the OA and TRACS for submission of data used by TRACS/LOCCS to pay the OA. The timeliness of the transmissions from the CA can affect the timeliness of the OA's payment. Although, TRACS can handle baseline certifications one-at-a-time, we recommend that the CAs do not send Baseline Certifications to TRACS until they reconcile the first month's baseline.

The downloadable Tenant Query by Contract and the downloadable Voucher Detail Reports are other tools that the CA may use to verify that they and TRACS have the same data.

There will be additional modifications to TRACS edits for Baseline Certifications regarding the MAT15 Address Records. If a MAT15 Address record is submitted with a Baseline Certification as an "address load", TRACS will treat it as a correction if that address for that tenant, unit and contract is already on the Tenant database. A MAT15 load transaction submitted with a baseline will not be rejected if the address already exists.

Baseline Certifications will be sent to SSA for SS/SSI validation. Although this may seem redundant, the Baseline Certification can be used to establish tenants on the TRACS database for the first time or reestablish them on the database. Housing cannot assume that the baseline certification has validated SS & SSI income amounts.

Remembering the characteristics of the Baseline Certification Indicator outlined above, we recommend that CAs use the following three-month cycle to submit or maintain a baseline in TRACS as part of their start-up procedure.

CAs are expected to make payments to owners three months after the first assignment of contracts, e.g. the CA is scheduled to start in June with the goal of issuing their first payments for the September vouchers received in August. The dates used in the example, below are approximate. Payment schedules will dictate timing:

### **(Month 1)**

#### **Day**

1 - 10: OA submits tenant data updates and the July voucher to TRACS.

1 - 10: OA submits tenant baseline data and the July voucher to the CA.

2 - 15: TRACS sends payment requests to LOCCS.

2 - 30: CA reconciles baseline then submits the Baseline Certifications (if desired) to TRACS coded as follows:

- (certification) effective date = the effective date of the HUD 50059 reported on the July Voucher.
- voucher date = the original voucher date for the transaction submitted for this baseline transaction. If the transaction is a certification, use the voucher date used with the original submission. If the original certification has been modified by a gross rent change or other partial certification, submit the partial certifications(s), following the baseline certification, using the voucher date originally submitted with each partial certification.

20-30: LOCCS sends July payment to Treasury for distribution to OA bank accounts.

### **(Month 2)**

#### **Day**

1 - 10: OA submits to the CA tenant data updates and baselines that have not previously been sent together with the August voucher.

2 - 14: CA performs the level of oversight specified through CA Guidebook and submits tenant data and the August voucher to TRACS.

2 - 15: TRACS updates the tenant database, processes the voucher and sends a payment request to LOCCS.

20-30: LOCCS sends August payment to Treasury for distribution to OA bank accounts.

### **(Month 3)**

#### **Day**

1 - 10: OA submits tenant data updates, including certifications, recertifications and baselines, and the September Voucher to the CA.

1 - 14: CA submits tenant data updates and the approved September voucher to TRACS.

2 - 15: If LOCCS has an approved requisition for the CA, TRACS retains the voucher and does not send a request for payment to LOCCS; otherwise TRACS sends a payment request to LOCCS.

20 - 30: If LOCCS has an approved requisition, LOCCS sends a scheduled payment for the CA to Treasury for distribution to the CA bank account; otherwise, the payment will be for distribution to the OA bank account.

Submission of a full certification in lieu of a partial certification is generally not appropriate.

### **4.10.2 Re-Baseline Process**

The HUD Multifamily HELP Desk (1-800-767-7588) can answer your specific questions regarding the Re-Baseline process.

The Re-Baseline process is invoked by HUD at the request of an owner or management agent for a contract or a project. It is a web-based process that can only be invoked by an authorized HUD employee. What it does is terminate every certification for the project/contract in the TRACS database with an effective date on or after the date submitted with the Re-Baseline request. The site then submits baseline certifications, as described above, to reestablish households in TRACS.

The benefit to the new site management or the new software implementation is that any failed or un-submitted move-outs are mitigated through the re-baseline process. Everything gets terminated so any unrecognized anomalies will be terminated as well as all legitimate certifications. If the new site management simply uses the certification baseline transactions without asking HUD to invoke the re-baseline process, they may be unaware of odd transactions in the TRACS database that may distort their compliance percentage or cause legitimate certifications to be flagged with errors.

The Re-Baseline process should not be used to simply reestablish individual tenant certification histories that have become distorted. The baseline transaction handles this situation.

## **4.11 Transmission Protocols that Ensure TRACS Processing**

TRACS batch processing order dictates strategies to ensure that data is processed correctly. Each night TRACS first processes all Move-outs. Next it processes all Terminations followed by all MAT10 full certifications. Finally it deals with all MAT70 UT and GR records. Input should be transmitted with an understanding of the TRACS transaction processing sequence.

Transaction files are processed within each category in order of the date-time stamp associated with the file. If a series of transactions for the same tenant are submitted within the same transmission, without regard to the sequence in which TRACS processes the transactions, the results may differ from what the submitter intended.

When there is more than one certification for a household or unit, the conservative course of action is to submit certifications in different transmissions in effective date order, waiting until a certification has been processed before sending the next certification in the sequence.

In particular, if there are two MAT70 records for a tenant it is especially important to transmit in order of effective date. If they are transmitted as part of the same batch, chance will determine which one is processed first. The last one processed is the one that will be current and active and that will show up in TRACS queries.

**NOTE:** A “batch” from a TRACS point of view includes all records processed in a nightly run whether or not they were sent in different MAT files.

## 4.12 Gross Rent Changes

The instructions below assume that all certifications processed are for the same subsidy contract/type.

When doing a gross rent change, adhere to the following guidelines:

If the effective date corresponds to that of a full certification, correct the full certification. However TRACS will accept a MAT70 effective on the same date as a MAT10.

**NOTE:** The handbook specifically allows for the submission of a partial certification as a full certification only for an annual recertification. In practice, TRACS will accept either a corrected full certification of any type, or a partial certification effective on the same date as an existing full certification.

If the effective date corresponds to that of a partial certification:

- If the existing certification is a MAT40 move-out or MAT65 termination, submit the GR and then resubmit the MO or TM after waiting for TRACS to successfully process the GR..
- If the existing certification is a MAT70 unit transfer, submit a MAT70 UT with the rent applicable after the GR.
- If the existing certification is a MAT70 gross rent, you are correcting a gross rent change and should submit a MAT70 GR.

**NOTE:** These situations create special challenges for TRACS. The safest course of action is to back up to the last full certification, submit it as a correction, and resubmit any subsequent partial certifications effective earlier than the gross rent change.

- If the effective date does not correspond to the effective date of any other certification, submit a MAT70 with the new rent information.
- If there are other certifications, effective after the gross rent change effective date, proceed as follows:
  1. Start with the certification with the earliest effective date after the gross rent date.
  2. Follow the chain of certifications forward, either correcting/recalculating or resubmitting transactions.
  3. For full certifications, correct the certification and submit.

4. For partial certifications:
  - For move-outs and terminations, resubmit the transaction after the GR has been successfully recorded in TRACS.
  - For unit transfers, recalculate and resubmit the transaction after the GR has been successfully recorded in TRACS.
5. Stop the correction/change process when any of the following is true:
  - The next certification in the chain is a gross rent change. In this case, simply resubmit the gross rent along with any subsequent partial certifications effective prior to the next full certification.
  - There are no more certifications

### **4.13 GR Submitted in Advance of the GR Effective Date**

It is not good practice to submit gross rent changes in advance of the GR effective date as it creates challenges for site, CA and TRACS software. All GRs, as they can involve corrections to existing certifications, should be submitted after the fact, even if they are effective on the first of the month. However they should be submitted promptly after they take effect. In fact, the new requirements for creating HAP Vouchers (See Appendix H, HAP Vouchers/Voucher Creation) do not allow a future GR (one effective after the first of the month prior to the voucher date) to appear on a voucher.

From a TRACS and CA software point of view, if the future GR is effective after an Annual or other certification that has yet to be transmitted, TRACS will attach the GR to an incorrect certification.

From a site software point of view, if a tenant moves in prior to the effective date of the GR but after the GR has been run and sent, there may not be a mechanism to do the GR for the MI certification only.

If an in-place tenant moves out after the GR has been sent but prior to the GR effective date, adjustments need to be made.

### **4.14 Correcting a Gross Rent Change**

There are many different scenarios where this might be necessary:

1. Owner/agent submits GRC before approval is received
2. GRC is approved, but subsequently rescinded and re issued with a new effective date
3. GRC is approved, but subsequently rescinded and re issued with different rent
4. The GRC has been sent previously but now the certification on which it is based changes (a corrected full cert is submitted or a new cert with an effective date greater than the original full cert and less than the GR effective date is sent)

In case #1, if the goal is to “erase” the GR in TRACS, simply resubmit, as a correction, the most recent full certification effective prior to the GR effective date and follow up on successive days by retransmitting any partial certifications effective after the full cert.

In case #2, resubmit, as a correction, the most recent full certification effective prior to the GR effective date and follow up on successive days by retransmitting any partial certifications effective after the full cert in effective date order. The “corrected” GR would be sent in its proper turn.

In case #3, all that needs to be done is transmit a new GR record reflecting the new rent. As long as one of the key fields is different, TRACS will accept the transaction even though the effective date has changed.

In case #4, the GR needs to be recalculated based on the cert (full or partial) effective just prior to it. This new GR record needs to be sent after the changed cert effective before it.

## **4.15 UT/GR Both Effective on the Same Date**

The only way to transmit both transactions simultaneously to TRACS is as a single MAT70 Unit Transfer record as opposed to two MAT70s--one UT and one GR. This will take care of the unit number change and will change the rent. If one certification is transmitted before the other, especially in the same nightly batch, the luck of the draw will determine which record is processed first and you might not get the result you want. The only way to enforce sequence of processing of records of the same type is to submit them on different days.

## **4.16 Uses of the Previous Head Information Fields in the MAT10, Section 2, Record**

There are two uses for the Previous Head information fields in the MAT10, Section 2 record from a TRACS perspective. The traditional use is to deal with a certification that changes the head of household relative to the previous full certification. The second use is to correct head of household identifying information.

Five of the “previous” fields included on the MAT10, Section 2 record (head ID, MAT10 effective date, head last name, head first name, and head birth date) must be filled when a change or correction is required to one or more head of household identifiers. The requirement for performing the change is the same regardless of the identifier being changed.

### **Case 1: No SSN for the Head – TRACS Generates a T-ID Number**

When a certification is submitted to generate a T-ID none of the “previous” fields of the MAT10, Section 2 record are involved. Instead, 9s are entered in the identification code field of the MAT10 Section 3 record along with values for the pertinent mandatory member identifiers (last name, first name, birth date) and non-mandatory middle initial - if available. Using the information, TRACS generates the T-ID and stores it and the member information in the

household member table for later reference. When a SSN is received for the head of household, another MAT10 must be submitted with the original head of household information recorded in the “Previous” fields except that the Previous Head ID will contain the previously generated T-Number.

Case 2: T-ID Exists

a) T-ID is Unknown

When the user needs to submit a transmission to TRACS but does not remember the T-ID, submitting the following in the MAT10, Section 3 Family record enables TRACS to locate the existing T-ID and insert it into the certification during processing. Because the user is not changing any of the identifiers, the MAT10 Section 2 “previous” fields are not required and, therefore, should not be included in the submission.

- Identification code (999999999)
- Last Name (M)
- First Name (M)
- Middle Initial (MOC)
- Birth Date (M)

b) T-ID Exists – One or more Identifiers Changed

When any of the identifiers change, values for all mandatory identifiers must be submitted on the MAT10 Section 3 record. For example, to change the tenant’s last name from Davis to Davis-Hines follow the procedure below:

1. Fill in the new information along with all mandatory identifiers on the MAT10, Section 3 record.
  - Last Name (DAVIS-HINES) (M)
  - First Name (M)
  - Middle Initial (Optional, but if this field changes from the previous submission, all “previous” fields in the MAT10, Section 2 record must be filled).
  - Birth Date (M)
  - Identification Code (M)
2. Fill in the five (5) “previous” fields (mandatory identifiers) on the MAT10, Section 2 record. All five fields are required and the information supplied in the fields must be valid data taken from the most recent (prior) certification stored in TRACS. TRACS compares the information submitted in the “previous” fields with the data stored in the TRACS database. Any variation in the comparison will cause the submission to be rejected and fatal error F0130 generated.

- Previous Head ID (M)

- Previous MAT10 Effective Date (M)
- Previous Head Last Name (DAVIS) (M)
- Previous Head First Name (M)
- Previous Middle Initial (Must match the previously submitted value in the household's previous MAT10, Section 3 record)
- Previous Head Birth Date (M)

After processing the change and updating the member table, TRACS uses the data submitted in the “previous” fields, to locate and de-activate the tenant's prior certification. It also creates a link between the newly created certification and the old certification so both display in the tenant's history list.

c) SSN Exists – One or more Identifiers Changed

When any of the identifiers change, values for all mandatory identifiers must be submitted on the MAT10 Section 3 record. For example, to update the tenant's T-ID (T00000901) to his permanent SSN (321421521) follow the procedure below:

1. Fill in the five (5) “previous” fields (mandatory identifiers) on the MAT10, Section 2 record. All five fields are required and the information supplied in the fields must be valid data taken from the most recent (prior) certification stored in TRACS. TRACS compares the information submitted in the “previous” fields with the data stored in the TRACS database. Any variation in the comparison will cause the submission to be rejected and fatal error F0130 generated.

- Previous Head ID (T00000901) (M)
- Previous MAT10 Effective Date (M)
- Previous Head Last Name (M)
- Previous Head First Name (M)
- Previous Middle Initial (Must match the previously submitted value in the household's previous MAT10, Section 3 record.)
- Previous Head Birth Date (M)

2. Fill in the new information along with all mandatory identifiers on the MAT10, Section 3 record.
  - Last Name (M)
  - First Name (M)
  - Middle Initial (Optional but, if this field changes from the previous submission, all “previous” fields in the MAT10, Section 2 record must be filled)
  - Birth Date (M)
  - Identification Code (321421521) (M)



After processing the change and updating the member table, TRACS uses the data submitted in the “previous” fields, to locate and de-activate the tenant’s prior certification. It also creates a link between the newly created certification and the old certification so both display in the tenant’s history list.

Note: This example may be used to change any of the head of household identifiers.

## 4.17 Contract Combinations

TRACS de-implemented (eliminated) this headquarters procedure on 11/12/2004. Eliminating the procedure allows the Industry to handle the termination and re-instatement of subsidy for contracts that have been combined. This is appropriate since most properties submit a termination to terminate each tenant from the old contract, effective the day before the combination date. They then submit an initial certification for each tenant, effective on the combination date, to take the tenant to the new contract.

There is no mechanism in place to deal with retroactivity prior to the contract combination date. All billing after the combination should be for the new contract no matter what the effective date of the certification. This is a grey area for site software. Contract Administrators are encouraged to allow flexibility in dealing with retroactivity including allowing OARQ adjustments in lieu of certifications submitted with the new contract number.

## 4.18 Contract Splits

HUD has no formal mechanism for dealing with these situations. However, from a site level accounting point of view, the best thing is to terminate the affected tenants the day prior to the split date and then do an initial certification effective on the split date. This ends billing for the old contract and establishes it for the new contract. The initial certification should have the Do Not Check Eligibility flag set to yes.

It is unclear whether billing for retroactive events prior to the split date should be on the old or the new contract. When in doubt, consult with your contract administrator or HUD office. Since there are no defined rules on how to handle these cases, CAs and HUD offices should be flexible with respect to billing. For example, if site software is unable to bill for retroactive transactions on the contract desired by the CA or HUD, the owner should be allowed to offset the billing for the affected certifications with an OARQ Miscellaneous Accounting Request on the HAP Voucher and to bill on the correct contract using the same mechanism.

## 4.19 Correcting Partial Certifications After a Full Cert Insertion or Correction

Because of the design of the TRACS data model, whenever a full certification is corrected or whenever a full or partial certification is added effective prior to a full certification, any partial certifications (MO, TM, UT, GR) effective on or after the effective date of the corrected or added certs and prior to the next full certification in TRACS should be recalculated where applicable and retransmitted to TRACS. Special attention should be paid to the processing order to ensure that transactions are recorded properly in TRACS.

## **4.20 Site Software and TRACS Errors**

Site software must allow owners to view TRACS messages as sent from TRACS without alteration. Should the software vendor want to interpret the messages for its users, append the vendor's advice or interpretation starting on a new line at the end of the TRACS message text indicating, that this is a vendor addition (See CA Error Checking below for the proper format). The reason for this requirement is that the text associated with TRACS messages is subject to change without notice. If all that the user can see is the vendor-interpreted message, valuable information or advice may be lost.

Site software vendors should keep in mind that CA software may also be appending advice to TRACS messages or may be returning messages with codes different than those that TRACS uses. Whatever messages are returned by the CA must be available unaltered to the user.

## **4.21 Printing Vendor Information on HUD Forms**

It is permissible, but not required, for vendor software to print information about the software printing a HUD form. However such information should be printed in the footer of the form and start with the words "Printed By." An example might be: Printed By Fantastic Software Version 2.03

## **4.22 Contract Administrator Software and Processing Issues**

### **4.22.1 CA and Site Software: Compatibility Issues**

Both the Site and CA software must be compatible with TRACS. If CA software cannot accept or correctly process a legal transaction that TRACS accepts, the problem is one for the CA to resolve. The record must not be rejected and the site must be paid if there are no other problems with the transaction. This is not to say that a CA may not refuse to pay on a certification that TRACS accepts but rather that CA software limitations may not dictate what is paid and what is not paid.

As is well known, there are many areas of the Handbook 4350.3 that are subject to differing interpretations. There are also technical areas of the handbook that have not benefited from a complete analysis from the point of view of software implementation. When in doubt, a request should be made to HUD to provide clarification based on the current clarification request process. If there is a delay in the response, common sense and flexibility, combined with an analysis of what TRACS allows should prevail.

For example, the handbook mentions annual re-certifications as ones where a full certification should be submitted if a unit transfer or gross rent change occurs on the same date. In practice, TRACS does not check for this condition nor does it refuse to accept MAT70 records effective on the same date as a full certification already in the database. It also allows for UTs and GRs to be submitted as full certifications for other than AR certification types. As long as the correct subsidy is paid, CA software must accept either a full or partial certification if other handbook rules are upheld.

This is not to say that a full certification is a substitute for a partial certification in all cases. A full certification calculates ages of household members based on the effective date of the certification. Submitting a gross rent change as a full certification when there is not already a full certification in TRACS effective on the same date, can cause allowances to be increased or decreased thereby changing the TTP. In cases such as these, full certifications should not be submitted--only partials. For this reason, CAs must not request a set of full certifications in lieu of a proper baseline consisting of full certifications and any partial certifications effective after the full certifications. This means that site software must be able to submit a proper baseline.

Note related to special claims processing: TRACS does not flag a full certification UT as a UT. CAs and HUD reviewers may need to look at the tenant history to see that the unit has changed. Therefore, it would not be appropriate to deny a claim solely for lack of a cert in TRACS that is flagged as a UT given that the handbook requires full certification UTs in some cases.

### **4.22.2 Processing**

CA software vendors are encouraged not to follow the TRACS processing flow but rather to process incoming certifications in effective date order, following the TRACS rules to break ties when multiple certifications are effective on the same date or multiple partial certifications are submitted for one household in one tenant file. When doing so, it is good practice to treat a unit transfer as both a transfer out and a transfer in. At some time in the future TRACS will process the transfer out portion of a UT prior to processing MAT10 records.

### **4.22.3 Transmitting**

Owner/agents must correct and retransmit certifications rejected by a contract administrator.

The CA must transmit all non-fatal certifications to TRACS. It is the CAs responsibility to ensure that the certifications are reflected in TRACS unless TRACS issues a fatal error. As an aid in this process, owners should cooperate with CA requests to retransmit a certification as a correction or as a baseline if the site software is capable of doing so. In turn, CAs must respond to owner/agent's request to submit transactions that have been approved/paid by the CA but that are missing in the TRACS database. Failure to do so can result in subsequent errors. For example, if a move-out transaction is not recorded in TRACS, submitting a move-in transaction for the same resident in another property could result in unnecessary and inappropriate errors.

In this regard, CAs need to be aware of the fact that simply submitting a retroactive gross rent change can cause TRACS to reactivate a previously moved-out household (this happens when the GR date is earlier than the MO date). Not only can this cause a property to have a compliance percentage of greater than 100% but it causes the household to become active again in EIV. The consequence can be the rejection of a move-in to another property or erroneous double subsidy reports. If CA software routinely fatals a resubmission of a MO record, it is necessary for the CA to find a way to pass the MO on to TRACS in cases such as this where the household status has not changed but TRACS has reactivated it.

#### 4.22.4 HAP Payments for Late Re-certifications Revised 7/17/2009 to reflect new guidance in the 4350.3, Change 3.

In accordance with HUD policy as articulated in HUD Handbook 4350.3, paragraph 7-6, CAs must pay the old HAP until the receipt of a new annual recertification or 15 months has passed or the tenant is terminated, whichever occurs first. Assistance must not be terminated earlier and payments must be made based on the most recent certification in effect for months 13-15. OAs are responsible for following all handbook recertification guidance.

For example, the AR due date is 1/1. If no new AR (or TM) is received, the CA pays the old HAP assistance on the January, February and March vouchers (months 13, 14 and 15). The HAP payment for the tenant is stopped on the April voucher. Site software must not bill and CA software must not pay for month 16 (April) unless an AR has been received. At the point of billing for month 16, if the tenant has not recertified, the OA must terminate assistance effective the day prior to the AR due date (12/31 if the due date is 1/1). The termination must be reflected on the month 16 voucher (April if the AR due date is January 1). The TM will cause the assistance previously paid for months 13-15 to be returned. If the recertification delay is a result of extenuating circumstances and or OA or third party issues, when the new AR is processed, it is effective on January 1 and the appropriate adjustments are made on the voucher. If the delay is the fault of the tenant and there are no extenuating circumstances, no AR should be submitted. Instead the tenant must requalify and an IC must be submitted effective no earlier than the first of the month after the original AR due date. If an AR is complete prior to billing for month 16, the AR is transmitted and its assistance is reflected on the month 16 billing. Any necessary adjustments back to the AR effective date are also made.

The following example illustrates what is required for a late recertification when no recertification is complete prior to the submission of the voucher for month 16. Assume a recertification date of January 1 and an assistance from the prior year's AR (assuming no transactions after the prior AR) of \$400.

Voucher Month	Month #	Assistance Billed	CA Payment	Adjustment
December	12	400	400	
January	13	400	400	
February	14	400	400	
March	15	400	400	
April	16	0	0	-1,200

#### 4.22.5 TRACS Errors

CAs must return all TRACS generated messages to owners without alteration. If a CA wants to append additional text to an error message, it is permissible to do so starting on a new line at the end of the TRACS message and indicating that this is a CA addition—see CA Error Checking below. If CAs want to communicate guidance about errors in some other way, they must do so in addition to returning TRACS messages.

## 4.22.6 CA Error Checking

Error conditions that TRACS also checks for: Because of the terms of their contract with HUD, Contract Administrators (CAs) are permitted to be more stringent in requiring the resolution of non-fatal errors than is HUD. For example, TRACS issues only a level-one discrepancy message when a certification does not calculate correctly. TRACS stores and reports its own calculated values in such cases--not the values submitted by the sites. The CAs mission is to provide a higher level of data quality ensuring accuracy and currency of tenant certification data.

Error conditions that TRACS does not check for: CAs may check for additional errors that TRACS does not so long as the error conditions are in accord with handbook rules. Messages should be returned to sites using an error code that TRACS does not use. It is best not to use a code not currently in use by TRACS but whose numeric value is less than the greatest one that TRACS currently uses. If using a CE or F code for a new CA error, use a number greater than or equal than 800 (CE823, F0800) and contact owner/agents to tell them what the new errors are and how to deal with them.

- CAs should respond separately to each file (attachment) submitted following the guidelines below so that site level software can identify which submitted files generated which errors.
- Format of returned messages:  
NOTE: Use a standard TRACS message header as follows. See Appendix B of the MAT Guide. The message header ends with the Effective Date line.

```
@*@ TRACM00098TRACM00098
OA Defined Data : MAT40TRANS
OA Software Vendor : MYSOFTWARE
OA Software Release/Version : TRACS8.3
CA Software Vendor : YOURSOFTWARE
CA Software Release/Version : 3.0.0.4
Agency Defined Data : 01515555
Project Name : PINECREST
Project No. : 24755316
Contract No. : CA30M000001
Unit No. : 106
SSN : 399369712
Name : WASHINGTON, REBECCA
Tenant No. : 106R
Effective Date : 0001-01-01
Fatal Error: F0096
MOVE-OUT EXISTS ON THE TRACS DATABASE
Fatal Error: F0035
```

MOVE-OUT ACTION NOT PROCESSED

**NOTE:** Do not send unformatted reports—i.e. reports without a standard message header. Reports can be appended to a standard error header as follows:

```
@** TRACM00098TRACM00098
OA Defined Data : MAT40TRANS
OA Software Vendor : MYSOFTWARE
OA Software Release/Version : TRACS8.3
CA Software Vendor : YOURSOFTWARE
CA Software Release/Version : 3.0.0.4
Agency Defined Data : 01515555
Project Name : PINECREST
Project No. : 24755316
Contract No. : CA30M000001
Unit No. : 106
SSN : 399369712
Name : WASHINGTON, REBECCA
Tenant No. : 106R
Effective Date : 0001-01-01
Informational : CE800-CA
CA PROCESSING REPORT
CA Message : Thanks for your submission
You sent 23 Annuals. We rejected 3 of them.
You sent 4 Gross Rent certs. We liked them all.
Etc., etc., etc.
```

- In the example above, “CA PROCESSING REPORT” is the name/description of the CE800-CA message. The text starting with “CA Message :” is a CA addendum (see below). Note that, since a message can refer only to a single file submitted by an owner/agent, a report such as the one above must not refer to more than one file.
- Preserve OA data (OA Defined Data, OA Software Vendor, OA Software Version) both when sending to TRACS and in the messages returned to sites. Failing to preserve OA data deprives TRACS of the ability to monitor vendor performance and makes it difficult for site software to attach a message to the file causing the message.
- Add CA vendor, version, and data (CA Software Vendor, CA Software Version, Agency Defined Data) to CA messages as in the samples above.

- Add a CA identifier (-CA) to CA and TRACS message codes generated by CA software following the examples below.
  - CE123-CA
  - F0111-CA
  - QQ005-CA (This error is not a TRACS error but rather a possible example of one unique to the CA software)

In other words, if the CA software generates an error message, add the CA suffix to the code. If the message has been generated by TRACS, do not add the suffix when passing the message on to the site.

- If a TRACS message code is used, return the same text message as does TRACS. Do not modify the TRACS wording.
- Optionally add a CA addendum starting on a new line and beginning with the words “CA Message :”. This rule also applies to site level vendors who wish to “enhance” the message to give a different or expanded explanation. Start with the literal TRACS message. Then, on a new line, add the vendor message beginning with the vendor or product name as in “Fly-Bi-Nite Software Message: Check your Property Settings on Screen 3 and be sure Field 6 is filled in”.
- CA MAT responses can be identified as follows: At the end of the TENTR and VCHTR records (after the Agency Defined Data field) add a new field 26 containing the text “CA MAT RESPONSE”.

### 4.22.7 Terminated Households

Contract Administrators should treat terminated households as moved out for all practical purposes. CAs may not request electronic or other proof of move-out for a terminated household prior to allowing another tenant to move-in or transfer in to the unit occupied by the terminated household. Once the termination occurs, the household is no longer the responsibility of the CA. The CA's primary responsibility is to ensure that two households do not receive subsidy in the same unit simultaneously. As long as this does not occur, the CA is upholding its obligations.

However, if a special claim is submitted for a unit occupied by a terminated tenant, HUD rules require that a move-out transaction be sent to TRACS to support the claim. Site software must offer a feature that allows for the creation and transmission of a MO record for the subsidy type of the household just before they were terminated.

In practice, there are several scenarios post termination:

- The tenant could be at market rent or could be on another subsidy. In either case the tenant could then move out. If the tenant is on another subsidy (terminated from Section 8 and now on 236) the MO will be sent to TRACS. It will not generally pass through the CA.
- The tenant could transfer to another unit. After the termination the CA could see a MI, IC, or UT (full or partial cert) into the terminated tenant's old unit. These transactions should be accepted.

- In the very rare case the CA could see a MI to the same unit from the same household. This would happen legitimately if the tenant moved out after termination and then back in.



## CHAPTER 5: TRACS MAT TENANT SYSTEM RECORD FORMATS AND DEFINITIONS

This chapter is organized into the following major sections:

5.1	TENHR Tenant Header Record.....	5-2
5.2	MAT10 Section 1: (Re) Certification Header Record.....	5-9
5.3	MAT10 Section 2: Basic Record.....	5-10
5.4	MAT10 Section 3: Family Record.....	5-41
5.5	MAT10 Section 4: Income Record.....	5-51
5.6	MAT10 Section 5: Asset Record.....	5-53
5.7	MAT15 Address Record.....	5-54
5.8	MAT40 Move-Out Record.....	5-57
5.9	MAT65 Termination Record.....	5-60
5.10	MAT70 Unit Transfer/Gross Rent Change Record.....	5-63
5.11	TENND Tenant Batch Trailer Record.....	5-68
5.12	TENER Tenant MAT Error Record.....	5-69
5.13	TENTR Trailer Record.....	5-72

### 5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "TENHR."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under this TENHR. Multiple TENHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each TENHR must be paired with a TENND occurring prior to the next TENHR.
4	M	Date Stamp	18	8	Date MMDDYYYY	This is a system date stamp inserted in the header record when the file was created by the <b>owner/agent</b> . No dashes or spaces should be used in this field.  Note: The combined Date Stamp and Time Stamp should be unique for the TRACSMail/iMAX ID sending the file.
5	M	Time Stamp	26	6	Time HHMMSS	This is a system time stamp inserted in the header record when the file is created by the <b>owner/agent</b> . No colons should be used in this field.  Note: The combined Date Stamp and Time Stamp should be unique for the TRACSMail ID sending the file.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.  Note: Contract Administrators should not modify this field. Use the Agency

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

## 5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Defined Data field below.
7	<b>M</b>	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	<b>M</b>	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.
12		Number MAT10	109	5	Numeric	The number of MAT10 section 1 records in this transmission. (Do not count the section records 2, 3, 4, 5 or 6.)
13		Number MAT15	114	5	Numeric	Number of MAT15 records in this transmission.
14	<b>F</b>	<i>(Reserved for future use)</i>	119	5	Numeric	Value must equal zero.
15		Number MAT40	124	5	Numeric	Number of MAT40 records in this transmission.
16		Number MAT65	129	5	Numeric	Number of MAT65 records in this transmission.
17		Number MAT70	134	5	Numeric	Number of MAT70 records in this transmission.
18	<b>F</b>	Number MAT71	139	5	Numeric	Value must equal zero.
19	<b>F</b>	Number MAT72	144	5	Numeric	Value must equal zero.
20		Project Name	149	35	Alphanumeric	Enter the name of the project for which the tenant transactions are being submitted. TRACS will use this project name for all transactions under this TENHR.  Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.
21	<b>M</b>	Subsidy Type	184	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this TENHR.

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### 5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>In connection with MAT15 Address Records, Subsidy Type 0 is used to establish addresses for unoccupied units that are not assisted by one of the subsidies listed below or for market rent tenants. <b>NOTE: For these conditions, a project number is required in the TENHR.</b></p> <p><b>NOTE: See Chapter 4 of the MAT Guide for a discussion on the use of Subsidy Type 0 with tenant certifications.</b></p> <p>1 = Section 8            2 = Rent Supplement            3 = RAP            4 = Section 236            5 = BMIR            6 = Reserved            7 = Section 202 PRAC            8 = Section 811 PRAC            9 = Section 202/162 PAC</p> <p>Enter the code for the subsidy the tenants will receive during the period covered by this submission. Enter only one code.</p> <p>If a tenant receives Section 8, Rent Supplement, or RAP assistance in a project that is also subsidized through Section 236 or Section 221(d)(3) BMIR, enter only the “deeper” subsidy (i.e., Section 8, Rent Supplement, OR RAP).</p> <p>Use code 1 (Section 8) only for Section 8 assistance that is the result of a</p>

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### 5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						project-based Section 8 contract for the project. Do not enter Code 1 for tenants who receive Section 8 Rental Certificate or Rental Voucher assistance; instead, enter the appropriate subsidy code for these tenants (Section 236, [4] or Section 221 (d)(3) BMIR [5]).
22	<b>F</b>	Property ID	185	10	Numeric	The Property ID assigned by REMS – Leave Blank until activated by TRACS. <b>[Future Field]</b>
23	<b>MOC</b>	Project Number	195	8	Alphanumeric	<p>Mandatory for Section 236, BMIR, Rent Supplement, RAP, PAC and PRAC subsidy types as well as for MAT15s submitted with Subsidy Type “0” (zero). It is required for those Section 8 contracts for which a FHA project number applies. TRACS will use this project number for all transactions under this TENHR.</p> <p><b>Do not enter a project number for FMHA projects.</b></p> <p>Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. Do not enter dashes or a subsidy suffix (e.g., SUP, RAP). Sample entries are provided below.</p> <p>FHA Insured Project           12144026            Elderly Housing Projects   121EH001            Other Noninsured Projects  121001N1</p>
24	<b>MOC</b>	Contract Number	203	11	Alphanumeric	<p>Mandatory for Section 8 (including State Agency and USDA RHS 515/8 projects), 202/162 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this TENHR.</p> <p>Enter the 11-digit subsidy contract number (e.g., CA26L000001). Do not enter dashes.</p>
25	<b>M</b>	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission, including this

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### 5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						header record and the TENND record. A physical record is each TENXX, each MATXX record and each section record for those MATXX records that have section records.
26	<b>M</b>	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. Note: Under iMAX, this ID will be known as the iMAX ID.
27	<b>M</b>	OA Transmission Date	230	8	Date MMDDYYYY	This is a system date stamp representing the date this file was sent by the Owner, Service Bureau, or Contract Administrator (CA) to TRACS, or by the Owner or Service Bureau to the CA. No dashes or spaces should be used in this field.
28	<b>M</b>	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter "Developed In-house".  Note: This field should not be entered manually. It should be emitted by the software generating the record.
29	<b>M</b>	Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no Release or Version identification exists.  Note: This field should not be entered manually. It should be emitted by the software generating the record.
<b>The following fields are required for CAs or entities receiving submissions and forwarding them to TRACS</b>						
30	<b>MOC</b>	Contract Administrator (CA) ID	268	5	Alphanumeric	<b>Mandatory for Contract Administrator submissions to TRACS:</b> Enter the five-character CA ID assigned by the HUD accounting system.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

## 5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
31		Sender's Telecom Address	273	10	Alphanumeric	<b>Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.</b> The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5 positions are the HUD assigned number.
32	<b>MOC</b>	CA Transmission Date	283	8	Date MMDDYYYY	<b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b>  This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.
33	<b>MOC</b>	CA Software Vendor	291	20	Alphanumeric	<b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-House."  Note: This field should not be entered manually. It should be emitted by the software generating the record.
34	<b>MOC</b>	CA Software Release/Version	311	10	Alphanumeric	<b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists.  Note: This field should not be entered manually. It should be emitted by the software generating the record.
35		Agency Defined Data	321	20	Alphanumeric	Reserved for the use of CAs or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency

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### 5.1 TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.



