



Bytes & Pieces

April 2023

Unit Tenant Status

HUD issued new guidance on PIH(IMS-PIC) Inventory Management with **PIH 2021-35** on December 17, 2021 which replaces the prior notice 2011-7. HUD sources unit status data from PIC to determine CY Operating Subsidy. Therefore, it is imperative the unit status data for the reporting period July 1 through June 30, of the appropriate years, be accurate in PIC. PHAs are advised to monitor the accuracy of their unit status data by reviewing the counts on the Unit Status Summary Report for each development.

The Unit Status Summary Report can be viewed for unit counts as of either the **FIRST** or **LAST** day of each month. PHAs should review and verify the unit counts by status type and take corrective action if needed. HUD will use the data on this report to calculate the CY Operating Subsidy.

PHAs are advised to routinely review all vacant units in PIC especially those units that are vacant for any reason other than for make ready and lease-up.

PHAs are required to submit a written request for HUD written approval of a unit status change within 30 days of the requested effective date and make the submission in IMS/PIC within 60 days.

Approval letters must identify the unit(s) affected and the duration of the approval. Each letter provided to the PHA must have an expiration date of no later than three years from the date the approval becomes effective. It is the PHA's responsibility to supply the necessary supporting documentation to the HUD Field Office that includes sufficient evidence that a unit belongs in a specific Unit Tenant Status type. PHAs must request and receive approval from their Field Office before requesting the Unit Tenant Status change in PIC.

PHAs must request their Field Office to change a Unit Status to Merged Unit*.

Unit Tenant Status changes can only be made in PIC while the unit is in VACANT status. The HUD Approval Letter should provide guidance as to the appropriate Effective Date for each unit change.

After receiving written HUD FO approval, the PHA can change the Unit Tenant Status to any of the following occupied status types in PIC and the change will go into effect immediately. The following occupied status types are NOT eligible to receive Operating Subsidy:

- Occupied – Non-assisted employee
- Occupied – Police officer
- Occupied – Over-income family
- Occupied – Unauthorized occupant

PHAs must request a signed HUD Approval Letter from their HUD Field Office as part of the approval process before **proposing** a change in PIC for any of the following Unit Tenant Status types:

- Vacant HUD Approved – Undergoing modernization
- Vacant HUD Approved – Market conditions
- Vacant HUD Approved – Casualty loss
- Vacant HUD Approved – Court litigation
- Vacant HUD Approved – Natural disaster
- Non-Dwelling – Special Use - Anti-drug/anti-crime
- Non-Dwelling – Special Use - Economic self-sufficiency services
- Non-Dwelling – Special Use - Other resident-activities
- Non-dwelling – Special Use - MTW neighborhood services.
- *Non-Dwelling Unit – Administrative uses
- *Non-Dwelling Unit – Resident amenities
- *Non-dwelling – Unauthorized

* Not Eligible to receive Operating Subsidy

Refer to Notice PIH-2021-35 for further guidance.

Unit Status: How to Change

After requesting HUD approval, the PHA can enter the change in PIC. Proceed to the Development Sub-module under Housing Inventory and select the appropriate Physical Development. Select the Unit Tab and select the appropriate Unit Number link for the vacant unit.

Select the **Unit Tenant Status** Modify link. Changes to an Occupied Subcategory and Vacant are located on the left half of the screen and these changes do not require HUD Approval after the change has been made in PIC. Proposed changes to the Vacant HUD Approved and Non-Dwelling Subcategories are located on the right half of the screen and these changes require HUD Approval after the change has been proposed.

Select the appropriate **New Unit Tenant Status** category and subcategory. Enter a **New Status Effective Date** (must be later than the Current Status Effective Date). Enter a **Comment** if appropriate (not a required field). Select **Save** for changes that do not require HUD approval. Select **Proposed Change** for changes that required HUD approval. The Unit Status/Designation Change History at the bottom of the page will update for all changes. PHA and HUD users have the option to **Delete** a proposed change before it is approved in PIC.

After the PHA receives the HUD FO written approval, the PHA must submit all proposed changes in PIC for the HUD FO to review and approve. Select the **Submission Tab** and select **Submit Unit Status Changes** from the horizontal menu bar. Review the listed changes. If the listed data is NOT correct, go back to the unit's detail, delete and redo the proposed change. If the listed changes are correct, select the **Submit Data for Approval**. You should send an email to your Field Office contact person indicating the Unit Status Change has been submitted for their review and approval. The email should also include a copy of the HUD Approval Letter.

