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Web Addresses Related to RHIIP

HUD's Homepage: www.hud.gov

HUD's Office of Public and Indian Housing: www.hud.gov/offices/pih/

PIH RHIIP Site: www.hud.gov/rhiip

RIM Site: www.hud.gov/offices/pih/programs/ph/rhiip/rim.cfm

RIM Guide: <http://www.hud.gov/offices/pih/programs/ph/rhiip/rimguide.cfm>

UIV Site: www.hud.gov/offices/pih/programs/ph/rhiip/uiv.cfm

Error Measurement Site: www.hud.gov/offices/pih/programs/ph/rhiip/errorm.cfm

PIH Information Center (PIC): <http://www.hud.gov/offices/pih/systems/pic/index.cfm>

REAC Site: www.hud.gov/offices/react/

Tenant Assessment Subsystem (TASS) Site:
www.hud.gov/offices/react/products/prodtass.cfm

Quality Assurance Operations Site (reviews of independent public accountants):
<http://www.hud.gov/offices/react/products/prodqass.cfm>

HUDClips Site: <http://www.hudclips.org/cgi/index.cgi>

Form HUD-50058 and Instruction Booklet:
<http://www.hud.gov/offices/pih/systems/pic/50058/pubs/>

PIH Notices Webpage:
<http://www.hud.gov/offices/pih/programs/hcv/forms/notices.cfm>

Public Housing Occupancy Guidebook:
<http://www.hud.gov/offices/pih/programs/ph/rhiip/phguidebook.cfm>

RHIIP FAQs: <http://www.hud.gov/offices/pih/programs/ph/rhiip/faq.cfm>

EID FAQs: http://www.hud.gov/offices/pih/phr/about/ao_faq_eid.cfm

Admission and Occupancy FAQs: http://www.hud.gov/offices/pih/phr/about/ao_faq.cfm

PD&R Study: "Quality Control for Rental Assistance Subsidies Determinations":
<http://www.huduser.org/publications/pubasst/qualitycontrol.html>

IRS Publication 502: www.irs.gov/pub/irs-pdf/p502.pdf

Credit Bureau Association Credit Reports: www.CBAinfo.com

The Work Number: www.theworknumber.com

IRS Letter 1722: call IRS at 1-800-829-1040

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Improper Payments Information Act of 2002

116 STAT. 2350

PUBLIC LAW 107-300—NOV. 26, 2002

Public Law 107-300
107th Congress

An Act

Nov. 26, 2002
[H.R. 4878]

To provide for estimates and reports of improper payments by Federal agencies.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

Improper
Payments
Information Act
of 2002.
31 USC 3321
note.

SECTION 1. SHORT TITLE.

This Act may be cited as the “Improper Payments Information Act of 2002”.

31 USC 3321
note.

SEC. 2. ESTIMATES OF IMPROPER PAYMENTS AND REPORTS ON ACTIONS TO REDUCE THEM.

(a) IDENTIFICATION OF SUSCEPTIBLE PROGRAMS AND ACTIVITIES.—The head of each agency shall, in accordance with guidance prescribed by the Director of the Office of Management and Budget, annually review all programs and activities that it administers and identify all such programs and activities that may be susceptible to significant improper payments.

(b) ESTIMATION OF IMPROPER PAYMENT.—With respect to each program and activity identified under subsection (a), the head of the agency concerned shall—

Deadline.

- (1) estimate the annual amount of improper payments; and
- (2) submit those estimates to Congress before March 31 of the following applicable year, with all agencies using the same method of reporting, as determined by the Director of the Office of Management and Budget.

(c) REPORTS ON ACTIONS TO REDUCE IMPROPER PAYMENTS.—With respect to any program or activity of an agency with estimated improper payments under subsection (b) that exceed \$10,000,000, the head of the agency shall provide with the estimate under subsection (b) a report on what actions the agency is taking to reduce the improper payments, including—

- (1) a discussion of the causes of the improper payments identified, actions taken to correct those causes, and results of the actions taken to address those causes;
- (2) a statement of whether the agency has the information systems and other infrastructure it needs in order to reduce improper payments to minimal cost-effective levels;
- (3) if the agency does not have such systems and infrastructure, a description of the resources the agency has requested in its budget submission to obtain the necessary information systems and infrastructure; and
- (4) a description of the steps the agency has taken to ensure that agency managers (including the agency head) are held accountable for reducing improper payments.

PUBLIC LAW 107-300—NOV. 26, 2002

116 STAT. 2351

(d) DEFINITIONS.—For the purposes of this section:

(1) AGENCY.—The term “agency” means an executive agency, as that term is defined in section 102 of title 31, United States Code.

(2) IMPROPER PAYMENT.—The term “improper payment”—

(A) means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and

(B) includes any payment to an ineligible recipient, any payment for an ineligible service, any duplicate payment, payments for services not received, and any payment that does not account for credit for applicable discounts.

(3) PAYMENT.—The term “payment” means any payment (including a commitment for future payment, such as a loan guarantee) that is—

(A) made by a Federal agency, a Federal contractor, or a governmental or other organization administering a Federal program or activity; and

(B) derived from Federal funds or other Federal resources or that will be reimbursed from Federal funds or other Federal resources.

(e) APPLICATION.—This section—

(1) applies with respect to the administration of programs, and improper payments under programs, in fiscal years after fiscal year 2002; and

(2) requires the inclusion of estimates under subsection (b)(2) only in annual budget submissions for fiscal years after fiscal year 2003.

(f) GUIDANCE BY THE OFFICE OF MANAGEMENT AND BUDGET.— Deadline.
Not later than 6 months after the date of enactment of this Act, the Director of the Office of Management and Budget shall prescribe guidance to implement the requirements of this section.

Approved November 26, 2002.

LEGISLATIVE HISTORY—H.R. 4878:

SENATE REPORTS: No. 107-333 (Comm. on Governmental Affairs).