## 5.2 MAT10 Section 1: (Re) Certification Header Record

(There is always a single header record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>	Record Identifier	1	5	Alphanumeric	Value must equal "MAT10."
2	<b>M</b>	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	<b>M</b>	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	<b>M</b>	Section Indicator	18	1	Numeric	Value must equal "1."
5	<b>M</b>	Number of Basic Records	19	4	Numeric	Value must equal "0001."
6	<b>M</b>	Number of Family Records	23	4	Numeric	The number of MAT10, Section 3 records (one record for each family member in this household). Value must be greater than or equal to "0001." There will always be a family record for the head-of-household.
7		Number of Income Records	27	4	Numeric	The number of MAT10, Section 4 records (one for each income) in this household.
8		Number of Asset Records	31	4	Numeric	The number of MAT10, Section 5 records (one for each asset) in this household.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>	Section Indicator	1	1	Numeric	Value must equal "2."
2	<b>M</b>	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3		Owner Generated Tenant ID Number (Previously Tenant Number) (Optional)	7	10	Alphanumeric	This field is for Industry use. TRACS will return this field to the sender with error messages. Left justify, space fill. A number assigned by an owner or CA to uniquely identify a tenant household and assist in tracking tenants. TRACS will not edit this ID number nor will it display this ID number on any screens or reports.  Note: If a CA fills this field, the owner submitted value should be restored in any error messages returned to the owner.

The primary identifiers for a HUD 50059 occurrence in the TRACS database are the Head of Household ID (SSN or TRACS T-ID) and the certification effective date. These identifiers, as well as the additional identifiers, (last name, first name, middle initial, and birth date) may be changed or corrected via the Previous identifiers.

\*The following six "Previous" fields (Fields 4, 5, 6, 7, 8, & 9) are special purpose fields used only when changing/correcting one or more identifiers for an occurrence of a HUD 50059 in the TRACS database. If the identifier for a HUD 50059 changes, TRACS needs the Previous identifiers to provide the linkage between the old occurrence of the HUD 50059 and the new occurrence.

Any MAT10 changing one or more head of household identifier(s) OR the certification effective date requires the following Previous identifiers (Previous Head ID, Previous MAT10 Effective Date, Previous Head Last Name, Previous Head First Name, and Previous Head Birth Date). Previous Head Middle Initial is optional, but if used, must match the previously submitted value. If the values for the previous identifiers are entered exactly as entered on the tenant's previous MAT10, TRACS will affect the change. Otherwise, the change will be rejected.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
If this MAT10 is not changing the Head of Household ID, the certification Effective Date, OR one or more of the additional identifiers (Last Name, First Name, Middle Initial, and Birth Date) for a previously submitted MAT10, leave the following six “previous” fields blank.						
4	*	Previous Head ID	17	9	Alphanumeric	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  This value should be the Head ID submitted on the household’s previous MAT10.
5	*	Previous MAT10 Effective Date	26	8	Date MMDDYYYY	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  This value should be the Transaction Effective Date submitted on the household’s previous MAT10.
6	*	Previous Head Last Name	34	20	Alphanumeric	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant’s previous MAT10 was submitted.  This value should be Last Name exactly as submitted on the household’s previous MAT10.
7	*	Previous Head First Name	54	20	Alphanumeric	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						name, middle initial, and/or birth date) since the tenant's previous MAT10 was submitted.  This value should be First Name exactly as submitted on the household's previous MAT10.
8	*	Previous Head Middle Initial	74	1	Alphanumeric	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous MAT10 was submitted.  Though an optional field, if submitted, this value should be Middle Initial exactly as submitted on the household's previous MAT10.
9	*	Previous Head Birth Date	75	8	Date MMDDYYYY	Code a value <u>only</u> if one or more of the head of household identifiers have changed (head of household ID, certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous MAT10 was submitted.  This value should be birth date exactly as submitted on the household's previous MAT10.
10	F	FIPS County Code	83	3	Alphanumeric	The Federal Information Processing Standards code designating the county in which the project is located. <b>[Future Field]</b> .
11	M	Transaction Effective Date	86	8	Date MMDDYYYY	Enter the date the action in this transaction is to be effective. Move-in Certification (MI): This is the date the tenant moved into this unit. Initial Certification (IC): This is the date the tenant began to receive the type of subsidy checked in TENHR field 21, Subsidy Type, of the <b>**HUD-50059**</b>

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Annual Recertification (AR): This is the effective date of Annual Recertification. (See Chapter 7, Section 1: Annual Recertification, of HUD Handbook 4350.3 **REV-1**.)</p> <p>Interim Recertification (IR): This is the effective date of Interim Recertification. . (See Chapter 7, Section 2: Interim Recertification, of HUD Handbook 4350.3 **REV-1**.)</p> <p>Pre-validation Transaction (PV): <b>[Future Value]</b>.</p> <p>Corrections to Existing Certifications (MAT10, Section 2, Fields 14 and 15 must be completed):</p> <p>For changes in TTP determine whether any change in the tenant’s TTP is effective retroactively or prospectively, in accordance with paragraph 7-8 of the Handbook.</p> <p>Note: When a household member leaves a household and moves into another subsidized unit (either establishing a new household or joining an existing one),the Interim Recertification removing the member from the old household is effective on the first of the month, following the handbook rules for interim certifications and depending on whether the rent increases or decreases. The MI establishing a new household is effective on the actual MI date. If the member is moving to join an existing subsidized household, the IR for the unit the member is moving to is effective on the date that the IR rules specify. See Chapter 4 of the MAT Guide for an extended discussion of these cases under the heading “How to split a household or move a household member to another household.”</p> <p>Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination</p>

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement.
12	<b>M</b>	Project Move-In Date	94	8	Date MMDDYYYY	The date the tenant moved into the project.
13	<b>M</b>	Transaction Type	102	2	Alphanumeric	<p>Valid Codes*:                      AR = Annual Recertification                      IC = Initial Certification                      IR = Interim Recertification                      MI = Move In                      (* See MAT Guide Chapter 4 – TRACS Operating Tips for a discussion on the proper use of termination and initial certifications.)</p> <p>Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement. TRACS will accept the CR and CS Transaction Types when correcting a certification effective prior to the 2.0.2.B to 2.0.2.C transition end date.</p>
14		Action Processed Code	104	1	Alphanumeric	The valid code is: Space = Not a correction 1 = Correction to a prior 50059.
15	<b>MOC</b>	Correction Type Code	105	1	Alphanumeric	If the Action Processed Code is “1,” Correction Type must be populated. The values are:

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Space = No correction 1 = Administrative Resubmissions. 2 = Corrects Owner or Contract Administrator certification errors. 3 = Corrects tenant misreporting.
16	F	Tenant Rent Change Date (Previously Effective Date of Certification Being Corrected)	106	8	Date MMDDYYYY	The date on which the tenant rent changes. <b>[Future Field]</b> .
17		Previous Subsidy	114	1	Alphanumeric	The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted. Fill for Initial Certifications only. Space = No previous history in this project. 0 = Market Rent Tenants 1 = Section 8 2 = Rent Supplement 3 = RAP 4 = Section 236 5 = Section 221(d)(3) BMIR 7 = Section 202 PRAC (Capital Advance) 8 = Section 811 PRAC (Capital Advance) 9 = Section 202/162 PAC
18		Filler (Formerly Conversion Date Code)	115	1	Alphanumeric	Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are: 1 = Converted before 10/01/81

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						2 = Converted between 10/01/81 and 9/30/84 3 = Converted on or after 10/01/84
19		Filler (Formerly Age 62 At Conversion Indicator)	116	1	Alphanumeric	Applies only to tenants converted from Rent supplement or RAP and who are now receiving Section 8. Values are: Y = Head or spouse 62 on date of conversion N = Neither head nor spouse was 62
20		Filler (Formerly Continuous Section 8 Indicator)	117	1	Alphanumeric	Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are: Y = Received Section 8 continuously since conversion N = Have not received Section 8 continuously since conversion
21		Filler (Formerly Race)	118	1	Alphanumeric	Enter one code for race that best describes the family head. 1 = White 2 = Black 3 = American Indian/Native American 4 = Asian/Pacific Islander <b>Note: Will be discontinued with the transition to 2.0.2.C.</b>
22		Filler (Formerly Ethnicity)	119	1	Alphanumeric	Enter one code for ethnicity that best describes the family head. 1 = Hispanic 2 = Non-Hispanic <b>Note: Will be discontinued with the transition to 2.0.2.C.</b>
23		Previous Housing Code	120	1	Alphanumeric	Valid Previous Housing Codes: 1 = Substandard 2 = Without or Soon to Be Without Housing 3 = Standard 4 = Conventional Public Housing

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters



**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						(Owned by a Public Housing Agency)
24		Displacement Status Code	121	1	Alphanumeric	Valid Displacement Status Codes: 1 = Government Action 2 = Natural Disaster 3 = Private Action 4 = Not Displaced
25		Filler	122	2	Alphanumeric	Reduce by one position from 3 to 2, and adjust fields 26, 27 & 28 to increase field 29 by one position.
26		Number of Family Members	124	2	Numeric	Number of Members Whose Income and Circumstances Are Considered in Determining Annual Income: Enter the number of family members who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: H, S, K, D, and O. Note: Do not include the number of children anticipated due to adoption or pregnancy (fields 80 and 81) in this total. Note: Do not include members with a Relationship Code of L
27		Number of Non-Family Members	126	2	Numeric	Other Individuals Whose Income and Circumstances are NOT Considered in Determining Annual Income: Enter the number of individuals who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: F and L. Income of these individuals is not considered in determining the family's Annual Income. These individuals do not qualify the family for adjustments to Annual Income, except that: Child care expenses for the care of a foster child (F) under age 13 may be considered. Note: Do not include the number of Family Addition Foster Children (field 82) in this total.

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

<b>MAT Field</b>	<b>Note</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
28		Number of Dependents	128	2	Numeric	Enter the number of persons listed as “D” in Field 7 of the MAT10, Section 3 record (Relationship Code). Do not include dependents under the age of 18 who have a special status code of C.
29		Total Assets	130	7	Numeric	Enter the total cash value of the assets listed in Field 6 of the MAT10, Section 5 record, Cash Value Amount. This field has been expanded to handle a 7-digit number.
30		Total Income from Assets	137	6	Numeric	Enter the total of actual income from all assets in Field 7 of the MAT10, Section 5 record that are anticipated to be received by the family. (Actual Yearly Income Amount)
31		Reported Passbook Rate Percent	143	6	Numeric	Enter the passbook rate as provided in HUD Handbook 4350.3, paragraph 5-7, if the value of Field 29, Total Assets, is greater than \$5,000. Otherwise, enter zero. Four decimal positions implied. For example, the handbook passbook rate of 2% would be entered as 000200. Enter 000000 if not applicable or if the subsidy type is BMIR.
32		Imputed Income from Assets	149	6	Numeric	If Total Assets (Field #29) is less than or equal to \$5,000, enter 000000. Otherwise, multiply the Total Assets by the HUD approved passbook rate (Field # 31).
33		Total Employment Income	155	6	Numeric	Includes the sum of family incomes with income codes: B = Business F = Federal Wage M = Military Wage W = Non-Federal Wage
34		Total Pension Income	161	6	Numeric	Includes the sum of family incomes with income codes: PE = Pensions

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						SI = Supplemental Security Income SS = Social Security
35		Total Public Assistance Income	167	6	Numeric	Includes the sum of family incomes with income codes: T = TANF ( <b>Formerly AFDC</b> ) G = General Assistance
36		Total Other Income	173	6	Numeric	Includes the sum of family incomes with income codes: CS = Child Support I = Indian Trust N = Other Non-Wage Source U = Unemployment
37		Non-Asset Income	179	6	Numeric	Enter the sum of the values entered in MAT10, Section 4, Field 5, Amount, for all family members whose income is counted. This total should equal the sum of fields 33-36 above.
38		Asset Income	185	6	Numeric	Income from Assets: The greater of Total Income from Assets (Field # 30) or Imputed Income from Assets (Field 32)
39		Annual Income Amount	191	6	Numeric	Enter the sum of Non-Asset Income (Field 37) and Asset Income (Field #38).
40		Low Income Limit Amount	197	6	Numeric	Zeros if not applicable. Required for Section 8, Rent Supplement, RAP, Section 236, BMIR, 1995 202 & 811 PRACs, and 202/162 PACs. Income limits are used to establish eligibility for move-ins, initial certifications, and Section 221(d)(3) BMIR recertification. Income limits must be entered for all families for statistical purposes. To determine which income limit applies to a particular family, use the number of family members shown in Field 26 plus the sum of field 80 (Family Addition Adoption) and field 81 (Family Addition

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### 5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>Pregnancy). Subtract the number of dependents with a J or C special status code who do not have the K special status code set.</p> <p>1. Section 221(d)(3) BMIR Tenants. Enter the amount of the HUD-provided Section 221(d)(3) BMIR Income Limit. If Field 39 (Annual Income Amount) is greater than Field 40 (Low-Income Limit Amount) and this is a:</p> <p>Move-in, the applicant may not be admitted to a Section 221(d)(3) BMIR unit (even if the tenant is willing to pay the market rent). Recertification, the tenant must pay the Section 221(d)(3) BMIR market rent if a tenant's annual income goes above 110% of the BMIR income limit.</p> <p>2. All Other Tenants. Enter the HUD-provided Section 8 Low-Income Limit (which includes PAC).</p> <p>If Field 39, Total Annual Income, is greater than Field 40, Low-Income Limit, and this is a move-in or an initial certification, see HUD Handbook 4350.3 to determine if the tenant can be admitted. If HUD Handbook 4350.3 permits you to admit this tenant, the tenant must pay the market rent.</p>
41		Very Low Income Limit Amount	203	6	Numeric	<p>Zeros if not applicable.</p> <p>Required for Section 8 units, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit</p>
42		Extremely Low	209	6	Numeric	<p>Zeros if not applicable.</p>

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**5.3 MAT10 Section 2: Basic Record**  
 (There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Income Limit Amount				Required for: Section 8 only. Not used for other subsidies. Enter the HUD-provided Section 8 Extremely Low-Income Limit.
43		Eligibility Universe Code	215	1	Alphanumeric	Space = Not Section 8 Complete for Section 8 units only. Enter: [1] If the HAP contract for this unit was effective before 10/1/81. [2] If the HAP contract for this unit was effective on or after 10/1/81.
44		Current Income Status Code	216	1	Alphanumeric	Space = Not Section 8  Section 8 Only. Enter the status of the Section 8 tenant's current Annual Income when compared to the income limits. 1 = Lower 2 = Very Low 3 = Extremely Low You must enter an Exception Code in (Field 46) for this family to be eligible for Section 8 if the following are true: The Income status, "lower" (Code 1), was selected in Field 44; The certification transaction type in Field 13 is a Move-in or Initial Certification (MI or IC): AND The "post 1981" eligibility universe (Code 2) was selected in Field 43.
45		Section 8 Assistance 1984 Indicator	217	1	Alphanumeric	Space = Not Section 8 Enter Y = Yes If the tenant began receiving Section 8 assistance on or after July 1, 1984. Otherwise enter N = No Complete only if Eligibility Universe Code (Field 43) is Post-1981 ("2") <b>and</b>

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Current Income Status Code (Field 44) is Lower ("1"): otherwise, space fill.
46		Income Exception Code	218	3	Alphanumeric	<p>Spaces = no exceptions or not applicable                      Complete this field if the family met the conditions listed in Field 45.                      Indicate the HUD exception for which this family is eligible. These include:                      CV = The Tenant:                          (1) Was converted ( or is now being converted) from RAP or Rent Supplement; or                          (2) Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project.                      EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HUD Handbook 4350.3 [3-7.D].                      EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception.                      EAT or AA = Do not use this code for new move-ins. Continue to use this code for tenants who previously received an exception based upon these codes.                      EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HUD Handbook 4350.3 [3-7.D].</p>
47		Dependent Deduction (Formerly Dependent Allowance)	221	6	Numeric	Enter the product of \$480 multiplied by Field 28, Number of Dependents. 0 fill for BMIR.
48	<b>MOC</b>	Market Rent	227	6	Numeric	<p>Required if Section 236 is the primary or secondary subsidy.                      Zero fill if not applicable.</p> <p>Enter the HUD or Contract Administrator approved Section 236 Market Rent.</p>
49		3% of Income	233	6	Numeric	Enter the product of Field 39, Annual Income Amount, multiplied by 0.03.

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
50		Disability Expense  (Formerly Handicap Expense)	239	6	Numeric	0 fill for BMIR. The total annual expenses anticipated for disability assistance. 0 fill for BMIR. Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See paragraph 5-10 C for an explanation of disability expenses. <b>NOTE:</b> If you enter expenses here, then Section 3, Family Record, Field 15, Able to Work Care Code, must show that an adult family member is able to work because disability assistance is available.
51		Disability Deduction  (Formerly Handicap Allowance)	245	6	Numeric	0 fill for BMIR.  If Field 49, 3% of Annual Income, is greater than Field 50, Disability Expense, enter zero. Otherwise, enter the lesser of:  Field 50 minus Field 49 (Total Disability Assistance Expense minus 3 percent of Income), or the total amount of income reported in the Section 4, Income Record, Field 5, Amount (Income), for the family member(s) that are coded with an "H" in the Section 3, Family Record, Field 15, Able to Work Care Code. <b>NOTE:</b> If any income of a family member in Field 83, Child Care Expense A, was used to justify child care expenses that enable the family member to work, the same income cannot also be used to justify disability assistance expenses. However, if the income earned by the family member (because of the disability expense) exceeds the child care expense, any balance can be used to support a claim for disability assistance expenses. In other words:

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Field 83 + Field 50 (Child Care Expenses Related to Family Member Working plus Disability Expense) cannot exceed the total amount of income in the Section 4, Income Record, Field 5, (Income Amount) that is associated with a member with the Able to Work Care Code CH. If the sum of these fields is greater than the earned incomes for members coded CH, reduce Field 50 until the sum equals the amount of earned income for members coded CH.
52		Medical Expense	251	6	Numeric	0 fill for BMIR.  Enter the total amount of medical expenses the family expects to pay (not paid or reimbursed from another source) during the 12 months the following the Transaction Effective Date. (This field only applies to households in which the head/spouse or co-head is disabled or will be 62 or older on the effective date of this submission.) If the family will have no medical expenses, 0 fill this field.
53		Medical Deduction (Formerly Medical Allowance)	257	6	Numeric	0 fill for BMIR.  1. If Field 50, Disability Expense, is greater than or equal to Field 49, 3% of Income, enter the amount from Field 52, Medical Expenses in Field 53 (Medical Allowance). 2. Otherwise, enter: (Field 52, Medical Expenses plus Field 50, Disability Expense minus Field 49, 3% of income). If the result is negative, zero fill this field.
54		Elderly Family Deduction (Formerly Elderly Allowance)	263	6	Numeric	0 fill for BMIR. Enter \$400 if the head/spouse or co-head is disabled, or will be 62 or older on the effective date of this submission; otherwise, zero fill.

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### 5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
55		Total Deductions (Formerly Total Allowance)	269	6	Numeric	<p>0 fill for BMIR.</p> <p>Add Field 47 (Dependent Allowance) + Field 83 (Child Care Expense A) + Field 84 (Child Care Expense B) + Field 51 (Disability Allowance) + Field 53 (Medical Allowance) + Field 54 (Elderly Allowance).</p> <p>Total Allowances equals the sum of the following: Allowance for Dependents + Child Care Allowance (for working and going to school) + Allowable Disability Assistance Expense + Allowable Medical Expenses + Elderly Family Allowance.</p>
56		Adjusted Income Amount	275		Numeric	<p>0 fill for BMIR.</p> <p>Enter Field 39 (Annual Income Amount) minus Field 55 (Total Allowances)</p>
57		Contract Rent Amount	281	6	Numeric	<p>This value <u>cannot</u> be zero.</p> <p>Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent Amount is the Section 8 or RAP contract rent, the Section 236 basic rent, the Section 221(d)(3) BMIR rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's rental schedule (form HUD-92458) or subsidy contract.</p> <p>For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent.</p>
58		Utility Allowance	287	6	Numeric	<p>If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD</p>

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Amount				or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (form HUD-92458) or subsidy contract.
59		Gross Rent	293	6	Numeric	Enter total of Field 57 (Contract Rent Amount) and Field 58 (Utility Allowance Amount).
60		Welfare Rent	299	6	Numeric	Zero if not applicable.  Enter the applicable Welfare Rent only if: (1) The tenant will receive welfare assistance during the certification period AND (2) The tenant resides in an "as-paid" State or locality in which a separate housing allowance is provided may be adjusted (independently of the family's other welfare benefits) based upon the family's actual housing costs. (See paragraph 5-6 Jof HUD Handbook 4350.3 for additional guidance.)
61		Filler (Formerly HCDA%)	305	2	Numeric	Value = 30 or 00. <b>Note: Field will be discontinued with the transition to 2.0.2.C.</b>
62		Worksheet Code	307	1	Alphanumeric	Enter the Worksheet Code for the worksheet used to calculate the TTP. Valid Worksheet Code values are: D, E, F or G.
63	<b>MOC</b>	Minimum Rent Hardship Exemption Code	308	1	Alphanumeric	Required if a Section 8 tenant is claiming exemption from the \$25 minimum rent. Applies only to Section 8. Valid Codes are: Space = Not Applicable 1 = Lost eligibility or awaiting an eligibility determination for a Federal, State or local assistance program.

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>2 = Family would otherwise be evicted because it is unable to pay the minimum rent.</p> <p>3 = Family income has decreased due to changed circumstances, including loss of employment.</p> <p>4 = Death in Family</p> <p>5 = Other circumstances determined by the responsible entity or HUD and includes the period during which the agent processes an exemption request.</p>
64		Total Tenant Payment	309	6	Numeric	<p>For Section 221(d)(3) BMIR, Section 236, zero fill.</p> <p>For Section 8, RAP, Rent Supplement, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants, enter the TTP as follows:</p> <p>Field 64 (Total Tenant Payment) Section 8, RAP and Section 202 PAC tenants. If TTP (Field 64) is greater than Gross Rent (Field 59), the family is not eligible for assistance under these programs. Reduce the TTP to the Gross Rent.</p> <p>Field 64 Section 202 PRAC and Section 811 PRAC tenants. Enter TTP from Field 64 even if it is greater than the Gross/Operating Rent/Operating Costs (Field 59).</p> <p>Field 64 Rent Supplement Projects. If TTP (Field 64) is greater than the Gross Rent (Field 59), reduce the TTP to the Gross Rent.</p> <p>If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult</p>

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**5.3 MAT10 Section 2: Basic Record**  
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.
65		Tenant Rent	315	6	Numeric	<p>Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of:</p> <ul style="list-style-type: none"> <li>• Field 56 (Adjusted Income) / 12 months X .30, or</li> <li>• Field 57 (Contract Rent)</li> </ul> <p>But never more than Field 48 (Market Rent)</p> <p>Where some utilities are paid by the tenant (There is no utility allowance). Enter the greater of:</p> <ul style="list-style-type: none"> <li>• Field 56 (Adjusted Income) / 12 months x.30 minus Field 58 (Utility Allowance)</li> <li>• Field 56 (Adjusted Income) / 12 months x .25, or</li> <li>• Field 57 (Contract Rent)</li> </ul> <p>But never more than Field 48 (Market Rent)</p> <p>Section 8/RAP/Rent Supplement/Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants. Enter Field 64 (TTP) minus Field 58 (Utility Allowance). If the utility allowance is greater than the total tenant payment, enter zero and complete Field 66.</p> <p>Section 221(d)(3) BMIR Tenants</p> <p>(1) At initial occupancy, charge the tenant the contract rent (Field 57). No special calculations or worksheets are needed.</p> <p>(2)At Recertification if the tenants annual income (Field 39) is:</p> <p style="padding-left: 40px;">(a) Less than or equal to 110% of the Section 221(d)(3) BMIR</p>

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**5.3 MAT10 Section 2: Basic Record**  
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>income limit (Field 40-42) charge the tenant the BMIR rent. (b) Greater than 110% of the Section 221(d)(3) BMIR limit, charge the tenant the BMIR rent. (Field 60).</p> <p><b>NOTE:</b> If this is a mixed family as defined in paragraph 3.12 and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.</p>
66		Utility Reimbursement	321	6	Numeric	<p>If utility allowance (Field 58) is greater than the TTP (Field 64) enter the difference. Otherwise zero fill.</p> <p><b>NOTE:</b> If this is a mixed family as defined in paragraph 3.12 and the Glossary, consult with Exhibits 3-12, 3-13, of 3-14 on how to complete this field.</p>
67		Assistance Payment Amount	327	6	Numeric	<p>Zeros if not applicable. A negative assistance payment amount is only appropriate for a PRAC unit.</p> <p><b>NOTE: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned.</b></p> <p>For Section 221(d)(3) BMIR, Section 236, and Market tenants, zero fill. For all other tenants, enter Gross Rent/PRAC Operating Rent/PAC Operating Cost minus Total Tenant Payment: For PRAC tenants ONLY, enter a negative result. For all other tenants, enter zero in place of a negative result.</p> <p><b>NOTE FOR RENT SUPPLEMENT TENANTS:</b> If this is a move-in or an initial certification and the assistance payment is less than 10% of the Gross Rent, the tenant is not eligible for Rent Supplement assistance. Re-compute the</p>

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### 5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						tenant's rent as follows: (1) For Section 221(d)(3) BMIR projects, charge the BMIR rent. (2) For Section 236 projects, use the Section 236 formula to compute the tenant's rent. (3) For Rent Supplement projects, charge the HUD-approved market rent. If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult with Exhibits 3-12, 3-13, and 3-14 on how to complete this field.
68		Section 236 Basic Rent  (Formerly % Actually Charged)	333	6	Numeric	Zero if not applicable. Use only for Section 8, RAP, or Rent Supplement certifications in a Section 236 property (whenever the Secondary Subsidy Type field is filled with the value "S"). Fill with the Section 236 Basic Rent.  <b>NOTE: % Actually Charged will be discontinued with the transition to 2.0.2.C.</b>
69		Police or Security Tenant	339	1	Alphanumeric	Indicate if the tenant family has been granted the special privileges reserved for police or security professionals in Section 8 projects. (See paragraph 3-8 D of HUD Handbook 4350.3 REV-1 for eligibility requirements for police officers or security personnel in Section 8 properties.) The income limits do not apply, and the TTP must be no less than what the tenant would pay if subsidized.  No vacancy claim can be filed for the unit when the police or security professional moves out. Acceptable Values: Y = Police or Security privileges apply to this Section 8 tenant. N or Space = No police or security privileges apply.

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### 5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
70		Next Recertification Date	340	8	Date MMDDYYYY	Next Recertification date cannot be more than one year after the Transaction (certification) Effective Date of the MAT10 being submitted; however, it could be less than one year. Enter the date of the next scheduled annual recertification date for this family as prescribed by Chapter 7, Section 1: Annual Recertification of HUD Handbook 4350.3. For families with the Temporary Deferral of Termination Household Status Code, this is the date when the next six-month recertification is due [3-12 Q]. The deferral period for families with a Temporary Deferral of Termination status is six-months, and it may be renewed indefinitely if the household has an asylum seeker or refugee as defined in 3-12 Q.
71		Bedroom Count	348	2	Numeric	Enter the number of bedrooms in the unit (See Chapter 3, Section 2 of HUD Handbook 4350.3 for guidance on occupancy standards and how many bedrooms a family may have.)
72	<b>F</b>	Building ID	350	19	Alphanumeric	REAC-assigned Building Number. <b>[Future Field.]</b>
73	<b>M</b>	Unit Number	369	10	Alphanumeric	If each unit number is used once within a project, enter unit numbers (e.g., 201, 402). If a unit number is used more than once within a project, use a unique method to identify each unit. Each building could perhaps be given a letter or an additional number before the unit number. Do not use a street address.  NOTE: TRACS Release 2.0.2.B adopted the definition of a unit for Voucher to comply with the contract definition of unit as a residential space. Release 2.0.2.C needs unit numbers that comply with the residential space concept. In projects with double-occupancy units, a single physical unit can contain multiple residential spaces. In order to maintain unit (residential space) counts

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**5.3 MAT10 Section 2: Basic Record**  
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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						within a contract that are consistent with voucher and contract unit counts, the Unit Number must be modified to indicate the residential space occupied by the tenant. Identify the residential space by adding a unique suffix to the unit number (e.g. 204A, 204B).
74	<b>MOC</b>	Security Deposit	379	6	Numeric	A payment required by an owner to be held during the term of the lease (or the time period the tenant occupies the unit) to offset damages incurred due to the actions of the tenant. Such damages may include physical damage to the property, theft of property, and failure to pay back rent. See Chapter 6, Section 2 of HUD Handbook 4350.3 for more information on security deposits.
75		<b>Filler</b>	385	2	Alphanumeric	Formerly Region Code
76		<b>Filler</b>	387	2	Alphanumeric	Formerly Field Office Code
77	<b>MOC</b>	Tenant Signed Date	389	8	Date MMDDYYYY	<p>The Family head and any spouse or co-head and all adult family members must sign and date a HUD-50059 certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3 REV-1. If the individuals sign the HUD-50059 certification on different dates, use date the head of household signs for transmission to TRACS.</p> <p>The date the tenant signed this (re)certification. <b>Note: If the tenant is unable to sign for a legitimate reason, leave this field blank, but set Field 99, Tenant Unable to Sign Indicator to "Y". Resubmit the 50059 as a correction when tenant signs. This change is to enable timely recertification even if the tenant isn't available to sign the 50059.</b> Follow the instructions in [9-5 A.4.b] for obtaining signatures:</p>

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### 5.3 MAT10 Section 2: Basic Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						The owner must sign and obtain the signature of the head, spouse, co-head, and all adult family members on the copy of the HUD-50059 certifying to the information that is transmitted to HUD or the Contract Administrator, whether the HUD-50059 was produced on site or received from a service provider. The owner may consider extenuating circumstances when an adult family member is not available to sign the HUD-50059, for example, an adult serving in the military, students away at college, adults who are hospitalized for an extended period of time, or a family member who is permanently confined to a nursing home or hospital. In these instances, the owner must document the file why the signature(s) was not obtained and, if applicable, when the signature(s) will be obtained. The owner must provide the tenant a copy of the signed HUD-50059 and retain a copy in the tenant's file.
78	<b>M</b>	Owner Signed Date	397	8	Date MMDDYYYY	The date the owner signed this (re)certification. The owner, or his or her representative, must sign and date a 50059 certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3. Note: the owner signed date may be different than the tenant signed date.
79	<b>MOC</b>	Household Assistance Status Code	405	1	Alphanumeric	Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. This field relates to HUD's restrictions on assistance to non-citizens. Enter one of the codes listed below. Consult with paragraph 3-12 and the Glossary for the definitions of terms used in this field and for guidance in determining which code to use. Valid values are:

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>N = Subsidy Type is <b>not</b> subject to the Non-Citizen Rule.</p> <p>E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance. No members have a PV status.</p> <p>C = Continued Assistance. The mixed family, resident on/before June 19,1995, qualifies for continuation of full assistance under the Non-Citizen Rule.</p> <p>P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule. Note: A member with an eligibility code of PV will be counted as eligible. One with a code of ND will be counted as ineligible.</p> <p>F = Full Assistance while the verification of eligibility is pending. A family is in this status if all members are either eligible for assistance or have submitted documentation but the verification process is not yet complete (Member Eligibility Code = PV) when the family moves in. At least one member must be eligible. If any member is ineligible or has an ND eligibility code, use the Prorated Assistance code (P) not Full Assistance.</p> <p>T = Temporary Deferral of Termination. The family, receiving full assistance, is found to be ineligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status instead. Tenants with this code receive full assistance. Under the Change 2 rules, the maximum deferral period of 18 months has long since expired for all households with the exception of those who included a refugee or asylum seeker as defined in the note below. This code should only be used for households meeting the exception to the 18 month deferral period.</p> <p>NOTE: If the family receiving assistance on June 19, 1995 includes a refugee under</p>

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						section 207 of the Immigration and Nationality Act, or an individual seeking asylum under section 208 of that Act, a deferral can be given to the family and there is no time limitation on the deferral period. The 18 month deferral limitation does not apply
80	<b>F</b>	Family Addition Adoption	406	2	Numeric	The number of expected adopted family members. Note: The industry is activating this field in version 2.0.2.C. TRACS will activate it in the future.
81	<b>F</b>	Family Addition Pregnancy	408	2	Numeric	The number of expected family additions by childbirth. Note: The industry is activating this field in version 2.0.2.C. TRACS will activate it in the future.
82	<b>F</b>	Family Addition Foster Children	410	2	Numeric	The number of expected foster children as family additions. Note: The industry is activating this field in version 2.0.2.C. TRACS will activate it in the future.
83		Child Care Expense A (Expenses that enable a family member to work)	412	6	Numeric	Enter the amount of Child Care expense used to enable the family member to work. This amount cannot exceed the total amount of employment income (codes M, W, F, and B in MAT10, Section 4 Income Record, and Field 4 Code) that is derived because the child care is available. This income, which is reported in Income Record, Field 5, Amount, is associated with a household member coded with a "C" in Household Record, Field 15 Able to Work Care Code. <b>NOTE:</b> See paragraph 5-10 B; For full-time students who pay for child care while they work, the maximum child care allowance is \$480. 0 Fill for BMIR
84		Child Care Expense B (Expenses that enable a family member to	418	6	Numeric	Enter the amount of child care expense used to enable the family member to look for work or attend school. 0 fill for BMIR.