If the Unit Tenant Status type also includes a change in the Unit Designation to/from General Occupancy to/from Non-Dwelling, then Unit Information also needs to be submitted after the Unit Status Changes have been approved by the Field Office. Verify the Non-Dwelling, Occupancy, and Bedroom counts on the Development Profile page after the Unit Designation submission has been approved.

Manage Unit Status

PHAs should periodically review their data in PIC to verify the accuracy and quality of the Form 50058 data accepted by PIC. PIC makes various **real-time** reports available to PHAs, meaning the data on the report updates immediately after each Form HUD-50058 is updated in PIC.

Unit Status Summary Report (PH Only) ***(Real-time Report)***

From the **Housing Inventory** Module:

- ✓ Select **Development** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select **Unit Reports** (horizontal menu bar)
- ✓ Change the Report Type from Detailed to **Status Changes Summary** and hit **Select**.
- ✓ Select appropriate PH **Development Code(s)**
- ✓ Either accept or change the report **Start Date** and **End Date**.
- ✓ **Select GENERATE REPORT**

The Unit Status Summary Report will display unit counts for each of the Unit Tenant Status Types as of either the **FIRST** or **LAST** day of the month for the selected development(s) and date range. This report can be downloaded to Excel.

Unit Detail Report (PH Only) ***(Real-time Report)***

From the **Housing Inventory** Module:

- ✓ Select **Development** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select **Unit Reports** (horizontal menu bar)
- ✓ Leave Report Type defaulted on **Detailed**
- ✓ Select appropriate PH **Development Code(s)**
- ✓ Check Occupancy **box** if you want the HOH masked SSN and name to display.
- ✓ Leave Unit Status defaulted on **In Inventory**
- ✓ **Select GENERATE REPORT**

The Unit Detail Report will display all the units in the selected Development(s) and the status of the Unit Designation, Unit Status Type, Bedroom Count, Unit Tenant Status, Accessible Designation, ACC, Capfund, and Opfund. This report can be downloaded to Excel.

Manage Unit Status (Cont)

Vacancy Report (PH Only)

(Real-time Report)

From the **Housing Inventory** Module:

- ✓ Select **Development** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select **Occ/Aging Report** (horizontal menu bar)
- ✓ Select appropriate **Development Code(s)**
- ✓ Change the Select Report Type to **Aging**.
- ✓ Select **GENERATE REPORT**

The Vacancy Report lists all vacant units with a Unit Tenant Status of **Vacant, Vacant HUD Approved, and Non-Dwelling**.

Monthly PIC Reports

The MTCS system currently analyzes the Form HUD-50058 data to produce 15 standard monthly reports. PHAs are advised to review the following 'short list' of standard monthly reports:

- Delinquency Report (PH & VO)
- Reexam Report (PH & VO)
- HQS Report (VO)
- SEMAP Indicators Report (VO) (I-10, 11, 14)
- EOP Report (VO)

All the reports listed under the Reports Sub-module are updated during the MONTHLY Summarization process. The reports can be generated after the summarization process has been completed. Summarization is scheduled the evening of the first Friday of each month. These reports include data updated in PIC prior to the start of the Summarization process.

The following are the instructions to generate the four reports listed above.

Delinquency Report (PH & VO)

The Delinquency Report provides PHA reporting rates for Form HUD-50058 submissions. The report allows a comparison of Required 50058 and Reported 50058 and the total number of unreported households.

From the **Form-50058** Module:

- ✓ Select **Reports** Sub-module
- ✓ Select **Delinquency**
- ✓ **Select Field Offices(s) from:** Select your FO
- ✓ Select **Reports**

Locate your PHA under the appropriate Program Type or download the report to Excel and save.

Reexam Report (PH & VO)

The Reexamination Report lists the number of months since the family's last annual reexamination or flat rent annual update per PIC's Business Rules. An annual reexamination will be considered overdue if it is 14 months or older from the Report End Date.

If a PHA submits Form HUD-50058 monthly with effective dates not later than the Report End Date, the PHA should review any record that is more than 11 months since the last reported annual reexamination.

From the **Form-50058** Module:

- ✓ Select **Reports** Sub-module
- ✓ Select **Reexam Tab**
- ✓ Select **Program Type** either **Public Housing** or **All Voucher Funded Assistance or All Relevant Programs**.
- ✓ **Type of Action Selection:** Select **ALL**
- ✓ **Level of Information:** Select **Public Housing Agency**
- ✓ **Housing Agency Selection:** Select **Within a State**
- ✓ Click on **HA List** button
- ✓ **Select HA(s) from:** Select your **HA**
- ✓ Select **Reports**

The Reexam Report Business Rules were changed in OCT2012 for Public Housing and OCT2015 for the Voucher program to include Historical data if the last effective date was future from the report 'As of' date range. The Reexam Report is the feeder report used for the Public Housing Delinquency Report and the Voucher SEMAP Indicator Report.