CONGRESSIONAL RECORD, Vol. 148 (2002):

July 9, considered and passed House.

Oct. 17, considered and passed Senate, amended.

Nov. 12, House concurred in Senate amendment.



Training Program Income Notice (PIH 98-2, 1/12/98)

U. S. Department of Housing and Urban Development
Public and Indian Housing

Special Attention of:	Notice PIH 98-2 (HA)
Secretary's Representatives; State/Area Coordinators; Public Housing Directors; Public Housing Agencies; Section 8 Housing Agencies; Resident Management Corporations; Resident Councils	Issued: January 12, 1998 Expires: January 31, 1999

Subject: Treatment of Income Received from Training Programs

I. Purpose

This notice addresses questions regarding HUD's existing policy on the treatment of amounts received from training programs when determining annual income in assisted housing programs. While all of the regulatory exclusions and federally-mandated exclusions specific to training income are in Appendix 1, this notice focuses on the two exclusions most directly related to welfare reform -- 24 CFR 5.609(c)(8)(v) and 5.609(c)(13). We anticipate that the passage of the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform Act) will increase the number of participants in these training programs.

II. Background

HUD believes that training income exclusions are an important factor in helping public and assisted housing participants move from welfare and dependence to greater self-sufficiency.

HUD encourages housing agencies (HAs) and resident management corporations (RMCs) to share this information with applicants and participants, State welfare agencies, social service agencies, advocates, and other interested parties. Welfare agencies, for example, may be willing to design or modify their programs so that welfare recipients living in public and assisted housing will receive the maximum benefits from these exclusions.

Actively marketing this information will better ensure that the greatest number of families that could benefit from these exclusions will in fact do so.

III. Applicability

This notice covers the Public Housing program and the Section 8 Certificate, Voucher, and Moderate Rehabilitation programs.

With the exception of 5.609(c)(13), the regulations in Appendix 1 are applicable to all of these programs. 5.609(c)(13) is applicable to public housing only.

IV. Regulatory Focus

24 CFR 5.609(c) "Annual income does not include the following:

8(v) - incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs . . ."

[Emphasis added]

(For the complete text, see Appendix 1.)

This applies to both public housing and Section 8. For public housing, it is intended to cover a number of training programs that do not qualify under 5.609(c)(13).

It excludes incremental amounts from qualifying State or local employment training programs. There is no additional 18-month exclusion after the training program is completed.

This exclusion was implemented in the April 5, 1995 Combined Income and Rent Interim Rule, which became effective on June 5, 1995. It was continued in the October 18, 1996 Combined Income and Rent Final Rule, with the clarification that only incremental increases in income resulting from a qualifying State or local employment training program are excluded.

"(13) - for public housing only: (i) the earnings and benefits to any family member resulting from participation in a program providing employment training and supportive services in accordance with the Family Support Act (42 U.S.C. 1437t) or any comparable Federal, State, or local law during the exclusion period . . ."

Earnings and benefits means the incremental earnings . . ." [Emphasis Added]

(For the complete text, see Appendix 1.)

This applies to public housing only, not to Section 8. It is based on Section 515(b) of the National Affordable Housing Act of 1990 (NAHA). It was first implemented through the August 24, 1994 TOPS final rule and became effective on September 23, 1994.

This exclusion was listed in both the April 5, 1995 Combined Income and Rent Interim Rule and the October 18, 1996 Combined Income and Rent Final Rule.

There are five components that must all be present for a program to qualify under (c)(13). They are discussed in the answer to question 2 in Section VII of this notice.

In order to be eligible for the 5.609(c)(8)(v) or (c)(13) exclusion, the resident must actually receive training under the provisions of the program. Merely being enrolled in a program that provides training to some participants (but not all) is not sufficient for purposes of this exclusion.

V. Definitions

The following definitions are provided to clarify terms that are used in this notice.

Training Program - A learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period of time. It is designed to lead to a higher level of proficiency, and it enhances the individual's ability to obtain employment. It may have performance standards to measure proficiency.

Training may include, but is not limited to:

- classroom training in a specific occupational skill;
- on-the-job training with wages subsidized by the program;
or
- basic education.

Incremental - The increase between the total amount of welfare and earnings of a family member prior to enrollment

in the training program and welfare and earnings of the family member after enrollment in the training program. All other amounts, increases or decreases, are treated in the usual manner in determining annual income.

Supportive Services - Employment training programs offering supportive services must include at least one of the following, or similar types of, social services:

- a. child care;
- b. transportation;
- c. personal welfare counseling (family/parental development counseling, parenting skills training for adult and teenage parents, substance/alcohol abuse treatment and counseling, self-development counseling);
- d. health care services (including outreach and referrals);
- e. youth leadership skills; youth mentoring.

VI. Cases Illustrating Exclusions

5.609(c) (8) (v) - Applicable to Section 8 and Public Housing

- A. Scenario:** A Section 8 family member is receiving \$300 per month in Temporary Assistance to Needy Families (TANF) benefits (formerly AFDC). She enrolls in a qualifying State employment training program and receives \$450 per month in training income. The TANF benefits stop.

Action: To determine the incremental amount of earnings and benefits, subtract \$300 (benefits prior to enrollment in the training program) from \$450 (earnings while enrolled in the training program). The incremental amount is \$150. In determining income, \$300 is counted and \$150 is excluded. After completion of the training program, the exclusion ends. (There is no 18-month exclusion.)

- B. Scenario:** A public housing family member is in a state training program that does not meet one or more of the conditions of the 5.609(c) (13) exclusion (see Answer 2 in Q & A section VII). The person was at zero income before entering the training program and received \$350 per month once he entered the program. He just got his first job after completing the training and earns \$700 per month.

Action: The incremental earnings of this person would be the difference between what he had before and what he made

during the training program: \$350. This amount would have been excluded during the period of the training program. Once he got the job paying \$700 per month, the full \$700 would be counted. The 5.609(c)(8)(v) exclusion does not extend beyond the completion of the training program. (There is no subsequent 18-month exclusion.)