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		look for work or to attend school)				
85	<b>M</b>	Voucher Date	424	8	Date MMDDYYYY	<p>The voucher period in which the transaction affects a monthly subsidy voucher or payment. <b>“DD” will always be “01.”</b></p> <p>Enter the month, day, and year for which the regular tenant assistance payments are requested. This is the date that appears in Field 10 of the Form HUD-52670, Housing Owner’s Certification and Application for Housing Assistance Payments. Complete this field for all transactions except for pre-validations. See <b>Appendix 9</b> of HUD Handbook 4350.3 for further information.</p>
86		Secondary Subsidy Type	432	1	Alphanumeric	<p>Valid values are: S = This family lives in a Section 236 property and is currently receiving Section 8, RAP or Rent Supplement assistance. Space = This family does not live in a Section 236 property or the certification subsidy type is 236.</p> <p><b>NOTE: Space = Blank</b></p>
87		Survivor Indicator	433	1	Alphanumeric	<p>Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit. See Handbook paragraph 3-16.</p> <p>For TRACS purposes, the Survivor Indicator should be set to Yes, only if the originally qualifying member is deceased.</p>

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**5.3 MAT10 Section 2: Basic Record**  
(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Valid value is: "Y" = Yes
88		Waiver Type Code	434	4	Alphanumeric	Fill with blanks if not applicable. Valid values are: AGE = Age waiver for an elderly property INC = Income (For subsidy types other than Section 8) See Handbook paragraph 3-8. NEAR = Near Elderly DSBL = Waiver for a non-disabled person to move in to a property for the disabled (e.g. 811 PRAC) OTH = Other waiver not covered by the above codes. If more than one waiver applies, pick the first code that applies. The intent of this field is to indicate that an eligibility waiver has been granted by HUD. Proper documentation from the Field Office or HUD Washington should be kept in the tenant file.
89	<b>F</b>	Move-Into Unit Date	438	8	Date	Enter the date the family moved into this unit. This is the original date the family moved into the unit and may be different than the project move-in date.
90		Filler	446	3	Alphanumeric	Formerly Other Preference Code
91	<b>MOC</b>	Baseline Certification Indicator	449	1	Alpha	This indicator is valued with "Y" when establishing a family in TRACS with an AR, IR, Move In or Initial Certification. A Correction can be a baseline. Without the baseline indicator, tenants can only be established in the TRACS database with an MI, IC or Correction. A baseline certification must have an

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						effective date that is greater than or equal to the MAT10 certification in TRACS with the greatest effective date.
92		Plan of Action Indicator	450	1	Alphanumeric	This indicator is valued with “2” or “6” if the project is either Title II or Title VI. This indicator will be used to modify the Section 8 edit to accept Plan of Action computations. This indicator is valued with: 2 = if the project is under Plan of Action Title II. 6 = if the project is under Plan of Action Title VI. Fill this field <b>ONLY</b> if the TTP or Tenant Rent has been reduced due to the Plan of Action phase-in rules.
93		HUD-Owned Indicator	451	1	Alpha	This indicator is valued with “Y” if the project is HUD-owned. This indicator will permit HUD-Owned projects to submit certifications to TRACS.
94		Unit Transfer Code	452	1	Alphanumeric	The values are: Space = Not a Unit Transfer Y = Unit Transfer  <b>Note: If the unit number in a (re) certification is not the same as the (re) certification it supersedes, and the unit transfer indicator is blank the (re) certification will be rejected.</b> Neither the project number nor the contract number can change with a MAT70 unit transfer. If the project number changes, effect the transfer by moving the tenant out of his or her previous unit and use a Move-In Certification to establish the tenant in his or her new unit. If the contract number or subsidy type changes (but not the project number) terminate the tenant and use an Initial Certification to establish the tenant in the new unit. See MAT Guide Chapter 4 for guidance. A MAT70 should be submitted for a unit transfer where the tenant is not to be

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### 5.3 MAT10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						recertified.
95	<b>MOC</b>	Previous Unit Number	453	10	Alphanumeric	The previous unit number is required if the (re) certification includes a unit transfer and field 94 (Unit Transfer Code) is valued with Y. Leave blank if not a unit transfer.
<b>TENANT ACCESSIBILITY QUALIFICATIONS:</b> The owner or management agent must certify whether the family occupying the unit specified in the (re) certification requires the accessibility features of the unit. <b>NOTE:</b> "Family, as used below, includes the Head, Spouse, Co-head, and Other Adult Family Members. (Relationship Codes H, S, K & O)						
96	<b>M</b>	Mobility Impaired	463	1	Alphanumeric	Family includes a member with a mobility disability: Y = Yes N = No
97	<b>M</b>	Hearing Impaired	464	1	Alphanumeric	Family includes a member with a hearing disability: Y = Yes N = No
98	<b>M</b>	Visually Impaired	465	1	Alphanumeric	Family includes a member with a visual disability: Y = Yes N = No
99	<b>M</b>	Formerly Tenant Unable to Sign Indicator	466	1	Alphanumeric	The tenant is legitimately unable to sign the 50059 in time to achieve an on time recertification. Submit a correction with the Tenant Signed Date (Field 77) populated when the tenant is able to sign.  Valid values are: Y = Yes (Tenant signed date = null date) N = No (Tenant signed date populated with a legitimate date).

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>	Section Indicator	1	1	Numeric	Value must equal "3."
2	<b>M</b>	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
2	<b>M</b>	Member Number	7	2	Numeric	The head of household must have a member number of "01." Also, Field 7, Relationship Code, must be coded "H." No other family records for the household may contain these codes. Assign a member number to each family member. These member numbers will be used to associate income to specific family members. Zeros (00) are not valid.
4	<b>M</b>	Last Name	9	20	Alphanumeric	List the names (last name, first name, middle initial) of each person who lives in the unit, including persons with the following codes in Field 7, Relationship Code: F and L. Enter the Middle Initial if the member has one. Note: Do not enter a Family Record for anticipated children due to pregnancy or adoption; for anticipated foster children; or for persons under the age of 18 who are being pursued for custody.
5	<b>M</b>	First Name	29	20	Alphanumeric	
6	<b>MOC</b>	Middle Initial	49	1	Alphanumeric	
7	<b>M</b>	Relationship Code	50	1	Alphanumeric	The head of household must have a relationship code of "H." See definition for member number, field #3.  List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes listed below. See Chapter 3 of HUD Handbook 4350.3 concerning the eligibility of families to assisted housing. Only the following codes may be entered. See [5-6] for guidance on how to count emancipated minors. To qualify for Section 202/8 or a Section

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### 5.4 MAT10 Section 3: Family Record

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>202 PRAC the person/family must be age 62 or older. Section 202 PAC and Section 811 PRACS requires that the qualifying family/person be disabled. See [Figures 3-5 &amp; 3-6] for guidance.</p> <p>H-Head (There can be only one head. If there is a spouse or co-head, list the same person as head on each recertification, as long as that person resides in the household. List the other person as spouse or co-head on each recertification.)</p> <p>S- Spouse (There either can be a spouse or co-head, but not both.)</p> <p>K-Co-head (See paragraph 5-6 A **of HUD Handbook 4350.3 REV-1** for guidance on how to count emancipated minors.) For the Section 202/8, Section 202 PAC, and Section 202 PRAC and Section 811 PRAC projects, to qualify for admission/assistance, persons must be age 62 or, if disabled, at least 18 years old. Therefore, a head, spouse or co-head under the age of 18 would not occur in these programs.</p> <p>D-Dependent. See paragraph 5-6 A of HUD Handbook 4350.3. count any member of the family currently living in the unit who is:</p> <ul style="list-style-type: none"> <li>- Age 17 or younger</li> <li>- 18 or older and disabled or a full-time student.</li> <li>- Child temporarily absent due to placement in a foster home.</li> <li>- Child who is subject to joint custody agreement (lives in unit at least 50% of time).</li> </ul>

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<ul style="list-style-type: none"> <li>- Full-time student (regardless of age) away at school but lives with family during school breaks.</li> <li>- Child being adopted (or custody being sought) and currently living in unit.</li> </ul> <p>O-Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family's annual income. See paragraph 5-6. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.</p> <p>F-Foster child under the age of 18 or child of a foster child. See paragraph 5-6 A. The income of a child in this category is not counted in determining the family's annual income; the child does not qualify the family for a dependent allowance nor are medical or disability assistance expenses considered for children in this category. However, child care expenses for children in this category who are under the age of 13 are considered under the child.</p> <p>L - Others Living in the Unit Who are not Members of the Tenant Family. See paragraph 5-6. Include, but not limited to foster adults, and live-in aides. See the regulatory definitions of these terms in the Glossary in HUD Handbook 4350.3. See also paragraph 3.6 E for guidance on live-in attendants. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.</p>
8		Sex Code	51	1	Alphanumeric	For each person listed, enter "F" for female or "M" for male.
9	<b>M</b>	Birth Date	52	8	Date	Enter month, day, and year for each person listed.

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10		Special Status Code	60	4	Alphanumeric	<p>MMDDYYYY</p> <p>Completion of this field will help to indicate adjustments to annual income which the family is entitled to receive. In the future, this field will also provide information on elderly tenants who are frail.</p> <p>Enter any of the codes listed below which apply to family members identified in Field 7 (Relationship Code) as H, S, K, D, and O.</p> <p>Enter all codes below which apply. (See HUD Handbook 4350.3, Glossary, for the definitions of the terms “Elderly Family,” “Elderly Person,” “Disabled Family,” and “Disabled Household.”)</p> <p>E = Elderly Head, Spouse, Co-head (individual is at least 62 years old as of the effective date of this certification. (Such individual must have one of the following codes in Field 7: H, S, or K.)</p> <p>S = Full-time student who is at least 18 years old as of the effective date of this certification and who is not the Head, Spouse, Co-head. (Such individual must have been identified in Field 7 with Code D.)</p> <p>H = Family Member who is disabled. (Such individual must have been identified in Field 7 with one of the following codes: H, S, K, or D.)</p> <p>F = Frail Elderly [<b>Future Value.</b>]</p>

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>J = Dependent whose custody is jointly shared by more than one family and who receives a dependent allowance along with a child care allowance where applicable.</p> <p>C = Dependent whose custody is jointly shared by more than one family but who does not receive a dependent allowance. Such a person's child care expenses count toward the child care allowance.</p> <p>K = Dependent whose custody is jointly shared by more than one family and lives in the unit 50% or more of the time. Count for unit size and income limit purposes. This code must be paired with a J code and may or may not be paired with a C code.</p> <p>Note: the J and C codes are only applicable when the Relationship Code is set to D (Dependent). The K code is allowed when C is true and must be true when J is true. The J and C codes may not both be set to true. A dependent without either the J or C codes is assumed to be a full-time resident of the unit.</p>
11	<b>M</b>	Identification Code	64	9	Alphanumeric	<p>SSN or TRACS ID Number. Enter the 9-digit social security number of family members who are 6 years of age and older. Regulations do not require owners to enter social security numbers for children under six years of age; however, social security numbers should be entered if available. Do not use dashes. If the family member does not have a social security number, enter 9999999999 in this field the first time information for this family is submitted. A TRACS Tenant ID number will be generated by the TRACS system and owners will be notified of the numbers. This number should be entered on</p>

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						each subsequent submission until a social security number is reported. Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family. A new T Number will be generated. <b>NOTE: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number.</b>
12	<b>MOC</b>	Member Eligibility Code	73	2	Alphanumeric	<p>Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than "N." It is also required for all in-place tenants to whom it applies no later than 6/19/96. If not submitted when required TRACS will generate a discrepancy message.</p> <p>Enter one of the following codes for each household member. Consult with handbook paragraph 3-12 and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration.</p> <p>Note: Spaces = not applicable (BMIR, PAC, PRAC, Market)</p> <p>EC = individual is a citizen or national            EN = individual is a noncitizen with eligible immigration status            IC = Ineligible noncitizen child of a family head or spouse            IN = Member is an Ineligible Non-Citizen.            IP = Ineligible Parent of a Head of Household or Spouse            ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes.</p>

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>PV = Individual's eligibility status is pending verification—documents have been submitted For use when the family is receiving prorated assistance at admission. Member is treated as eligible for proration purposes.</p> <p>XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). Field 7 shows a relationship code of "F" or "L" for these individuals.</p>
13		Alien Registration Number	75	10	Alphanumeric	Enter the Alien Registration Number for each member of the family provided on the applicant or tenant declaration made regarding eligible immigration status. Do not enter dashes.
14		Filler	85	10	Alphanumeric	Formerly Occupation Description
15		Able To Work Care Code	95	2	Alphanumeric	<p>Assistance provided so a household member can work.</p> <p>Valid codes are:                      "C" = Child Care                      "H" = Handicapped                      "CH" = Both</p> <p>Complete this field only if the family incurs child care or disability expenses that enable an adult family member to work. Consult with paragraph 5-10 of HUD Handbook 4350.3 on what expenses to count. Enter the code next to the income of the adult who is able to work as a result of the expense.                      C = An adult who is able to work because child care is available.                      H = Each adult who is able to work because disability assistance is available.</p>

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						[This field includes disabled.] CH = Each adult who is able to work because both child care and disability assistance is available. The following income types in Field 4 can be used to determine the employment ceiling for child care and disability assistance allowances: M, F, W, and B. EXAMPLE: Ms. Wright works two jobs (Nonfederal wages – W), earning \$10,000 and \$4,000 respectively. She pays for child care for the first job only. The owner would enter C by the \$10,000 amount but not by the second amount.
16	F	Care Received Care Code	97	2	Alphanumeric	
17		Ethnicity	99	1	Alphanumeric	Valid Ethnicity Codes 0 = Tenant Declined to Report 1 = Hispanic 2 = Non-Hispanic
18		Race – American Indian or Alaska Native	100	1	Alphanumeric	Y = American Indian or Alaska Native Otherwise leave blank
19		Race – Asian	101	1	Alphanumeric	Y = Asian Otherwise leave blank
20		Race – Black or African American	102	1	Alphanumeric	Y = Black or African-American Otherwise leave blank
21		Race – Native Hawaiian or Other	103	1	Alphanumeric	Y = Native Hawaiian or Other Pacific Islander Otherwise leave blank

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Pacific Islander				
22		Race – White	104	1	Alphanumeric	Y = White Otherwise leave blank
23		Race – Other	105	1	Alphanumeric	Y = Other Otherwise leave blank
24		Race – Declined to Report	106	1	Alphanumeric	Y = Tenant Declined to Report Otherwise leave blank Note: If this field is populated with a “Y” on the <b>MAT10, Section 3</b> , then fields 18-23 must all be blank. If any of the race codes are set to “Y” on the <b>MAT10, Section 3</b> , then this field should be set to blank.  Note: The following letter designations will be used in the Race field on the <b>50059</b> . X = Decline to Report I = American Indian or Alaskan Native A = Asian B = Black or African American H = Native Hawaiian or Other Pacific Islander W = White O = Other If “Decline to Report” is selected, only the letter “X” will be printed on the 50059. In all other cases, the letter designations of the selected race(s) will be printed on the 50059.
25		Student Status	107	1	Alphanumeric	Y = Student (either full or part-time) at an institution of higher education who is eligible under the rules.

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### 5.4 MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Otherwise leave blank.

### 5.5 MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "4."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3	M	Member Number	7	2	Numeric	Numeric starting with "01" for the Head of Household. The member number in the income record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the income record. <b>Zeros (00) are not valid.</b>
4	M	Code (Income Type)	9	4	Alphanumeric	Enter each source of income separately for each family member. Enter the source of income using the following codes: B = Business (including distributed profits and net income from business) CS = Child Support F = Federal Wage I = Indian Trust M = Military Pay G = General Assistance N = Other Non Wage Source (including alimony, unemployment benefits) PE = Pensions (including veterans pensions, military retirement, and income from all other pensions and annuities) SI = Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI) SS = Social Security (both personal and dual entitlements) T = TANF (Temporary Assistance for Needy Families) U = Unemployment W = Non-Federal Wage (including salaries, tips, commission bonuses, and

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### 5.5 MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						other income from employment) (continued) EXAMPLE: Member 01 works three nonfederal jobs, paying \$10,000, \$4,000 and \$2,000, respectively. Enter each source of income separately and attribute Code W, Nonfederal Wage, to each: W - \$10,000; W - \$4,000; and W - \$2,000.
5	<b>M</b>	Amount (Income)	13	6	Numeric	If a family member has no income, do not submit an Income Record for that family member. Enter the amount anticipated to be received during the 12-month period following the Transaction Effective Date for each family member in accordance with paragraph 5-5 of HUD Handbook 4350.3. Do not include income from assets.
6		Filler	19	1	Alphanumeric	Formerly New Household Member Income Indicator
7		Filler	20	1	Alphanumeric	Formerly Newly Employed Income Indicator
8	<b>F</b>	SSN Benefits Claim Number	21	10	Alphanumeric	If this income is derived from social security benefits, code the claim number used to collect those benefits. Enter the social security claim number under which a family member receives income benefits only if it is different from that member's own number. <b>NOTE:</b> Enter the alpha/numeric suffix attached to the end of the social security claim number. Do not enter dashes.

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### 5.6 MAT10 Section 5: Asset Record

(There is a record in this section for each asset recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>	Section Indicator	1	1	Numeric	Value must equal "5."
2	<b>M</b>	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3	<b>F</b>	Member Number	7	2	Numeric	Numeric starting with "01" for the Head of Household. The member number in the asset record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the asset record. <b>Zeros (00) are not valid.</b>
4		Description	9	20	Alphanumeric	List the type of each asset now owned and each asset disposed of for less than fair market value in the two years preceding the date in the Basic Record, Field 11, Transaction Effective Date,. Examples: 'checking account'; "savings account"; "IRA"; "Stamp collection."
5	<b>M</b>	Status	29	1	Alphanumeric	Classify each asset entered in Field 4 as follows: Enter C (for current), for an asset that the household currently owns. Enter I (for imputed), for any asset the family has disposed of that must still be counted in accordance with HUD Handbook 4350.3. An imputed value is used for these assets, since they have already been disposed of and there is no actual income.
6	<b>M</b>	Cash Value Amount	30	7	Numeric	May be zero. Enter the cash value of each asset listed in Field 4, Description (Asset). Refer to Handbook paragraph 5-7 on valuing assets.
7		Actual Yearly Income Amount	37	6	Numeric	Refer to 4350.3 for the details on how to perform this calculation. For each asset identified in Field 4, enter the actual yearly income anticipated to be received by the family.
8	<b>MOC</b>	Date Divested	43	8	Date MMDDYYYY	The date the family disposed of the asset. Required if Field 5, Status = I.

**M** = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

### 5.7 MAT15 Address Record

MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
1	<b>M</b>	Record Identifier	1	5	Alphanumeric	Value must equal "MAT15"
2	<b>M</b>	Release/ Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	<b>M</b>	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	<b>MO C</b>	Head Of Household ID	18	9	Alphanumeric	<ul style="list-style-type: none"> <li>The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household is present but has no SSN/TRACS ID.</li> <li>Head of Household ID Code is required if the unit is occupied. If the unit is unoccupied at the time of the Unit Address Load, the Head of Household ID Code is not required.</li> <li>When the head of the household occupying the unit has no SSN or T-ID, the name and birth date will be required and the Head of Household ID Code field is to be 9-filled.</li> <li>Head of Household ID Code is required for a tenant mailing address MAT15.</li> </ul>
5	<b>MO C</b>	Head Last Name	27	20	Alphanumeric	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
6	<b>MO C</b>	Head First Name	47	20	Alphanumeric	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
7	<b>MO C</b>	Head Middle Initial	67	1	Alphanumeric	Fill if the unit is occupied (Head Of Household ID is not blank) and the Head has a Middle Initial. Not required for unoccupied units.
8	<b>MO C</b>	Head Birth Date	68	8	Date MMDDYYYY	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
9	<b>F</b>	Building ID	76	19	Alphanumeric	
10	<b>MO</b>	Unit Number	95	10	Alphanumeric	<ul style="list-style-type: none"> <li>Unit Number is Mandatory for a MAT15 Unit Address Add/Update</li> </ul>

**M** = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

### 5.7 MAT15 Address Record

MAT Field	Note	Field Name	Start Position	Field Length	Field type	Definitions and Edits
	<b>C</b>					<p>transaction. It is not required for a Tenant Mailing Address.</p> <ul style="list-style-type: none"> <li>Unit Number must be entered using a standard format for the project that meets the “unique within a project” requirement.</li> <li>This must be the same format used when “Unit Number” is entered in (re) certifications (MAT10), move-outs (MAT40) and unit transfers (MAT70).</li> </ul>
11	<b>MO C</b>	Previous Unit Number	105	10	Alphanumeric	The Previous Unit Number is required only when the MAT15 is submitted to change the Unit Number or Address. This field must be populated for unit address change transactions, using the previous Unit Number exactly as it was submitted to TRACS. The Previous Unit Number is required even if the Unit Number is not the address element being changed. The previous unit number is also required when using the MAT15 to renumber units within the project. The MAT15 will be rejected if TRACS cannot find the previous unit number.
12	<b>M</b>	Address Type	115	1	Alphanumeric	Identifies Unit or Mailing Address. A Head of Household ID Code is required for mailing addresses. Values are: “U” = Unit Address “M” = Mailing Address (if different from Unit Address)
13	<b>M</b>	Transaction Type	116	1	Numeric	Valid Transaction Type action by Owner / Agents are: 1 = Address Deletion 2 = Address Add/Update (Used for both initial loads and updates) 3 = Renumber Unit
14	<b>MO C</b>	First Address Line	117	45	Alphanumeric	First Address Line is required for an Address initial load or update. It should contain the unit number meeting the requirements for mail delivery by the USPS. For a tenant mailing address, the First Address Line can be used for a “care of” or “attention” name. First Address Line is not required for an Address Deletion.
15		Second Address Line	162	45	Alphanumeric	Second Address Line.
16		Third Address Line	207	45	Alphanumeric	Third Address Line.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.7 MAT15 Address Record

<b>MAT Field</b>	<b>Note</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field type</b>	<b>Definitions and Edits</b>
17	<b>MO C</b>	City Name	252	28	Alphanumeric	Required on an Address Load or Address Update transaction.
18	<b>MO C</b>	State Code	280	2	Alphanumeric	Required on an Address Load and an Address Update transaction.
19	<b>MO C</b>	Zip - 5	282	5	Numeric	Required on an Address Load and an Address Update transaction. For codes see United States Postal Services Publication 65, available from local post office.
20		Zip - 4	287	4	Numeric	Must enter all zeros when no ZIP-4 is provided.
21	<b>MO C</b>	Mobility Accessibility Code	291	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with mobility disability. Values are: Y = Accessible for Residents with Mobility Disability N = Not accessible for Residents with Mobility Disability.
22	<b>MO C</b>	Hearing Accessibility Code	292	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with hearing impairments. Values are: Y = Accessible for Residents with a Hearing Disability N = Not accessible for Residents with a Hearing Disability.
23	<b>MO C</b>	Visual Accessibility Code	293	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with a visual disability. Values are: Y = Accessible for Residents with a Visual Disability N = Not accessible for the Residents with a Visual Disability.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.8 MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT40."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Value = MO
5	M	Head of Household ID Code	20	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and submit the Head of Household's name and birth date.
6	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date (Formerly Move Out Date)	78	8	Date MMDDYYYY	The date the tenant moved out of the project. This is the last day of subsidy except in some situations involving the death of a sole member. Move-Out (MO): The last full date a tenant remains in occupancy. When a tenant moves midday, the move-out date is the day prior. For move-outs without notice, enter the date management takes possession of the unit. For the death of the sole family member, enter the date provided by paragraph 9.12 E in HUD Handbook 4350.3 which requires that subsidy end on earlier of a) 14 days after the tenant's death; or b) the day the unit was vacated. In situations where the actual move out date is greater than 14 days after the death of the sole family member, enter the actual date but the site may only

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters



### 5.8 MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						bill for subsidy through the 14 days.
11	<b>M</b>	Unit Number	86	10	Alphanumeric	The unit from which the tenant moved. The unit number must exist in the TRACS address table and be associated with the tenant moving out; otherwise, a discrepancy message will be returned to the sender.
12	<b>F</b>	Building ID	96	19	Alphanumeric	The building from which the tenant moved.
13	<b>M</b>	Move Out Code	115	3	Alphanumeric	The valid codes are: 1 = Owner initiated for nonpayment of rent (8-13.A.5) 2 = Owner initiated--other 3 = Tenant initiated--other 4 = Death of sole family member  Note: the references in parentheses above are to Handbook 4350.3 Rev-1.
14	<b>MOC</b>	Date of Death	118	8	Date MMDDYYYY	Required if the Move-Out Code is "4." The subsidy for the unit must end within 14-days of the date of death of the sole household member. However the actual move-out date may be after the 14 day period.
15	<b>M</b>	Voucher Date	126	8	Date MMDDYYYY	The voucher period in which the move-out adjustment is reflected. <b>NOTE: "DD" (day) is always "01".</b>
16	<b>F</b>	Correction Type	134	1	Alphanumeric	1 = Reserved 2 = Corrects Owner/Agent Error 3 = Corrects tenant misreporting error

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 5.8 MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
17	F	Transaction Effective Date of Move-out Being Corrected	135	8	Date MMDDYYYY	This is a “MOC” field. It must be populated if the Correction Type is populated. For corrections to Move-outs, enter the Transaction Effective Date of the full certification to which the move-out was applied.

### 5.9 MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT65."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Value = TM
5	M	Head of Household ID Code	20	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household's name and birth date.
6	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date (Formerly Term Effective Date)	78	8	Date MMDDYYYY	The date this termination became or will become effective. This is normally the last day of subsidy—not the first day of no subsidy. However if the DS termination code (below) is used the termination effective date is defined as the first day of no subsidy and any adjustment returns subsidy for that date as well as subsequent dates. See Chapter 8, Section 1: Termination of Assistance, of HUD Handbook 4350.3.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.9 MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	M	Termination Code	86	3	Alphanumeric	<p>Valid Termination Codes:</p> <p>TI = TTP Equals/Exceeds Gross Rent or moving to market rent (Section 236 and BMIR) (8-5.C).</p> <p>TC = Did not supply citizenship/eligible alien documentation.</p> <p>TR = Did not re-certify on time. Tenant required to pay market rent. (8-5.A)</p> <p>TF = Tenant refused to transfer as agreed or submitted false data. (8-5.D)</p> <p>CE = Subsidy contract expired-not renewed. Note: not for use when renewal is delayed.</p> <p>ST = Ineligible student.</p> <p>Note: The ST code may be used in terminations from all subsidy types except PRACs. In a PRAC, a household with an ineligible student has to move out.</p> <p>DS = Double subsidy at move-in. Use to terminate subsidy when a move-out from a former property is effective after the move -in or initial certification date for the new property. The code is intended to be used on a termination effective on the move-in or initial certification date. It will result in an adjustment on the voucher that gives back subsidy for the TE date (unlike all other TE codes that allow subsidy for the TE date).</p> <p><b>The following codes are reserved for HUD use only:</b></p> <p>EN = Contract terminated for enforcement action.</p> <p>HQ = TRACS generated termination for failure to recertify, submit a termination or move-out. May be superseded by an annual Recertification.</p> <p>Note: LR = Did not re-certify on time. This is a legacy code applicable only to transactions with effective dates less than or equal to the TRACS 2.0.2.C transition date.</p>
12		Description	89	78	Alphanumeric	Free form text.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.9 MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13	<b>F</b>	Building ID	167	19	Alphanumeric	The building in which the tenant lives.
14	<b>M</b>	Unit Number	186	10	Alphanumeric	The unit in which the tenant lives.
15	<b>M</b>	Voucher Date	196	8	Date MMDDYYYY	The date of the voucher in which the termination is reflected. NOTE: <b>“DD” (day) is always “01”.</b>
16	<b>F</b>	Correction Type	204	1	Alphanumeric	1 = Reserved 2 = Corrects owner/agent Error 3 = Corrects tenant misreporting error
17	<b>F</b>	Transaction Effective Date of Termination Being Corrected	205	8	Date MMDDYYYY	This is a “MOC” field. It must be populated if the Correction Type is populated. For corrections to Terminations, enter the Transaction Effective Date of the full certification to which the termination was applied. If the termination was applied to the wrong certification occurrence, delete the termination (MAT20) and resubmit with the appropriate Transaction Effective Date in the termination transaction

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT70."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Values are: GR = Gross Rent Change UT = Unit Transfer <b>NOTE: Unit Transfers can only be used if the project number and contract number do not change. Otherwise, a Termination and an Initial Certification is used to affect the transfer when the project stays the same. A Move-out and a Move-in Certification should be used then the transfer is between projects. See MAT User Guide Chapter 4.</b>
5	M	Head Of Household ID Code	20	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household's name and birth date.
6	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date	78	8	Date MMDDYYYY	The date this transaction (gross rent change or unit transfer) is effective.  Unit Transfer Transaction (UT): The date this transaction (rent change or unit transfer) is effective. This is the first day in the new unit.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						Gross Rent Change (GR): This is the effective date of Gross Rent Change.
11	<b>M</b>	Unit Number	86	10	Alphanumeric	For UT, the unit into which the tenant is moving. For GR, the unit occupied by the tenant. The unit number must be unique within a project.
12	<b>F</b>	Building ID	96	19	Alphanumeric	The building into which the tenant is moving.
13		Security Deposit	115	6	Numeric	The amount of security deposit for a Section 8 tenant to be collected on the unit the family is moving into. This value includes any amounts transferred from the previous unit. The security deposit is set at move in and is not changed. The amount is equal to one month's TTP or \$50 whichever is greater. The amount submitted will replace the Security Deposit originally submitted in this Tenant's MAT10.
14	<b>M</b>	New Contract Rent Amount	121	6	Numeric	<p>Fill this field for all MAT70 records.</p> <p>Contract/Basic Rent. Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent is the Section 8 or RAP Contract Rent, the Section 236 Basic Rent, the Section 221(d)(3) BMIR Rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's Rental Schedule (Form HUD-92458) or subsidy contract.</p> <p>For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent.</p>
15	<b>M</b>	Tenant Rent	127	6	Numeric	<p>Fill this field for all MAT70 records. Zeros allowed.</p> <p>Submit a prorated amount for prorated tenant.</p>

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>The amount payable monthly by the family as rent to the owner.</p> <ul style="list-style-type: none"> <li>• Where all utilities (except telephone) and other essential housing services are supplied by the owner, tenant rent equals total tenant payment.</li> <li>• Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner, tenant rent equals total tenant payment less the utility allowance.</li> </ul>
16	<b>M</b>	Total Tenant Payment	133	6	Numeric	<p>Fill this field for all MAT70 records. Zeros allowed.</p> <p>Submit a prorated amount for prorated tenant.</p> <p>The total amount the HUD rent formula requires the tenant to pay toward the gross rent. Total Tenant Payment is computed in accordance with the formula in Handbook Exhibit 5-8.</p> <p>Enter 0 if not applicable (Section 236, BMIR).</p>
17	<b>M</b>	Gross Rent	139	6	Numeric	<p>Fill this field for all MAT70 records.</p> <p>The sum of the contract rent and any utility allowance. If there is no utility allowance, the gross rent equals the contract rent. For Section 202 and Section 811 PRAC projects, the gross rent is referred to as the operating rent.</p> <p>Enter total of Contract/Basic Rent and Utility Allowance.</p>
18		Utility Allowance Amount	145	6	Numeric	<p>Fill this field for all MAT70 records. Zeros allowed.</p> <p>HUD's or the Contract Administrator's estimate of the average monthly utility</p>

**M** = Mandatory field; has a value not equal to spaces or zeros **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters



### 5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>bills (except telephone) for an energy-conscious household. The estimate considers only utilities paid directly by the tenant. If all utilities are included in the rent, there is not a utility allowance. Utility allowances vary by unit type and are listed on the project's rent schedule or HAP contract.</p> <p>If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (Form HUD-92458) or subsidy contract.</p>
19		Utility Reimbursement	151	6	Numeric	<p>Fill this field for all MAT70 records where applicable except for Section 236, BMIR, and Market certifications where the field should be filled with zeros.</p> <p>The amount, if any, by which the utility allowance for a unit exceeds the total tenant payment for the family occupying the unit.</p> <p><b>NOTE:</b> If this is a mixed family as defined in paragraph 3-12 B.5, Restrictions on Assistance to Non-citizens (or later instruction), consult with Chapter 5 on how to complete this item.</p> <p>Submit prorated amount for prorated tenant. Prorated amounts are for noncitizen households only.</p>
20	<b>M</b>	Assistance Payment Amount	157	6	Numeric	<p>Required except for Section 236, BMIR, and Market certifications.</p> <p><b>NOTE: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive values are unsigned.</b></p> <p>The monthly amount that HUD pays toward a tenant's rent and utility costs.</p>

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.10 MAT70 Unit Transfer/Gross Rent Change Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>These payments include Rent Supplement, RAP, PAC, PRAC, and Section 8 regular monthly payments.</p> <p>Enter 0 if not applicable. A negative assistance payment amount is only valid for a PRAC unit. Submit prorated amount for prorated tenant.</p>
21	<b>M</b>	Voucher Date	163	8	Date MMDDYYYY	The date of the voucher being affected by the Unit Transfer or Gross Rent Change. <b>Note: "DD" is always "01."</b>
22	<b>MOC</b>	Previous Unit Number	171	10	Alphanumeric	The Previous Unit Number is required if the MAT70 is a unit transfer.

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; TRACS will value with the appropriate fill characters

### 5.11 TENND Tenant Batch Trailer Record

<b>MAT Field</b>	<b>Note</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
1	<b>M</b>	Record Identifier	1	5	Alphanumeric	Value must equal "TENND."
2	<b>M</b>	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	<b>M</b>	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record including the TENND. Each TENND must be paired with a preceding TENHR.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 5.12 TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing Mailbox ID, Sender's Telecom Address, and Project's Telecom Address	N/A	24	Alphanumeric	Processing Mailbox ID value: @*@  Sender's Telecom Address is the telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. The first 5 characters (not including spaces) after "@*@" must contain "TRACM". The next 5 positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b>  Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "TENER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	Value must equal: "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date MMDDYYYY	The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time HHMMSS	The time stamp of the original transmission to which these error records apply.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.12 TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
7		Tenant Number	Tenant Number:	10	Alphanumeric	If field #8 contains the value "MAT10," then this is the tenant number, which was sent with the 50059 in error. The value is left justified and space filled.
8		Record Type Error	Record Type Error:	5	Alphanumeric	Contains the MAT record type in error such as "MAT10" for an error in a 50059.
9		Record Section Error	Record Section Error:	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
10		Record in Error Record Number	Record in Error:	5	Numeric	Contains the sequential record number of the record in error.
11		Field Number in Error	Field Number in Err:	4	Numeric	Contains the field number of the field within the record that has the error.
12		Field Contents in Error	Field Content in Err:	50	Alphanumeric	Contains the field contents in error. Field contents are truncated after 50 characters. In some cases this field may contain a message instead of field contents. This message will be prefixed by "MSG;" for example, "MSG: MISSING HEAD OF HOUSEHOLD."
13		Type Field Error	Type Field Error:	2	Alphanumeric	Values: C, D, F, H, N, P, T, X,, A1, A2, A3, A4, A5, A6, A7, A8, A9, 1, 10, 11, or 12 Space = not field error See Appendix C of the MAT User Guide for associated message.
14		Type Mandatory Error	Type Mandatory Err:	2	Alphanumeric	Values: G, J, K, L, M, S, V, Z, 2, 3, 4, 5, 6, 8, or 9 Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
15		Transmission	Trans Rec Cnt	2	Alphanumeric	Values:

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.12 TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
		Record Count Error	Err:			E, O, Q, R or 7 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
16		Site Reported Count	Site Rptd Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the site reported value.
17		MAT Calculated Count	MAT Calculated Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in TENHR contains the number of certifications (MAT10s) in this transmission. If the site reports 20 MAT10s and the MAT counts only 19 MAT10s, then field #16 in this record (TENER) will contain 20 and field #17 will contain 19).
18		Error Message Text	Error Message:	78	Alphanumeric	This field contains the error message text that is associated with an error code. See Appendix C of the MAT User Guide for associated message.