HQS Report (VO Only)

The HQS Report lists the number of months since the family's last HQS inspection. This report was changed in FEB2015 to accommodate the reporting of biennial inspections. Beginning 07/01/2015, a Continuing HQS Inspection is considered overdue if it is 26 months or more from the Report End Date.

If a PHA submits Form HUD-50058 monthly with effective dates not later than the Report End Date and uses Action 13 – HQS Update Only, the PHA should review records that are more than 24 months since the last reported HQS.

From the **Form-50058** Module:

- ✓ Select **Reports** Sub-module
- ✓ Select **HQS Tab**

- ✓ **Select Level of Information:** Select **Public Housing Agency**
- ✓ **Housing Agency Selection:** Select **Within a State**
- ✓ Click on **HA List** button
- ✓ **Select HA(s) from:** Select your **HA**
- ✓ Select **Report**

This report will source data from the Historical db if the last effective date is future from the Report End Date.

SEMAP Indicators Report (VO Only)

The Section Eight Management Assessment Program (SEMAP) Indicators Report is one of several inputs used to derive a score and rating for PHAs as it relates to SEMAP certification. The Tab One report is updated monthly and it provides a year-to-date snapshot of the PHA's SEMAP indicator information. The Tab Two report provides a historical snapshot of the SEMAP information used for the most recent SEMAP score and this data will remain "frozen" until the end of the PHA's FY.

From the **Form-50058** Module:

- ✓ Select **Reports** Sub-module
- ✓ Select **SEMAP Tab**
- ✓ **Housing Agency Selection:** Select **Within a State**
- ✓ Click on **HA List** button
- ✓ **Select HA(s) from:** Select your **HA**
- ✓ Select **Reports**

The Reexam, Rent Calc, HQS, Newly Leased Units Query, and FSS Reports are all feeder reports for the SEMAP Indicators Tab 1 Report and may provide additional detail.

End of Participation Report (PH & VO)

The End of Participation Report identifies characteristics of tenants who leave assisted housing. Data is only sourced from the Current db. Voucher program uses this report to calculate attrition rate used on the Voucher Forecasting Tool.

From the **Form-50058** Module:

- ✓ Select **Reports** Sub-module
- ✓ Select **EOP Tab**
- ✓ **Select Program Type:** Select **S8 Voucher**
- ✓ **Select Level of Information:** Select **Public Housing Agency**
- ✓ **Housing Agency Selection:** Select **Within a State**
- ✓ **Select State from:** Select your **HA's State**
- ✓ **Select HA(s) from:** Select your **HA**
- ✓ Select **Report**

PIC Real-Time Reports to Manage Tenant ID Data

Invalid Tenant ID Report (PH & VO)

From the **Form-50058** Module:

- ✓ Select **Tenant ID Management** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select **Invalid Tenant ID Report** from the horizontal menu bar.
- ✓ Select **GENERATE REPORT**

PHAs should take appropriate corrective action for any family member listed on the report because PIC will reject the HUD-50058 after the grace-period has ended. Most of the data on this report will be mirrored in EIV as a discrepancy.

Possible Duplicate Tenant Report

(PH & VO)

From the **Form-50058** Module:

- ✓ Select **Tenant ID Management** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select **Possible Dup Tenant Report** from the horizontal menu bar.
- ✓ Select **GENERATE REPORT**

PHAs should take appropriate corrective action for any family member listed on the report because PIC will reject future HUD-50058 forms. The Possible Duplicate Tenant Report provides the 'reason type,' Program Type, Executive Director Name, and Phone Number for each household member listed on the report.

Other PIC Real-Time Reports

MTCS Transaction Report (PH & VO)

Form 50058 -> Viewer -> Reports-> MTCS Transaction

From the **Form-50058** Module:

- ✓ Select **Viewer** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select Program Type **ALL** or **PH** or **S8**
- ✓ Select appropriate **PH Development(s)** (PH Only)
- ✓ Leave Type of Action defaulted on **All**
- ✓ Select either Effective Date From or Update Date From. If submitted 50058 data includes future effective dates, select Update Date From.
- ✓ Change the **From Date** year to **2000** and **To Date** year to the **current year +1**.
- ✓ Select **GENERATE REPORT**

It is useful to download the report to Excel since the report sorts in Action Type order and it includes actions 6-End of Participation (EOP) and 5-Portability Move-out (PO) (VO only). To obtain a listing of 'Active tenants only, remove all Action 5-PO and 6-EOP records.