5.609(c)(13) - Applicable to Public Housing only

A. Scenario: The head of a tenant family is receiving \$400 in TANF. She enrolls and participates in a qualifying employment training program. TANF benefits stop. She receives \$500 per month while in the training program. Upon completion of the training program, she obtains a job earning \$700 per month and has the job indefinitely.

Action: During the time she is in the training program, exclude \$100 (the difference between what she was receiving from TANF and what she is now receiving in the training program). When she obtains the job, exclude, for 18 months, \$300 per month (the difference between what she was receiving prior to the training program and what she is now receiving from employment). During the training period, and for the subsequent 18 months, \$400 is countable as income.

B. Scenario: A public housing tenant is making \$10,000 per year, but wants to get a better job. He leaves his job and enrolls in a qualified training program, receiving \$8,000 in compensation while in that program. Immediately upon completion of the training program, he secures a job paying \$12,000.

Action: After the tenant notifies the housing agency that he has enrolled in the training program, his rent should be reduced because he will be making less. For 18 months after he secures the first job after completion of the training, include \$10,000 as income, the amount earned before he entered the training program.

C. Scenario: Prior to enrollment in a training program, an individual was receiving \$300 in TANF benefits, \$100 in earnings and \$100 in child support. After enrollment in the training program, she now receives \$150 in TANF benefits, \$400 from the training program, and no child support.

Action: To determine the incremental amount of earnings and benefits, subtract \$400 (welfare benefits and earnings prior to enrollment in the program) from \$550 (welfare

benefits and earnings after enrollment in the program). The incremental amount is \$150. In determining income, \$400 is counted as income and \$150 is excluded. For purposes of determining the incremental amount only, do not consider the child support received prior to enrollment because it is not welfare or earnings (see definition of "incremental" in Section V of this Notice). After enrollment, the child support is no longer being received, and so is not a factor.

- D. **Scenario:** This family consists of a mother and two daughters, ages 19 and 14, and the 19-year old daughter's child, age 2. The mother is receiving \$550 in TANF. Her 19-year old daughter is receiving \$425 in TANF. The 19-year old daughter enrolls in a training program receiving \$500 per month in compensation. The daughter's TANF benefits stop.

Action: To determine the incremental amount of earnings and benefits, subtract \$425 (the daughter's earnings and benefits prior to enrollment in the program) from \$500 per month (the daughter's earnings and benefits after enrollment in the training program). The incremental amount during the training program is \$75.00. Count as income \$975 (\$550 for the mother and \$425 for the daughter). Exclude the incremental amount of \$75.

- E. **Scenario:** The head of a tenant family is receiving \$400 in TANF. She enrolls and participates in a HUD-funded training program operated by the HA. TANF benefits stop. She receives \$500 per month while in the training program. Upon completion of the HUD-funded training program, she obtains a job at the HA earning \$700 per month. She has the job indefinitely.

Action: In this case the full amount received during the training program is excluded. This comes under the provisions of 5.609(c)(8)(i) which excludes the full amounts received under HUD-funded training programs.

Upon employment with the HA, the full amount of employment income received by the person is counted, because 24 CFR 5.609(c)(13), the only provision which provides an 18-month exclusion of income upon employment, specifically precludes the exclusion of wages funded under the 1937 Housing Act Programs (which includes public housing and section 8).

The outcome in the above scenario would be the same if the training were operated by a Resident Organization (either acting on its own, or in collaboration with the HA), as long as the training program is funded by HUD.

VII. Frequently Asked Questions Related to Training Income Exclusions

- Q1: Do all State welfare programs, established in accordance with the Welfare Reform Act, qualify for purposes of the 5.609(c)(13) exclusion?
- A1: No. Merely being established pursuant to the Welfare Reform Act does not guarantee that the program is a JOBS comparable program.
- Q2: How does a HA verify whether or not a person is in a qualifying training program under 5.609(c)(13)?
- A2: The HA must ascertain that the training program has **all five components** listed in 5.609(c)(13). It must:
- be a program providing employment training and supportive services;
 - be authorized by a Federal, State or local law;
 - be funded by the Federal, State or local government;
 - be operated or administered by a public agency; and
 - have as its objective to assist participants in acquiring employment skills.
- Q3: What does it mean that a program must be funded by the Federal, State or local government?
- A3: It means that a material portion of the costs of the training program must be paid by a Federal, State, or local government entity.
- Q4: What is needed in order to determine that a public agency is actually operating or administering the program, particularly where the actual training is conducted by private companies?
- A4: The public agency would have to establish a training program with goals, standards, and timeframes. It would normally include tracking and monitoring systems, which would be applied universally for all training providers. Training providers would generally have to satisfy all of the standards and criteria established

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by the public agency. It could then be said that the program was established by the government and implemented by private companies for and on behalf of the government.

Q5: Can the income exclusion apply to more than one member of the family?

A5: Yes.

Q6: Does the exclusion apply to all members in the family?

A6: The income exclusion applies only to the individual or individuals enrolled in the qualifying employment training program.

Q7: Can the exclusion be effective for different family members for different time periods?

A7: Yes. For example, one family member might just be entering a qualifying training program under (c)(13), while another might be in the 10th month of a job under the 18-month exclusion.

Q8: If an applicant participated in a qualified training program under the 5.609(c)(13) exclusion prior to being admitted to public housing, and secured his first job, on completion of the program, after being admitted to public housing, is he eligible for the 18-month exclusion?

A8: Yes, provided he was in the training program on or after the effective date of the Tenant Participation and Tenant Opportunities Program (TOPS) rule (9/23/94), which is when the 18-month exclusion was implemented.

Q9: If an applicant completed a training program and started her first job prior to being admitted to public housing, but only had the job for 12 months at the time she entered public housing, is she entitled to the 18-month exclusion?

A9: She would be entitled to the remainder of the 18-month exclusion, 6 months.