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### 5.13 TENTR Tenant MAT Trailer Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing Mailbox ID, Sender's Telecom Address, and Project's Telecom Address	N/A	24	Alphanumeric	<p>Processing Mailbox ID value: @*@</p> <p>Sender's Telecom Address is the telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. The first 5 characters (not including spaces) after "@*@" must contain "TRACM". The next 5 positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b></p> <p>Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b></p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "TENTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal: "2.0.2.C."</p> <p>TRACS Release = 2.0.2. TRACS Version = C</p>
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date MMDDYYYY	The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time HHMMSS	The time stamp of the original transmission to which these error records apply.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 5.13 TENTR Tenant MAT Trailer Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
7		Error Date Stamp	Error Date:	8	Date MMDDYYYY	The date stamp of this transmission.
8		Error Time Stamp	Error Time:	6	Time HHMMSS	The time stamp of this transmission, not the actual time transmission occurred.
9		OA-Defined Data	OA Defined Data:	20	Alphanumeric	The same value as contained in the TENHR field #6.
10		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
11		Sender Street Address	Sender Address:	20	Alphanumeric	Sender's address.
12		Sender City	Sender City:	15	Alphanumeric	Sender's city.
13		Sender State	Sender State:	2	Alphanumeric	Sender's state.
14		Sender Zip Code	Sender Zip:	5	Numeric	Sender's zip code.
15		Total Number Error Records	Total Error Recs:	6	Numeric	The total number of type TENER records sent.
16		Total Number of Field Errors	Total Field Err:	6	Numeric	The total number of field edit errors.
17		Total Number of Mandatory Errors	Total Mandatory Err:	6	Numeric	The total number of mandatory field errors.
18		Total Number of Record Count Errors	Total Rec Cnt Err:	6	Numeric	The total number of record count errors.
19		OA Software Vendor	OA Software Vendor:	20	Alphanumeric	Name of the software product used by the OA to create this submission.
20		OA Software Release/Version	OA Software Rel/Ver:	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
21		CA Software	CA Software	20	Alphanumeric	Name of the software product used by the CA or third-party to create this

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### 5.13 TENTR Tenant MAT Trailer Record

MAT Field	Note	Field Name	Field Label (Now Included in Output)	Maximum Field Length	Field Type	Edits/Source/Results
		Vendor	Vendor:			submission.
22		CA Software Release/Version	CA Software Rel/Ver:	10	Alphanumeric	The release or version number associated with the software used to create this file.
23		Agency Defined Data	Agency Defined Data:	20	Alphanumeric	Data defined by the CA or other entities receiving submissions and forwarding them to TRACS.
24		Response Message Text	Response Message:	45	Alphanumeric	Value: "NO ERRORS DETECTED IN THIS MAT SUBMISSION" or "<#of> ERRORS DETECTED IN THIS MAT SUBMISSION"

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## CHAPTER 6: TRACS MAT VOUCHER/PAYMENT SYSTEM RECORD FORMATS AND DEFINITIONS

This chapter is organized into the following major sections:

6.1	VCHHR Voucher Header Record.....	6-2
6.2	MAT30 Section 1: Assistance Payment Header Record.....	6-7
6.3	MAT30 Section 2: Assistance Payment Summary Record.....	6-8
6.4	MAT30 Section 5: Approved Special Claim.....	6-18
6.5	MAT30 Section 6: Miscellaneous Accounting Request.....	6-19
6.6	MAT31: Delete Voucher Record.....	6-20
6.7	VCHND Voucher Batch Trailer Record.....	6-21
6.8	VCHER Voucher MAT Error Record.....	6-22
6.9	VCHTR Voucher Trailer Record.....	6-25
6.11	VCHVC Voucher Transaction Control Record.....	6-28

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>	Record Identifier	1	5	Alphanumeric	Must equal "VCHHR."
2	<b>M</b>	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	<b>M</b>	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under this VCHHR. Multiple VCHHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each VCHHR must be paired with a VCHND occurring prior to the next VCHHR.
4	<b>M</b>	Date Stamp	18	8	Date MMDDYYYY	This is a system date stamp representing the date this file was created by its originator. No dashes or spaces should be used in this field.
5	<b>M</b>	Time Stamp	26	6	Time HHMMSS	This is a system time stamp inserted in the header record when the file is created by its originator. No colons should be used in this field.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions or to specify their own software releases, or for any other purpose. The contents of this field will be returned in the HUD transmission acknowledgment.  Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.
7	<b>M</b>	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	<b>M</b>	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.
12		Number MAT30	109	5	Numeric	The number of MAT30 section 1 records in this transmission. (Do not count any other section records in this count). Enter zero if no MAT30s are submitted in this transmission, but MAT31s are submitted. <i>NOTE: Must equal "1" or "0" (zero).</i>
13		Number MAT31	114	5	Numeric	The number of MAT31 Delete Voucher records in this transmission. Enter zero if there are no MAT31s.
14	<b>F</b>	Number MAT35	119	5	Numeric	Value must equal zero.
15		Filler	124	25		
16		Project Name	149	35	Alphanumeric	Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR.  Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.
17	<b>M</b>	Subsidy Type	184	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this VCHHR. Valid codes are: 1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202 PAC

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
18	F	Property ID	185	10	Numeric	
19	MOC	Project Number	195	8	Alphanumeric	Mandatory for Rent Supplement, RAP, PAC and PRAC subsidy types. Project Number is also required for Section 8 contracts associated with projects that have an FHA project number. TRACS will use this project number for all transactions under this VCHHR. The project number submitted must match the project number in the TRACS Project database. <b>NOTE Do not enter a project number for FmHA projects.</b> Sample entries are provided below: FHA Insured Projects – 12144026 Elderly Housing Projects – 121EH001 Other Noninsured Projects – 121001N1
20	MOC	Contract Number	203	11	Alphanumeric	Mandatory for Section 8, 202 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this VCHHR. The contract number submitted must match the contract number in the TRACS Contract database.
21	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission including this header record and the VCHND record. A physical record is each VCHXX, each MATXX record, and each section record for those MATXX records that have section records.
22	M	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. Example: TRACM12345. Note: Under iMAX, this ID will be known as the iMAX ID.
23	M	OA Transmission Date	230	8	Date MMDDYYYY	This is a system date stamp representing the date this file was created by the Owner or Agent to send to TRACS or the CA. No dashes or spaces should be used in this field. <b>NOTE: If the electronic MAT30 or MAT31 submission originates with the OA or its agent, a CA is not to overwrite this field. If the submission originates with the CA (no MAT30s submitted by OA) this date</b>

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<b>and the CA Transmission Date (Field # 28) are the same.</b>
24	<b>M</b>	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter "Developed In-house".  Note: This field should not be entered manually. It should be emitted by the software generating the record.
25	<b>M</b>	OA Software Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no Release or Version identification exists.  Note: This field should not be entered manually. It should be emitted by the software generating the record.
<b>The following fields are required for CAs or entities receiving submissions and forwarding them to TRACS</b>						
26	<b>MOC</b>	CA ID	268	5	Alphanumeric	<b>Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA model:</b> Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.
27		Filler	273	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Processing Mailbox ID. All messages related to the transmission are returned to this address.
28	<b>MOC</b>	CA Transmission Date	283	8	Date MMDDYYYY	<b>Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.</b> This is a system date stamp representing the date this file was sent to TRACS by

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### 6.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						the CA or third party. No dashes or spaces should be used in this field.
29	<b>MOC</b>	CA Software Vendor	291	20	Alphanumeric	<p><b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b>            Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house."</p> <p>Note: This field should not be entered manually. It should be emitted by the software generating the record.</p>
30	<b>MOC</b>	CA Software Release/Version	311	10	Alphanumeric	<p><b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists.</p> <p>Note: This field should not be entered manually. It should be emitted by the software generating the record.</p>
31		Agency Defined Data	321	20	Alphanumeric	Reserved for CA or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.
32	<b>MOC</b>	Elderly Type	341	3	Alphanumeric	<p>Valid Codes:            231 = the project is covered by Section 231. See Handbook 4350.3 paragraph 3-18.            202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See Handbook 4350.3 paragraph 3-19.            Otherwise leave blank.</p>

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

## 6.2 MAT30 Section 1: Assistance Payment Header Record

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
1	<b>M</b>		Record Identifier	1	5	Alphanumeric	Value must equal "MAT30."
2	<b>M</b>		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version =C
3	<b>M</b>		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	<b>M</b>		Section Indicator	18	1	Alphanumeric	Value must equal "1."
5	<b>M</b>		Section 2 Summary Count	19	4	Numeric	Number of basic records.  Value must equal "1."
6	<b>F</b>	52670 #9.a	Section 3 Regular Payment Count	23	4	Numeric	Number of regular payment records.
7	<b>F</b>	52670 #9.b	Section 4 Adjustment Payment Count	27	4	Numeric	Number of adjusted payment records.
8		52670 #9.c	Section 5 Approved Special Claims Count	31	4	Numeric	Number of Special Claims records.
9		52670 #9.d	Section 6 Miscellaneous Accounting Count	35	4	Numeric	Number of Miscellaneous Accounting Transaction records.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters



**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
1	<b>M</b>		Section Indicator	1	1	Alphanumeric	Value must equal "2."
2	<b>M</b>		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	<b>M</b>		Voucher ID	7	10	Numeric	If voucher is a first time submission for the contract number and voucher month/year, must enter 9999999999. If it is a correction to a previously submitted voucher with the same contract number and voucher month/year, the Voucher ID returned to acknowledge the previous submission must be submitted in the correction.
4	<b>M</b>	52670 #8.a	Voucher Date	17	8	Date MMDDYYYY	Enter the month and year for which the assistance is requested. <b>NOTE: DD is always "01."</b>
5		52670 #5a	Management Agent Name	25	35	Alphanumeric	Enter the agent's company name.
6		52670 #5b	Employer Identification Number (EIN)	60	9	Alphanumeric	Management Agent EIN Number
7	<b>M</b>	52670 #6.a	Total Units in Contract	69	4	Numeric	Zero can be a valid entry.  Maximum number of residential spaces for which assistance may be claimed under the contract. Do not include HUD-approved, nonrevenue producing units.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
 (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>Note: The counts in 6a-e are as of the first of the month prior to the voucher month for all subsidy types except RAP and Rent Supplement. For RAP and Rent Supplement the counts are as of the first of the voucher month. See the MAT Guide Appendix H for the certification selection rules.</p> <p>Note: For a group home, where more than one household occupies a physical unit, the sum of items 6b through 6e may or may not match 6a, depending on whether the number of contract units is entered as the number of physical units or as the number of residential spaces. To avoid this problem, enter the number of residential spaces in 6a but be aware that TRACS will generate a discrepancy message saying that 6a does not match the number in HUD's systems.</p> <p>Note: The sum of items 6.b through 6.e below must equal 6.a.</p>
8	<b>M</b>	52670 #6.b	Number of Units Receiving Subsidy	73	4	Numeric	<p>Zero can be a valid entry.</p> <p>The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.</p> <p>Do not include HUD-approved, nonrevenue producing units.</p>

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>For Section 8, Rent Supplement, RAP, and PAC contracts, include tenants who are receiving assistance and are being billed for a full month on the Schedule of Tenant Assistance Payments Due. Any households whose assistance is \$0 should be counted under 6e below. Do not include tenants who are terminated from assistance. They should appear in 6e below.</p> <p>For 202 PRAC and 811 contracts, include all tenants whether subsidy is positive, negative, or zero.</p>
9	<b>M</b>	52670 #6.c	Number of Units Abated	77	4	Numeric	<p>Zero can be a valid entry.</p> <p>For Section 8, Rent Supplement, RAP and PAC contracts, include residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g., due to natural disaster or health and safety reasons.</p> <p>For 202 PRAC and 811 contracts fill this field with 0 (Zero).</p>
10	<b>M</b>	52670 #6.d	Number of Units Vacant	81	4	Numeric	<p>Zero can be a valid entry.</p> <p>The numbers of residential spaces in (6a.) that are no longer occupied.</p>

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
11	<b>M</b>	52670 #6.e	Contracted Units Occupied by Market Rent Tenants	85	4	Numeric	Zero can be a valid entry.  For Section 8, Rent Supplement, RAP and PAC contracts, enter the number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a.) includes a unit occupied by the property manager, account for it in this category.  For 202 PRAC and 811 contracts fill this field with 0 (Zero).
12		52670 #7.a	Project-Based Exceptions in Use	89	4	Numeric	Project Based Exceptions In Use.  Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all EP codes.
13		52670 #7.b	Project-Based Exceptions Allocated	93	4	Numeric	Enter the number of exceptions the HUD Field Office has approved for situations 2 through 6 of 4350.3, Exhibit 3-1; and NOT taken back.
14		52670 #7.c	Tenant-Based Exceptions in Use	97	4	Numeric	Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".
15		52670 #7.d	Total Exceptions	101	5	Numeric	Add 7b and 7c.
16		52670 #7.e	Project-Based Exceptions – Date Last	106	8	Date MMDDYYYY	Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this

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### 6.3 MAT30 Section 2: Assistance Payment Summary Record (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
			Changed				project. Leave space blank if HUD has never given this contract any project-based exceptions.
17	M	52670 #9.a	Unit Regular Billing Count	114	4	Numeric	Number of Units Requesting Regular Assistance Payment. Zero can be a valid entry.
18	M	52670 #10.a	Regular Tenant Assistance Payments	118	10	Numeric	Amount of Regular Assistance Payment requested. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>
19	M	52670 #9.b	Unit Adjusted Billing Count	128	4	Numeric	Number of units requesting an adjusted Assistance Payment. Zero can be a valid entry.
20	M	52670 #10.b	Adjustments to Regular Tenant Assistance Payments	132	10	Numeric	Amount of adjusted Assistance Payment requested. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575.</b>
21	M	52670 #9.c	Special Claim Unit Billing Count	142	4	Numeric	Sum of Special Claims Units. Zero can be a valid entry.
22	M	52670 #10.c.i	Unpaid Rent	146	10	Numeric	Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
23	M	52670 #10.c.ii	Tenant Damages	156	10	Numeric	Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.

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### 6.3 MAT30 Section 2: Assistance Payment Summary Record (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
24	M	52670 #10.c.iii	Rent-Up Vacancies	166	10	Numeric	Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
25	M	52670 #10.c.iii	Regular Vacancies	176	10	Numeric	Sum of Approved Regular Vacancy Special Claim Amounts. Zero can be a valid entry.
26	M	52670 #10.c.iv	Debt Service	186	10	Numeric	Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
27	M	52670 #10.d	Total Amount of Miscellaneous Accounting Requests	196	10	Numeric	Sum of Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive numbers are unsigned.</b>
28	M	52670 #10.e	Total Subsidy Authorized	206	10	Numeric	Permit negatives.  Total of all amounts in 52670, Part III, Column 10. NOTE: Enter negatives as right-justified, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.
29	M	52670 Part V	Owner Name	216	45	Alphanumeric	
30	M	52670 Part V	Owner Signed Name	261	45	Alphanumeric	Signed name.
31		52670	Owner Signed Title	306	20	Alphanumeric	Signed title.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
 (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		Part V					
32	<b>M</b>	52670 Part V	Owner Signed Date	326	8	Date MMDDYYYY	
33		52670 Part V	Owner Signed Phone Number	334	16	Alphanumeric	Signer's phone number.
The following fields are mandatory for CA-submitted vouchers							
34	<b>MOC</b>	52670 #11.a	Total Regular Payment Amount Approved by CA	350	10	Numeric	<b>Contract Administrator Use Only</b> Amount of Regular Assistance Payment approved by the CA. Permit negatives. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>
35	<b>MOC</b>	52670 #11.b	Total Adjusted Payment Amount Approved by CA	360	10	Numeric	<b>Contract Administrator Use Only</b> Amount of adjusted AP requested. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>
36	<b>MOC</b>	52670 #11.c.i	CA Approved Unpaid Rent Special Claims Payment Amount	370	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
37	<b>MOC</b>	52670 #11.c.ii	CA Approved Tenant Damages Special Claims Payment Amount	380	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
(from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
38	<b>MOC</b>	52670 #11.c.iii	CA Approved Rent-up Vacancy Special Claims Payment Amount	390	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
39	<b>MOC</b>	52670 #11.c.iii	CA Approved Regular Vacancy Special Claims Payment Amount	400	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Rent-up and Regular Vacancy Special Claim Amounts. Zero can be a valid entry..
40	<b>MOC</b>	52670 #11.c.iv	CA Approved Debt Service Special Claims Payment Amount	410	10	Numeric	<b>Contract Administrator Use Only</b> Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
41	<b>MOC</b>	52670 #11.d	Total Amount of Miscellaneous Accounting Requests Approved by CA	420	10	Numeric	<b>Contract Administrator Use Only</b> Sum of CA Approved Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. <b>NOTE: Enter negatives as right-adjusted, zero- filled negative numbers e.g. -00000575. Positive values are unsigned.</b>

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters



### 6.3 MAT30 Section 2: Assistance Payment Summary Record (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
42	MOC	52670 #11.e	Total Voucher Amount Approved by a CA	430	10	Numeric	<p><b>Contract Administrator Use Only</b> Permit negatives. This amount includes the sum of CA Approved Regular Payment Amount (field #34) and CA Approved Adjusted Payment Amount (field #35), CA Approved Special Claim Amounts (#36 through #40) and the CA Approved Miscellaneous Accounting Requests (#41). <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575.</b></p>
<b>Distribution of Subsidy Amount CA-Use Only</b>							
43	MOC	52670 #12	Amount Applied to Mortgage	440	10	Numeric	<p>The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage. <b>Note: This amount assumes two decimal positions.</b></p>
44	MOC	52670 #13	Amount Applied to Debts	450	10	Numeric	<p>The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor. <b>Note: This amount assumes two decimal positions.</b></p>
45	MOC	52670 #14	Amount Paid to Project	460	10	Numeric	<p>The amount paid to the project. <b>Note: This amount assumes two decimal positions.</b></p>
46	MOC	52670 #15	Amount Released from Reserves	470	10	Numeric	<p>The dollar portion of Total Subsidy Authorized (III.5) released from the Residual Reserve Account. <b>Note: This amount assumes two decimal positions.</b></p>
47	MOC	CA Monitor	Voucher Approved Date	480	8	Date MMDDYYYY	<p>Date Voucher was approved. Data Required for CA Monitoring</p>
48	MOC	CA Monitor	Amount of Correction	488	10	Numeric	<p>Amount of overpayment or underpayment (negative) Data Required for CA Monitoring</p>

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; TRACS will value with the appropriate fill characters

**6.3 MAT30 Section 2: Assistance Payment Summary Record**  
 (from 52670 & 52670-A, Part 1)

<b>MAT Field</b>	<b>Note</b>	<b>Voucher Field</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
							<b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 6.4 MAT30 Section 5: Approved Special Claim

(Submit one or more Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Values must equal "5."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Claim Type Code	7	1	Alphanumeric	Values are: 1 = Unpaid Rent 2 = Damages 3 = Rent-Up Vacancy 4 = Regular Vacancy 5 = Debt Service
4	M		Claim ID	8	14	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices enter the Claim ID assigned by the TRACS Special Claim Logging System on the Intranet. PB CAs use the 800 series CA ID in the first five positions. TCAs use their CA ID in the first five positions. Note: CAs may assign the same Claim ID to more than one claim type in a claim batch. TRACS will accept one Claim ID per Section 5 record per claim type (Vacancy, Debt Service, etc).
5	M		Claim Amount	22	10	Numeric	Amount approved for the special claim.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 6.5 MAT30 Section 6: Miscellaneous Accounting Request

(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	<b>M</b>		Section Indicator	1	1	Alphanumeric	Value must equal "6."
2	<b>M</b>		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	<b>M</b>		Misc. Request Type	7	4	Alphanumeric	Value Codes are: SERV = Service Coordinators DRUG = Drug Related Expenses FORQ = Field Office initiated accounting adjustment OARQ = Owner/Agent initiated accounting adjustment INTA= Interest adjustment submitted by PB CA <b>Note: The "INTA" request type is valid only when submitted by a PB CA to report the amount of Interest Earned on the specific Project Account to HUD.</b>  ADMN= Amount of admin fee for a contract. <b>Note: The "ADMN" request type is valid only when submitted by a CA to request an admin fee payment.</b>
4	<b>M</b>		Misc. Request Amount	11	10	Numeric	Permit negative. <b>NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</b>
5			Comment	21	78	Alphanumeric	

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 6.6 MAT31: Delete Voucher Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT31."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Voucher ID	18	10	Numeric	Submit the Voucher ID for the voucher to be deleted.
5	M	52670 #10.1	Voucher Date	28	8	Date MMDDYYYY	<b>NOTE: DD is always "01."</b> Voucher date of the voucher being deleted.
6	M	52670 Part V	Owner Name	36	45	Alphanumeric	
7	M	52670 Part V	Owner Signed Name	81	45	Alphanumeric	

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 6.7 VCHND Voucher Batch Trailer Record

<b>MAT Field</b>	<b>Note</b>	<b>Field Name</b>	<b>Start Position</b>	<b>Field Length</b>	<b>Field Type</b>	<b>Definitions and Edits</b>
1	<b>M</b>	Record Identifier	1	5	Alphanumeric	Value must equal "VCHND."
2	<b>M</b>	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	<b>M</b>	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record including the VCHND. Each VCHND must be paired with a preceding VCHHR.

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 6.8 VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
1	<b>M</b>	Processing Mailbox ID, Filler, and Project's Telecom Address	N/A	24	Alphanumeric	<p>Processing Mailbox ID value: @*@</p> <p>Sender's Telecom Address has been discontinued. TRACS obtains this information from the TRACSMail Header. All messages related to the transmission are returned to this address. The filler is 10 characters after the "@*@" (not including spaces).</p> <p>Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b></p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "VCHER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal: "2.0.2.C"</p> <p>TRACS Release = 2.0.2. TRACS Version = C</p>
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date	MMDDYYYY – The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time	HHMMSS – The time stamp of the original transmission to which these error records apply.
7		Tenant Number	Tenant Number:	10		Blank

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

### 6.8 VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
8		Record Type Error	Record Type Error:	5	Alphanumeric	Value: "MAT30," "MAT31," "VCHHR" or "VCHND."
9		Record Section Error	Record Section Error:	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
10		Record In Error Record Number	Record in Error:	5	Numeric	Contains the sequential record number of the record in error.
11		Field Number In Error	Field Number in Err:	4	Numeric	Contains the field number of the field within the record that has the error.
12		Field Contents In Error	Field Content in Err:	50	Alphanumeric	Contains the field contents in error. Field content is truncated after 50 characters. In some cases this field may contain a message instead of field contents. "MSG" will prefix this message.
13		Type Field Error	Type Field Error:	2	Alphanumeric	Values: D, F, N, P, T, X, , A1, A2, A3, A4, A5, A6, A7, A8, A9, 10, 11, 12, V1, V5, or V8 Space = not field error See Appendix C of the MAT User Guide for associated message.
14		Type Mandatory Error	Type Mandatory Err:	2	Alphanumeric	Values: 2, K, S, V, Z, V2, or V4 Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
15		Transmission Record Count Error	Trans Rec Cnt Err:	2	Alphanumeric	Values: E, Q, R, W, VO, V3 or V7 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters



### 6.8 VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
16		Site Reported Count	Site Rptd Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the site reported value.
17		MAT Calculated Count	MAT Calculated Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in VCHHR contains the number of vouchers (MAT30s) in this transmission. If the site reports 20 MAT30s and the MAT counts only 19 MAT30s, then field #16 in this record (VCHER) will contain 20 and field #17 will contain 19).
18		Error Message Text	Error Message:	78	Alphanumeric	This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in an Appendix of the MAT User Guide.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 6.9 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing Mailbox ID, Filler, and Project's Telecom Address	N/A	24	Alphanumeric	<p>Processing Mailbox ID value: @*@</p> <p>Sender's Telecom Address has been discontinued. TRACS obtains this information from the TRACSMail Header. All messages related to the transmission are returned to this address. The filler is 10 characters after the "@*@" (not including spaces).</p> <p>Project's Telecom Address is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's Telecom Address must contain "TRACM". The next 5 positions are the HUD assigned number. <b>(Formerly Mailbox ID)</b></p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "VCHTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal: "2.0.2.C."</p> <p>TRACS Release = 2.0.2.</p> <p>TRACS Version = C</p>
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date	MMDDYYYY – The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time	HHMMSS – The time stamp of the original transmission to which these error records apply.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 6.9 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
7		Error Date Stamp	Error Date:	8	Date	MMDDYYYY – The date stamp of this transmission.
8		Error Time Stamp	Error Time:	6	Time	HHMMSS – The time stamp of this transmission, not the actual time transmission occurred.
9		OA Defined Data	OA Defined Data:	20	Alphanumeric	The same value as contained in the VCHHR field #6.
10		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
11		Sender Street Address	Sender Address:	20	Alphanumeric	Sender's address.
12		Sender City Name	Sender City:	15	Alphanumeric	Sender's city.
13		Sender State	Sender State:	2	Alphanumeric	Sender's state.
14		Sender Zip Code	Sender Zip:	5	Numeric	Sender's zip code.
15		Total Number Error Records	Total Error Recs:	6	Numeric	The total number of type VCHER records sent.
16		Total Number of Field Errors	Total Field Err:	6	Numeric	The total number of field edit errors.
17		Total Number of Mandatory Errors	Total Mandatory Err:	6	Numeric	The total number of mandatory field errors.
18		Total Number of Record Count Errors	Total Rec Cnt Err:	6	Numeric	The total numbers of record count errors.
19		OA Software Vendor	OA Software Vendor:	20	Alphanumeric	Name of the software product used by the OA to create this submission.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 6.9 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
20		OA Software Release/Version	OA Software Rel/Ver:	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
21		CA Software Vendor	CA Software Vendor:	20	Alphanumeric	Name of the software product used by the CA to create this submission.
22		CA Software Release/Version	CA Software Rel/Ver:	10	Alphanumeric	<b>Mandatory for CA or other entities receiving submissions and forwarding them to TRACS.</b> The release or version number associated with the software used to create this submission.
23		Agency Defined Data	Agency Defined Data:	20	Alphanumeric	Data defined by CA or other entities receiving submissions and forwarding them to TRACS.
24		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
25		Response Message Text	Response Message:	45	Alphanumeric	Value: "NO ERRORS DETECED IN THIS MAT SUBMISSION" or "<#of> ERRORS DETECTED IN THIS MAT SUBMISSION"

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; TRACS will value with the appropriate fill characters

### 6.11 VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	“Processing Mailbox ID: @*@.”
2	M		Filler	28	10	Alphanumeric	Sender’s Telecom Address has been discontinued. TRACS obtains this information from the TRACSMail Header. All messages related to the transmission are returned to this address.
3	M		Project’s Telecom Address	38	10	Alphanumeric	The project’s telecommunications identifier assigned by HUD. Positions 1-5 must contain “TRACM.” The last 5-positions are the HUD assigned number. <b>The format is ‘TRACMnnnnn’</b>
4			Record Identifier	48	5	Alphanumeric	Value: “VCHVC”
5			Release/Version Number	53	7	Alphanumeric	Value must equal “2.0.2.C.” TRACS Release = 2.0.2. TRACS Version = C
6			Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7			Original Date Stamp	65	8	Date	MMDDYYYY - The date stamp of the original transmission to which these record counts apply.
8			TRACS Date Stamp	73	8	Date	MMDDYYYY - The date stamp of this transmission

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

### 6.11 VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
9			Original MAT 30s Passing MAT	81	5	Numeric	The number of original MAT30s that survived the MAT edit and were passed on to the Voucher Batch system
10			Correction MAT30s Passing MAT	86	5	Numeric	The number of correctional MAT30s that survived the MAT edit and were passed on to the Voucher Batch system
11			MAT31s Passing MAT	91	5	Numeric	The number of MAT31s that survived the MAT edit and were passed on to the Voucher Batch system
12			Original MAT 30s Submitted to MAT	96	5	Numeric	The number of original MAT30s (Voucher Id is (9-filled) that passed the transmission edit and were submitted to the MAT edit.
13			Correction MAT30s Submitted to MAT	101	5	Numeric	The number of correctional MAT30s (Voucher Id is < 999999999) that passed the transmission edit and were submitted to the MAT edit.
14			MAT31s Submitted to MAT	106	5	Numeric	The number of MAT31s that passed the transmission edit and were submitted to the MAT edit.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

## **Appendix A:**

Multifamily Housing Hub and Program Center Structures in TRACS ..... A-2

## **Appendix A: Multifamily Housing Hub and Program Center Structure**

Due to HUD's reorganization, the coding systems for the revised structure has not stabilized. Until the structure has stabilized, please contact your local HUD Field Office if you require the office codes.

TRACS does not require the submission of Field Office Codes with Tenant or Voucher/Payment transactions at this time. The codes are obtained from the TRACS Contract System maintained by the Field Offices.



**Appendix B:**

TRACS Message Formats..... B-2

## Appendix B: TRACS Message Formats

TRACS Tenant and Voucher/Payment processing will result in various messages being generated and returned to the entity that submitted the input. Do not confuse the TRACS Messages with the MAT Messages that were described in the **TENER** and **VCHER** records in Chapter 4 and further documented in Appendix C. Both the TRACS Tenant and the Voucher/Payment systems return messages to the owner or their agent. All messages have a similar format. There is header data that contains information identifying the sender of the submission including project and contract identification data. Tenant and Voucher message headers vary slightly in detail, but they follow the same basic format. Following the header data that identifies the entity to receive the message together with the project and contract identification, there will be a variable number of message lines. The examples that follow are based upon Tenant data.

TRACS Tenant System returns discrepancy messages, fatal error messages, and informational messages to the entity that submitted the input. Discrepancy Messages, documented in Appendix D, indicate that the TRACS edits have detected an inconsistency in the data submitted or in the amounts calculated. The transaction has not been rejected by TRACS, but it has been flagged as a discrepancy. The property owner or agent is expected to research the discrepancy and respond based upon the severity of the discrepancy. In some cases the message is an “information only” message sent by TRACS when it detects an apparent anomaly that may have no bearing on the tenant’s eligibility for assistance.

The TRACS Tenant System will reject some transactions when to accept them would result in corrupting the TRACS database. These fatal errors are documented in Appendix E. Transactions that are rejected due to fatal errors must be corrected and resubmitted to TRACS.

Informational messages are similar to discrepancy messages except that they will not be stored in TRACS. These messages are documented in Appendix F.

TRACS Voucher/Payment System, like the Tenant System, produces both discrepancy messages and fatal error messages. These messages are in Appendix D and Appendix E, respectively. The TRACS Voucher/Payment System also produces a variety of control and status messages to keep the owners and their agents informed as to the status of their payment. In every case the message header follows the format already described to identify the entity to receive the message and the project and contract to which it pertains. Appendix G documents the message types that are unique to the TRACS Voucher/Payment System.

## Figure B-1: TRACS Message Text Format

The following data will be returned in addition to the specific message text.

Field	Data
@**@ TRACMnnnnn	(TRACSMail identification)
User Defined	(reserved for <b>OA Defined Data</b> )
User Defined	(reserved for <b>OA Software Vendor</b> )
User Defined	(reserved for <b>OA Software Release/Version</b> )
User Defined	(reserved for <b>CA Software Vendor</b> )
User Defined	(reserved for <b>CA Software Release/Version</b> )
User Defined	(reserved for <b>Agency Defined Data</b> )
Project Name	
Project Number	
Contract Number	
Unit Number	
SSN	(Head of Household SSN)
Name	(Head of Household Name)
Tenant Number	
Effective Date	The (re)certification effective date. (Hud-50059, Item #1)
Specific Message Text	This includes message type (fatal, discrepancy, or informational), message text, and additional message details if applicable.

## Figure B-2: Sample TRACS Message Transmissions

There are three kinds of TRACS messages transmitted to the originating entity: **Fatal Error**, **Discrepancy**, and **Informational**. Below is an example of all three kinds of messages transmitted to the user via TRACSMail:

### Fatal Error Example

```
@*@ TRACM00098TRACM00098
OA Defined Data      : MAT40TRANS
OA Software Vendor   : MYSOFTWARE
OA Software Release/Version : TRACS8.3
CA Software Vendor   :
CA Software Release/Version :
Agency Defined Data : 01515555
Project Name         : PINECREST
Project No.          : 24755316
Contract No.         : CA30M000001
Unit No.             : 106
SSN                  : 121212121
Name                 : WASHINGTON, REBECCA
Tenant No.           : 106R
Effective Date       : 2007-01-01
Fatal Error: F0096
MOVE-OUT EXISTS ON THE TRACS DATABASE
Fatal Error: F0035
MOVE-OUT ACTION NOT PROCESSED
```

**Discrepancy Message Example**

@\*@ TRACM00098TRACM00098  
OA Defined Data :  
OA Software Vendor :  
OA Software Release/Version :  
CA Software Vendor : MYSOFTWARE  
CA Software Release/Version : TRACS8.1.0  
Agency Defined Data : 12412412  
Project Name : PINECREST  
Project No. : 13644205  
Contract No. : CA30M000121  
Unit No. : 100  
SSN : 121212121  
Name : COLE, KENNETH  
Tenant No. : 100C  
Effective Date : 2007-02-01  
Discrepancy : CE004  
Action Required : 3  
INTERIM EFFECTIVE DATE IS PRIOR TO PREVIOUS EFFECTIVE DATE  
REPORTED EFFECTIVE DATE = 000000020030201  
REPORTED PRIOR EFFECTIVE DATE = 000000020030301  
VERIFY EFFECTIVE DATE OF THIS CERTIFICATION

**Informational Message Example**

@\*@ TRACM00440TRACS00440  
OA Defined Data : MAT10TRANS  
OA Software Vendor : MYSOFTWARE  
OA Software Release/Version : TRACS2.0.2.C  
CA Software Vendor :  
CA Software Release/Version :  
Agency Defined Data : 01231230  
Project Name : HOLIDAY HEAVEN  
Project No. : 059685012  
Contract No. :  
Unit No. : D9  
SSN : XXXXXXXXXX  
Name : VAUGHAN, SARAH  
Tenant No. : 351D  
Effective Date : 2007-02-01  
Informational: UA020  
MAT10 SUBMITTED FOR AN OCCUPIED UNIT ADDRESS  
Reported Head Id: 121212121  
Occupying Head Id: 343434343

## **Appendix C: MAT Tenant and Voucher System Error Messages and Codes**

Part 1: MAT Transmission, Tenant and Voucher Error Messages and Codes .....	C-3
Part 2: MAT Voucher Error Messages and Codes .....	C-8

## **Appendix C: MAT Tenant and Voucher System Error Messages and Codes**

Part 1 of this chapter contains the MAT Transmission, Tenant and Voucher System error messages and codes. The transmission level errors apply to both Tenant and Voucher submissions.

Part 2 of this chapter contains Additional MAT Voucher System transaction level error messages and codes.



