

PIC COACH CORNER – Volume 2009-4

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IMS-PIC Release 6.4 Executive Summary

The Inventory Management System (IMS-PIC) Release 6.4 expands on Release 6.3 functionality and was implemented on April 24, 2009. For complete details of the changes included in this release, click on the link below:

http://www.hud.gov/offices/pih/systems/pic/news/picrelease6_4.pdf

Some significant changes implemented as part of IMS Release 6.4, include:

Monthly Summarization Schedule Will NOT Change –

The monthly summarization scheduled is *not changing as was previously posted* but instead will continue to run on the first Friday of the month as it has in the past.

Form 50058 - Delinquency Report –

An additional field was entered to VMS in August called “Number of Vouchers Under Lease (HAP Contract) on the last day of the Month”. This field shows the number of units under a HAP contract on last day of the month – the total is for the final day and not adjusted for ins and outs etc. Based on guidance from the Program Office this field was added to compare to PIC reports to determine PIC reporting rate. This field will be used to set the 50058 required number in the delinquency calculation. The field includes all regular HCVP categories except Mainstream 5 or any disaster category. Form 50058s with properly marked special program types in field 2n will also be excluded from the 50058s received count so proper calculations can be made.

Form 50058 error message cleanup –

Efforts continued to review 50058 error messages and to rewrite them into plain English and add descriptions on steps to remedy the error. Some fatal errors have been rolled back to warnings, allowing tenant forms to be accepted instead of rejected.

Various Reports –

The “download to word” link is not working for some of the reports in IMS. The "Download to Word" links will be removed from the following reports:

1. HA Profile Report.
2. Building Report.
3. Unit Report
4. RASS Report.
5. Vac/Occ Report.
6. Upload Task List Report.
7. Field Resources Detailed.
8. MTCS Transaction Report
9. MTCS VO ISS/Exp Report.

EIV Update:

The new version of EIV is available! Below is a summary of what's *NEW in EIV*:

- 1. Certification Page:** Document your review of the EIV information with the tenant and the tenant's agreement or dispute of EIV information.
 - **Optional** PHA/Tenant Certification page available under income information **By Head of Household** function
 - Acceptable file documentation of PHA EIV use for those PHAs that opt to **not** include EIV income report in the tenant file folder
 - Printer-friendly version page available
 - Includes perjury statement
 - Signature lines for four adults

Guidance: PHAs may wish to have each adult sign a separate page to signify agreement or dispute of EIV information.

- 2. Deceased Tenants Report:** Includes number and percentage of single member deceased households

Guidance: PHAs should review this report each month to ensure that they are aware of deceased individuals and follow-up with these households. PHAs should contact HOH, next of kin or emergency contact person to confirm death. Upon confirmation of death, update family composition. If single member deceased household, complete and transmit an EOP 50058 into PIC and for HCV program – **discontinue HAP payment!**

- 3. Existing Tenant Search Results:** Now includes the last 4 digits of the SSN that you searched and a printer-friendly version of the results are available.

Guidance: Search HUD's PIC and TRACS database to determine if an applicant may already be participating in a HUD rental assistance programs. PHAs may wish to maintain in the applicant file, confirmation of the search results.

- 4. Income Discrepancy Report:** Tenant address is available under income information **By Head of Household** function (from list of summary reports)

Guidance: For those PHAs that wish to use mail merge letters to schedule appointments for discrepant families, you may download the income discrepancy report information into Excel and notify a number of families to come into the office to discuss this serious matter.

All PIH RHIIP/EIV inquiries should be sent to PIH.RHIIP.TA@HUD.GOV, with a copy to your local HUD office. Thank you for your cooperation.