Q10: Does the 18-month exclusion period run continuously or does it stop and start again if the individual has some period of time during the exclusion period that he is unemployed?

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- A-10: The 18-month exclusion period runs continuously from the date the first job begins. It would continue to run if the person switched to a second job during the 18-month period.
- Q11: What would be counted as income if, during the 18 month exclusion period, the person had a break in employment?
- A11: Any other income the person has during the break would be counted.
- Q12: How much time can go by between finishing the training program and starting the first job?
- A12. The HA should have a fair and consistent policy on this. The HA should certainly allow reasonable periods like 6 months to go by. However, the HA might decide that, if more than two years went by before the person got the first job, the earnings from that job would be counted in full.
- Q13: Is all income excluded for individuals in a training program under the (c)(8)(v) and (c)(13) provisions?
- A13: Only the incremental amount is excluded (see definition of incremental in Section V).
- Q14: If a family with no income enrolls in welfare in a state that requires families to go directly into a training program in order to receive a payment, what would the family's base amount be for purposes of determining the incremental increase?
- A14: To determine the base amount, use whatever earnings and benefits that would have been counted prior to entering the training program. In this case, the base amount would generally be \$0 since the family had no income prior to being enrolled in the training program.
- Q15: What is included in the base amount?
- A15: The base amount is the total amount of welfare and earnings the family member was receiving prior to entering the training program.
- Q16: What if the family has had income in the recent past, but did not have income the day they entered the training program? For instance, a family that was receiving welfare in one state terminates its welfare assistance there and moves to another state, immediately entering a training program in that second state.

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- A16: The HA should examine situations such as this and establish a consistent policy to follow. It is certainly acceptable to use \$0 as the base amount. The HA might also consider the person's income over a past reasonable period of time, perhaps a few months.
- Q17: If a family was receiving welfare, but was either sanctioned or dropped from welfare due to refusal to participate in a training program, but later returns and agrees to participate in a training program, what would the base amount be for determining the incremental increase?
- A17: As in the previous question, the HA should determine the best way to handle this and similar situations, and include it in their policies for consistent application.
- Q18: If a family member leaves the training program, just prior to completion, in order to accept a job offer, would he still be eligible for the 18-month exclusion since he did not "complete" the training program?
- A18: If he has substantially completed the program, the HA could conclude that he qualifies for the 18-month exclusion.
- Q19: What if a family member starts a job, but continues to participate in the training program simultaneously? Since the training is not yet completed, does she qualify for the 18-month exclusion?
- A19: If a family member has completed that portion of the training necessary for her to get a job, the HA policy could allow for the 18-month exclusion, which would start at the point she got the job, not after she completed the training.
- Q20: To get the benefit of the exclusion, does the job acquired have to be directly related to the training?
- A20: No.
- Q21: Does the 5.609(c)(13) exclusion apply to individuals in the Family Self-Sufficiency Program (FSS) who have an escrow account?
- A21: This exclusion applies to all public housing residents, without regard to whether a resident participates in the FSS program. The Combined Income and Rent Interim

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rule, issued April 5, 1995, removed the parenthetical in the former §913.106(c)(11), which indicated it did not apply to residents participating in the FSS program who are utilizing the escrow account. This means that for some families enrolled in FSS, the amount that goes into the escrow account would be decreased or eliminated for a period of time.

Q22: Are amounts received from resident-owned businesses or professions considered "earnings"?

A22: Yes, but a HA must be careful to consider only the net income from the operation of a business or profession. As a general rule, this means taking all gross self-employment income and then excluding the cost of producing the self-employment income.

Q23: If a public housing tenant, who is on the waiting list for Section 8, is having incremental earnings excluded in determining her public housing rent, would these incremental earnings also be excluded for purposes of determining her eligibility for Section 8?

A23: Yes, but under the provisions of 5.609(c)(8)(v), not (c)(13), since (c)(13) does not apply to Section 8. Therefore, the exclusion would apply, for Section 8 eligibility purposes, only during the training period, not for the 18 months after she begins her first job.

Q24: If a tenant is enrolled in a training program funded by HUD, is the training income treated differently than the income from training programs covered by 5.609(c)(8)(v) and (c)(13)?

A24: Yes. The provision at 5.609(c)(8)(i) excludes the full amount received under training programs funded by HUD. If it is a HUD-funded training program, we exclude the FULL amount, not just the incremental amount. This exclusion stops at the end of the training period.

Q25: What is a training program funded by HUD?

A25: It must be a bona fide training program, generally meeting the definition in Paragraph V of this notice. While an on-the-job training (OJT) program would typically qualify, the orientation a new staff member receives when hired into an organization or into a new position at an organization would not constitute a training program. The training program must be funded directly or indirectly with HUD dollars - whether those dollars are from operating subsidy, Section 8

administrative fees, or modernization, CDBG, or other grant funds.

Q26: How is the training income counted for a public housing tenant who is enrolled in an OJT program in the HA's maintenance department?

A26: Income received through a HUD-funded training program is excluded in full. Once the training is completed and the individual joins the maintenance staff, the entire amount of wages is counted as income.

Q27: If a resident organization, either alone or in collaboration with an HA, uses its HUD grant money to create an employment training program, would the income of tenants participating in that training program be excluded?

A27: Yes, as long as the training program is funded by HUD. The key point is not which organization administers the training program, but rather whether HUD dollars are funding a material portion of the program.

Q28: Once the HUD-funded training is completed, if either the HA or resident organization hires the training program graduate, is any of the employment income excluded?

A28: No. The regulation is specific that employment income funded by public housing assistance under the 1937 Housing Act will not be excluded. This means that salaries paid by HAs or resident organizations using funding received under any public housing or Section 8 programs are included as income in determining tenant rent. (But see the provision on resident service stipend at 5.609(c)(8)(iv).)