<b>Part 1: MAT Transmission, Tenant and Voucher Error Messages and Codes</b>	
<b>Code</b>	<b>Error Message</b>
<b>1</b>	<p><b>“TRANSMISSION REJECTED: INVALID TENHR DATE/TIME”</b></p> <p>Condition: This message is generated only for an invalid date/time in the TENHR and VCHHR. Processing resumes at the next MAT header</p>
<b>2</b>	<p><b>“TRANSMISSION REJECTED: BAD MAILBOX ID”</b></p> <p>Condition: This message indicates that the transmission header is misaligned, causing the entire batch to shift. Processing resumes at the next transmission header.</p>
<b>3</b>	<p><b>“MISSING BASIC RECORD, SECTION 2, FOR MAT 10”</b></p> <p>Condition: There must always be a basic record, Section 2, following a MAT 10 Section 1 record. All sections for this 50059 are rejected.</p>
<b>4</b>	<p><b>“MAT10 REJECTED: DUPLICATE MEMBER NUMBER RECORD IN FAMILY RECORDS”</b></p> <p>Condition: The value in Section 3, FIELD#3 was not unique for each member in this family. All sections for this 50059 are rejected.</p>
<b>5</b>	<p><b>“MAT10 REJECTED: NO FAMILY MEMBER RECORD FOR INCOME RECORD”</b></p> <p>Condition: A match condition did not occur between values in the Section 3, FIELD 3, Member Number and Section 4, FIELD 3, Member Number. All sections for this MAT10 are rejected.</p>
<b>6</b>	<p><b>“MAT10 REJECTED: MAT10 SECTION 1 HEADER RECORD NOT FOUND”</b></p> <p>Condition: A MAT10 Section 2, 3, 4, 5, or 6 record was encountered and no MAT10 Section 1 record was found for this certification. All sections for this MAT10 are rejected.</p>
<b>7</b>	<p><b>“MAT10 REJECTED: MAT10 SECTION RECORDS ARE OUT OF SEQUENCE”</b></p> <p>Condition: MAT10 Sections were not in the following order 1, 2, 3, 4, 5, 6. All sections for this MAT10 are rejected.</p>
<b>8</b>	<p><b>“TRANSMISSION REJECTED: TENHR NOT FIRST RECORD OR MISSING”</b></p> <p>Condition: The TENHR must be the first record in the file after the transmission header. The transmission will be rejected. Processing resumes at the next transmission header.</p>
<b>9</b>	<p><b>“RECORD REJECTED: TRANSACTION RELEASE/VERSION NUMBER IS INVALID”</b></p> <p>Condition: The MAT transaction contains a Release/Version Number that TRACS does not recognize as current. The complete transaction is</p>

<b>Part 1: MAT Transmission, Tenant and Voucher Error Messages and Codes</b>	
<b>Code</b>	<b>Error Message</b>
	rejected.
<b>10</b>	<b>“TRANSMISSION REJECTED: INVALID CA TRANSMISSION DATE”</b> Condition: Self-Explanatory.
<b>11</b>	<b>“TRANSMISSION REJECTED: INVALID OA TRANSMISSION DATE”</b> Condition: Self-Explanatory.
<b>12</b>	<b>“FIELD EXCEEDS THE MAXIMUM AMOUNT OF DIGITS”</b> Condition: MAT10 Section 2 Field 68 cannot be more than 4 digits. MAT30 Section 2 Fields 18, 20, 22, 23, 24, 25, 26, 27, 28, 34, 35, 36, 37, 38, 39, 40, 41, 42, 48 and MAT30 Section 6 Field 4 cannot be more than 8 digits.
<b>A1</b>	<b>“TRANSMISSION REJECTED: CONTRACT NUMBER REQUIRED FOR SUBSIDY TYPE”</b> Condition: Self-Explanatory.
<b>A2</b>	<b>“TRANSMISSION REJECTED: INVALID SUBSIDY TYPE”</b> Condition: Self-Explanatory.
<b>A3</b>	<b>“TRANSMISSION REJECTED: PROJECT NUMBER REQUIRED”</b> Condition: Self-Explanatory.
<b>A4</b>	<b>“TRANSMISSION REJECTED: CONTRACT NUMBER NOT IN TRACS”</b> Condition: Self-Explanatory.
<b>A6</b>	<b>“TRANSMISSION REJECTED: CAID NOT FOUND IN TRACS”</b> Condition: Self-Explanatory.
<b>A8</b>	<b>“TRANSMISSION REJECTED: PROJECT NUMBER INVALID”</b> Condition: Self-Explanatory.
<b>A9</b>	<b>“TRANSMISSION REJECTED: SUBSIDY TYPE SHOULD NOT HAVE A CONTRACT NUMBER”</b>

<b>Part 1: MAT Transmission, Tenant and Voucher Error Messages and Codes</b>	
<b>Code</b>	<b>Error Message</b>
	Condition: Self-Explanatory.
<b>C</b>	<p><b>“MAT RECORD NOT IMPLEMENTED”</b></p> <p>Condition: The MAT Record Format is documented “FOR FUTURE USE”. Should any of these record types be encountered in a batch, this message will be generated, and the record will be skipped.</p>
<b>D</b>	<p><b>“FIELD IS NOT A VALID DATE/TIME”</b></p> <p>Condition: Self-explanatory.</p>
<b>E</b>	<p><b>“TRANSMISSION REJECTED: A COUNTER IN TENHR IS INCORRECT”</b></p> <p>Condition: The number of MATxx records or the number of Total Records Sent in the TENHR does not equal the MAT calculated count. Processing resumes at the next MAT header.</p>
<b>F</b>	<p><b>“TRANSMISSION REJECTED: DUPLICATE DATE/TIME STAMP AND MAILBOX ID”</b></p> <p>Condition: This message would indicate that the same transmission was sent twice. Processing resumes with the next MAT header.</p>
<b>G</b>	<p><b>“MAT10 REJECTED: MISSING HEAD OF HOUSEHOLD IN FAMILY RECORDS”</b></p> <p>Condition: One family member must have an “H” coded in Section 3 FIELD #7, Relationship Code, and “01” coded in Section 3 Field #3, Member Number. All sections for this MAT10 are rejected.</p>
<b>H</b>	<p><b>“MAT10 REJECTED: THIS MAT10 IS REJECTED AS A DUPLICATE”</b></p> <p>Condition: This message indicates a duplicate MAT10 record has been found. All sections for the 50059 are rejected.</p>
<b>J</b>	<p><b>“TRANSMISSION REJECTED: NO TENND RECORD FOUND”</b></p> <p>Condition: The TENND record could not be found. The whole batch will be rejected.</p>
<b>K</b>	<p><b>“TRANSMISSION REJECTED: INVALID PROJECT TELECOM ADDRESS ID”</b></p> <p>Condition: This message is generated when the system detects an invalid mailbox ID within the TENHR.</p>
<b>L</b>	<p><b>“MAT10 REJECTED: RELATIONSHIP CODE AND MEMBER NUMBER ARE INCOMPATIBLE”</b></p> <p>Condition: In the MAT10 Section 3 Family Record, when specifying head of household, both the relationship code and the member number must</p>

<b>Part 1: MAT Transmission, Tenant and Voucher Error Messages and Codes</b>	
<b>Code</b>	<b>Error Message</b>
	indicate values for head of household. The relationship code, FIELD #7, must equal "H", and the member number, FIELD #3, must equal "01". All sections for this MAT10 are rejected.
<b>M</b>	<b>"MAT10 REJECTED: MULTIPLE HEAD OF HOUSEHOLD FAMILY RECORDS"</b> Condition: A family had more than one person specified as head of household. All sections for this MAT10 are rejected.
<b>N</b>	<b>"FIELD IS NOT NUMERIC"</b> Condition: Self-explanatory.
<b>O</b>	<b>"MAT10 REJECTED: A COUNTER IN MAT10 SECTION 1 IS INCORRECT"</b> Condition: The number of Basic, Family, Income, Asset, or Worksheet records in the MAT10 SECTION 1 header does not equal the MAT calculated count. All sections for this MAT10 are rejected.
<b>P</b>	<b>"TRANSMISSION REJECTED: DUPLICATE DATE/TIME/MAILBOX ID FROM PREVIOUS DAY"</b> Condition: This message would indicate that the same transmission was sent previously. The entire batch is rejected. No scan will be performed. The field contents in error (Field #13 MATER RECORD) displays date, time, and mailbox of previous transmission.
<b>Q</b>	<b>"TRANSMISSION REJECTED: THE SEQUENTIAL RECORD NUMBER IS OUT OF SEQUENCE"</b> Condition: Each record contains a sequential number named 'Record Number'. If this number is out of sequence, this message will be generated.
<b>R</b>	<b>"TRANSMISSION REJECTED: INVALID MAT OR SEC RECORD TYPE"</b> Condition: Each record contains a record identifier, such as MAT10, or a Section Indicator such as 2. This message is generated when either <i>record identifier</i> or <i>section indicator</i> is invalid.
<b>S</b>	<b>"A MANDATORY FIELD MUST NOT BE SPACE FILLED"</b> Condition: Self-explanatory.
<b>T</b>	<b>"RELEASE/VERSION NUMBER INVALID"</b> Condition: The Release/Version Number in the Tenant TENHR or TENND, or the Voucher VCHHR or VCHND is not currently accepted by TRACS. The transmission is rejected.
<b>V</b>	<b>"A MANDATORY FIELD DOES NOT CONTAIN THE SPECIFIED VALUE"</b>

## Part 1: MAT Transmission, Tenant and Voucher Error Messages and Codes

Code	Error Message
	Condition: Some mandatory fields, such as Record Identifier or Release Version, are valued. If the field does not contain the specified value, for example "MAT10", then this message is generated.
W	<b>"TRANSMISSION REJECTED: ONLY ONE MAT30 ALLOWED PER VCHHR BATCH"</b> Condition: There can be only one MAT30 within a VCHHR through VCHND batch, but there can be multiple VCHHR through VCHND batches within a single iMAX transmission.
X	<b>"FIELD IS NOT ALPHANUMERIC"</b> Condition: Self-explanatory.
Y	<b>"TRANSMISSION REJECTED: MIXED TENANT AND VOUCHER RECORDS IN MATHR BATCH"</b> Condition: Self-explanatory.
Z	<b>"A MANDATORY FIELD MUST NOT BE ZERO FILLED"</b> Condition: Self-explanatory.

<b>Part 2: MAT Voucher Error Messages and Codes</b>	
<b>Code</b>	<b>Error Message</b>
<b>V0</b>	<p><b>“MAT30 REJECTED: A COUNTER IN MAT30 SECTION 1 IS INCORRECT”</b></p> <p>Condition: Self-explanatory.</p>
<b>V1</b>	<p><b>“TRANSMISSION REJECTED: INVALID VCHHR DATE/TIME”</b></p> <p>Condition: Self-explanatory.</p>
<b>V2</b>	<p><b>“TRANSMISSION REJECTED: VCHHR NOT FIRST RECORD OR MISSING”</b></p> <p>Condition: Self-explanatory.</p>
<b>V3</b>	<p><b>“TRANSMISSION REJECTED: A COUNTER IN VCHHR IS INCORRECT</b></p> <p>Condition: Self-explanatory.</p>
<b>V4</b>	<p><b>“TRANSMISSION REJECTED: NO VCHND RECORD FOUND”</b></p> <p>Condition: Self-explanatory.</p>
<b>V5</b>	<p><b>“TRANSMISSION REJECTED: BAD TELECOM ADDRESS”</b></p> <p>Condition: Self-explanatory.</p>
<b>V6</b>	<p><b>“TRANSMISSION REJECTED: DUPLICATE DATE/TIME STAMP AND TELECOM ADDRESS”</b></p> <p>Condition: Self-explanatory.</p>
<b>V7</b>	<p><b>“MAT30 REJECTED: MAT30 SECTION RECORDS ARE OUT OF SEQUENCE</b></p> <p>Condition: Self-explanatory.</p>
<b>V8</b>	<p><b>“TRANSMISSION REJECTED: INVALID ELDERLY TYPE”</b></p> <p>Condition: Self-explanatory.</p>

## Appendix D: TRACS Discrepancy Code Tables

*Note: Due to field size restrictions in the TRACS Systems, messages returned to the owners and their agents may be an abbreviated version of the message descriptions in this guide.*

All TRACS discrepancy codes pertaining to certifications and voucher information are listed in this appendix. Part 1 contains TRACS Tenant System discrepancy codes and part 2 contains TRACS Voucher System discrepancy codes.

The **Action Required** column lists codes that indicate correction submission procedures and designate those messages that are informational.

Valid codes are:

- 01** - Submit correction within 45 days.
- 02** - Submit correction on next submission and/or certification.
- 03** - Informational message; may or may not require correction.
- 04** - Follow up required (For Field Office Use Only).

This chapter is organized into the following major sections:

Part 1: TRACS Tenant Discrepancy Code Tables.....	D-2
Part 2: TRACS Voucher Discrepancy Code Tables.....	D-18

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
AD	TRACS calculated allowance for dependents differs from reported value.	Verify number of dependents; recalculate total allowance for dependents.	01
ADI	TRACS calculated adjusted income differs from reported value.	Verify care/special status codes; recalculate total allowance and annual income.	01
AHE	TRACS calculated allowance for handicapped expenses differs from reported value.	Verify special status/care code (H); recalculate handicapped expense, income and allowances.	01
AME	TRACS calculated allowance for medical expenses differs from reported value.	Verify head/spouse/adult co-tenant with E/H special status code; recalculate.	01
ANI	TRACS calculated annual income differs from reported value.	Recalculate member incomes, income from assets, and annual income.	01
AP	TRACS calculated assistance payment differs from reported value.	Recalculate gross rent, TTP, and assistance payment.	01
ASI	TRACS calculated income from assets differs from reported value.	Choose greater of imputed income from assets or actual yearly income from assets.	01
CCE	TRACS child care allowance for working differs from reported expense value.	Verify care code and age of child(ren); recalculate child care expense for working.	01
CE001	Effective date cannot be greater than next recertification date.	Submit a correction certification with the correct effective date and next recertification date.	01
CE002	Next recertification date not submitted.	TRACS provided next recertification date; no correction required.	03
CE003	Next recertification date exceeds one year.	Verify next recertification date; cannot be > one year from effective date. TRACS provided a calculated date.	03
CE004	Interim effective date is prior to previous effective date.	Verify effective date of this certification.	03
CE005	Employment income of child included in annual income.	Exclude employment income of child; recalculate income.	01



### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE006	Apparent late certification. Effective Date is after next annual Recertification date.	The effective date submitted in the annual recertification is greater than the next recertification date of the certification it supersedes. Verify and correct Effective Date and /or Recertification Date.	01
CE007	Annual income amount for BMIR at move-in exceeds lower income limit.	Applicant not eligible for admission to a BMIR unit.	01
CE008	Effective date precedes move-in date.	Verify effective date and move-in date reported; revise one or both.	01
CE009	Effective date submitted for annual recertification begins after first day of month.	Verify effective date of recertification.	03
CE010	Household appears over-housed.	Compare number of bedrooms to the number of household members considering ages and relationships.	04
CE011	Household appears under-housed.	Compare number of bedrooms to the number of household members considering ages and relationships.	04
CE012	Tenant signature date not provided on 50059.	Submit date tenant signed certification.	02
CE013	Owner signature date not provided on 50059.	Submit date owner signed certification.	02
CE014	Adult member listed on more than one certification active in same period.	Research and take appropriate steps to resolve duplicate subsidy.	01
CE015	Income of live-in/foster child included in annual income.	Exclude all income of live-in/ foster child; recalculate income.	01
CE016	A unit is occupied by multiple households.	Verify unit number and household identification.	01
CE018	Household Member is reported as Handicapped, Not Handicapped in previous certification.	Verify the reported disability; correct if necessary.	04
CE019	Previous head of household does not match current head of household.	Verify head of household on current and previous certifications; correct if necessary.	01
CE020	Current assets decreased from previous certification by more than 20% and more than \$500.	Compare the assets listed on current and previous certifications.	04

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE021	Current income decreased from previous certification by more than 20% and more than \$500.	Compare the income listed on current and previous certifications.	04
CE022	Incorrect income status code submitted for Post-81 Section 8 annual or interim recertification.	Verify annual income amount and income limit; correct income status code.	02
CE023	Household member was previously handicapped; not handicapped in current certification.	Verify current and previously reported disability; correct if necessary.	03
CE024	Household composition has changed from previous certification.	Verify household members on current and previous certifications; correct if necessary.	03
CE027	Lower income limit reported as zero at move-in or initial certification.	Lower income limit must be > zero at move-in or initial certification.	01
CE029	Interim effective is after next annual recertification date.	Verify and correct certification effective date and/or next recertification date.	01
CE031	Income exception code not submitted for household receiving Section 8 after 7/1/84.  Income exception code submitted for a unit not receiving 84 assistance.	Verify income exception code and submit appropriate values, if applicable.  Submit a valid income exception code (VL, CV, ET, EDT, EIT, AA, EAT, or EP).	02
CE032	Attempted to change last name, first name and date of birth of a member.	Verify the current and previously reported names and date of birth for member.	01
CE033	An income exception code was entered for post-8/1/84 Section 8 recipient.	The certification indicates that the family began receiving assistance on or after 8/1/1984. An income exemption code was also submitted. These two conditions appear inconsistent.	03
CE034	Lower income limit reported as zero at annual or interim recertification.	Lower income limit must be > zero at annual or interim recertification.	02
CE035	Current Assets Amount increased by > 20% + >\$500 from previous certification.	Compare the assets listed on the current and previous certification.	04

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE036	Current Income Amount increased by > 20% + >\$500 from previous certification.	Compare the income listed on the current and previous certification.	04
CE040	No waiver or qualifying family member for 811 PRAC/202 PAC.	At annual or interim recertification the household must contain a disables family member age 18 or older, specify a disabled waiver, or specify a survivor status.	02
CE041	No waiver or qualifying family member for Section 202 PRAC.	At annual or interim recertification the household must contain an elderly member or specify an age waiver, near elderly waiver, or survivor status.	02
CE042	No waiver or qualifying family member for 202/8.	At annual or interim recertification the household must contain a disabled family member age 18 or older or specify a disabled waiver or survivor status.	02
CE050	Contract number submitted for non-Section 8 project.	Remove contract number for non-Section 8 units on next submission.	02
CE056	Move in to project date cannot exceed TRACS processed date plus one month.	Verify reported move into project date.	01
CE058	Member birth date is after effective date of the certification.	Verify birth date of member.	01
CE060	An IC submitted for a 236 project should have a project number.	TRACS added the project number and stored the IC.	03
CE061	An IC submitted for a 236 project should have a secondary subsidy type code of "S".	TRACS added the secondary subsidy code "S" and stored the IC.	03
CE062	An IC submitted for a 236 project should have a secondary subsidy type and project #.	TRACS added the secondary subsidy code "S" and the project number and stored the IC.	03
CE077	Incorrect previous housing code submitted for move-in.	Submit correct previous housing code (1, 2, 3 or 4).	02
CE078	Incorrect displacement status code submitted for move-in.	Submit correct displacement status code (1, 2, 3 or 4).	02

<b>Part 1: TRACS Tenant Discrepancy Code Tables</b>			
<b>TRACS Code</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
CE079	Incorrect preference code submitted for move-in or initial certification.	Submit correct preference code (D, S or R) or leave blank.	02
CE080	Preference code not required for this certification.	TRACS stored the federal preference code as spaces.	03
CE081	Elderly family status code omitted.	TRACS added "E" to the elderly status code. No correction required.	03
CE083	Incorrect special status code submitted for non-elderly household member.	Verify elderly status code and age of the household member.	01
CE084	Incorrect or blank sex code submitted.	Submit the appropriate sex code (F or M).	02
CE085	Full-time student status code "F" not permitted when member's age is less than 18.	Check special status code and the age of the household member. Correct or leave blank.	02
CE086	Incorrect/blank relationship code submitted.	Submit an appropriate relationship code (H, S, D, K, O, F, or L).	02
CE100	Incorrect or blank income exception code submitted.	Submit correct income exception code (VL, CV, ET, EDT, EIT, AA, EAT or EP).	02
CE101	Incorrect or blank able to work care code submitted.	Submit a correct able to work care code (C, H or CH).	01
CE110	Incorrect/blank income type code submitted.	Submit correct type code on next submission.	02
CE111	Incorrect or blank income status code submitted.	Submit correct income status code (1=Lower; 2=Very Low, 3 = Extremely Low).	02
CE114	Incorrect or blank eligibility universe code submitted.	Submit the correct eligibility universe code (1 or 2) on the next submission.	02
CE115	Incorrect or blank Section 8 assistance 7/01/84 indicator.	Submit either "Y" or "N" on next submission.	02
CE117	Tenant not eligible for rent supp based on assistance payment amount.	For init cert or move-in, rent supp assistance must be $\geq$ 10% of gross rent unless an income (INC) waiver was granted.	01

<b>Part 1: TRACS Tenant Discrepancy Code Tables</b>			
<b>TRACS Code</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
CE129	Incorrect or blank worksheet code submitted.	Submit correct worksheet code. If subsidy type is BMIR, leave blank.	02
CE130	Police/Security tenant is paying less than 50% of gross Rent.	Information only. Rent guideline for Police/Security Tenant has been exceeded.	03
CE131	Security deposit is now being collected by TRACS.	Enter the security deposit amount and resubmit the transaction as a correction.	03
CE146	Incorrect next recertification date reported.	Next recertification date cannot exceed certification effective date plus one year. Next recert date is effective date plus one year unless alternative next recert date approved by HUD.	02
CE147	Very low income limit is reported as zero or blank for Section 8 or PRAC.	Verify subsidy type and submit very low income limit for Section 8 or PRAC.	02
CE148	TRACS calculated income exceeds the lower and very low income limit.	Verify lower and very low income limits. Recalculate income.	02
CE150	Household member reported more than once on this certification.	Verify each member's last name, first name, birth date and SSN.	01
CE155	Very low income limit submitted, but subsidy type is not Section 8 or PRAC.	Verify subsidy type and leave blank if subsidy type is not Section 8 or PRAC.	03
CE156	Income status code reported for tenant in a non-Section 8 unit.	Verify income type and tenant income status. If it isn't Section 8, leave the field blank.	03
CE157	Incorrect or blank current subsidy indicator reported.	Submit "Y" or "N" on next submission.	02
CE161	Eligibility universe code reported for non-Section 8.	Verify subsidy type and submit on next submission. If subsidy type isn't Section 8, leave the field blank.	03
CE164	Previous housing code reported for certification code other than move-in.	Verify certification type. If not a move-in, leave blank.	03

<b>Part 1: TRACS Tenant Discrepancy Code Tables</b>			
<b>TRACS Code</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
CE166	Section 7/01/84 assistance indicator reported for a non-Section 8 unit.	Verify and correct subsidy type on next submission. If subsidy type isn't Section 8, leave the field blank.	03
CE169	Current subsidy type is not consistent with last submission.	Verify and correct subsidy type, if appropriate.	03
CE170	Displacement status code was reported for other than move-in.	Verify certification type and omit the code if certification type is not a move in.	03
CE174	Income exception code reported for a non-Section 8 tenant.	Verify and correct subsidy type on next submission. If subsidy type is not Section 8, leave blank.	03
CE176	Incorrect ethnicity code submitted.	Submit correct ethnicity code (0, 1 or 2).	02
CE177	Worksheet code for PAC or PRAC is not "E".	Verify subsidy type and worksheet code. Submit correction, if not PAC or PRAC.	03
CE179	Incorrect age and/or relationship code entered for household member: Foster child age 18 or older.	Verify birth date and relationship code. Recalculate age as of effective date or change the relationship code to L.	03
CE180	Able to work care code reported for ineligible family member.	Verify and correct relationship code, age or able to work care code.	03
CE181	Elderly special status code can apply only to relationship code "H", "S" or "A".	Verify relationship code and status code.	02
CE182	Full-time student special status code incompatible with reported household composition.	Verify relationship code, age and status code.	01
CE183	Handicapped special status code ("H") is incompatible with household composition.	Verify relationship code and status code.	02
CE184	Household has a live-in attendant but no handicapped or elderly.	Verify household composition.	02
CE186	WARNING: Section 202 PRAC unit has more than one bedroom.	Verify number of bedrooms and submit a correction.	04

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE189	TRACS calculated income exceeds the very low income limit for a PRAC.	Verify very low income limits. Recalculate income.	04
CE190	Child care expense claimed, but there are no children under the age of 13 in the household.	Verify age of child or children. Recalculate child care expense.	01
CE191	The certification effective date must occur before the voucher date.	Verify certification effective date and voucher date reported.	03
CE192	Head, spouse or co-head is less than 15 years of age.	Verify relationship code, age or birth date and correct if necessary.	03
CE193	Project and contract number on MAT70 differs from the current TRACS certification.	The project and contract number from the current certification will be used by TRACS to process the MAT70.	03
CE196	Tenant transferred into an occupied unit.	Verify unit occupancy. Submit a correction if needed.	03
CE199	Tenant moved into an occupied unit.	Verify unit occupancy. Submit a correction if needed.	03
CE202	This action changes the certification in force. The future gross rent change remains on file.	Verify this action against the future gross rent change. Submit correction if required.	02
CE216	No SSN was submitted. TRACS created a temporary identification number.	Use the TRACS temporary identification number on all transactions until the tenant provides a SSN. Use the head of household ID change procedure to replace the temporary ID with a SSN.	03
CE217	Other member income/full-time student income cannot be greater than \$480.	Verify family member's earned income.	03
CE221	Invalid secondary subsidy code submitted.	Submit a correction with a valid secondary subsidy code.  NOTE: Secondary subsidy applies only to 236 tenants with a deeper subsidy; submit correction with spaces or "S" as appropriate.	01
CE222	Invalid household assistance status code submitted.	Submit a correction with a valid household assistance status code.	01

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE224	Invalid member eligibility code and relationship code combination submitted.	Submit a correction with a valid member eligibility code and relationship code combination.	01
CE225	Invalid relationship code for member eligibility code "IC".	Submit a correction with a valid member eligibility code and relationship code combination.	01
CE226	Invalid relationship code for member eligibility code "IP".	Submit a correction with a valid member eligibility code and relationship code combination.	01
CE227	Invalid household assistance status code "N" submitted for subsidy type.	Submit a correction with a valid household assistance status code and subsidy type combination.  NOTE: Household assistance status "N" is invalid when subsidy type is Section 8, RAP, Rent Supplement or Section 236.	01
CE228	Invalid household assistance status code "E" when members are ineligible.	Submit a correction with a household assistance status matching the family composition.	01
CE229	Invalid assistance status code "C" for move-in date or family composition.	Submit a correction with consistent assistance status, eligibility, and move-in date.  NOTE: Assistance status code "C" is invalid if the family was not a tenant as of June 19, 1995 or if there are ineligible family members.	01
CE230	Invalid assistance status code "P" when family composition not mixed.	Submit a correction with consistent assistance status and family composition.	01
CE231	Invalid assistance status code "T" submitted for family composition when family composed of all eligible members or members awaiting verification.	Submit a correction with consistent assistance status and family composition.  NOTE: Assistance status code "T" is invalid for a family with all eligible members or members awaiting verification.	1



### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE232	Invalid household assistance status code, "F" submitted for the family composition.	Submit a correction with consistent assistance status and family composition.  NOTE: Household assistance status "F" is valid only if there is a family member pending verification.	01
CE233	Invalid household assistance status code submitted for a subsidy type not affected by the Non-citizen rule.	Submit a correction with a consistent assistance status and subsidy type.  NOTE: Household assistance status code must be "N" for BMIR, 202 PRAC, 811 PRAC or 202/162 PAC.	01
CE234	Invalid special status code, "F" submitted for the relationship code.	Submit correction with consistent special status and relationship code.  NOTE: A co-head or "none of the above" cannot be designated as a full-time student.	01
CE236	Invalid secondary subsidy code submitted for subsidy type.	Submit a correction with a valid secondary subsidy code and subsidy type.	01
CE237	Secondary subsidy code not required until the Noncitizen Rule effective date of June 19, 1995.	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995.	01
CE238	Household Assistance Code is not required until the Noncitizen Rule effective date of June 19, 1995.	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995.	01
CE239	Member eligibility code is not required until the Noncitizen Rule effective date of June 19, 1995.	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995.	02
CE246	TRACS calculated MAT70 TTP differs from reported value.	Recalculate TTP on appropriate worksheet.	02

<b>Part 1: TRACS Tenant Discrepancy Code Tables</b>			
<b>TRACS Code</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
CE247	TRACS calculated MAT70 TR differs from reported value.	Recalculate tenant rent on appropriate worksheet.	02
CE248	TRACS calculated MAT70 AP differs from reported value.	Recalculate gross rent, TTP, and assistance payment.	02
CE251	No matching certification found for correction submitted.	TRACS stored the correction. No action required.	03
CE252	Security Deposit should equal the greater of total tenant payment or \$50.	Check the security deposit guidelines in the 4350.3 Handbook for 202 PAC, 202/811 PRAC. Resubmit the transaction as a correction.	03
CE254	Late – MO/YR in Trans Effect Date is more than 3 mos. Older than voucher date.  Voucher Date:	TRACS stored the certification. No action required. MO/YR transaction effective date may be up to 3 months older than the voucher date but no more than 3 months. Forewarning: This edit becomes fatal in the future.	03
CE255	MO/YR of Trans Effect Date may not exceed the MO/YR of Voucher Date in MAT10.  Voucher Date:	TRACS stored the certification. No action required. Begin submitting all MAT10 Transactions with MO/YR of transaction effective date equal to or earlier than MO/YR of Voucher Date in MAT10. Forewarning: This edit becomes fatal in the future.	03
CE256	For Section 8 PAC/PRAC, Voucher Date may not exceed the month after next.  Voucher Date:	TRACS stored the certification. No action required. Voucher Date should not be greater than the current month + 2 months. Forewarning: This edit becomes fatal in the future.	03

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE257	For Rent Supp/RAP, Voucher Date may not exceed next month.  Voucher Date:	TRACS stored the certification. No action required. Voucher Date should not be greater than the current month + 1 month. Forewarning: This edit becomes fatal in the future.	03
CE258	Household must be terminated before an initial certification (IC) is submitted.	TRACS stored the certification. No action is required.	03
CE259	Security Deposit for this Section 8 program should equal on month's TTP.	Check the security deposit guidelines in the 4350.3 Handbook for the following:  a) New Construction (with AHAP executed before 11/05/79) b) New Construction FMHA (RHS 515 with Section 8) c) Substantial Rehab (with AHAP executed before 02/20/80) d) State Agency (with AHAP executed before 02/29/80)  Resubmit the transaction as a correction.	03
CE260	Security Deposit for this Sec 8 program should be equal to the greater of TTP or \$50.	Check the security deposit guidelines in the 4350.3 Handbook for the following:  a) Property Disposition b) Section 202 (with Sec 8 or PAC) c) State Agency (with AHAP executed on or after 02/29/80) d) New Construction (with AHAP executed on or after 11/05/79) e) Substantial Rehab (with AHAP executed on or after 02/20/80)  Resubmit the transaction as a correction.	03

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE261	Security Deposit for this Sec 8 program may not exceed TTP.1.	Check the security deposit guidelines in the 4350.3 Handbook for the Loan Management Set-Aside.  Resubmit the transaction as a correction.	03
CE262	Baseline Cert with an effect date more than 15 months old was stored in TRACS.	No correction or further action is required. Baseline certifications having expired effective dates more than 15 months old may be stored in TRACS.	03
CE263	Invalid student status code submitted.	Verify the student's status and submit a correction containing a valid code.	03
CE267	Previous subsidy should be blank for a move-in certification.	Verify transaction type and resubmit, if appropriate.	03
CE289	Incorrect status code submitted for family member.	Codes are <b>C</b> (Joint custody dependent – no dependent allowance), <b>E</b> (elderly), <b>H</b> (handicapped), <b>J</b> (Joint custody dependent – resides with family receiving dependent allowance), <b>K</b> (Joint custody dependent – resident 50% or more in unit), <b>S</b> (full-time student).	02
CE301	Incorrect race code submitted for American Indian or Alaska native.	Submit correct race code "Y" or leave blank.	02
CE302	Incorrect race code submitted for Asian.	Submit correct race code "Y" or leave blank.	02
CE303	Incorrect race code submitted for Black or African American.	Submit correct race code "Y" or leave blank.	02
CE304	Incorrect race code submitted from Native Hawaiian or other Pacific Islander.	Submit correct race code "Y" or leave blank.	02

<b>Part 1: TRACS Tenant Discrepancy Code Tables</b>			
<b>TRACS Code</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
CE305	Incorrect race code submitted for White.	Submit correct race code "Y" or leave blank.	02
CE306	Incorrect race code submitted for Other.	Submit correct race code "Y" or leave blank.	02
CE307	Incorrect race code submitted for Declined to Report.	Submit correct race code "Y" or leave blank.	02
CE320	Income of live-in attendant or foster child included in household income.	Exclude all income of live-in attendant and/or foster children. Recalculate income and resubmit certification.	01
CE323	Invalid member eligibility code submitted.	Submit a correction with a valid member eligibility code (EC, EN, IC, IN, IP, PV, ND, or XX).	01
CE343	No waiver or qualifying family member for Section 202 PRAC.	At move-in or initial certification the household must contain an elderly family member or specify an age or near elderly waiver.	02
CE344	No waiver or qualifying family member for Section 811 PRAC.	At move-in or initial certification the household must contain a disabled family member age 18 or older or specify a disabled waiver.	02
CE345	No waiver or qualifying family member for Section 202/162 PAC.	At move-in or initial certification the household must contain a disabled family member age 18 or older or specify a disabled waiver.	02
CVOA	Cash value of an asset is zero, but actual yearly income from asset is valued.	Verify the information and submit a correction if necessary.	01
EHA	TRACS calculated elderly allowance differs from the reported value.	Verify the "E" or "H" special status codes for the Head of Household, Spouse or Adult Co-head.	01
GR	TRACS calculated gross rent differs from the reported value.	Verify contract rent and utility allowance on HUD-approved rent schedule.	01

**Part 1: TRACS Tenant Discrepancy Code Tables**

<b>TRACS Code</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
IIA	TRACS calculated imputed income from assets differs from the reported value.	Verify the passbook rate, and recalculate the imputed income from assets.	01
NDP	TRACS calculated number of dependents differs from the reported value.	Recalculate the number of dependents based upon relationship, age and special status.	01
NFL	TRACS calculated number of foster children and/or live-in attendants differs from the reported value.	Recalculate the total number of members listed with the relationship code of "L" or "F".	02
NFM	TRACS calculated number of family members differs from the reported value.	Recalculate the number of family members excluding foster children and live-in attendants.	02
PAI	TRACS calculated 3% of annual income differs from reported value.	Recalculate the annual income and 3% of annual income.	01
TA	TRACS calculated total allowances differs from the reported value.	Verify all allowances, care codes, and special status codes and recalculate the allowances.	01
TCVA	TRACS calculated total cash value of assets differs from the reported value.	Verify the values submitted and recalculate the total cash value of assets.	01
TEI	TRACS calculated total employment or business income differs from the reported value.	Verify the values submitted and recalculate the employment or business income including all income codes that now fall into that category.	01
TNAI	TRACS calculated income from all sources except assets differs from the reported value.	Verify the values submitted and recalculate the total income from all sources except assets.	01
TOI	TRACS calculated total other income differs from the reported value.	Verify the values submitted and recalculate total other income including all of the current income codes that fall into this category.	01
TPEI	TRACS calculated total social security and pension income differs from the reported value.	Verify the values submitted and recalculate total social security and pension income including all of the current income codes that fall into this category.	01