To Download the MTCS Transaction Report to Excel:

- ✓ Click on the Excel Symbol
- ✓ Select "Open"

Sort the report by:

- ✓ **Action Type** – Identify "active" records by removing all Action 5-PO and 6-EOP records.
- ✓ **Effective Date of Action** – Review dates more than 12 months old. Records more than 16 months old will **NOT** be included in the 50058 Received count on the Delinquency Report.
- ✓ **Head of Household Last Name** - Reconcile to the PHA's housing software's rent roll or tenants under lease to identify tenants that need to be added or removed from PIC.

After downloading the MTCS Transaction Report to Excel, it is a good report to obtain a quick list of active tenants by program type, last action type, and effective date of action.

Portability Billing Report (VO Only)

Form 50058 -> Viewer -> Reports-> Portability Billing

From the **Form-50058** Module:

- ✓ Select **Viewer** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select **Portability Billing Report** from the horizontal menu bar
- ✓ Select Program Type **ALL** or **Tenant-based Vouchers**
- ✓ Change **From Effective Date** to 1st of 3 months earlier than default date.
- ✓ Leave **To Date** or change the year to the **current year +1**.
- ✓ Select **GENERATE REPORT**

The Portability Billing Report consists of two reports.

- The **PHA Billing Report Tab** allows the "Selected PHA" to review a list of families that it is administering and billing the "Initial PHA".
- The **PHA Billed Report Tab** allows the "Selected PHA" to review the status of families that a "Receiving PHA" is administering and billing the "Selected PHA".

The data fields driving these two reports are fields 11e/12e – Cost Billed per Month must be greater than \$0 and 11f/12f – PHA Code Billed must report a valid PHA Code.

The "Selected PHA" can generate the reports by selecting the following Program Types:

- Tenant-based Vouchers
- Homeownership Vouchers
- All Relevant Programs

The "Selected PHA" should consider changing the Effective Date "From" date to match the last Delinquency Report. The Effective Date "To" date should be changed to at least four months into the future in case a "Receiving PHA" submits actions with future effective dates to PIC.

The PHA Portability Billed Report (Tab 2) is the only detailed report in PIC that lists the port-out billed HOH Name, Receiving PHA Code, cost billed, type of action, and effective date of action. Depending upon when this report is generated, it can be used to reconcile the Port-out count on the Initial PHA's Delinquency Report.

Overlapping Date Report (PH & VO)

Form 50058 -> Viewer -> Reports-> Overlapping Date

From the **Form-50058** Module:

- ✓ Select **Viewer** Sub-module
- ✓ Select **Reports** Tab
- ✓ Select **Overlapping Date Report** from the horizontal menu bar
- ✓ Select **GENERATE REPORT**

The Overlapping Date Report displays the effect of using overlapping effective dates as a result of a **Gaining PHA** processing an Action 1 – New Admission before the **Losing PHA** has processed an Action 6 – End of Participation (EOP) or the **Gaining PHA** processing an Action 4 – Portability Move-in before the **Losing PHA** has processed and Action 5 – Portability Move-out.

The Overlapping Date Report contains three separate report tabs. To generate the reports, the **Selected PHA** would normally accept the default **From** and **To** Occurrence Dates.

The **Automatic EOPs Port Outs Pending Tab** will list HOH Name/SSN and the **Gaining PHA** and **Gaining Program Type** that processed the overlapping Action 1 or 4. The **Selected PHA** should review the families listed on the report and contact the **Gaining PHA** regarding discrepancies. If the information is correct and the Gaining PHA had processed an Action 1 – New Admission, the **Selected PHA** should either process an Action 6 – EOP or use the **Online EOP** link that is available on the report. If the **Gaining PHA** had processed an Action 4 – Portability Move-in, then the **Selected PHA** should process an Action 5 – Portability Move-out and there is no option for Online EOP.

If no action is taken by the **Selected PHA**, PIC will automatically generate an EOP or Action 5 on the first of the month following the Occurrence Date of the Overlap and this record will be slipped into the Selected PHA's Historical database.

The **New Admissions/Port Ins Causing Overlapping Dates Tab** will list the HOH Name and SSN and the **Losing PHA** as a result of the **Selected PHA** processing either an Action 1 – New Admission or Action 4 – Portability Move-in before the **Losing PHA** has processed an Action 6 – EOP or Action 5 – Portability Move-out.

The **Automatic EOPs/Port Outs Processed Tab** will list the automatic EOPs and Action 5 records

generated by PIC as the result of the **Selected PHA** not taking action prior to the first of the month following the Occurrence Date of the Overlap. The Report will list the **Gaining PHA** and **Program Type** that processed the Action 1 – New Admission or 4 – Portability Move-in.

