

TRACS Voucher Processing Tenant Reporting Compliance Determination

TRACS Industry Meeting
December 2003

Compliance Percentage Calculation

- **TRACS Active Tenant Count relative to the “Current Voucher Submission” Date**

Divided By:

- **“Regular Units Billed” Count on incoming voucher, regardless of Voucher Date**

What is “Current Voucher Submission” Date?

- **The first day of the month following the actual system processing date (i.e., the first day of next month)**

What is the TRACS Active Tenant Count?

- Relative to any given contract, a count of households based on the latest of all household certification actions (in terms of cert effective date), starting 13 months prior to the “Current Voucher Submission” date.
- Move Outs and Assistance Terminations occurring on or before “Current Voucher Submission” date are excluded from the count.

The TRACS Active Tenant Count is updated on a nightly basis

Compliance Determination During Voucher Payment Process

Voucher Period:	January, 2004
Contract Number:	ZZ12-3456-789
TRACS Processing Date:	12/11/2003
TRACS Active Tenant Count, as of 12/11/2003:	93

Voucher Date:	1/1/2004
Regular Units Billed Count:	100

COMPLIANCE PERCENTAGE:	93%
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Changes in the TRACS Database

- **Compliance Percentage calculated at time of voucher submission is stored in TRACS.**
- **During HUD prepayment review, “Most Recent Compliance Pct.” is available to reviewer, i.e., Most Recent Active Tenant Count / Regular Bill Unit Count from *most recent* voucher.**
- **Upon acceptance/rejection, “Most Recent Compliance Pct.” is also stored in TRACS, associated with the subject voucher.**