**Part 1: TRACS Tenant Discrepancy Code Tables**

TRACS Code	Description	Recommended Solution	Action Required
TPUI	TRACS calculated total public assistance income differs from the reported value.	Verify values submitted and recalculate total public assistance income including all of the current income codes that fall into this category.	01
TR	TRACS calculated tenant rent differs from the reported value.	Recalculate tenant rent using the appropriate worksheet.	01
TTP	TRACS calculated total tenant payment differs from the reported value.	Recalculate the total tenant payment (TTP) using the appropriate worksheet.	01
TYIA	TRACS calculated total actual yearly income from assets differs from the reported value.	Verify the values submitted and recalculate the total actual yearly income from assets.	01
UR	TRACS calculated utility reimbursement differs from the reported value.	Recalculate: If the utility allowance is greater than TTP, subtract TTP from utility allowance.	01

**Part 2: TRACS Voucher Discrepancy Code Tables**

<b>TRACS Code</b>	<b>Voucher Field</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
VE001		Reported total number of units in contract is less than the reported number of units receiving subsidy.	Verify reported units in contract and reported units receiving subsidy.	02
VE005		Reported Total Unit in Contract is not equal to the reported sum of units receiving subsidy, vacant units and market rent units.	Verify units in contract and sum of all units.	02
VE006		Reported units in billing is greater than reported number of units receiving subsidy.	Verify reported units in billing and units receiving subsidy.	02
VE008		Incorrect Section 8 type code submitted for Section 8 contract.	Verify Section 8 type code (1, 2, 3, or 4); if not Section 8, leave blank.	02
VE009		Section 8 type indicator is not required for non Section 8 subsidy.	Verify/correct subsidy type on next submission; if not Section 8, leave blank.	02
VE010		Incorrect HAP signed on/after 10/1/81 indicator submitted.	Verify/submit correct HAP signed on/after 10/1/81 indicator (Y or N or spaces).	02
VE011		HAP signed on/after 10/1/81 indicator reported for non Section 8 contract.	Verify and correct subsidy type; if non Section 8, leave blank.	02
VE012		Incorrect HAP contract effective on/after 10/1/81 indicator submitted.	Verify/submit correct HAP contract effective on/after 10/1/81 indicator (Y or N).	02
VE013		HAP contract effective on/after 10/1/81 indicator reported for non Section 8 contract.	Verify and correct subsidy type; if non Section 8, leave blank.	02
VE014		Incorrect HAP contract signed on/after 10/3/84 indicator submitted.	Verify/submit contract signed on/after 10/3/84 indicator (Y or N).	02



**Part 2: TRACS Voucher Discrepancy Code Tables**

<b>TRACS Code</b>	<b>Voucher Field</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
VE015		HAP contract signed on/after 10/3/84 indicator reported for non Section 8 contract.	Verify and correct subsidy type; if non Section 8, leave blank.	02
VE016		HAP contract signed on/after 10/3/84 indicator not required.	Verify/correct Section 8 type or HAP contract signed on/after 10/3/84 indicator.	02
VE017		Reported total exceptions not equal to the sum of tenant and allocated project-based exceptions.	Verify total exceptions.	02
VE018		Contract number does not exist in TRACS database.	Verify voucher contract number.	02
VE019		Project number does not exist in TRACS database.	Verify voucher project number.	02
VE020		Number of units receiving subsidy is greater than the total contracted units.	Correct Total Units in contract and/or Number of Units receiving subsidy and resubmit the voucher	02
VE021	NA	Number of subsidized units in billing>the total authorized units.	Verify the subsidized units.	02
VE022	NA	Reported contract units are greater than total authorized units.	Verify the contract units.	02
VE023		The unrequested payment amount is greater than the available amount authorized on the original voucher.	Verify the requested amount.	02
VE024		The reported total voucher amount is greater than the TRACS calculated total voucher amount.	Verify the requested amount.	02

## **Appendix E: TRACS Fatal Error Messages and Codes**

Part 1: TRACS Tenant System Fatal Error Messages and Codes .....	E-2
Part 2: TRACS Voucher/Payment System Fatal Error Messages and Codes.....	E-21

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
F0001	Family record not processed.	Re-submit certification with all family records.
F0002	MAT59 family record with relationship Head has different birth date, last name, and first name than current head of household in MAT 59 certification.	Head of household family record must be the same as the head of household for the certification.
F0004	The total non_SSN random numbers generated exceed the 999 limit.	TRACS failed to generate a unique "T" ID number for the member. Resubmit the certification, preferably with SSNs.
F0005	Invalid SSN; SSN is not 9 digits. SSN is: _____	Re-submit the certification with valid SSNs. The SSN cannot contain embedded blanks or alpha characters.
F0006	Invalid SSN; the SSN is not system generated and must have 9 numeric characters. SSN is: _____	Re-submit the certification with the proper SSNs.
F0008	The reported SSN is not authorized by SSA.	The SSN submitted matches a known invalid SSN. Re-submit the certification with the correct SSN.
F0010	MAT 50059 certification not processed.	Re-submit with a valid 50059 certification.
F0011	Previous head last name, or first name, or birth date is missing.	Previous head last name, first name and date of birth are all required when changing a household ID. Re-submit the certification.
F0012	The TRACS generated "T" ID was not found for previous certified household MAT 50059 certification record number.	A change in household ID must be processed against an existing certification. Verify the previous head of household identification and resubmit the certification.
F0013	Current effective date is missing.	Re-submit the transaction with the effective date.
F0014	Current head last name, or first name, or birth date is missing.	Complete identification needed for family members. Confirm head of household data and re-submit the certification.
F0015	Random number error in validate. Number of trials to creating a unique TRACS ID exceeded 999. MAT59959 certification record number: _____	TRACS' algorithm to generate a unique "T" ID failed. Re-submit the certification using SSNs for the members.
F0016	Owner signed date is greater than current date.	Re-submit the certification with a valid owner signed date.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
F0021	HUD-owned not currently being processed.	HUD-Owned properties are handled by the Property Management System (PMS). If the property is not HUD-Owned, resubmit the certification with the proper subsidy type.
F0022	Subsidy type is invalid.	Resubmit the certification with a valid subsidy type.
F0023	Project number is required.	A project number is required for Section 236, BMIR, Rent Supplement, RAP, 202/162 PAC, 202 PRAC and 811 PRAC subsidy types.
F0024	Invalid Action Processed Code – valid codes are 1 and spaces.	Resubmit the MAT10 transaction with a valid Action Processed Code.
F0025	Contract number required for projects with HAP, PAC, or PRAC contracts.	Section 8, 202/162 PAC, 202 PRAC, and 811 PRAC subsidy types require a contract number.
F0027	Record number is:___	N/A
F0028	Cannot process record; last name is missing.	Last name is required for all family members.
F0029	Cannot process record; first name is missing.	First name is required for all family members.
F0030	Cannot process record; birth date is missing.	Date of birth is required for all family members.
F0035	Move-out action not processed.	The move out transaction could not be processed. Correct and resubmit the transaction.
F0036	Cannot process record; no certification exists for this household in TRACS.	Verify the certification identification data and resubmit the transaction.
F0037	Cannot process record, move-in effective date is missing.	Resubmit with effective date.
F0038	Cannot process record, move-in date is missing.	Resubmit with move-in date.
F0039	Household record could not be found for record number.	Confirm the household identification and resubmit the transaction.
F0042	The assistance termination type was not found for ID:___	The Termination Type code is required in MAT65 records.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
F0043	Termination date is required in a termination of assistance transaction.	Resubmit the Termination of Assistance transaction with an effective date of the termination.
F0044	The assistance termination type record was not found for household ID:___	Correct the Termination Type code and resubmit the transaction.
F0045	Household assistance termination record already exists for household ID:___	Assistance has already been terminated for this household.
F0047	MAT70 not processed. Transaction effective DT may not be future for a UT.	Resubmit the MAT70 with the Transaction Effective Date not in the future.
F0049	Household already occupies unit; transfer not processed.	The MAT70 attempted to transfer a family into a unit it already occupied. Possibly a duplicate MAT70 submission.
F0054	Cannot process record; transfer date is missing.	A MAT70 cannot be processed with out a change (transfer) date.
F0055	Cannot process; contract rent is required.	Re-submit with contract rent.
F0056	No matching effective date after finding valid SSN.	Re-submit with matching effective date.
F0057	Matching effective date not found for valid TRACS-generated ID SSN.	The TRACS generated ID (T-ID) submitted in the MAT70 matches a tenant T-ID in TRACS; however, the certification effective date submitted for the tenant doesn't exist in TRACS.
F0058	Cannot process, due to no matching effective date for valid T/SSN.	Re-submit with matching effective date.
F0059	Cannot process record due to matching TRACS-generated ID SSN and not matching certification.	See code for F0057.
F0060	Random number error creating change record.	Re-submit, preferably with a SSN.
F0063	Invalid SSN or non-unique TRACS generated ID; certification failed.	Correct the tenant identifier (SSN) and resubmit the transaction.
F0064	More than one family member designated as head of household.	Correct the relationship codes in the family member records and resubmit the certification.

<b>Part 1: TRACS Tenant System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
F0065	More than one family member designated as spouse.	Correct the relationship codes in the family member records and resubmit the certification.
F0072	Termination action not processed.	Correct and re-submit.
F0075	Effective date cannot be more than 90 days in advance of current date.	Recertifications can be submitted up to 90-days before the certification effective date in the transaction. Resubmit the transaction within the 90-day advance submission window.
F0076	A move-in cannot have effective date greater than current date.	Submit a move-in having an effective date that is not in the future.
F0078	Submit correction type “1”, “2”, or “3” for a correction transaction.	Resubmit the transaction with a valid correction type.
F0081	Invalid minimum rent exemption code - valid values are 1, 2, 3, 4, or 5 If not applicable leave spaces.	Resubmit the transaction with a valid minimum rent exemption code.
F0082	Invalid police security tenant code – valid values are N, Y, and SPACES.	Resubmit the MAT10 with a valid police security tenant code of N, Y, or SPACES.
F0085	Market rent amount for a Section 236 is zero.	Zero is not a valid market rent. Correct the certification and resubmit it.
F0087	Market rent amount for a secondary subsidy type of Section 236 is zero.	Zero is not a valid market rent. Correct the certification and resubmit it.
F0089	Certification exists on the TRACS database.	N/A
F0093	More than one family member reports the same SSN.	Multiple family records have been submitted under a single SSN. Each family member needs to obtain their own SSN. Then, resubmit the corrected certification.
F0095	More than one MAT40 for this tenant in the same TRACS run.	No action required.
F0096	Move-out exists in the TRACS database.	The move out transaction submitted is apparently a duplicate submission.

<b>Part 1: TRACS Tenant System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
F0100	Previous head ID and effective date not in TRACS.	The previous certification referenced is not in TRACS. Verify the previous name, birth date, SSN, and certification effective date.
F0102	Temporary ID submitted does not exist in TRACS.	The TRACS generated identifier (T-ID) submitted with the transaction is in error. Please confirm the T-ID or make certain the correct name and birth date are used in the resubmission.
F0103	Project number is not in the TRACS Project database.	Verify that correct project number was submitted on (re)certification. Your Field Office can correct project numbers in TRACS Contracts. Resubmit the (re)certification following directions.
F0104	Contract number is not accepted for Rent Supplement, RAP, Section 236, or BMIR.	Verify that correct subsidy type was submitted on (re)certification. Resubmit the (re)certification after removing the contract number or correcting the subsidy type.
F0105	Contract number is not in TRACS Contract database.	Verify that correct contract number was submitted on (re) certification. Your Field Office can correct project numbers in TRACS Contracts. Resubmit the (re) certification following directions.
F0106	RAP or Rent Supplement project number not in TRACS Project database	Verify that correct project number was submitted on (re) certification. Your Field Office can correct project numbers in TRACS Contracts. Resubmit the (re) certification following correction.
F0107	Effective date of certification is outside the valid effective date range of contract or project.	Verify that correct effective date was submitted. If the contract effective date in TRACS Contract is not current, contact your Field Office for a solution. Resubmit the (re) certification after the condition has been corrected.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
F0109	The income code submitted is invalid.	Income codes EB, SSP, PA, and O became invalid on March 1, 1999. Resubmit the certification using the Income Codes published in 4350.3 CHG-27 and specified for the MAT10; Section 4 Income Record in this MAT User Guide.
F0110	No prior certification found in TRACS for MAT70 submitted.	Submit baseline certification for household.
F0112	Baseline certification for household does not exist in TRACS.	N/A
F0114	MAT40 NOT PROCESSED. TRANSACTION RECEIVED AFTER RE-BASELINE TERMINATION.	N/A
F0115	Invalid move out code submitted in MAT40	Resubmit MAT40 with valid move out code: 1, 2, 3, or 4.
F0116	Move out code is 4 but death date is blank.	Resubmit MAT40 with valid death date if move out code is 4.
F0117	Death date is filled but move out code is not 4.	Resubmit MAT40 with move out code of 4 if valid death date is filled.
F0118	Move out date cannot be earlier than the death date.	Resubmit MAT40 with move out date equal to or later than death date.
F0019	Move-in rejected. Tenant is an occupant elsewhere with no move-out.	This error is issued if the tenant is occupying a different property OR the same property but a different unit. If it is the later, then submit a move-out if the tenant had moved out sometime ago and is now moving back into the property. If the tenant simply needs to be in a different unit, then submit a transfer. If, however, the tenant is in a different property, then you need to contact Housing, who will assist in moving the tenant out of TRACS.
F0120	Initial cert rejected. Tenant is an occupant in another project.	This error is issued if the project number in the MAT does not match the one in TRACS for this tenant. Submit a move-in and refer to the Recommendation Action for the Fatal Error F0119 to avoid a move-in rejection.



## Part 1: TRACS Tenant System Fatal Error Messages and Codes

Code	Description	Recommended Solution
F0123	Submitted household already established in TRACS. Occupied head SSN: <tenant number> Occupied unit number: <unit number> Occupied project number: <project number> Occupied contract number: <contract number>	Verify the values submitted on the move-in and resubmit the certification if necessary.
F0130	MAT10 not processed. When previous head ID is populated for a head change, previous effective date, last name, first name, and birth date must be populated and valid.	The previous head information must match an existing TRACS certification. Verify the data and resubmit the certification with a valid value in each of the 'previous' fields.
F0134	Initial certification submitted with effective date other than combined contract effective date. Combined effective date:	No action required since combined contract has been established for the household.
F0140	No prior certification found in TRACS for MAT10 submitted with unit transfer.	Submit baseline certification for household.
F0144	Removed from TRACS. Replaced by discrepancy CE251.	
F0145	Certification effective date must be unique unless the baseline indicator is “Y” or the certification is a correction.	Resubmit recertification with either a unique effective date or the baseline indicator set to “Y”.
F0148	Previous unit number must not be submitted for MAT70 gross rent change.	Resubmit MAT70 gross rent change without previous unit number.
F0151	Previous unit number is required for MAT70 unit transfer.	Resubmit MAT70 unit transfer with previous unit number.
F0153	No prior certification found in TRACS for MAT40.	Submit baseline certification for household.
F0154	CA administered contract submitted by owner/agent.	Transaction for this contract must be submitted through CA to TRACS.
F0155	This CA is not valid with this contract.	Contract is not assigned in TRACS to the CA. Verify CA status through field office.
F0156	CA ID is required for the contract.	Resubmit the certification with correct CA ID.

### Part 1: TRACS Tenant System Fatal Error Messages and Codes

Code	Description	Recommended Solution
F0160	Future effective date MO/YR differs from voucher date.	The effective date and voucher (Month/Year) date must be the same in <b>baseline</b> certifications resubmitted with a future effective date. Resubmit the <b>baseline</b> certification with the appropriate dates.
F0162	Baseline is not the current certification. TRACS Effective Date: TRACS Contract Number: TRACS Unit Number:	MAT transactions submitted with an effective date less than the tenant's most current household certification cannot establish a baseline. Resubmit the MAT transaction with an effective date greater than the tenant's most current certification or with a date that exactly matches the effective date of tenant's most current TRACS certification.
F0163	Baseline Certification cannot be in the Future.	Resubmit baseline with current date.
F0164	Proj/contract number of retro move in must be the same as tenant's most recent cert.	Resubmit the MAT10 move-in with the same contract and/or project number as the tenant's most recent certification.
F0165	Move-in effective date must be greater than last move-out date.	Resubmit as baseline.
F0167	IC effective date must be greater than termination effective date.	Correct and re-submit termination and/or IC.
F0168	Proj/contract number of retro IC must be same as tenant's most recent cert.	Resubmit the MAT10 initial certification with the same contract and/or project number as the tenant's most recent certification.
F0169	Next recertification date submitted in MAT10 is invalid.	Correct next recertification date and re-submit.
F0181	MAT65 cannot be processed. Either the Head of Household Id does not exist OR the termination date is later than any of the household's next recert dates + 3 months. Termination Effective Date:	Verify the Head of Household Id and the termination date in TRACS using the Internet Tenant Query. If the certification is not in TRACS, submit the certification then resubmit the termination.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
F0182	MAT65 transaction cannot be processed against the TRACS database. Household found but none of its certifications satisfy the prerequisite conditions for processing as defined in the MAT User Guide.  Reported Subsidy Type:  Reported Termination Effective Date:	Using the Internet TRACS Tenant query, confirm the data that is in TRACS for the tenant. If the certification is not in TRACS, submit the certification then resubmit the termination.
F0183	MAT65 cannot be processed. Household ID found but project/contract number is different than the one requested. Check subsidy type and project/contract number.	Check subsidy type and project/contract number(s) before resubmitting.
F0184	MAT65 cannot be processed. The tenant has been moved out.  (MAT65)Termination Effective Date:  (Tenant) Move Out Date:	The tenant has previously been moved out. The term effective date cannot be later than the household's move out date. Confirm the accuracy of the move out and intended termination transactions.
F0185	MAT40 cannot be processed. Either the Head of Household Id does not exist OR the move out date is later than any of the household's next recert date + 3 months.	No certification records were found in TRACS to which this MAT40 could be applied.
F0186	MAT40 cannot be processed. Household found but move out may not be earlier than the move-in effective date.  Move Out Date:	Confirm the certifications in TRACS for this tenant using the Internet TRACS Tenant Query. It may be necessary to submit the MAT40 with a move-out date later then the effective date of the move-in.
F0187	MAT40 cannot be processed. Household ID found but project/contract number is different than the one requested.	Check subsidy type and the project and contract number(s) before resubmitting.
F0188	MAT40 cannot be processed. Transaction Type must be valued as "MO".	Resubmit the transaction with the correct Transaction Type.
F0189	MAT40 not processed. Move-out Date may not be a future date.	A future move out is not allowed.
F0190	MAT65 cannot be processed. Transaction Type must be valued as TM	Correct and resubmit the transaction
F0191	MAT65 cannot be processed against the HQ terminated certification because its Term Effective Date is later than the HQ termination date.	Resubmit the MAT65 with a termination date that is les than or equal to the HQ termination date.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
F0192	MAT70 not processed. Transaction Type must be GR since New Unit Number is all 9s.  Transaction Effective Date:	Resubmit the MAT70 with the proper Transaction Type code.
F0193	MAT70 cannot be processed. No cert in TRACS for the period covering the transaction effective date.	The following conditions produce this error: <ol style="list-style-type: none"> <li>1. There is no certification in TRACS with the Head of Household Id submitted in the MAT70, or</li> <li>2. The MAT70 transaction effective date occurs after the certification's next recertification date, or</li> <li>3. The MAT70 transaction effective date occurs before the certification's effective date.</li> </ol>
F0194	No prior Certification found in TRACS for MAT65.	No certification was found in TRACS to which this termination applies. Verify the data in TRACS using the Internet Tenant Query before resubmitting the MAT65.
F0195	MAT70 not processed. Household ID found the project/contract number is different than the one requested. Check subsidy type and project/contract number(s) before resubmitting.  Transaction Effective Date:	Resubmit after checking subsidy type and project/contract number(s).
F0196	MAT70 not processed. Transaction Type must be UT since New Unit Number is not all 9s.  Transaction Effective Date:	Resubmit the MAT70 with the proper Transaction Type code.
F0197	MAT70 not processed. Unit Transfer's previous unit number does not match household's unit number.  Transaction Effective Date: Certification's Unit Number: MAT70 Previous Unit Number:	Using the Internet Tenant Query, confirm the household's unit number in TRACS.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
F0198	MAT70 not processed. Gross Rent must equal New Contract Rent plus Utility Allowance.  Transaction Effective Date:  Gross Rent Amount:  New Contract Rent:  Utility Allowance:	Correct the elements used to compute gross rent and resubmit the MAT70.
F0199	MAT70 not processed. The unit transfer already exists in TRACS.  Transaction Effective Date:  Gross Rent Amount:	Confirm that the unit transfer was submitted for the correct tenant.
F0200	MAT70 not processed. The gross rent change already exists in TRACS.  Transaction Effective Date:  Contract Rent Amount:  Utility Allowance Amount  Gross Rent Amount:	Confirm that the gross rent change was submitted for the correct tenant.
F0201	MAT70 not processed. Total Tenant Payment must not be greater than gross rent for subsidy types section 8, Rent Supp, RAP or PAC.	Resubmit transmission ensuring that the TTP is less than the gross rent for subsidy type Section8, Rent Supp, RAP or PAC.
F0202	MAT70 not processed. Assistance Payment Amount must be greater than zero for subsidy types other than PRACs.	Resubmit transmission ensuring that the AP amount is greater than zero for subsidy types other than PRACs.
F0210	Invalid mobility impaired code – valid values are N and Y.	Resubmit the MAT10 with a valid mobility impaired code of N or Y.
F0211	Invalid hearing impaired code – valid values are N and Y.	Resubmit the MAT10 with a valid hearing impaired code of N or Y.
F0212	Invalid visually impaired code – valid values are N and Y.	Resubmit the MAT10 with a valid visually impaired code of N or Y.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
F0213	Code submitted for previous subsidy type is invalid. Valid codes are 0 – 9 and SPACES.	Resubmit the MAT10 with a valid previous subsidy code of 0 - 9 or SPACES.
F0214	Code submitted for the tenant unable to sign indicator is invalid. Valid codes are “N” or “Y”.	Resubmit the MAT10 with a valid tenant unable to sign code of “N” or “Y”.
F0215	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”.	Resubmit the MAT10 with a valid code of "N", "F", “E”, “C” or “P”.
F0216	MAT10 not processed. No matching certification found for the submitted transaction effective date and “T” code combination.	Resubmit the MAT10 with an effective date/”T” code combination that matches a certification already in TRACS.
F0219	MAT10 not processed. Household was not previously receiving a temporary deferral of termination.	Verify the data in TRACS using the Internet Tenant Query. If the household was not previously submitting with the household assistance status code “T”, resubmit the MAT10 using one of the valid codes: “N”, “F”, “E”, “C”, or “P”.
F0222	F0222 - MAT70 NOT PROCESSED. TRANSACTION RECEIVED AFTER RE-BASELINE TERMINATION.	N/A
F0223	MAT70 not processed. TRACT UT is more recent than MAT70. Resubmit MAT10 correction if necessary.  TRACS Unit Transfer Date:  MAT70 Trans Eff. Date:	If the unit transfer date in the stored TRACS certification is wrong, then submit a correction via the MAT10.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
F0224	MAT70 not processed. If UT effective date is true, the tenant could not have been residing in the unit at the time of his/her last GRC. UT EFF. DDt.: TRACS GRC Eff Dt: Unit Number for GRC:	A gross rent change with an effective date later than the unit transfer being submitted was previously processed for the tenant but in a different unit. The dates are in a reversed sequence. Either the effective date of the GRC or the unit transfer effective date is wrong. If the gross rent date in the TRACS database is wrong, submit a MAT10 correction to reestablish the certification; then follow that with a GRC having the correct transaction effective date. If the transaction effective date in the MAT70 is the only date wrong, simply resubmit the MAT70 with the correct date.
F0225	MAT70 not processed. UT effective date is after they have moved out. TRACS Moveout Dt: MAT70 Trans Eff. Dt:	If the transaction effective date in the MAT70 is wrong, correct and resubmit the MAT70. However, if the moveout date is wrong, first resubmit the MAT40 with the correct moveout date. And once you've received a MA003/MA004 acknowledgment for a successful update, then resubmit the MAT70.
F0226	MAT70 GRC not processed. Household ID and project/contract found in TRACS but unit numbers do not match. TRACS Unit Number:	Check the unit number for the tenant and make sure that the one for the gross rent change matches the one in which the tenant resides.
F0227	MAT70 not processed. TRACS GRC is more recent than MAT70. Resubmit MAT10 correction if necessary. TRACS GRC Dt: MAT70 Trans Eff. Dt:	If the gross rent's effective date for the TRACS certification is wrong, submit a MAT10 correction. Then submit the MAT70 GRC with the correct transaction effective date.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
F0228	MAT70 not processed. GRC effective date is prior to the date the tenant transferred into the unit. TRACS Unit Transfer Dt: MAT70 Trans Eff. Dt.:	The TRACS database indicates that the tenant was not in the specified unit on the effective date of the GRC. Either the transfer date, placing the tenant in the unit, is wrong or the GRC date is wrong. If the TRACS database is wrong, submit a MAT10 correction to reset the database to its status prior to the unit transfer, then resubmit the transfer with the correct date. However, if the GRC date is wrong simply correct and resubmit the MAT70.
F0229	MAT70 not processed. GRC effective date is after the household termination date. TRACS Termination Dt: MAT70 Trans Eff Dt:	If the GRC transaction effective date is wrong, resubmit it with the correct date. However, if the TRACS termination date is wrong, submit the MAT65 with the correct date. And once you've received a TA005/TA006 acknowledgment for a successful update, then resubmit the MAT70 GRC.
F0230	MAT70 not processed. GRC effective date is after they have moved out. TRACS Moveout Dt: MAT70 Trans Eff Dt:	If the GRC transaction effective date is wrong, resubmit it with a correct date. However, if the TRACS moveout date is wrong, resubmit the MAT40 with the correct date. And once you've received a MA003/MA004 acknowledgment for a successful update, then resubmit the MAT70 GRC.



## Part 1: TRACS Tenant System Fatal Error Messages and Codes

Code	Description	Recommended Solution
F0231	<p>MAT10 not processed. MAT10 unit number is different from the TRACS unit number but MAT10 unit transfer code is not equal to “Y”. If the MAT unit number and the TRACS unit number appear to look the same, one might have leading space(s), which will make them different.</p> <p>MAT Transaction Type:</p> <p>MAT Unit Number:</p> <p>TRACS Unit Number:</p> <p>TRACS Contract Number:</p>	<p>If this is a MAT10 unit transfer, then resubmit the MAT10 with a “Y” in the MAT10 unit transfer code AND a different unit number for the tenant. If this is not a unit transfer and you want to change the unit number for the tenant, submit the new unit number in a MAT10 as a correction. Or, submit a baseline certification.</p> <p><b>CAUTION:</b> Always submit a unit number starting in the first position allowed for the unit number field as stated in the MAT Guide. By starting the unit number in the exact same position with each transaction you submit, a unit number mismatch will be avoided and a successful unit number match will be ensured.</p> <p>For example, if you had submitted a unit number left-justified in the first transaction for a tenant but later inserted a space in front of the unit number in the second transaction, the unit numbers will mismatch and F0231 will be generated if it’s not a unit transfer. If it is a unit transfer, the tenant will be moved inadvertently to a unit number that has a space in front of it and will consider this number different than the first one.</p>
F0232	MAT65 not processed. Transaction received after re-baseline termination.	N/A
F0233	MAT10 not processed. Only baselines may be submitted after project rebaseline termination. Resubmit with “Y” for baseline indicator.	Resubmit the MAT10 with a “Y” for the baseline indicator.

<b>Part 1: TRACS Tenant System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
F0235	MAT10 not processed. Total tenant payment must not be greater than gross rent for subsidy types section 8, Rent Supp, RAP or PAC.	Resubmit transmission ensuring that the TTP is less than the gross rent for subsidy type Section 8, Rent Supp, RAP, or PAC.
F0236	MAT10 not processed. Assistance Payment Amount must be greater than zero for subsidy types other than PRACs.	Resubmit transmission ensuring that the AP amount is greater than zero for subsidy types other than PRACs.
F0240	MAT10 not processed. Submitted Move-In Date is greater than the submitted transaction effective date.	Resubmit the MAT10 with a move-in date less than the transaction effective date.
F0241	MAT10 not processed. The submitted transaction effective date "Day" must be "01".	Resubmit the MAT10 with a valid transaction effective date "Day". The day of the submitted transaction effective date must be "01".
F0242	Incorrect termination date submitted for termination transaction containing the "DS" (double subsidy) code.	Verify the date the tenant moved into the property. Resubmit the termination using the tenant's move-in date.
F0243	MAT10 not processed. Invalid data combination submitted for shared custody dependent.	Check the special status codes and resubmit if appropriate.
F0245	MAT65 termination code "ST" submitted for a PRAC/PAC.	In a PRAC/PAC, a household with an ineligible student has to move out. Resubmit the transaction as a move-out.
F0247	MAT10 not processed. Invalid waiver type code submitted.	Correct the waiver type and resubmit if appropriate.
F0250	MAT10 not processed. Section 236 Basic Rent must be greater than zero (0) for Section 8, Rent Supp, or RAP when the secondary subsidy type field is Section 236.	Zero is not a valid Section 236 Rent. Correct the certification and resubmit.
F0252	MAT10 not processed. Section 236 Basic Rent is only valid when the Secondary Subsidy Type field is Section 236 ("S").	Check the subsidy type. Resubmit with the appropriate rent to match the subsidy type.
F0291	The asset status is I (imputed) but the date divested field is not populated.	An imputed asset is required to include the divested date. Resubmit the transaction with the divested date filled.
F0318	Transaction type code is invalid. Codes are AR, IC, IR, and MI.	Verify the transaction type code and resubmit, if appropriate.
F0320	Transaction type is blank.	Resubmit transmission with a transaction type of AR, IC, IR, or MI.

<b>Part 1: TRACS Tenant System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
FA001	No project number submitted when required by MAT15	Re-submit address after verifying subsidy type and project number.
FA002	Project number submitted in MAT15 is not in TRACS.	Correct the project number and re-submit.
FA003	No contract number submitted when required.	Re-submit address after verifying subsidy type and contract number.
FA004	Contract number submitted in MAT15 is not in TRACS.	Correct the contract number and re-submit.
FA005	MAT15 Rejected: Unit Number is missing.	Correct and resubmit the MAT15.
FA008	MAT15 Rejected: Invalid Address Type Code.	Resubmit the MAT15 with Address Type Code "U" or "M".
FA009	MAT15 Rejected: Transaction Type Code is not valid for the Address Type.	Correct and resubmit the MAT15.
FA010	MAT15 Rejected: First Address Line is missing.	Resubmit the MAT15 Address Record with the first address line.
FA011	MAT15 Rejected: City Name is missing.	Resubmit MAT15 Address Record with the city name.
FA012	MAT15 Rejected: No Head of Household Id submitted for Mailing Address.	Resubmit with the Head of Household Id of the tenant whose mailing address is being submitted.
FA013	TRACS "T-ID" invalid in MAT15.	Resubmit MAT15 with valid T-ID.
FA017	MAT15 Delete Rejected: No TRACS Unit Address occupied by SSN submitted. MAT15 SSN: Unit Address SSN:	Verify the Head of Household Id submitted and resubmit the deletion.
FA018	Previous unit number not submitted in MAT15 unit address change.	Resubmit MAT15 with previous unit number.
FA019	Address delete failed - unmatched project number.	Resubmit MAT15 delete record with correct project number.
FA020	Address delete failed - unmatched contract number.	Resubmit MAT15 delete record with correct contract number.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

Code	Description	Recommended Solution
FA021	Address delete failed - unmatched previous unit number.	Resubmit MAT15 delete record with correct previous unit number.
FA022	Mailing address change failed - Head of household ID not found.	Resubmit MAT15 change record with valid head of household ID.
FA023	Mailing address delete failed - Head of household ID not found.	Resubmit MAT15 delete record with valid head of household ID.
FA024	MAT15 Rejected: Name or Date of Birth missing when SSN is 9s.	Resubmit the MAT15 with either a Head of Household ID or the complete name and date of birth of the submitter.
FA025	MAT15 Rejected: State Code missing.	Resubmit with the proper state code.
FA026	MAT15 Rejected: ZIP Code is missing.	Resubmit with the ZIP Code.
FA027	MAT15 Rejected: Head of Household ID is blank and Subsidy Type is not zero.	<p>Correct and resubmit the MAT15 after confirming the intent of the transaction.</p> <ul style="list-style-type: none"> <li>• If adding/updating an unassisted unit, Subsidy Type = "0" and MAT15 Head of Household Id Code is populated.</li> <li>• If adding/updating a vacant unit, Subsidy Type = 0 and the MAT15 Head of Household Id Code is Spaces.</li> </ul> <p>If adding/updating an assisted unit, Subsidy Type is not 0 and the MAT15 Head of Household Id code is populated.</p> <p>If the intent is to add Correct and resubmit the MAT15.</p>
FA028	No unit address found for MAT15 submitted.	No user action required.
FA030	MAT15 Rejected: Unit Accessibility Codes missing.	Resubmit the MAT15 with all three accessibility code fields completed with a "Y" or "N".
FA031	MAT15 Rejected: Previous Unit Number missing for Transaction Type "3".	Resubmit with the Previous Unit Number or the correct Transaction Type.

**Part 1: TRACS Tenant System Fatal Error Messages and Codes**

<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
FA032	MAT15 Rejected: Unique TRACS Id could not be created in 999 attempts.	Resubmit with SSN.
FA033	MAT15 Unit Address Delete Rejected: No match on Project, Contract and Unit.	Verify Project Number, Contract Number, and Unit Number. Correct and resubmit.
FA034	MAT15 Mailing Address Delete Rejected: No Match on Project, Contract and SSN.	Verify Project Number, Contract Number, and SSN. Correct and resubmit.
FA035	MAT15 Rejected: Unit Address Add matches an existing unit.	Verify the project number, contract number and unit number. Correct the MAT15 and resubmit. If the intent was to update an existing address, resubmit the MAT15 with the Previous Unit Number populated.
FA036	MAT15 Unit Address Update Rejected: Previous Unit Number not found.	Confirm project, contract and previous unit number. If all data agrees with the site records, resubmit the MAT15 as an Add by leaving the previous unit number blank.
FA037	MAT15 Unit Renumbering Transaction Rejected: No Previous Unit Number Submitted.	Add the previous unit number and resubmit the MAT15.
FA038	MAT15 Unit Renumbering Transaction Rejected: No match in TRACS.	TRACS has no address with the submitted project number, contract number, and unit number (submitted as the previous unit number). If the numbers submitted are confirmed, resubmit the MAT15 without a previous unit number and a Transaction Type of "2".
FA039	A change to the Head of Household Id cannot be made within a Unit Address update transaction.	Head of Household Ids are changed using the MAT10 (correction) certification records. TRACS will update the unit address when the MAT10 is processed. Normally a MAT15 is not used to change the SSN in the unit address record; however, since the users can maintain unit addresses, it is possible for unit addresses to get out of synch with the certifications. If this occurs, first delete the unit address that has the wrong SSN, and resubmit the address with the correct SSN.