MTCS HA Query Report (PH & VO)

Ad Hoc Module -> HA Query

MTCS HA Query allows the PHA to search PIC's Current database (db) to determine if the SSN exists as a Head of Household (HOH). The PHA's PIC Security Administrator or PIC Coach can assign this role to the appropriate user(s).

This is an excellent tool to verify the status of an SSN in PIC either for existing tenants, new applicants, or HCV portable tenants. If the SSN exists in the Current db, as a HOH, the search result will indicate the last program type, PHA code, PHA name, type of action, and effective date. If the SSN does not exist as a HOH in the Current db, the search result will indicate, "No Information is Available."

Verifying the status of an HCV portable HOH SSN will assist the **Receiving PHA** in determining if they should process an Action 1 – New Admission or Action 4 – Portability Move-in.

- Use **Action 1** if the last action in PIC is a Public Housing action, Action 6 – EOP, or **No Information is Available**.
- Use **Action 4** if the last action in PIC is an HCV action = 1, 2, 3, 4, 5, 7, 9 or 14.

The **Initial PHA** can use HA Query to determine the status of an HCV portable HOH SSN:

- Use **Action 5** if the last action in PIC is the Receiving PHA's Action 4 or the Initial PHA was notified that a contract was executed by the Receiving PHA. Effective Date of Action should be one day earlier than the contract effective date.
- Use **Action 6** if the Initial PHA used Action 1 or the voucher expired before the HCV portable family successfully signed a lease. Effective Date should same as voucher expiration date.

Reminder: HA Query will NOT verify the **name** associated with the specified SSN. The search only indicates the status of the SSN in PIC!

Basic “Ad Hoc Report” for Voucher

Program (PH & VO)

Ad Hoc Module->Form 50058 Ad Hoc Report

- ✓ Select **Ad Hoc Module**
- ✓ Select **MTCS Sub-module**
- ✓ Select Program Type: **All Voucher Funded Assistance**
- ✓ Click on **CONTINUE**
- ✓ Type of Action Selection, either “Select All” or just the “active” action codes:
 - New Admission
 - Annual Reexamination
 - Interim Reexamination
 - Portability Move-in
 - Other Change of Unit
 - Annual Reexamination Searching
 - Historical Adjustment
- ✓ Change the “**From**” year to **2010** and “**To**” year to the **current year +1**.
- ✓ Click on **GO TO FIELD SELECTION**
- ✓ For *Form*, click **SELECT ALL**
- ✓ For *Agency*, click **SELECT ALL**
- ✓ For *Action*, select:
 - 2a – Type of Action**
 - 2b – Effective Date of Action**
 - 2h – Date of Admission to Program**
 - 2i – Projected Effective Date of Next Re-exam**
 - 2m – Special Program** (if needed)
 - 2n – Other Special Program** (if needed)
- ✓ For *Unit to be Occupied on Effective Date of Action*, Select lines:
 - 5h – Date unit last passed HQS Inspection and**
 - 5i – Date of last annual HQS Inspection.**
- ✓ Scroll to the bottom of the page.
- ✓ Select **CONTINUE**
- ✓ For *Section 8 Vouchers*, select:
 - 12b – Is family now moving to this unit.**
 - 12e – Cost billed per month** (if needed)
 - 12f – PHA code billed** (if needed)
- ✓ Scroll to the bottom of the page.
- ✓ Select **GENERATE REPORT**

The report may be printed or downloaded to an Excel format. Since the report sorts in SSN order, it is advisable to download to an Excel format sort in a more desirable order.

To Download the Ad Hoc Report to Excel:

- ✓ Click on the Excel Symbol
- ✓ In the box that appears, click on
 - **Download Set 1**
- ✓ Select “Open this file from its current location” and click on “OK.”

Sort the report by:

- ✓ **Head of Household Last Name - Reconcile** to your housing software’s tenants under lease to identify tenants that need to be added or removed from PIC.
- ✓ **Effective Date of Action** - Review for dates more than 12 months old. Records more than 16 months old will not be included in the 50058 Received count on the Delinquency Report.
- ✓ **Projected Effective Date of Next Re-exam** - Review dates that are older than the current date.
- ✓ **Date of Last HQS Inspection-** Review dates more than 12 months old.