VIII. References

- 24 CFR 5.609(c)
- Combined Income and Rent Final Rule, issued 10/18/96. This rule became effective on 11/18/96. The rule was transmitted by PIH Notice 96-93, issued 12/18/96.
- Combined Income and Rent Interim Rule, issued 4/5/95. This rule became effective on 6/5/95.
- "TOPS" Final Rule, issued 8/24/94. This rule became effective on 9/23/94.

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- Federally Mandated Exclusions from Income, from the Federal Register dated 8/3/93 (58 FR 41287-41288).
This Federal Register Notice was transmitted by PIH Notice PIH 93-65, issued December 13, 1993.
- Section 515(b) of the National Affordable Housing Act (NAHA) of 1990.

/s/

Kevin Emanuel Marchman
Assistant Secretary
for Public and Indian Housing

Attachments

APPENDIX 1

HUD Regulations Pertaining to Training Income Exclusions

24 CFR 5.609

1. (c)(6) - The full amount of student financial assistance paid directly to the student or the educational institution.
2. (c)(8)(i) - amounts received under training programs funded by HUD.
3. (c)(8)(ii) - amounts set aside for use under a Plan to Attain Self-Sufficiency (PASS).
4. (c)(8)(iii) - amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
5. (c)(8)(v) - incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
6. (c)(11) - earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).
7. (c)(13) - **for public housing only:** (i) the earnings and benefits to any family member resulting from participation in a program providing employment training and supportive services in accordance with the Family Support Act (42 U.S.C. 1437t); or any comparable Federal, State, or local law during the exclusion period (ii) for purposes of this paragraph, the following definitions apply:

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- (A) Comparable Federal, State or local law means a program providing employment training and supportive services that:
- (1) Is authorized by a Federal, State or local law;
 - (2) Is funded by the Federal, State or local government;
 - (3) Is operated or administered by a public agency; and
 - (4) Has as its objective to assist participants in acquiring employment skills.
- (B) Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
- (C) Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
8. (c)(17) - Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply.

The last list of Federally-Mandated Exclusions was published in the Federal Register on 8/3/93, 58 FR 41287-41288. This list excludes payments received under programs funded in whole or in part under the Job Training Partnership Act; payments to volunteers under the Domestic Volunteer Services Act of 1973; amounts of scholarships funded under Title IV of the Higher Education Act of 1965; and payments received from programs funded under Title V of the Older Americans Act of 1965. Payments received from AmeriCorps are also excluded (11/15/94 memorandum from General Counsel).

APPENDIX 2

**Income Exclusions Related to Training
Comparing Section 8 with Public Housing**

SOURCE	AMOUNT EXCLUDED FOR SECTION 8	AMOUNT EXCLUDED FOR PUBLIC HOUSING
5.609(c)(6) - Student Financial Assistance	All	All
5.609(c)(8)(i) - Training Programs Funded By HUD (e.g., PFS, Sec. 8 Admin. Fee, Development and Modernization, CDBG)	All	All
5.609(c)(8)(ii) - Amounts set aside in SSI's "Plan to Attain Self-Sufficiency" (PASS)	All	All
5.609(c)(8)(iii) - Publicly Assisted Program Reimbursement of out-of-pocket expenses incurred	All	All
5.609(c)(8)(v) - State or local employment training program -must have clearly defined goals and objectives	Incremental (and only for the period of time during participation in the employment training program)	Incremental (and only for the period of time during participation in the employment training program)

SOURCE	EXCLUDE FOR SECTION 8	EXCLUDE FOR PUBLIC HOUSING
<p>5.609(c)(11) - Earnings of Full Time Students 18 years of age or order (excluding head of household and spouse)</p>	<p>Amounts in excess of \$480</p>	<p>Amounts in excess of \$480</p>
<p>5.609(c)(13) - A training program providing employment training and supportive services in accordance with the Family Support Act or any comparable Federal, State, or local law</p> <ul style="list-style-type: none"> - Authorized/funded by Fed/State/Local law - Operated or administered by public agency - Objective is to assist participants in acquiring employment skills 	<p>N/A</p>	<p>Incremental increase during training program plus 18 months from date of 1st job after completion of the training program that is not funded by public assistance under 1937 Act</p>
<p>5.609(c)(17) - Amounts excluded by any other Federal statute, e.g., payments received under:</p> <ul style="list-style-type: none"> - JTPA (in whole or in part) - Domestic Volunteer Services Act of 1973 - Title V of the Older Americans Act of 1965 - AmeriCorps 	<p>All</p>	<p>All</p>

APPENDIX 3

**Income Exclusions Related to Training
Comparing Two Regulatory Exclusions**

The regulatory citation	24 CFR 5.609(c) (8) (v)	24 CFR 5.609(c) (13)
The housing programs for which this exclusion is applicable	Applies to PH & Section 8	Applies only to PH
Type of program	Employment training program	Employment training and supportive services program
Who provides the program	State or local (not necessarily government)	Provided under Federal, State or local law, funded by government, administered by a public agency
Characteristics of the program	Must have clearly defined goals and objectives	Has as its objective to assist participants in acquiring employment skills
What income is excluded	Incremental earnings & benefits	Incremental earnings and benefits
Period of time for which exclusion applies	Applies during training period	Applies during training period and for 18 mos. from the date the family member begins the first job acquired after completion of the program
Exceptions	NA	The exclusion does not apply to jobs funded by public housing assistance under the 1937 Act

APPENDIX 4

**Optional Earned Income Exclusions and Deductions
(for Public Housing only)**

A. Optional Earned Income Exclusions

The Optional Earned Income Exclusions Interim Rule, effective 9/30/96, allows HAs to amend HUD's definition of annual income (61 FR 46344) to encourage them to take action to further the efforts of applicants and tenants to seek employment and increase their earned income. The rule permits HAs to adopt exclusions for earned income pursuant to an established written policy. Any exclusions permitted may not be deducted in determining adjusted income. A final rule, issued 5/5/97 and effective 6/4/97, made no substantive changes to the interim rule. See paragraph C below for a discussion of the impact on operating subsidy.