<b>Part 2: TRACS Voucher/Payment System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
VF001	MAT30 voucher not processed.	This is a descriptive message that accompanies other fatal error messages.
VF002	Submitted Subsidy Type is inconsistent with the subsidy contract.	Resubmit the voucher with a Subsidy Type consistent with your subsidy contract.
VF003	Contract number required for projects with HAP, PAC or PRAC contracts.	Section 8, Section 202/162 PAC, Section 202 PRAC and Section 811 PRAC subsidy types require a contract number. Resubmit the voucher with the correct contract number or subsidy type.
VF004	Project number required for RENT SUP, RAP, PAC, and PRAC subsidy types.	Vouchers for Rent Supplement, RAP, Section 202/162 PAC, Section 202 PRAC and Section 811 PRAC subsidy types require a project number. Resubmit the voucher with the correct project number or subsidy type.
VF005	Voucher month is a duplicate transmission.	The voucher has already been submitted to TRACS. If this is a correction, resubmit as a correction.
VF006	Voucher is not a resubmission; voucher month already exists in TRACS database.	Only one original voucher for a project/contract can be submitted for a voucher month. If this was an attempt to correct a previously submitted original voucher <b>that has not been paid</b> , resubmit the voucher using the voucher ID provided in the acknowledgment for the original voucher.
VF007	Voucher resubmission is a duplicate transmission.	The voucher correction has already been submitted to TRACS. If this is a further correction, change the transmission date and time in the MAT submission and resubmit the transaction.
VF008	Voucher month or project/contract does not exist in TRACS for correction.	The voucher, as described in the correction submitted, doesn't exist in TRACS. Confirm that the correction transaction, as submitted to TRACS, has the correct project and/or contract number, voucher month, and voucher ID.
VF009	Owner signed date is greater than current date.	The owner signed date on the voucher cannot be a date following the date the voucher was transmitted to TRACS. Correct the date and resubmit the voucher.
VF010	The sum of the voucher summary line items is not equal to total voucher amount.	The voucher is not arithmetically correct. Recalculate the voucher and resubmit it.

<b>Part 2: TRACS Voucher/Payment System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
VF011	Miscellaneous request type is invalid; resubmit with valid request type.	The valid codes are with the MAT30; Section 6 record description in this MAT User's Guide.
VF015	Voucher month or project/contract does not exist in TRACS for deletion.	The voucher the MAT31 was intended to delete cannot be identified with the information submitted. Correct and resubmit the MAT31.
VF016	Voucher delete log record is a duplicate transmission.	The MAT31 is a duplicate transmission. The MAT30 has been deleted.
VF017	MAT31 voucher delete log not processed.	See VF016.
VF018	Voucher submitted 31 days prior to voucher month.	Resubmit the voucher within 31 days of the voucher month.
VF019	Voucher submitted prior to the voucher month.	See VF018.
VF020	Special claim type is invalid.	See the MAT30; Section 5 record description in this MAT User Guide for the acceptable special claim codes.
VF023	Invalid project number.	Project Number cannot be "0000FMHA". Enter a valid project number and resubmit the voucher.
VF027	MAT30 correction submitted after the voucher was paid	Submit adjustment on the next voucher.
VF028	MAT31 voucher deletion submitted after voucher was paid.	Submit adjustment on the next voucher.
VF030	Claim ID must be submitted with an approved special claim.	Resubmit with the Claim ID provided by the Field Office.
VF031	Voucher ID (submitted with a correction) does not exist in TRACS.	Resubmit with the correct Voucher ID.
VF032	Voucher ID (submitted with a delete voucher) does not exist in TRACS.	Resubmit with a corrected Voucher ID.
VF034	Transactions cannot be processed while a deletion or correction is pending.	Resubmit the voucher after reviewing the voucher status message for the correction or deletion.

<b>Part 2: TRACS Voucher/Payment System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
VF035	Regular payments requests cannot be accepted for terminated contracts.	The contract number against which the voucher is requesting regular payment has been terminated. Adjustments, special claims, and miscellaneous accounting transactions may be paid, but not regular payments. There is a date corresponding to the RAC contract status type, investigate that the date has not expired, i.e. (if type equals CANC investigate cancel date).
VF036	Adjustment/Miscellaneous Request submitted for period more than 3 months after contract termination.	Adjustments and miscellaneous accounting transactions requesting payment must be submitted for a voucher period within three months of contract termination. Submit with Active miscellaneous request.
VF037	Special claim for period more than 12 months after contract termination.	Special claim requests must be submitted within 12 months of contract termination. Submit with active Special Claims request.
VF038	Adjustment/Miscellaneous Request received more than 3 months after contract termination.	TRACS must receive the payment requests within three months of contract termination. Submit with Active miscellaneous request.
VF039	Special claim received more than 12 months after contract termination.	TRACS must receive the special claim request within 12 months of the contract termination. Submit with active Special Claims request.
VF040	Cannot process submission without the CA ID.	Please contact HUD Multifamily Helpdesk at 800-767-7588 to open a Tier 3 service ticket.
VF041	CA ID has expired for submitted contract. Ending date is less than today.	CA is not responsible for the submitted voucher period, resubmit voucher without CA ID.
VF042	TCA CA ID SUBMITTED IN VOUCHER DOES NOT MATCH TRACS.	Resubmit the voucher with correct TCA CA ID.
VF050	No contract established for submitted contract number.	Contact HUD Field Office to establish the contract information in TRACS.
VF053	Correction not processed due to previous submission being released by FMC.	No action needed.
VF054	Voucher referred for review. Cannot be corrected or deleted.	No action needed.
VF055	N/A CANNOT USE 1299 AS 1 <sup>ST</sup> 4 DIGITS OF THE SPECIAL CLAIM ID FOR THE CONTRACT.	Remove 1299 from the 1 <sup>st</sup> 4 characters of the Special Claims ID field.



<b>Part 2: TRACS Voucher/Payment System Fatal Error Messages and Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
VF056	MAT30 Special Claim amount does not match amount approved by field office.	Resubmit the voucher with the correct special claim amount or resubmit the voucher without the special claim. Include the special claim with a subsequent voucher after the amount issue is resolved.
VF057	MISCELLANEOUS CODE, ADMN, NOT ALLOWED FOR THE CONTRACT.	Resubmit the voucher with the miscellaneous code, FORQ.
VF058	Special Claim ID submitted by CA or PB-CA does not match submitted CA ID.	Resubmit the voucher with the special claim using the 5-character CA Id in the first five positions of the special claim ID.
VF059	HUD submitted MAT30 section 5 totals do not match HUD special claim line items.	Check section 5 totals (Special Claims) with totals from O/A Special Claims line items.
VF060	CA submitted MAT30 section 5 totals do not match CA special claim line items.	Check section 5 totals (special claims) with totals from CA special claims line items.
VF061	CA submitted voucher line item totals do not match CA total voucher amount.	Check for CA line item totals equals total voucher amount approved by CA.
VF062	HUD submitted MAT30 section 6 totals do not match HUD miscellaneous account required line item.	Check section 6 totals (Misc. Acct REQ) with totals from O/A misc. acct request line item.
VF063	CA submitted MAT30 section 6 totals do not match CA misc. accounting request line item.	Check section 6 totals (Misc. Acct REQ) with totals from CA misc. acct request line item.
VF064	Voucher has been designated as being paid.	No action needed.
VF065	Voucher must be submitted through manual voucher processing for correction.	Submit voucher through the manual voucher submission process.
VF068	Special Claim approval ID not found.	Resubmit the voucher after confirming the correct claim ID with your field office.
VF069	Claim ID has been assigned to another voucher.	Resubmit the voucher after confirming the correct claim ID with your field office.
VF070	CA Approved Amount submitted for HUD Administered voucher.	Resubmit with amount in OA Voucher Amount fields.

## Part 2: TRACS Voucher/Payment System Fatal Error Messages and Codes

Code	Description	Recommended Solution
VF072	For CA Administered voucher, CA Software Vendor field must be entered.	Resubmit with amount in CA Software Vendor field.
VF073	For CA Administered voucher, CA Software Release ver. field must be entered.	Resubmit with amount in CA Software Release Version field.
VF074	Special Claim Type submitted does not match Type approved by Field Office.	Resubmit the voucher with the correct Claim Type.
VF075	Submitted special claim ID is approved for another contract/project number.	Resubmit with correct special claim ID.
VF076	Reported sum of number of units in regular billing, vacant, and market rent cannot be greater than reported total units in contract.	Resubmit the voucher with the correct Units in Contract and Regular Billing, Vacant and Market Rent.
VF 077	Reported total units in contract cannot be greater than total contract units in TRACS.	Resubmit the voucher with the correct Total Units in Contract.
VF079	The Special Claim ID submitted in MAT 30 Section 5 has to have 14-digits.	Resubmit the voucher with Special Claim that has 14-digit Special Claim ID.
VF080	Special Claim Not Allowed with Rent SUP/RAP Vouchers.	Resubmit Special Claim with allowed contract.
VF081	Rent-Up Vacancy, Special Claim (3), Not Allowed For Section 8 LMSA Vouchers.	Resubmit Rent-Up Vacancy with claim type allowed for Section 8 LMSA Vouchers.

**Appendix F:**

TRACS Tenant Informational Message Codes ..... F-2

<b>TRACS Tenant Informational Message Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
AD001	Insufficient street address information for mail delivery by the USPS.	Resubmit MAT15 update (tran type 3) with valid street address.
AD002	Multiple matching addresses were found in the USPS database.	Resubmit MAT15 update (tran type 3) with complete address.
AD003	The ZIP code was not found in the USPS database.	Resubmit MAT15 update (tran type 3) with valid address containing ZIP code.
AD004	The street name was not found in the USPS database.	Resubmit MAT15 update (tran type 3) with valid street name.
AD005	No house/box number was found in the USPS database.	Resubmit MAT15 update with valid street address - include a unit number.
AD006	No matching unit number was found in the USPS database.	Resubmit MAT15 update with valid street address - include a unit number.
DA001	Address deleted by MAT15.	No user action required.
DA002	Vacated unit address with no project number was deleted by TRACS due to MAT70 unit transfer.	Submit MAT15 for unit prior to its occupation.
DA003	Unit address with no project number was deleted by TRACS due to move-out.	Submit MAT15 for unit prior to its occupation.
DA004	Mailing address deleted by TRACS due to termination of tenant in unit with no project number.	No further maintenance action required.
DA005	Mailing address deleted by MAT15.	No user action required.
DA006	Mailing address deleted by TRACS due to move-out.	No user action required.
DA007	Unit address deleted by TRACS due to termination of tenant in unit with no project number.	Submit MAT15 for unit prior to its occupation.
DA008	An address transaction record for the noted unit has been received by TRACS.	No user action required.
DA009	Mailing address deleted by TRACS due to unit transfer.	No further maintenance action required.

<b>TRACS Tenant Informational Message Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
DA011	Vacated unit address with no project number was deleted by TRACS due to MAT10 unit transfer.	Submit MAT15 for unit prior to its occupation.
DA014	Unit address successfully added to TRACS.	Acknowledgment. No response required.
DA015	Unit address updated including a change in the head of household ID.	Acknowledgment. No response required.
DA016	Unit address updated. No change in head of household ID.	Acknowledgment. No response required.
DA017	Mailing address successfully changed to new address.	Acknowledgment. No response required.
DA018	Mailing address successfully added to TRACS.	Acknowledgment. No response required.
DA019	MAT15 Unit Renumbering Transaction found no current certification to update.	Submit a current MAT10 (re)certification to establish the household in the renumbered unit.
DA020	Unit number renumbered as requested.	Acknowledgment. No response required.
GA001	MAT70 Unit Transfer successfully processed. Transfer Date: Previous Unit Number:	Acknowledgment. No response required.
GA002	MAT70 Gross Rent Change successfully processed.	Acknowledgment. No response required.
HQ125	MOVE_OUT REQUEST PROCESSED.	No user action required.
HQ180	HQ termination processed for expired certification Prior Recertification Date: <date> Resubmission Expiration Date: <date>	Annual recertifications submitted later than the next recertification date plus one (1) month are rejected with a headquarters termination. Submit an initial certification (IC) to reestablish the tenant in TRACS.
MA001	Move Out transaction successful. MAT40 Move Out Date;	Acknowledgment. No response required.
MA002	Due to a Move Out, future certification was removed from TRACS. Future Cert Type: MAT40 Move Out date:	Acknowledgment. No response required.

<b>TRACS Tenant Informational Message Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
MA003	MAT40 move out has updated the existing Headquarters move out.	Acknowledgment. No response required.
MA004	MAT40 move out has updated a certification previously moved out by the user. New Move Out Date: Replaced Move Out Date: New Move Out Code: Replaced Move Out Code:	Acknowledgment. No response required.
NA001	Unit has been identified as being occupied by multiple active households.	Move out households that no longer occupy the unit.
SA001	Head of Household has been identified as occupying multiple assisted units.	Contact the field office for assistance in resolving this issue.
TA001	Tenant terminated for failure to recertify on time; certification expired: (next recertification date).	Submit MAT10 initial certification or annual recertification if household needs to be subsidized.
TA002	The MAT65 submitted with term code CE was not processed because the contract for the household has already been combined.	No user action required.
TA003	A MAT65 termination has been successfully added to TRACS. Termination Effective Date: Termination Code: Certification Type:	Acknowledgment. No response required.
TA004	Future certification targeted for termination has been deleted from TRACS. Subsidy is being terminated before certification will be activated. Certification Type: Termination Effective Date: Termination Code:	Acknowledgment. No response required.
TA005	A MAT65 termination updated the existing HQ termination. Termination Code:	Acknowledgment. No response required.

<b>TRACS Tenant Informational Message Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
TA006	MAT65 termination has updated a certification previously terminated by the user. (Certification) Effective Date: New Termination Date:	Acknowledgment. No response required.
TA007	No certification qualified for a termination but an initial cert exists for the household. (IC) Effective Date: Cert Type:	Acknowledgment. No response required.
TA008	Certification terminated to prepare for a project/contract baseline.	Acknowledgment. No response required.
UA001	Unit number submitted in MAT40 is not in TRACS; confirm unit number before moving another household into the unit. Reported unit number: TRACS unit number:	Confirm unit number before moving another household into the unit.
UA002	Unit number submitted in MAT65 is not in TRACS; confirm unit number before submitting transactions against the unit or household. Reported unit number: TRACS unit number:	Confirm unit number before submitting transactions against the unit or household.
UA003	No unit address in TRACS for the unit being vacated by a MAT70 unit transfer. Reported unit number:	Submit a MAT15 to establish a household in the unit if it is occupied.
UA004	Household attempted to transfer from a unit they did not occupy. Reported unit number: Occupying head ID:	May need to perform unit transfer or move out on household currently occupying the unit.
UA005	No unit address found in TRACS for the MAT10 submitted.	Submit a MAT15 unit address record for the household.
UA006	No unit address found in TRACS for the MAT70 submitted.	Submit a MAT15 unit address record for the household.
UA010	No unit address in TRACS for the unit being vacated.	Submit MAT15 for unit prior to its occupation.

<b>TRACS Tenant Informational Message Codes</b>		
<b>Code</b>	<b>Description</b>	<b>Recommended Solution</b>
UA015	MAT70 unit transfer submitted for an occupied unit address. Reported head ID: Occupying head ID:	Submit MAT15 update to establish correct household occupying unit. (Once the unit address table has been populated and stabilized, this condition will become a fatal error.)
UA020	MAT10 submitted for an occupied unit address. Reported head ID: Occupying head ID:	Submit MAT15 update to establish correct household occupying unit. (Once the unit address table has been populated and stabilized, this condition will become a fatal error.)



## **Appendix G: TRACS Voucher Acknowledgment & Status Messages and Codes**

Part 1: TRACS Voucher Acknowledgment Message and Codes .....	G-3
Part 2: TRACS Voucher/Payment Status Message and Codes .....	G-4

## **Appendix G: TRACS Voucher Acknowledgment & Status Messages and Codes**

With the implementation of the TRACS Voucher/Payment System, TRACS introduced messages intended to keep the owners and management agents informed of the status of their vouchers as they work their way through the HUD accounting and funds distribution systems. Vouchers eligible for payment through TRACS are sent to HUD's Line of Credit Control System (LOCCS) where they must pass through HUD's accounting controls. Vouchers that are accepted for payment by LOCCS are staged, starting approximately 10 days before the end of the month, and sent to Treasury for direct deposit into the bank account of record in LOCCS. LOCCS responds to each nightly transmission from TRACS by returning to TRACS status codes indicating the types of discrepancies LOCCS may have discovered. If LOCCS finds no discrepancies, it will send a payment acknowledgment to TRACS at the time the voucher is staged for payment by Treasury.

TRACS acknowledges every voucher that passes the edits and is recorded in the Voucher database. The acknowledgment messages returned to the owner or management agent provide the TRACS generated Voucher ID for the submission, which must be used to correct the voucher or delete it from TRACS. The acknowledgment also states if the voucher was submitted for payment or submitted to TRACS for non-payment activity by TRACS. Vouchers without errors or discrepancies are submitted for payment to LOCCS by TRACS.

As LOCCS informs TRACS of the status of the vouchers, TRACS sends messages to the owners and management agents advising them of the voucher status and provides guidance on the actions the owners and management agents may take to avoid delays in payment. When LOCCS sends the voucher to Treasury for payment, TRACS is informed. TRACS, in turn, informs the owner or management agent with a message containing the amount of the payment and the estimated payment date.

### Part 1: TRACS Voucher Acknowledgment Messages and Codes

Code	Condition	Description
VA001	Voucher accepted by TRACS and sent to LOCCS for payment.	THE GENERATED VOUCHER ID FOR (yr-mo): yymmmnnnnnn VOUCHER AMOUNT SUBMITTED FOR PAYMENT: nnnnnnnnn
VA005	Delete Voucher from TRACS.	VOUCHER DELETE TRANSACTION PROCESSED FOR VOUCHER ID: yymmmnnnnnn

**Part 2: TRACS Voucher/Payment Status Messages and Codes**

Code	Description	Recommended Action
VSC50	VOUCHER BEING CORRECTED IS NOT IN LOCCS. CORRECTION REJECTED.	If a voucher with this date had been previously submitted, review voucher status messages received since the original submission for a LOCCS rejection. After problem is corrected, resubmit voucher as a correction. If no previous voucher with this date has been submitted, submit the voucher as an original for the voucher date.
VSC51	VOUCHER HAS BEEN SENT TO TREASUREY FOR PAYMENT. CORRECTION REJECTED.	The voucher correction was received after the original voucher had sent for payment by LOCCS. Enter adjustment on next voucher.
VSD50	VOUCHER BEING DELETED IS NOT IN LOCCS. DELETION REJECTED. Voucher ID:	The corrected voucher may be resubmitted as a correction.
VSD51	VOUCHER HAS BEEN SENT TO TREASUREY FOR PAYMENT. DELETION REJECTED. Voucher ID:	The voucher deletion was received after voucher had been sent to LOCCS for payment. Enter adjustment on the next voucher.
VSLIC	LOCCS INITIATED PAYMENT CANCELLATION. Voucher ID: User Name:	For direction, contact the HUD Office that authorizes your payment. Resubmit as a correction after resolving the issue that caused the cancellation.

## Part 2: TRACS Voucher/Payment Status Messages and Codes

Code	Description	Recommended Action
VSP00	INFORMATION ONLY. VOUCHER HAS BEEN SENT TO TREASURY FOR PAYMENT.  Voucher ID:  Estimated Pay Date:  Amount Paid:  Offset Amount:  Payee TIN:  Payee Name:	None.
VSP10	VOUCHER HAS BEEN ACCEPTED FOR PAYMENT.	N/A. Information only.
VSR22	PROJECT/CONTRACT NUMBER IS NOT IN LOCCS.	For direction, contact the HUD Office that authorizes your payment. Resubmit voucher as a correction after the project/contract number issue is resolved.
VSR24	PERIOD COVERED BY THE VOUCHER IS INVALID.	After rechecking the voucher period submitted, resubmit voucher as a correction. If no error is apparent, contact the HUD Office that authorizes your payment for direction.
VSR25	SCHEDULED PAYMENT DATE IS INVALID.	Recheck the MAT30 submitted. If no error is apparent, contact the HUD Office that authorizes your payment for direction.
VSR26	INSUFFICIENT FUNDS UNDER CONTRACT TO PROCESS PAYMENT.  Voucher ID:	Contact your Project Manager at local HUD Field Office.

**Part 2: TRACS Voucher/Payment Status Messages and Codes**

Code	Description	Recommended Action
VSR27	PAYMENT THROUGH TRACS DENIED. PAID THROUGH ACC. Voucher ID:	For direction, contact the HUD Field Office that authorizes your payment. The Field Office will have either the LOCCS or TRACS records corrected. Resubmit voucher as a correction after the appropriate correction has been effected.
VSR29	TCA fee voucher rejected: Contract is not TCA administered in LOCCS.	No action needed.
VSR30	PAYMENT DENIED. REJECTED BY REVIEWER. Voucher ID:	Contact the Voucher Processing Hub at 1-800-526-8174.
VSR31	PAYMENT ON HOLD PENDING REVIEW. Voucher ID:	Fax voucher to HUD FMC at 816-426-6174.
VSR32	PAYMENT DENIED. NO PAYMENT INFORMATION IN LOCCS. Voucher ID:	For direction, contact the local Field Office. Resubmit as a correction after payment data issue is resolved.
VSR33	VOUCHER SUSPENDED. PAYMENT ON HOLD UNTIL SUSPENSION CANCELLED. Voucher ID:	Contact the HUD Office that authorizes your payment to confirm the payment status. No action required from owner/agent other than resolving the issue that caused the suspension.
VSR34	PAYMENT REQUEST RETURNED BY TREASURY. REQUEST WILL BE RESCHEDULED FOR PAYMENT. Voucher ID:	Contact the HUD Office that authorizes your payment to confirm the payment status. LOCCS will resubmit to Treasury after error condition is resolved. No action required from owner/agent.

**Part 2: TRACS Voucher/Payment Status Messages and Codes**

Code	Description	Recommended Action
VSR35	PAYMENT REQUEST RETURNED BY TREASURY. VERIFY BANK INFORMATION WITH HUD ACCOUNTING OFFICE.  Voucher ID:	Contact the HUD Office that authorizes your payment. Resubmit voucher as a correction after resolving the issue that caused the rejection.
VSR36	VOUCHER (VOUCHER #) HELD PENDING APPROVAL OF HUD-52663.	Expedite submission and approval of HUD-52663 covering the voucher period.
VSR40	VOUCHER FOR PERIOD COVERED HAS ALREADY BEEN PAID OR IS SCHEDULED FOR PAYMENT.	No action required if submission was a voucher that had been previously paid.
VSR41	PAYMENT ON VOUCHER IS PENDING CONTRACT RENEWAL IN LOCCS.  FOR TCA ADMINISTERED CONTRACTS, PAYMENT ON VOUCHER IS PENDING ACC RENEWAL.	For direction, contact the HUD office that authorizes your payment.
VSR42	PAYMENT DENIED. MANUAL TAX ID, PROGRAM AREA OR PROJECT SUSPENSION.	Contact your local Field Office. When situation resolved, resubmit voucher as a correction.
VSR43	VOUCHER CANCELLED IN LOCCS. SUBSIDY WILL BE PAID BY CONTRACT ADMINISTRATOR.	For direction, contact the HUD office that authorizes your payment.

## Part 2: TRACS Voucher/Payment Status Messages and Codes

Code	Description	Recommended Action
VSR44	CONTRACT WITHDRAWN, VOUCHER (VOUCHER -ID) CANCELLED.	Return the voucher to the O/A with instructions to submit it directly to TRACS.
VSR45	PAYMENT ON VOUCHER IS PENDING PBCA/TCA ACC RENEWAL IN LOCCS.	For direction, contact the HUD office that authorizes your payment.
VSR90	PAYMENT DENIED BY LOCCS.	Contact your local Field Office. When situation resolved, resubmit voucher as a correction.
VSR99	VOUCHER DATE IS EARLIER THAN CONTRACT EFFECTIVE DATE IN HUD ACCOUNTING SYSTEM.  Voucher ID:	Contact your field office for resolution. Don't resubmit the voucher to TRACS.
VST01	PAYMENT ON VOUCHER IS PENDING COMPLETION OF OMHAR RENT REVIEW.	For direction, contact the HUD office that authorizes your payment.
VST02	PAYMENT ON VOUCHER IS PENDING REVIEW OF TENANT DATA SUBMISSIONS.  PAYMENT ON VOUCHER IS PENDING DUE TO INSUFFICIENT TENANT DATA/LATE RECERTS.	For direction, contact the HUD office that authorizes your payment.
VST03	VOUCHER PAYMENT MANAGED BY HUD WHILE CONTRACT IS BEING WITHDRAWN FROM PBCA.	Voucher referred to HUD FMC. Email <b>signed</b> copy to <a href="mailto:Voucherprocessing@hud.gov">Voucherprocessing@hud.gov</a> or fax to (202) 708-1300.
VST04	PAYMENT ON VOUCHER IS PENDING OWNER'S MITIGATION OF EHS VIOLATIONS.	For direction, contact the HUD office that authorizes your payment.
VST30	VOUCHER CANCELED BY REVIEWER.	Submit MAT 30 correction using assigned voucher ID number to TRACS.



## Part 2: TRACS Voucher/Payment Status Messages and Codes

Code	Description	Recommended Action
VST31	VOUCHER REQUIRES REVIEW BY HUD/VPD.	Please e-mail <b>signed</b> copy to <a href="mailto:Voucherprocessing@hud.gov">Voucherprocessing@hud.gov</a> or fax to (202) 708-1300.
VST41	CONTRACT EXPIRED IN TRACS.	Contact your Project Manager at local HUD Field Office.
VST52	VOUCHER OVER A YEAR OLD. VOUCHER REQUIRES REVIEW BY HUD/VPD.	Please e-mail <b>signed</b> copy to <a href="mailto:Voucherprocessing@hud.gov">Voucherprocessing@hud.gov</a> or fax to (202) 708-1300.
VST53	VOUCHER FAILED COMPLIANCE PERCENTAGE STANDARD.	For direction, contact the TRACS Help Desk at 1-800-767-7588.
VST91	VOUCHER FAILED TRACS THRESHOLD EDIT. PBCA VOUCHER SENT TO LOCCS FOR PAYMENT. TCA VOUCHER REQUIRES REVIEW BY HUD/FOD.	PBCA: No Action Needed  TCA: Please e-mail <b>signed</b> copy to <a href="mailto:Voucherprocessing@hud.gov">Voucherprocessing@hud.gov</a>
VST92	VOUCHER IS OVER A YEAR OLD. PBCA VOUCHER SENT TO LOCCS FOR PAYMENT. TCA VOUCHER REQUIRES REVIEW BY HUD/FOD.	PBCA: No Action Needed  TCA: Please e-mail <b>signed</b> copy to <a href="mailto:Voucherprocessing@hud.gov">Voucherprocessing@hud.gov</a>
VST93	PAYMENT ON VOUCHER IS PENDING ON TCA ACC RENEWAL	For direction, contact your HUD Financial Analyst.

## Appendix H: Calculation Guidance

This chapter is organized into the following major sections:

H.1 Calculation Guidance.....	H-1
H.2 Certifications.....	H-2
H.3 HAP Vouchers .....	H-6
H.4 Special Claims.....	H-12

### H.1 Calculation Guidance

Note: TRACS Implementation required for items highlighted in Yellow. Site and CA software vendors are responsible for implementing all items.

The purpose of this Appendix is to establish standard methodology for key calculations involving certifications, vouchers and special claims. All software vendors (including software developed in-house) are required to implement these algorithms. As a result, calculation differences between site, CA, and TRACS software should largely disappear. It is possible that, in **rare** situations, a calculation done on one hardware architecture using a specific compiler and floating point library will differ slightly from that done on another architecture, compiler, and library with the result that a rounded result will be different by \$1. If, on investigation, it is determined that the specific difference is due to one of these circumstances, the site submitted value should be accepted by CAs and TRACS in accord with previously stated guidance from HUD. However, such situations should be seen very rarely.

An example of such a result would be a value that calculates to 1.494999 on one machine and to 1.495000 on another. The first value becomes 1.49 and rounds to 1. The second becomes 1.50 and rounds to 2.

The rent calculation spreadsheet posted on the TRACS web site in the Documents area (**Calculating Tenant Rent-TRACS 202C.xls**), shall be considered authoritative on issues of the correctness of calculations. In situations other than the one mentioned above, when there is a difference between site and CA calculations, the subsidy paid by a CA shall be that determined by the spreadsheet. Similarly, the spreadsheets posted on the TRACS web site in the Documents area (**Non Citizen Rule Prorations-TRACS 202C.xls**, **AdjustmentCalculations-TRACS 202C.xls** and **SpecialClaimsRounding-TRACS 202C.xls**) serve as the official implementation for noncitizen rule proration, adjustment calculations and special claims calculations and should be used to resolve differences between site, CA and TRACS results in the same way as the rent calculation spreadsheet should be used for that purpose.

Implementation timeline: Vendors are expected to implement any necessary changes in their software for their TRACS 2.0.2.C releases. **During the transition to 2.0.2.C, CAs must accept calculations that differ by no more than \$1 from the 2.0.2.C algorithms or the calculations currently done by their CA software. Calculation differences of \$1 may only be considered errors in 202C files.**

## H.2 Certifications

### Changing Algorithms—Transition Rules

When changing algorithms for calculating rent and assistance along with supporting values, it is important that software vendors ensure that certifications already billed for and/or sent to TRACS do not change without being formally corrected. In other words, if a certification has been billing for \$X in subsidy, that same amount should be billed up until the point of a gross rent change, unit transfer, a correction to the certification or other new certification.

However, to ease the transition to the new algorithms and to ensure that site software, CA software and TRACS all agree on values for certifications submitted after the full transition to 202C, all corrected certifications along with gross rents and unit transfers will recalculate the certification using the 202C rules once the site or CA software or TRACS has been updated to 202C. Software will not attempt to preserve the old calculations.

One change that CAs, in particular need to be aware of is the move to the use of Section 236 basic rent instead of Section 8 contract rent in field 2 of handbook Exhibit 3-14. CAs should accept prorated certifications using either contract or basic rent through the end of the transition to 202C.

If following this advice causes the tenant rent to change (in situations when it otherwise would not) the owner/agent should give the required notice to the tenant and begin collecting the new rent on the proper date.

Any dollar differences between the old and new rules should net out over many certifications and are not expected to cause a burden on any property.

### Gross Rent Changes and Unit Transfers

Applying a gross rent change is not simply a matter of changing the assistance by the amount of the difference between the old and the new rent. The complete set of calculations outlined below under the heading **Tenant Rent Algorithms** should be completed, plugging in changed values for rents and utility allowances. For example, in Rent Supplement the TTP is the greater of 30% of monthly adjusted income or 30% of gross rent. In some cases, raising the gross rent will cause the tenant's TTP to increase. In Section 236, a gross rent change will affect tenant rent for those paying basic rent or slightly above basic.

Where a household is subject to noncitizen rule proration, the need to recalculate is even more obvious. A given rent increase will almost always affect the tenant rent—not just assistance.

Similar examples exist for unit transfers to units with different rents and/or utility allowances.

Keep in mind that, when recalculating the certification that the ages of the household members stay as they were on the full certification that the GR or UT is based on. All that is done is to update the financial calculations.

The relatively new TRACS policy of rejecting certifications with \$0 assistance will help eliminate a class of common errors. Often a gross rent change, say for \$10, for a tenant with \$0

assistance is submitted as a \$10 subsidy increase from \$0 to \$10. Instead, such a tenant should be considered a Market renter. No subsidy is involved and a gross rent change would simply increase the rent the tenant is paying. If the rent change would result in the tenant now qualifying for subsidy, a termination from Market and an initial certification to subsidy should be done.

### **Handbook Rules**

Appendix 8 of Handbook 4350.3 Rev. 1 gives explicit guidance on calculation methodology. The rules presented there can be summarized as follows:

When rounding to the nearest dollar, round up at 0.50 and down at 0.49.

Intermediate calculations (those that are not submitted in a field in a MAT record) should be calculated to a higher precision but then rounded to the nearest penny.

In a series of calculations, any result submitted in the MAT is rounded to the nearest dollar and the dollar value used in the remaining calculations.

Calculations should be done in steps—not together. The example is given where 30% of monthly adjusted income is calculated. This is not implemented as  $((\text{Adjusted} / 12) * .3)$  but rather as multiple steps:

Adjusted Income/ 12 (calculate the result to 6 or more decimal places)  
Round the result to the nearest penny to get Monthly Adjusted.

Monthly Adjusted \* .3 (calculate the result to 6 or more decimal places)  
Round the result to the nearest penny to get 30% of Monthly Adjusted.

Note: Appendix 8 does not address the rounding of negative numbers. We are adopting the convention of rounding the absolute value of a number where applicable and then restoring the sign. For example,  $-36.5$  becomes  $-37$ . This is the equivalent of ignoring sign in intermediate calculations and then restoring it for the final result.

Finally, if your library of rounding functions does banker's rounding, you may need to write your own rounding function that follows the HUD rules.

### **Financial Calculations**

For the purpose of standardization, all financial calculations involving multiplication or division must be done as follows:

1. Calculate the result to 6 or more decimal places (5.003399).
2. Round the value to the nearest penny (5.003399 becomes 5.00).
3. If applicable, round the result to the nearest dollar, rounding up at .50 (5.00 becomes 5; 5.50 becomes 6; 5.49 becomes 5).

It is extremely important to follow the spreadsheet examples exactly. Do not combine two calculations in one line of code ( $234/12*.3$ ) for example. Software implementations must agree with the published spreadsheets.

## **Tenant Rent Algorithms**

The variables feeding into rent calculations are: Total Assets, Total Income from Assets, Imputed Income from Assets, Asset Income, Annual Income Amount, Adjustments to Income, Adjusted Income Amount, Contract Rent, Basic Rent, Utility Allowance, Gross Rent, Welfare Rent, and Market Rent. From these, Total Tenant Payment, Tenant Rent, Utility Reimbursement, and Assistance Payment Amounts are calculated as applicable for each subsidy type.

### **Assets**

Each asset should be stored as a value rounded to the nearest dollar. The rounded values are what are reported in a MAT file and used in other calculations.

Income from each asset is reported as a value rounded to the nearest dollar. When calculating an asset income by multiplying its value by an interest rate, follow the Handbook Rules above. In other words, multiply the rounded asset value by the interest rate, round the result to the nearest penny, and then round to the nearest dollar.

