From: Housing.Counseling
Sent: Thursday, October 07, 2010 8:52 AM
To: 'SF-Housing-Counseling-L@hudlist.hud.gov'
Subject: HUD - New Fiscal Year Impact in HCS

All HUD Agencies,

As we entered into the new fiscal year (FY11), the Housing Counseling System (HCS) has made a few adjustments you need to be aware of:

1. Default FY for agency profile is now 2011. Make sure your organization reflects your list of sub-agencies for the New Year. Coordinate with your HUD POC to make any changes. After you check and make updates, be sure to VALIDATE the profile.
2. Agencies must be aware that in their agency profile, the HUD-9902 Submission Summary for Current FY block reflects 9902 submission stats for FY 2011 and because of this there is no data posted at this time.
3. To enter 9902 data for FY10, Agencies must select HUD-9902 Submission Summary for Last FY - Quarter 4 in their profile summary or in HUD-9902 tab, select FY10 and the 4th quarter in order to submit 9902 reports for 4th quarter of 2010. In HUD-9902 tab, the system defaults to the current fiscal year and quarter, so check to ensure you are recording against the proper reporting period. Keep in mind that all quarterly reports are cumulative. Therefore, the 4th quarter is cumulative for the entire fiscal year representing your Annual Report.
4. Even though the 4th Quarter, FY10 9902 report is due NLT end of December 2010; do not wait to the last week to submit. All of you should have data in your CMS to allow you to either transmit it at any time or pull it to input into HCS manually. Please do so sooner rather than later.
5. Most Agency Statuses changed automatically in new FY so check to ensure your status is correct.
6. Keep in mind to update your counselor data into HCS. We need 100% entry as soon as possible.
7. Client data should be submitted using your CMS. Do not manually input this data as it is too many.
8. Everyone should now use their CMS to transmit required data into HCS this FY11. Pressure your CMS provider to get connected and setup or switch to a compliant product.
9. HCS user "Default" password when reset is: "pWord11". Keep this in mind so that you do not automatically assume it is the old default. You will be reminded when your password needs to be reset so you will not forget.

In general, review your profile making any updates as appropriate. Work with your HUD representatives to complete all updates.

Have a good and successful FY11!