B. Optional Earned Income Deductions

Section 402(c) of the Balanced Budget Downpayment Act I (Continuing Resolution), which became law on 1/26/96, (described in HUD Notice PIH 96-6, issued 2/13/96), permitted HAs to adopt optional earned income deductions in determining adjusted income. This provision has been extended by the FY 1998 Appropriations Act. HAs may establish other deductions to earned income, in addition to those defined in Section 3(b)(5) of the U.S. Housing Act of 1937, in accordance with the Section 402(c) provisions. See paragraph C below for a discussion of the impact on operating subsidy.

C. Impact of Optional Earned Income Exclusions/Deductions on Operating Subsidies

Reference: Public and Indian Housing Performance Funding System: Incentives; Interim Rule, published 9/30/96, (61 FR 51178). The PFS Operating Subsidy will not increase to cover the amount of rental income reductions resulting from these exclusions/deductions, but will allow an HA that achieves net increases in rents from earned income to have an incentive increase in subsidy up to an amount equal to the PFS operating subsidy shortfall.

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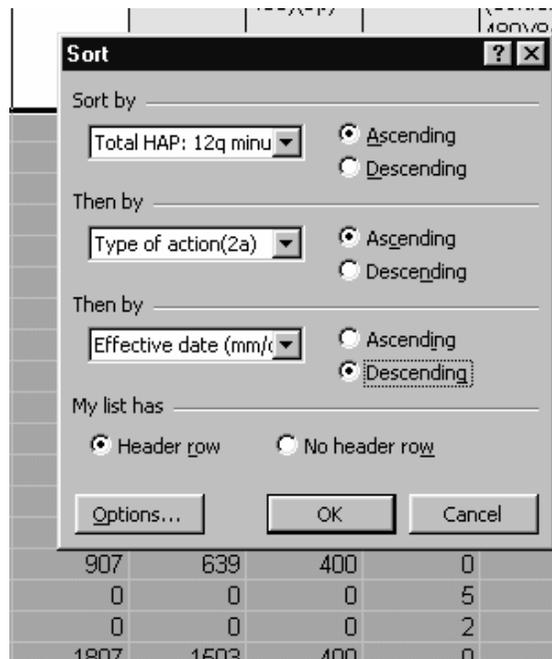
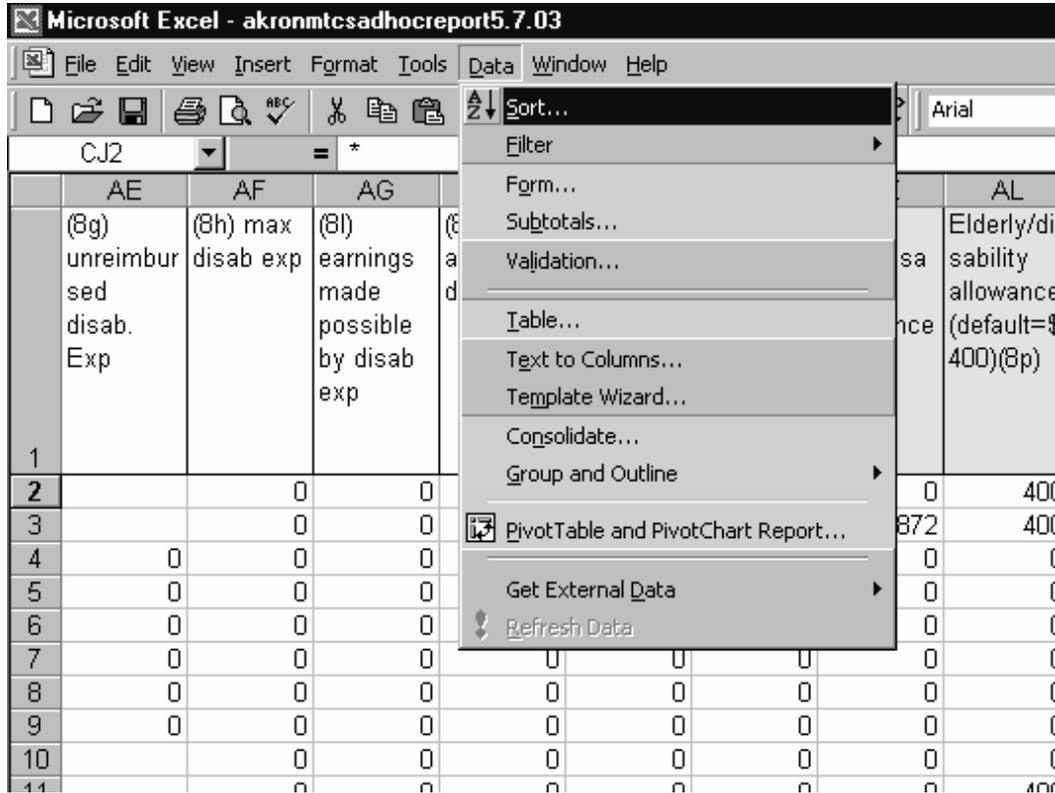
PIC Ad Hoc Reports

**Rental Integrity Monitoring (RIM) Tenant File Sample
PIC Ad Hoc and MS Excel Random Sample Generator**

AD HOC Analysis Opportunities for RIM Reviews

- A key advantage of Ad Hoc reporting is that it allows for an analysis of the entire program (assuming that the PHA is at or near 100% 50058 reporting in PIC). Using the Ad Hoc report, the HUD staff person can see large patterns of activity across all tenants in the entire program, rather than having to extrapolate from a narrow sample.
- This appendix describes some different ways to review downloaded PIC Ad Hoc information as part of Pre-review preparation for a RIM review. These are Housing Choice Voucher related and are by no means exhaustive.
- In some cases, this type of analysis may reveal actual errors, but in most cases it highlights questionable situations and issues that suggest the need for further inquiry while on-site. In others cases, it may highlight conditions that are conspicuous by their absence (for example, a pattern of no medical expenses for elderly households).
- Frequently, this analysis takes the form of *sorting* data, often at multiple levels. MS Excel permits three layers of sorting. You may access the Excel sort function from the Excel toolbar by selecting **Data > Sort**.
- In the following example, we wish to sort the data so that we can determine if there are any families with zero (\$0) HAP.
 - We select **Data >Sort** from the Excel menu and get the **Sort** dialog box.
 - In the first **Sort by** box, we sort Total HAP, Ascending. In the first **Then by** sort box, we select Type of Action, Ascending. In the second **Then by** box, we select Effective Date, Descending. See the following graphics for an illustration.
 - With the listing of tenants organized in this manner, we can then easily examine the list, looking for reexaminations that are more than six months old. Among this group, we look for any tenants that have been at zero (\$0) HAP for over six months.