Total Assets and Total Income from Assets are the sums of the individual rounded asset values and asset incomes. There should never be a discrepancy between the sums of the values and the reported totals. CA software and TRACS should report discrepancies of \$1 or more for these totals starting with any files in 202C format.

Imputed Income from Assets is calculated by multiplying the applicable HUD Passbook Rate (Reported Passbook Rate Percent) by the Total Assets value if it is greater than \$5,000. The result should be calculated to 6 decimals, rounded to the nearest penny and then to the nearest dollar.

### **Income**

Each income should be reported as a value rounded to the nearest dollar. The rounded values are what are reported in a MAT file and used in other calculations.

The handbook gives two conflicting rules for calculating the annual value of hourly income. Handbook paragraph 5-5.B has you multiply an hourly rate by the number of weeks worked per year (a rounding to the penny and then to the dollar should be assumed). Appendix 8 has you multiply the hourly rate by the number of hours in the week; round to the penny; then multiply by the number of weeks; and finally round to the penny and then to the dollar. Housing has been asked for guidance on this issue. In the meantime it is probably best to rely on the body of the handbook rather than on the appendix. Whatever calculations the software does should follow the rules under Financial Calculations above.

The various income totals on the 50059 (Total Employment Income, Total Pension Income, Total Public Assistance Income, Total Other Income, and Non-Asset Income) are the sums of the appropriate values. There should never be a discrepancy between the sums of the underlying values and the calculated totals. CA software and TRACS should report discrepancies of \$1 or more for these totals starting with any files in 202C format.

### **Calculating Adjusted Income**

Unlike incomes and assets, the expenses used in adjusted income calculations are calculated and stored to the nearest penny. Only the appropriate totals are rounded to the dollar.

Deductions should be calculated in the order they appear on the 50059: Allowance for Dependents, Child Care (Work), Child Care (School or Look for Work), Disability, Medical, Elderly.

See Handbook paragraph 5-10 for details.

### **TTP, Tenant Rent, and Assistance**

While Section 8, RAP, PAC, and PRAC use very similar methods for determining rent, there are differences. As a result Section 8 is presented alone; RAP and 202 PACs are presented together; and PRACs are presented together.

Noncitizen rule prorations apply only to Section 8, Rent Supplement, RAP, and Section 236. See **Noncitizen Rule Proration** below. When noncitizen rule proration applies, first calculate the TTP, rent and assistance using the rent calculation spreadsheet. Next use the appropriate values from those calculations as input to the noncitizen rule spreadsheet.

The **Calculating Tenant Rent-TRACS 202C.xls** spreadsheet published as part of this specification contains examples of calculations for each subsidy type. As mentioned above, the spreadsheet is the final arbiter with respect to the correctness of calculations. Example calculations are not shown in this document as the spreadsheet may change more quickly than the document.

CA and TRACS software should report \$1 discrepancies for certifications reported in TRACS version 202C or later.

### **Noncitizen Rule Proration**

The spreadsheet posted on the TRACS web site in the Documents area as part of the 2.0.2.C specification (**Non Citizen Rule Prorations-TRACS 202C.xls**) serves as the official implementation of these calculations and should be used to resolve differences between site, CA and TRACS in the same way as the rent calculation spreadsheet should be used for that purpose.

Prior to prorating the assistance, the full rent calculations outlined above in **TTP, Tenant Rent, and Assistance** above should be completed as certain values resulting from those calculations are used in the proration algorithms. Example calculations are not shown in this document as the spreadsheet may change more quickly than the document.

There seems to be some confusion in the industry as to which calculations apply to a Section 8, RAP or Rent Supplement tenant who resides in a Section 236 property. In these cases **DO NOT** use the calculations as outlined in Exhibit 3-12. Use the calculations outlined in Exhibit 3-14.

CA and TRACS software should report \$1 discrepancies for certifications reported in TRACS version 202C or later.

## Calculating Income Limits for Families with More Than Eight Members

Updated to reflect 2007 rules.

From the HUD FY 2007 HUD INCOME LIMITS BRIEFING MATERIAL

### Family Size Adjustments

The statutory guidance governing income limits requires that income limits are to be higher for larger families and lower for smaller families. The same family size adjustments are used for all income limits. They are as follows:

Number of Persons in Family and Percentage Adjustments

1	2	3	4	5	6	7	8
70%	80%	90%	Base	108%	116%	124%	132%

Income limits for families with more than eight persons are not included in the printed lists because of space limitations. For each person in excess of eight, multiply the four-person base by  $100 + N \times 8\%$ , where  $N$  = the number of family members above 4. (For example, the nine-person limit equals 140 percent [ $132 + 8$ ] of the relevant four-person income limit.) Income limits are rounded to the nearest \$50. Note: the Briefing document allows either rounding to the nearest \$50 or not. We are requiring rounding so that site and CA software will calculate the same values and so that there is no dispute as to whether someone is above or below the income limit at admission or initial certification.

Example: Calculate the 11 person limit where the 4-person limit = 22900.

$11 - 4 = 7$   
 $100 + 7 \times 8 = 156\%$   
 $22900 \times 156\% = 35724$   
Rounded result = 35700

## H-3 HAP Vouchers

### Voucher Creation

Keeping in mind that a CA will almost never build a voucher on the same date as does the site and given that there are differences between sites (and possibly vendors) in whether they transmit certs as they are done or batch them up as a package associated with a voucher, the following rules will help ensure that site and CA vouchers match even if sites are transmitting new certs daily. All vendors are expected to implement these rules governing exactly which certifications will appear on a voucher or be selected for adjustments.

The assumption is that the voucher date on a certification is correct (or at least the same at the site and CA level) in the sense that it accurately reflects the voucher that the site first intends to bill for or adjust the cert. If a CA were to change the cert's voucher date then, of course, the site and CA vouchers would not match as the change produces an intentional difference.

RAP and Rent Supp vouchers are billed for between the first and 10th of the month for the current month. In other words, if you bill on 8/5 you are billing for August.

All other program vouchers bill between the first and 10th of the month for the following month. In other words, if you bill on 8/5 you are billing for September.

**RAP and Rent Supp:**

When billing for a month, ignore any certifications effective after the first of that month (any cert effective after 8/1 for the August voucher). Those certs will be picked up on the following month's voucher and will cause adjustments.

In addition, do not include any move-outs or terminations occurring on the first of the voucher month.

**All other subsidy types:**

When billing for a month, ignore any certifications effective after the first of the **prior** month (8/2 or later for the September voucher) with the exception of AR, IR, and IC certifications effective on the voucher date (9/1 for the September voucher).

See the chart below for a summary of the rules.

<b>This chart shows the first month that a given cert may appear on a voucher</b>				
<b>Certification Effective</b>	<b>RAP / Rent Sup</b>		<b>Other Subsidies</b>	
	Aug First	Aug 2-31	Aug First	Aug 2-31
<b>First Possible Voucher Month</b>				
AR	Aug	NA	Aug	NA
IR	Aug	Sep	Aug	Oct
IC	Aug	Sep	Aug	Oct
MI	Aug	Sep	Sep	Oct
MO	Sep	Sep	Sep	Oct
TM	Sep	Sep	Sep	Oct
GR	Aug	Sep	Sep	Oct
UT	Aug	Sep	Sep	Oct

With this model, it does not matter when the voucher is built with the obvious exception of a cert being added after a first build with the intention that it appear on a second build and provided that it meets the guidelines above.

Under these guidelines, if you build a Section 8 September voucher on 8/2 it does not matter if a move-in occurs on 8/3 or a unit transfer on 8/4. If the voucher were rebuilt on 8/6 it would be identical to the first one. More importantly, when the CA builds it on 8/12 it will match the site voucher exactly as it will be based on the same certs even if the CA has received the MI and the UT in the meantime.



## Adjustment Calculations

Note: The final version of this section differs considerably from the 2004 original draft. Some members of the working group proposed an alternate model that is more accurate than the old one in certain cases and provides the additional advantage of a common procedure no matter how complex the set of adjustment events. HUD policy signed off on the new model and the 4350.3 will be revised accordingly. All software must switch to the new model for their 202C releases.

The spreadsheet posted on the TRACS web site in the Documents area (**AdjustmentCalculations-TRACS 202C.xls**) serves as the official proper implementation of these calculations and should be used to resolve differences between site, CA and TRACS in the same way as the rent calculation spreadsheet should be used for that purpose.

To summarize the new model, no matter what type of certification is the subject of an adjustment, you always reverse the prior billing for the tenant and unit for the period of the adjustment and then re-bill for the same period applying any new or changed certifications.

- Notes, definitions and issues
  - The certification that is considered active on a specific date is the most recent one processed.
    - For example, if you have an AR and a subsequent correction to the AR, the correction is the active certification on the AR date.
  - Starting Month--the month during which the first new or corrected certification is effective. "First" is defined as the new or corrected certification with the earliest effective date. The exception to this rule is the case where a MO or TM or UT-Out is effective on the last day of the month. Since full subsidy is earned in that month, the starting month is defined as the following month.
    - Note: If, for example, a previously transmitted MO is corrected such that its effective date is in a different month (original = 10/30; correction = 11/1) the start date needs to be the first of the month of the earliest effective date of the two MOs.
  - Ending Month--either the earlier of the month prior to the current voucher or the month during which billing changes caused by new or corrected certifications end. To give an example of the latter. Suppose we have a 1/07 AR and a 1/08 AR. After the latest AR is processed, the tenant confesses to additional income on the 1/07 cert. The change does not impact the 1/08 AR. The AR\* for 1/07 is put on the 4/08 voucher. The adjustment period for the 1/07 AR\* is defined as 1/07 to 12/31/07--not to 3/31/2008.
  - Adjustment calculations as defined below start on the first day of the Starting Month and end on the last day of the Ending Month.
  - Partial month billing is calculated in the usual way (calculate the daily rate to 6 or more decimals using the number of days in the month as the divisor; round to 2 decimals; multiply by the number of days; round to the dollar). If billing for a certification involves two partial months, the result of each partial month calculation is rounded to the dollar. All certifications are assumed to be in order by effective date
  - New and Changed certifications—A new or changed certification is defined as any certification whose anticipated voucher date is equal to that of the current voucher. We perform adjustment calculations for any new or changed certification whose effective date is less than the voucher date whether or not the new or changed certification alters the TTP, assistance or rent. For example, on

the January voucher a correction to a prior cert is reported whose only change is to add a middle initial for a household member. This certification will appear on the adjustments page giving back the old assistance and rebilling for the same amount resulting in a net adjustment of \$0. The logic in this case is to show that the software recognized that it processed or received a corrected cert for the voucher.

- All new and changed certifications for a unit and tenant combination are presented as part of what can be viewed as a single adjustment with multiple detail lines.
  - Under this model a UT is presented as two adjustments
    - Out adjustment for the old unit
    - In adjustment for the new unit
  - The date range for the adjustment consists of the months from the Starting Month through the Ending Month.
- Presentation of the adjustments will look similar to the following:

Note that the sort order is Unit Number by Household by Prior or New Billing (Prior before New) by Effective Date. A blank line separates each unit/household block of transactions. So, if a retro GR causes adjustments for two different households in unit 1, the adjustment for household 1 is separated from the adjustment for household 2 by a blank line. This sort order can result in the two parts of a UT (UT-I and UT-O) appearing on widely separated pages of the voucher.

Note also the meaning of Prior or New Billing: Prior means any certification active within the adjustment period that has appeared on a voucher earlier than the current voucher. New means any certification, including both previously billed and new certifications, active during the adjustment period.

Note: There is no requirement to print negative numbers in red.

Head of Household	Unit Number	Adjusting Certification/Activity							Calculation Detail						Requested
		Prior or New Billing ?	New Cert?	Cert. Type	Effective Date	Asst. Pmt.	Adjustment Period		Beginning Partial Month		Full Months		Ending Partial Month		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate	
Normal MI	101	New	Y	MI	10/12/07	\$350	10/12/07	11/30/07	20	\$11.29	1	\$350			\$576
Normal MO	102	Prior		AR	7/1/07	\$500	10/1/07	11/30/07			2	\$500			(\$1,000)
Normal MO	102	New		AR	7/1/07	\$500	10/1/07	10/4/07	4	\$16.13					\$65
Normal MO	102	New	Y	MO	10/4/07	\$0	10/5/07	11/30/07	27	\$0.00	1	\$0			\$0
Normal TM	103	Prior		IR	3/1/07	\$125	10/1/07	11/30/07			2	\$125			(\$250)
Normal TM	103	New		IR	3/1/07	\$125	10/1/07	10/15/07	15	\$4.03					\$60
Normal TM	103	New	Y	TM	10/15/07	\$0	10/16/07	11/30/07	16	\$0.00	1	\$0			\$0
DS Term.	104	Prior		MI	9/18/07	\$380	9/18/07	11/30/07	13	\$12.67	2	\$380			(\$925)
DS Term.	104	New	Y	TM-DS	9/18/07	\$0	9/18/07	9/30/07	13	\$0.00					\$0
DS Term.	104	New	Y	IC	10/1/07	\$380	10/1/07	11/30/07			2	\$380			\$760
Normal UT	105	Prior		AR	7/1/07	\$318	10/1/07	11/30/07			2	\$318			(\$636)
Normal UT	105	New		AR	7/1/07	\$318	10/1/07	10/12/07	12	\$10.26					\$123
Normal UT	105	New	Y	UT-O	10/12/08	\$0	10/13/08	11/30/07	19	\$0.00	1	\$0			\$0
Normal GR	106	Prior		AR	2/1/07	\$415	8/1/07	11/30/07			4	\$415			(\$1,660)
Normal GR	106	New		AR	2/1/07	\$415	8/1/07	8/11/07	11	\$13.39					\$147
Normal GR	106	New	Y	GR	8/12/07	\$418	8/12/07	11/30/07	20	\$13.48	3	\$418			\$1,524
Mult. Corrections	107	Prior		AR	2/1/07	\$228	2/1/07	3/17/07			1	\$228	17	\$7.35	(\$353)
Mult. Corrections	107	Prior		GR	3/18/07	\$230	3/18/07	8/11/07	14	\$7.42	4	\$230	11	\$7.42	(\$1,106)
Mult. Corrections	107	Prior		GR	8/12/07	\$232	8/12/07	8/31/07	20	\$7.48					(\$150)
Mult. Corrections	107	Prior		IR	9/1/07	\$250	9/1/07	11/30/07			3	\$250			(\$750)
Mult. Corrections	107	New	Y	AR*	2/1/07	\$230	2/1/07	3/17/07			1	\$230	17	\$7.42	\$356

Mult. Corrections	107	New	Y	GR	3/18/07	\$232	3/18/07	8/11/07	14	\$7.48	4	\$232	11	\$7.48	\$1,115
Mult. Corrections	107	New	Y	GR	8/12/07	\$234	8/12/07	8/31/07	20	\$7.55					\$151
Mult. Corrections	107	New	Y	IR*	9/1/07	\$252	9/1/07	11/30/07			3	\$252			\$756
Normal UT	108	New	Y	UT-I	10/13/07	\$323	10/13/07	11/30/07	19	\$10.42	1	\$323			\$521

TOTAL: (\$676)

- The algorithm is:
  - Calculate and Reverse Prior Billing for the adjustment period.
    - For each certification previously billed (voucher month is < the current voucher)
      - Calculate the subsidy earned by each certification
      - Reverse the billing
  - Calculate New Billing
    - For each certification currently billed (voucher month is <= the current voucher) including new and changed certifications.
      - Calculate the subsidy earned by each certification
      - Add to the new billing
  - Adjustment = the net of the reversed prior billings and the new billings.
  - Note: since the date range is from the first of the Starting Month through the end of the Ending Month, the first certification used in the calculations may be effective prior to the Starting Month. Subsidy earned prior to the Starting Month is ignored.
    - For example: A GR is effective 2/15. The previous cert with the highest effective date is a 1/1 AR. The billing for January is ignored when calculating the adjustment.
  - Note: Partial month billing is calculated in the usual way (calculate the daily rate to 6 or more decimals; round to 2 decimals; multiply by the number of days; round to the dollar)

#### **Adjustment Calculation Implementation Issues:**

The question arises concerning what to do, after implementation of these guidelines, when a certification is corrected that was originally adjusted using other methodology (not calculated using the 202C procedures). There are three logical possibilities:

1. Recalculate the old adjustment using the old methods and calculate the new one using the new rules.
2. Pretend that the old adjustment was done using the new methods and proceed as you would when correcting a certification that was adjusted using the new methods.
3. Calculate the changed adjustment using the methods in place prior to 2.0.2.C.

The TRACS 202C working group has decided on option 2 as it is the only one that will result in common results for both site and CA software. This should eliminate a large number of manual adjustments on one side or the other. However, it is recognized that this solution may cause a burden on accounting software at the site level.

## **H.4 Special Claims**

The spreadsheet posted on the TRACS web site in the Documents area (**SpecialClaimsRounding-TRACS 202C.xls**) serves as the official proper implementation of these calculations and should be used to resolve differences between site and CA calculations in the same way as the rent calculation spreadsheet should be used for that purpose.

In addition to clarifying what values should be used in certain fields, the spreadsheet, for the first time, specifies the proper rounding for each field. All calculation and rounding rules have been approved by HUD policy.

## **APPENDIX I: MAT15 Address Record Specification**

This Appendix contains most of the text from the TRACS 2.0.1.A Address Record Specification and a note on renumbering units from the 2.0.1.B specification. It is being reproduced primarily for the background information that it contains.

This chapter is organized into the following major sections:

I-1 MAT15 Address Record Specification .....	I-2
I-2 Background .....	I-3
I-3 Initial Address Load .....	I-6
I-4 Address Maintenance .....	I-7

## I-1 MAT15 Address Record Specification

**Note: The 2.0.1.A specification refers to unit address loads and unit address changes as two separate transaction types. These two functions have been combined in 2.0.1.B and later. Refer to the current MAT Guide for the correct values to use for Transaction Type.**

February 28, 2000

The HUD Real Estate Assessment Center (REAC) requires data from TRACS that TRACS does not currently collect. Initially, two REAC applications require addresses from TRACS. The Tenant Assessment SubSystem (TASS), formerly known as TEVS, includes an income verification application that requires tenant addresses for mailing income discrepancy letters directly to each tenant. This is a confidentiality requirement imposed by the Social Security Administration when disclosing W-2 data. Another REAC application, Resident Satisfaction Assessment SubSystem (RASS), conducts tenant satisfaction surveys. RASS requires unit addresses for mailing survey forms to the occupants of units selected by their sampling technique. Although similar, TASS and RASS have slightly different address requirements. TASS requires the tenant's mailing address, whereas RASS requires the unit's mailing address.

REAC required tenant addresses before October 1999. They used various sources to collect these addresses including address files the owners and management agents (OAs) have been asked to voluntarily submit to REAC. Starting with the initial TRACS address load in February 2000, TRACS will be the address repository for REAC and other entities that require unit and tenant addresses.

The OAs are to start submitting address data to TRACS no later than February 2000. An initial load procedure is being encouraged to expedite building the TRACS address database. TRACS Release 201A is currently scheduled for implementation on February 18, 2000. After May 1, 2000, (re)certifications, move-outs and unit transfers submitted to TRACS will be rejected if the units they reference have no address in the TRACS address database.

The REAC requirements call for adding a new MAT record format and modifying existing MAT records. TRACS is including the capture of some of the data elements from the Handbook 4350.3 CHG-27. Since address collection and maintenance is the primary objective of Release 201A, TRACS is focusing on implementing those functions by February 2000. The revised codes will also be implemented on February 2000. The additional data elements will be collected by TRACS and the functionality associated with those data elements will be implemented by February 2000.

The ability of an owner to combine upon renewal multiple Section 8 contracts expiring in the same fiscal year creates a disconnect between certifications submitted under the superseded contract number and the voucher submitted under the surviving contract number. A workaround has been used to keep the certifications associated with the appropriate voucher. It requires the OA to submit a termination under the superseded contract



number and an Initial Certification under the surviving contract number. Release 201A will handle this association automatically. If an OA continues to use the workaround procedure, it will be recognized by TRACS, but it will not be required by TRACS.

## **I-2 BACKGROUND**

### **A. Unit Identification Problem**

Consistent unit identification has been a persistent problem for TRACS and the Industry in general.

- There is no standard or universally enforceable unit numbering format.
- HUD requires a unique unit number within a project, but the definition of project is blurred.
- Section 8 HAP contracts are available to projects that have no FHA project number. Consequently, TRACS does not necessarily have a project number available to enforce the “unique unit number within a project” requirement.
- Although a building id was defined as a “future” field in the MAT formats when they were devised several years ago, the field has not been implemented in TRACS. Implementing the building id has the potential for curing some of the unit identification problems, but TRACS cannot coordinate building id with REAC’s physical inspection application, activate the building id and implement it in the time frame allotted.

TRACS works with the universe of project-based assistance programs. It includes projects:

- with Section 8 (HAP) contracts but no project number,
- with project numbers but no subsidy contract number (Section 236, BMIR, Rent Supplement and RAP),
- with both project and contract numbers (202/162 PAC, 202 PRAC, 811 PRAC, as well as insured Section 8 HAP contracts), and
- with multiple Section 8 (HAP) contracts in addition to market rent units.

Previously, TRACS and the Industry had agreed upon the concept of allowing TRACS to assign a unique unit number to each unit and returning it to the OA. This has the potential to solve the problem if it is combined with a solution to the optional nature of project numbers for HAP contracts. However, the interest, the opportunity and the resources have not yet materialized simultaneously. Consequently, unit identification will remain cumbersome as the collection of unit addresses commences.

### **B. Unit Number Format for Submission to TRACS**

Input from the Industry has made it clear that the “Unit Number” submitted to TRACS in the MAT records is not necessarily the unit number that would be used by the U.S Postal Service (USPS) to deliver mail to that unit. The unit number currently submitted to TRACS by some OAs is a construct to satisfy the “unique unit number within a project” requirement. Consequently, TRACS is requesting that the Industry submit unit numbers in the MAT “Unit Number” fields following a consistent format adopted as the standard for the project. It could be formatted to meet whatever purpose is important to the OA, such as producing reports in unit number sequence.

Consistency in the “Unit Number” presentation to TRACS is important. TRACS will be matching (re)certification, move-out, termination, and unit transfer transaction “Unit Numbers” to the “Unit Numbers” submitted when the addresses are submitted. If the format is not consistent with the “Unit Number” submitted with the address load transaction, the (re)certification, move-out, termination, or unit transfer will be rejected by TRACS. Gross Rent Changes will not be subject to the unit number edit in Release 201A. If the OA should decide to change the format of their “Unit Number”, the addresses previously submitted to TRACS will require maintenance to reestablish the required consistency. “Format consistency” in unit number matching means that the two ten character fields must be identical.

The unit number submitted in the address line of the address load transaction should be the unit number the USPS recognizes.

### **C. Project Number Submission to TRACS**

Address load transactions will require project numbers for the following subsidy types.

- BMIR
- Rent Supplement
- RAP
- Section 236
- 202/162 PAC
- 202 PRAC
- 811 PRAC

Project Numbers will be optional for Section 8, but whenever there is an FHA Project Number associated with the project it should be submitted.

### **D. Contract Numbers Submitted to TRACS**

Address load transactions will require contract numbers for units assisted through HAP, PAC and PRAC contracts.

## **E. Section 8 Contract Numbers Combined Upon Renewal**

### **1. Prior to and including the Initial Address Load**

- The contract number used should be the contract number in effect for the unit at the time of the load.
- The OA is responsible for ensuring that the contract numbers in their active certifications in TRACS have the contract number that is in effect.

### **2. After the Initial Address Load**

- As contracts are combined, TRACS will effect the contract number changes for the address records.
- Active certifications affected by combining contracts upon renewal will be associated with the effective contract number by TRACS.

## **F. Tenant Mailing Addresses**

TRACS will be collecting and maintaining unit addresses. The unit address will be the default mailing address for the tenant. However, there may be legitimate occasions when the tenant's unit address is not their legal mailing address – the address to which the OA mails notices to the tenant. In those cases where the tenant's legal mailing address is not their unit address, the OA is to submit a tenant mailing address transaction to TRACS. The tenant mailing address submission is in addition to the unit address submission, but it is required only when the tenant's legal mailing address is not their unit address.

## **G. Tenant Address History**

TRACS does not have a requirement to retain address histories for either units or tenants. TRACS will only retain current Tenant Mailing Addresses and Unit Addresses.

## **I-3 INITIAL ADDRESS LOAD**

### **A. MAT15 Address Record**

The MAT15 Record is a stand-alone MAT transaction. It is used to submit and maintain both unit address and mailing address records. It can also be used to delete addresses that are no longer valid.

### 1. MATHR Submission

The MATHR, Field 13, is activated in Release 201A. It contains the count of MAT15 Records included in this MATHR submission. Both Unit Address and Mailing Address MAT15s can be submitted in the same MATHR batch.

### 2. MATHR Submission Recommendation for Initial Address Load Submissions

For the initial address load, TRACS recommends that OAs submit the MAT15s in separate, exclusively MAT15, submissions. This is a precaution to avoid the possibility of having a large batch of address load transactions rejected if a transmission level error is discovered that is unrelated to the MAT15s in the transmission.

## **B. MAT15 Unit Address Submissions**

During the Initial Unit Address Load, OAs are encouraged to submit all of the addresses that they can associate with a HUD approved project number. This has the benefit of populating the TRACS database with all unit addresses, both assisted and unassisted. Whenever, a certification or a unit transfer changes an unassisted unit to an assisted unit, the OA does not have to submit a MAT15 with the certification or unit transfer. Key fields submitted in the MAT15 for Unit Address Initial Load are:

For a unit address load, the First Address Line is required, and it should contain the unit number meeting the requirements for mail delivery by the USPS.

The suggested sequence for submitting the address is:

- Street Number
- Pre-directional
- Street Name
- Street Type
- Post-Directional
- Unit Description (Apt., Ste., Rm., or simply #)

Unit Number

The USPS postal address standards are available in Publication 28 at the following World Wide Web address:  
<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

## C. MAT 15 Tenant Mailing Address Submissions

OAs are to submit tenant mailing addresses during the Initial Address Load. Tenant mailing addresses are only submitted for those tenants whose legal mailing address is not their unit address. OAs are responsible for submitting, maintaining and deleting tenant mailing addresses.

## I-4 ADDRESS MAINTENANCE

### A. Unit Address Maintenance

Unit address maintenance covers:

- Loading unit addresses for (re)certifications and unit transfers as required
- Changing unit addresses
- Deleting unit addresses
- Associating and disassociating tenants with units as the result of move-ins, move-outs and unit transfers

1. The nature of unit address maintenance depends upon the presence or absence of a project number associated with the unit number.  
TRACS cannot maintain a unit address that has no project number.

#### 2. Unit Address Load

The MAT15 Unit Address Load is identical to the load transaction described in **II. Initial Address Load**. The Unit Address Load is a standalone transaction. It can be submitted to TRACS in the same transmission as the MAT10 (re)certification or MAT70 unit transfer that it supports.

#### 3. Unit Address Change

The MAT15 unit address change is used to modify an existing unit address record in the TRACS database.

- a) The attributes within the TRACS unit address database that can be modified with the Unit Address Change are:
- Unit Number (if the number assigned to the physical unit changes or the standard reporting format for the unit number changes)
  - Contract Number (Note: Contract Number Changes due to contract combinations will be handled automatically by TRACS.)
  - First Address Line
  - Second Address Line
  - Third Address Line
  - City Name
  - State Code
  - Zip-5
  - Zip-4
- b) Required Fields for a Unit Address Change:
- The Required and Mandatory Fields in a Unit Address Change are the same as those in the Unit Address Load
  - Unit Number is the changed unit number. Unit Number is required even it is not the unit number that is being changed.
  - Previous Unit Number is required. This is the Unit Number exactly as it submitted to TRACS in the previous Load or Change for this unit.
  - Address Type for Unit Address Change is “U”.
  - Transaction Type for a Unit Address Change is “3”.
- c) Project Number and Head of Household Id Code cannot be changed using the Unit Address Change transaction.
- Project Number changes require Delete and Load transactions. They may be in the same transmission, but a more conservative approach is to submit the delete, wait for the delete acknowledgment, then submit the load.
  - Changes in Head of Household associated with a unit address are effected through MAT10, MAT 40 and MAT70 (Unit Transfer) transactions. If the wrong head of household id code was submitted with the unit during the load, it can be changed using the delete and load sequence.

#### 4. Unit Address Delete

The Unit Address Delete transaction is used to remove unit address records from the TRACS database. OAs should exercise great care in the use of the delete transaction on unit address data. With the exception of those projects without HUD approved project numbers, OAs should attempt to maintain a current inventory of their units with unit addresses in TRACS.

a) The MAT15 Unit Address Delete Transaction has the following required and MOC fields.

- Project Number (MOC)
- Contract Number (MOC)
- Unit Number (Required)
- Address Type (Mandatory) with the value of "U".
- Transaction Type (Mandatory) with the value of "1".

b) TRACS will return an acknowledgment for each successful MAT15 Delete transaction via SprintMail.

5. Unit Address Maintenance Performed by TRACS Tenant Transactions (Re)certifications, move-outs and unit transfers will form associations with the unit address corresponding to the project/contract number(s) and the unit number included in the Tenant transaction. The action performed will be conditioned based upon the presence or absence of a project number in the associated Unit Address record.

a) MAT10s with Unit Transfers and MAT70 Unit Transfers for addresses without Project Numbers

- An informational message is generated if the number of the unit, into which the household is transferring, is not in the database, or a different household occupies it. After the address database is loaded and stabilized, this condition will change to a fatal error after appropriate industry notification.
- The transaction will delete the unit address of the unit being vacated.
- TRACS will notify the OA identifying the unit address deleted.

b) MAT10s without Unit Transfers Submitted for addresses without Project Numbers

A MAT 10 (re)certification will be accepted if the unit number does not have a unit address in the TRACS database, or if a different household occupies the unit number. Until the address database is loaded and stabilized, this condition generates an informational message. After the address database is loaded and stabilized, this condition will become a fatal error.

c) MAT40 Move-Outs for Addresses without Project Numbers

- The Contract Number from the certification against which the Move-Out is processed will be used in this determination by TRACS.
  - The transaction will delete the unit address of the unit being vacated.
  - TRACS will notify the OA identifying the unit address deleted.
- d) MAT65 Terminations of Assistance for Addresses without Project Numbers
- The Contract Number in the Certification against which the Termination is processed will be used by TRACS to make this determination.
  - The transaction will delete the unit address of the unit whose assistance is terminated.
  - TRACS will notify the OA identifying the unit address deleted.
- e) MAT10s with Unit Transfers and MAT70 Unit Transfers for Addresses with Project Numbers
- An informational message is generated if the number of the unit, into which the household is transferring, is not in the database, or a different household occupies it. After the address database is loaded and stabilized, this condition will change to a fatal error after appropriate Industry notification.
  - The transaction will vacate the unit address by removing the head of household id code.
  - If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unoccupied and unassisted unit.
- f) MAT10s without Unit Transfer Submitted for Addresses with Project Numbers
- A MAT10 (re)certification will be accepted if the unit number does not have a unit address in the TRACS database, or if a different household occupies the unit number. Until the address database is loaded and stabilized, this condition generates an informational message. After the address database is loaded and stabilized, this condition will become a fatal error.
- g) MAT40 Move-Outs for Addresses with Project Numbers
- The Project Number from the certification against which the Move-Out is processed will be used in this determination by TRACS.
  - The transaction will vacate the unit address by removing the head of household id.
  - If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unoccupied and unassisted unit.
- h) MAT65 Terminations of Assistance for Addresses with Project Numbers



- The Project Number in the certification against which the Termination is processed will be used by TRACS to make this determination.
- If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unassisted unit.

## B. Tenant Mailing Address Maintenance

Tenant Mailing Address maintenance covers:

- Loading mailing addresses as required
- Changing mailing addresses
- Deleting mailing addresses
- Disassociating tenants with mailing addresses as the result of move-outs.

Mailing address maintenance is primarily the responsibility of the OA. The only time an OA submits a tenant mailing address is when the tenant's legal mailing address is other than their unit address. TRACS associates a mailing address with the tenant and not the unit that the tenant occupies.

### 1. Mailing Address Load

The MAT15 Mailing Address Load is identical to the load transaction described in **II. Initial Address Load**. The Mailing Address Load is a stand-alone transaction. It can be submitted to TRACS in the same transmission as other TRACS transactions.

### 2. Mailing Address Change

The MAT15 mailing address change is used to modify an existing tenant mailing address in the TRACS database.

a) The attributes within the TRACS mailing address database that can be modified with the Mailing Address Change are:

- Contract Number
- First Address Line
- Second Address Line
- Third Address Line
- City Name
- State Code

- Zip-5
- Zip-4

b) Required Fields for a Mailing Address Change:

- The Required and Mandatory Fields in a Mailing Address Change are the same as those in the Mailing Address Load
- A Mailing Address Change must match the head of household id code or it will be rejected by TRACS.
- A Mailing Address Change transaction replaces the mailing address of the tenant identified by the head of household id.
- Address Type for Mailing Address Change is “M”.
- Transaction Type for an Address Change is “3”.

c) Project Number and Head of Household Id Code cannot be changed using the Mailing Address Change transaction.

- Project Number changes require Delete and Load transactions. They may be in the same transmission, but a more conservative approach is to submit the delete, wait for the delete acknowledgment, then submit the load.
- Changes in Head of Household associated with a mailing address are effected through the delete and load sequence.

### 3. Mailing Address Delete

The Mailing Address Delete transaction is used to remove obsolete or erroneous mailing address records from the TRACS database.

a) The MAT15 Mailing Address Delete Transaction has the following required and MOC fields.

- Head of Household Id Code (Required).
- Address Type (Mandatory) with the value of “M”.
- Transaction Type (Mandatory) with the value of “1”.

b) TRACS will return an acknowledgment for each successful Delete transaction via SprintMail (now TRACSMail).

### 4. Mailing Address Maintenance Performed by TRACS Tenant Transactions

If the head of household identified in the MAT40 Move-out transaction has a mailing address, TRACS will delete it and advise the OA of the action taken.

## From the TRACS 2.0.1.B Industry Specification

### Renumbering Units

The MAT15 Address Record can be used to renumber the units in the project without submitting a full or partial certification. It cannot be used to transfer a tenant from one unit to another. When the unit number is changed for an occupied unit using a MAT15, the tenant's current certification will be modified to reflect the new unit number. Although this is not a transaction that affects assistance payments directly, it has the potential of adding confusion that could create payment delays. We recommend that all units being renumbered within a project be submitted within the same voucher month to avoid the confusion.

Caution: Remember that TRACS does not retain history on addresses. The unit addresses are the current unit addresses. TASS and RASS is interested in:

- The current address of the unit
- The current mailing address of the tenant

Retroactive certifications should not attempt to reset the current address to a former address. TRACS compares the transaction effective date of the submitted transaction to the latest update date of the unit address. If the unit address date is more recent than the submitted transaction effective date, TRACS assumes that the transaction is retroactive and does not change the unit address.