Action Type and 12b. Compare field 5h-Date unit last passed HQS to field 2b-Effective Date of Action for Actions 1, 4, and 7 and/or 12b=Y to identify records that Passed After (PA) the effective date of action

If PHA participates in FSS Program, add the following fields to your selection:

- ✓ For *Action*, select:
 - 2k – FSS participant now** (if FSS PHA)
- ✓ For Family Self-Sufficiency (FSS) select:
 - 17b – FSS report category**
 - 17c – FSS effective date**
 - 17d – PHA administering PHA Code**
 - 17k(1) – Current FSS monthly credit**
 - 17k(2) – Current FSS account balance**
 - 17k(3) – FSS account disbursed**
 - 17m(1) – Did family complete contract**

Review Action Types

1 – New Admission Use when the family has:

- Signed a lease or occupancy agreement with the PHA for the first time to occupy a dwelling unit operated under the PHA’s public housing program.
- Signed a lease under the Voucher or Mod Rehab programs for the first time.
- Moved from one PHA program to another (e.g., moved from a PH program to the voucher program.
- If a family exercises portability with its first admission into the voucher program.
- Experienced an interruption of voucher assistance where the former PHA submitted an Action 6 – EOP.

2 – Annual Reexamination The regularly scheduled annual reexamination of a family’s income and circumstances. For public housing families that select flat rent, the PHA must conduct a reexamination of income at least once every three years. The effective date of action should be the 1st of the month.

3 – Interim Reexamination: The reexamination of family income and circumstances, other than at the regularly scheduled annual reexamination. An interim occurs at the request of the tenant as a result of a change in income status, family composition, or other circumstance that requires a rent adjustment. PHAs must adopt policies that prescribe when and under what circumstances a tenant family must report a change in family income or composition. The effective date of action should be the 1st of the month.

4 – Portability Move-In (VO only): Applicable to Housing Choice vouchers only. Used to report a portability move into a new PHA’s jurisdiction by a tenant family who had been under contract in the Initial PHA’s jurisdiction and reported in PIC’s Current db.

5 – Portability Move-out (VO only): Report a Portability move out only after the Receiving PHA has executed a HAP contract on behalf of the family regardless of whether the Receiving PHA bills or absorbs the cost.

6 – End of Participation (EOP): Report an EOP when the tenant family discontinues participation in the PHA program or moves from one PHA program to another.

7 – Other Change of Unit: Use when the family moves to a different unit within the same PHA and program at a time other than the family’s Annual Reexamination or an Interim Reexamination.

8 – FSS/WtW (VO Only): Use when the family enrolls, reports program progress, or exits the Family Self-Sufficiency (FSS) or Welfare to Work (WtW) Voucher program(s) at a time other than the time of another reported action for the family. The family continues to receive housing assistance.

9 – Annual Reexamination Searching (VO Only): Use when the family is not receiving HAP because they are searching for a new unit either in the PHA’s jurisdiction or in another PHA’s jurisdiction. When the family finds a unit in the PHA’s jurisdiction, submit either 2-Annual Reexamination or 7-Other Change of Unit. If the family finds a unit in a different PHA’s jurisdiction, submit a 5-Portability Move-out. The Receiving PHA will submit a 4-Portability Move-in. If family fails to find a unit, submit a 6-End of Participation.

10 – Issuance of Voucher (VO only): Use when a PHA issues a Voucher to an applicant family or participant family porting to or from a PHA. Required prior to submitting an Action 1 - New Admission or 4 – Portability Move-in.

11 – Expiration of Voucher (VO only): The applicant family fails to lease a unit and the Voucher expires. Not a required Action for HCV program.

12 – Flat Rent Annual Update (PH only): Applicable only to families who select flat rent. Use to update family composition data in the years that an income reexamination is not conducted.

Example: PH family chooses flat rent.

- Year 1: Annual Reexamination (2a=2)
- Year 2: Flat Rent Annual Update (2a=12)
- Year 3: Flat Rent Annual Update (2a=12)
- Year 4: Annual Reexamination (2a=2)

13 – Annual HQS Inspection Only (VO only): Use after the PHA has conducted the Continuing HQS inspection. If the PHA does not report ‘future’ effective dates to PIC, the recommended effective date is either the first of the current month or first of the next month regardless of the HQS dates being reported. If the PHA reports ‘future’ effective dates to PIC, then the effective date must be on or after the last reported effective date in PIC’s Current database.

14 – Historical Adjustment: Use when the family was never successfully reported to PIC and it is not a New Admission.

15 – Void: Use with “caution” to remove the latest family record in the Current db in PIC. Cannot be used to remove an Action 10 or 11.

Tenant Identifier Discrepancies

Invalid Tenant ID Report

User action is required for any tenant family that appears on the Invalid Tenant ID Report. The corrective action required depends on the type of discrepancy. PIC will continue to accept HUD Form 50058 records for the family during the ‘grace period’ noted under the Invalid/Duplicate Status column. If no ‘grace period’ is noted, PIC will NOT accept any HUD Form 50058 unless the invalid tenant identifier has been corrected, Line 2c Correction = Y, and Line 2d Correction Primary Reason is either 2 – Family Correction (non-income) or 4 – PHA Correction (non-income). These same family members will have a similar issue in EIV.