**Rental Integrity Monitoring (RIM) Tenant File Sample
PIC Ad Hoc and MS Excel Random Sample Generator**



**Rental Integrity Monitoring (RIM) Tenant File Sample
PIC Ad Hoc and MS Excel Random Sample Generator**

- One can download all active 50058s and include all of the 50058 lines indicated below or only those for one type of analytic exercise. It is important to select the actions needed to get all active participants, for example: Code 1 – New Admissions; Code 2 – Annual Reexam; Code 3 – Interim Reexam; Code 4 – Portability Move-In; Code 7 – Other Change of Unit; Code 8 – FSS Addendum only; Code 9 – Reexam Searching; Code 13 – Annual HQS Inspection only.

Analytic Item	50058 Line	Analysis Description
1. Asset Value and income	6f Asset Cash Value 6g Anticipated Income 6h Passbook rate 6l. Imputed Income 6j. Final Asset Income	<ol style="list-style-type: none"> Sort on 6f from highest to lowest. Indicates extent to which the PHA identifies assets, and highlights exceptional cases warranting investigation, e.g. extremely high asset levels. Determine if passbook rate is correct and if actual asset income is being identified (rent discrepancy report will identify those that don't choose the higher of imputed or actual.)
2. Minimum rent and Hardship exemption	7i. Total annual Income 9h. Min. Rent 9m. Qualify for min. rent hardship exemption	Determine if PHA seems to be implementing the hardship exemption by seeing if any have been given. Sort by income, lowest to highest then by minimum rent, then by qualification for exemption.
3. Zero HAP	2a. Type of Action 2b Effective Date of Action 12q. Total HAP	Families at zero HAP for 6 months are to be taken off the program. Sort 1 st by 12q, from lowest to highest, identifying zero HAP. 2 nd sort by 2a lowest to highest focusing on actions 1, 2, and 3. 3 rd sort on date from oldest to new. Look for actions over six months old where HAP has been zero to determine if the PHA is taking participants off program.

**Rental Integrity Monitoring (RIM) Tenant File Sample
PIC Ad Hoc and MS Excel Random Sample Generator**

Analytic Item	50058 Line	Analysis Description
4. Child Care Allowance	7i. Total Income 8q. Number of Dependents 8t Unreimbursed childcare 17(h)(6) FSS children receiving child care	<p>Here we are trying to determine the level of child care allowance activity and if there are any obvious issues. Since, with the exception of FSS families, the PIC Ad Hoc does not show if there are children in child care, whether there is working income, or the age of the children, we have to make educated guesses.</p> <p>For working income, we are looking at income level and identifying working level income. For children possibly in childcare, we use number of dependent exemptions – not an exact match but OK for patterns. Sort 1st on 8q descending, then on 7i descending, and then 8t descending – child care allowance. We want to look at the section of the spreadsheet with one or more children, working level income and then look to see if there are child care allowances and if so, the level of dollars – again looking for patterns or anomalies to follow up. We'd expect to see some activity.</p>
5. 40% limit	2a. Action 9a. Monthly adjusted income 12t Total Family Share	<p>This allows us to check if new admissions, other change of unit and portability-in participants are paying more than the 40% limit. This requires adding a column to the worksheet to make a calculation field. 1st sort by action so we can go to actions 1, 4, and 7. Insert a column, create a formula dividing family share (12t) by monthly adjusted income; copy down through the column. (Ignore zero income households). Look for families paying over 40%.</p>

**Rental Integrity Monitoring (RIM) Tenant File Sample
PIC Ad Hoc and MS Excel Random Sample Generator**

Analytic Item	50058 Line	Analysis Description
6. Medical / Disability Allowance	8p Elderly / Disability allowance 8n Medical / Disability allowance 8g. Annual unreimbursed disability expense	Like child care allowance analysis, we are trying to determine the extent to which medical/disability allowances are given and also the range of allowances, looking for anomalies. An absence of them, particularly disability-related, might indicate a failure to gather the data from participants. Again we are forced to do some guessing on disability status since it is not available in PIC Ad Hoc. Sort on 8p descending to isolate elderly/disabled households (although we won't know which), then sort on 8n descending then sort on 8g descending.
7. Payment standard / Voucher size/ Utility Allowance	5d. BRs in the unit 12a. BRs on voucher 12j. Payment Standard 12p Gross rent	PHA should be using the PS for the lower of BRs on Voucher or in unit. Sort by number of BR in unit (5d) then by BRs on voucher (12a). You will also need to obtain the payment standards in effect for the period of PIC activity (16 months). Check for correct PS where family is in a unit with more BRs than on voucher. (Remember there are exceptions where this is OK, e.g. accommodation and medical). Unlike the PS, the UA is to be for the actual unit BRs regardless of the number of BRs on the Voucher. Since we don't know the utility configuration for each unit, we cannot test the UAs but patterns and anomalies are sometime apparent that can lead to additional inquiry.