There are five types of invalid tenant identity discrepancies that are displayed on the Invalid Tenant ID Report:

- Invalid SSN
- Invalid Last Name
- Invalid DOB
- Invalid Deceased
- Invalid AID

The **Invalid SSN** flag can be removed by changing either the data in PIC or the family member correcting the problem at the SSA. To change the data in PIC, the PHA can:

- Use either the Replace ID function to replace the invalid SSN with the correct SSN (SSN to SSN) or process a correction Form 50058 reporting the valid SSN.

The **Invalid Last Name** flag can be the result of an invalid last name, first name, or SSN. The flag can be removed by either changing the last name, first name, and/or SSN in PIC or the household member correcting the problem at the SSA.

- To change the data in PIC, the PHA can submit a correction Form 50058 with the correct last name, first name, and/or SSN.

The **Invalid DOB** flag can be removed by either changing the Date of Birth in PIC or the household member correcting the problem at the SSA.

- To change the data in PIC, the PHA can submit a correction Form 50058 reporting the correct date of birth.

The **Invalid Deceased** flag can be removed by either changing the data in PIC or the household member correcting the problem at the SSA.

- If the household member is deceased, process a correction Form 50058 removing the deceased family member from the household.
- If SSA has incorrectly identified the SSN as deceased, the household member must resolve the issue directly with SSA. Generate an AID for the household member and replace the SSN with the AID until the data mismatch can be resolved. After the data mismatch has been resolved, replace the ID with the correct SSN (AID to SSN).

The **Invalid AID** flag is based on a direct comparison of the first name, last name, gender, and date of birth reported on the Form 50058 validated against the data provided at the time the AID was originally generated by the PHA user. The PHA must either modify the data reported on the Form 50058 or in the AID Assignment Table

- If the data error is on the Form 50058, resubmit a correction Form 50058 with the corrected first name, last name, gender, and date of birth that matches the data in the AID Assignment Table.
- If the data error is in the AID Assignment Table, the data can be modified by using “Other data” modification type under the Replace ID function.
- If the data error is in the AID Assignment Table and the error involves more than one data field, the user must generate a new AID for the family “member.”

Possible Duplicate Tenant Report

Tenant IDs are flagged as **Duplicate** if they appear on more than one Form 50058 in PIC's Current database. These duplicate tenant IDs will appear in the "Possible Duplicate Tenant Report" with one of the following duplicate status types:

- Duplicate ID – the SSN/AID are the same
- Duplicate Personal Data – the SSN/AID are different and the household member name and date of birth are the same.
- Removed – Indicates a household member with **Duplicate Personal Data** (different SSN) was certified by the PHA under Duplicates functionality.

To correct **Duplicate IDs** at least one of the duplicate IDs is incorrect and the household family record with the error must be corrected by the appropriate PHA.

The **losing** family/PHA must submit a correction Form 50058 removing the household member or submit an Action 6 - End of Participation for the entire household.

PIC will not accept a Form 50058 for the **gaining** family/PHA until the **losing** family/PHA removes the incorrect household member from PIC. If the **losing** PHA refuses to take appropriate action, the **gaining** PHA should request assistance from their PIC Coach or HUD Field Office Representative.

Situations where two assisted households legitimately share custody or familial visitation of a child are exceptions to this rule. The affected PHAs and families must reach a compromise as to which family the **shared family member** will be reported as a dependent as well as determining the time period. These situations are time consuming to manage. Both PHAs will be required to process Form 50058s either adding or removing the **shared family member**.

Two or more household member records can appear as **Duplicate Personal Data** where the SSN/AID are different but the name and date of birth are the same. This duplicate status type must be resolved by the PHA comparing the tenant data and physical presence to resolve whether the records are really duplicates.

If the possible duplicate data refers to two **different persons** and the Dup Type = **Duplicate Personal Data**, each PHA must remove the flag by certifying under the **Duplicates** function that their household member is not a duplicate. After the record has been certified, it will continue to appear on the Possible Duplicates Report with a Dup Type = **Removed** until all the records affecting this household member have been certified.

PIC will accept Form 50058 actions involving this family member only if the Dup Type = Removed AND the household member SSN/AID is not a duplicate.

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Category	Sub-Category	Requires HUD Approval in IMS/PIC – Y/N	Requires HUD Approval Outside of IMS/PIC? If so, what type of approval is necessary?	Maximum Term of Initial Approval.	Eligible for Full Operating Subsidy	Eligible for Capital Funding
<i>Occupied</i>	<i>Assisted Tenant</i>	<i>No</i>	<i>No- Automatically populated when Form HUD 50058 is submitted</i>	<i>Not applicable</i>	<i>Yes</i>	<i>Yes</i>
	<i>Employee</i>	<i>No</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>No</i>	<i>Yes</i>
	<i>Non-Assisted Tenant Over- Income</i>	<i>No</i>	<i>Yes- PHA Plan and Approval Letter</i>	<i>3 years</i>	<i>No</i>	<i>Yes</i>
	<i>Police Officer</i>	<i>No</i>	<i>Yes- PHA Plan and Approval Letter</i>	<i>3 years</i>	<i>No</i>	<i>Yes</i>
	<i>Unauthorized*</i>	<i>No</i>	<i>Yes – Approval Letter</i>	<i>Case-by-Case</i>	<i>No</i>	<i>Yes</i>
<i>Vacant</i>	<i>Vacant</i>	<i>No</i>	<i>No- Automatically populated when Form HUD 50058 is submitted.</i>	<i>Not applicable</i>	<i>Yes, for a limited number per 24 CFR 990.150</i>	<i>Yes</i>
<i>Vacant HUD Approved</i>	<i>Undergoing Modernization</i>	<i>Yes</i>	<i>Yes- PHA Plan and Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>Court Litigation</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>Natural Disaster</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>Casualty Loss</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>Market Conditions</i>	<i>Yes</i>	<i>Yes- Appeal per 24 CFR 990 Subpart G and 24 CFR 990.245(d)</i>	<i>1 year</i>	<i>Yes</i>	<i>Yes</i>
	<i>Demo-Dispo Approved**</i>	<i>Yes</i>	<i>Yes- Inventory Removal Application</i>	<i>Not applicable</i>	<i>May be eligible for asset repositioning fee</i>	<i>May be eligible for asset management fee</i>
<i>Non-Dwelling</i>	<i>Special Use: Anti Drug/Crime</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>Special Use: Self Sufficiency Activities</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>Special Use: Other Resident Activities</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>MTW Neighborhood Services</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>	<i>Yes</i>
	<i>Administrative Uses</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>No</i>	<i>Yes</i>
	<i>Resident Amenities</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>No</i>	<i>Yes</i>
	<i>Unauthorized*</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>Case-by-Case</i>	<i>No</i>	<i>Yes</i>
	<i>Non-dwelling – Merged Unit</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>Not applicable</i>	<i>No</i>	<i>No</i>

PHA Occupancy Percentage Calculations

	IMS/PIC Building and Unit Sub-module: Unit Tenant Status Categories and Sub-categories*	PHAS Management Assessment (MASS)		PHAS Capital Fund		HUD Agency Priority Goal (APG) Reporting	
		Numerator-UML	Denominator-UMA	Numerator-UML	Denominator-UMA	Numerator-UML	Denominator-UMA
1	Occupied - Assisted Tenant	X	X	X	X	X	X
2	Occupied - Employee	X	X	X	X	X	X
3	Occupied – Non-Assisted Tenant Over Income	X	X	X	X	X	X
4	Occupied - Police Officer	X	X	X	X	X	X
5	Occupied - Unauthorized		X		X		X
6	Vacant - Undergoing Modernization		**		X		X
7	Vacant - Court Litigation		**		X		X
8	Vacant - Natural Disaster		**		X		X
9	Vacant - Casualty Loss		**		X		X
10	Vacant - Market Conditions		**		X		X
11	Non-Dwelling - Special Use: Anti-Drug/ Crime			X	X	X	X
12	Non-Dwelling - Special Use: Self Sufficiency Activities			X	X	X	X
13	Non-Dwelling - Special Use: Other Resident Activities			X	X	X	X
14	Non-Dwelling - Moving to Work (MTW)			X	X	X	X
15	Non-Dwelling - Administrative		X		X		X
16	Non-Dwelling - Resident Amenities		X		X		X
17	Non-Dwelling - Unauthorized		X		X		X
18	Demo-Dispo (Approved and vacant)						
19	Vacant/Vacant		X		X		X

* See **PIH Notice 2021-35**, Guidance on IMS/PIC Development Sub-Module Reporting and Validation, on the use of Public Housing units and unit reporting in IMS/PIC

**In accordance with the PHAS Final Rule (24 CFR part 902), these units are excluded when approved by HUD.

PHAS MASS: PHA fiscal year unit months leased (FDS Line 11210) over unit months available (FDS Line 11190).

PHAS Cap Fund: From PIC as of the last day of the PHA's fiscal year sourced from PIC on last day of PHA's fiscal year.

HUD APG: From the entire portfolio of the PHAs as the date captured/reported (last day of month).