**Rental Integrity Monitoring (RIM) Tenant File Sample
PIC Ad Hoc and MS Excel Random Sample Generator**

Analytic Item	50058 Line	Analysis Description
8. Payment Standard Timing	12j. Payment Standard 2a. Action type 2b. Effective date of Action 5d. BRs in the unit 12a. BRs on voucher	<p>PHAs are to increase the PS for participants where there is a new increased PS as of the effective date of the next reexam, after the effective date of the PS increase.</p> <p>This can be tested by sorting on 2a, in order to isolate Action # 2 -Annual reexam, then sorting on effective date, then on 12j. Payment Standard. By hiding various intervening columns you can display col. 2a, 2b, 5d, 12a and 12j, thereby viewing what the appropriate PS is and can see for a given BR when the transition is made to the new PS for that BR category. You will need to know the effective date of implementation of the new PS.</p>
9. Enhanced Voucher Accuracy	2m. Special Programs 9i Enhanced Voucher Minimum Rent 9j TTP	<p>Opt-out, Prepayments and enforcement action on Multifamily developments that yield Enhanced Vouchers require different rent calculation methodology involving a minimum rent. This is to be established at the outset and is maintained (with some exceptions) until the family moves out, at which time the voucher is no longer identified as enhanced (See PIH 2001-41).</p> <p>Multiple problems might be involved here, not the least of which is accurate 50058 preparation for these special cases. Sort on 2m then 9i and compare with 9j. If the PHA has had enhanced voucher activity determine if 58 submissions capture it. If so, determine if the minimum rent requirements are being met per PIH 2001-41.</p>

Rental Integrity Monitoring (RIM) Tenant File Sample PIC Ad Hoc and MS Excel Random Sample Generator

Here's a snapshot of a Public Housing Ad Hoc report, with a few interesting fields circled. These field might prompt you to do further inquiry and analysis.

Ad-HOC Report



Download in Excel Print Page

Program Type: **Public Housing**
 Effective Start Date: **11/28/2001**
 Housing Authority: **WA099 - Emerald City**
 Effective End Date: **05/28/2003**

Program Type: **Public Housing**
 Effective Start Date: **11/28/2001**
 Housing Authority: **WA099 - Emerald City**
 Effective End Date: **05/28/2003**

Total Number of Records = 481.

Head Of Household SSN	Head of household last name (03)	Update Date (07)	Effective date of action (mm/dd/yyyy) (2b)	Total number in household (3t)	Number of bedrooms in unit (5d)	Total Cash Value of Asset (6f)	Final asset income: Larger of 6g or 6i (6j)	Total annual income: permissable copy deductions from 7l (8a)	Total income: permissable deductions (8e)	Dis. Assist. Medical Expense (8g)	Elderly/disability allowance (default=\$400) (8p)	No. of Dependents (8q)	Childcare Costs (8t)	Adjusted Income (8y)	TTP (9f)	Flat rent (10b)	Utility Allowance (10e)	Tenant Rent (10u)	Type of rent selected (10u)
#####	SUTTON	01/10/2003	12/01/2002	1	1	282	1	12678	0	0	400	0	0	12278	307	0	0	307	-
#####	MOORE	09/13/2002	08/01/2002	1	1	249	0	15938	0	648	400	0	0	15368	364	0	0	364	-
#####	MARSHALL	08/12/2002	07/01/2002	1	1	150006	3000	13262	0	0	400	0	0	12862	322	0	0	322	-
#####	BUSSEY	12/23/2002	11/01/2002	1	1	8652	173	19498	0	0	400	0	0	11994	300	0	0	300	-
#####	WRIGHT	04/26/2002	03/01/2002	1	1	0	0	12974	0	0	400	0	0	10432	261	0	0	224	-
#####	VOORHEES	05/27/2002	04/01/2002	1	1	677	0	13010	0	840	400	0	0	12160	304	0	0	304	-
#####	MANVILLE	11/19/2002	10/01/2002	3	3	0	0	42098	421	0	400	2	0	40317	1008	0	0	76	932
#####	HOFFMANN	01/10/2003	12/01/2002	1	1	8112	0	11207	0	648	400	0	0	10495	263	0	0	263	-
#####	JOHNSON	12/23/2002	11/01/2002	1	2	0	0	12741	0	0	400	0	0	12341	308	0	0	48	260
#####	ANDERSEN	07/03/2002	05/01/2002	1	2	0	0	12962	0	0	400	0	0	12862	314	0	0	70	244
#####	CHAVEZ	07/03/2002	05/01/2002	5	3	0	0	49284	493	0	0	3	0	47351	1164	0	0	39	1145
#####	WILLIAMS	09/13/2002	08/01/2002	1	3	0	0	12734	0	0	400	0	0	12334	308	0	0	64	244
#####	STEWART	04/26/2002	03/01/2002	1	1	361	2	12326	0	146	0	0	0	12326	308	0	0	308	-
#####	RUTHERFORD	12/23/2002	11/01/2002	1	1	0	0	12425	0	0	400	0	0	12025	301	0	0	301	-
#####	HARDIN	04/09/2002	02/01/2002	4	3	0	0	63393	634	0	0	3	0	61319	1533	0	0	39	1494
#####	CASWELL	08/12/2002	07/01/2002	1	1	0	0	23630	0	0	0	0	0	23630	591	0	0	591	-
#####	HANSON	10/11/2002	09/01/2002	3	3	0	0	24701	0	0	0	2	0	23741	593	0	44	549	-
#####	YARBROUGH	04/26/2002	03/01/2002	2	2	535	0	18124	0	0	400	0	0	17724	443	0	0	37	406
#####	OLIVER	07/03/2002	05/01/2002	4	2	0	0	14096	0	0	0	3	0	12656	317	0	0	87	230
#####	MCCLAIN	11/19/2002	10/01/2002	2	3	0	0	21832	0	0	0	1	0	21362	534	0	44	490	-
#####	JACKSON	01/10/2003	12/01/2002	1	2	808	0	30523	0	0	0	0	0	30523	763	0	46	717	-
#####	SCHROEDER	12/23/2002	11/01/2002	1	2	19423	388	25797	0	5999	0	0	0	20572	514	0	63	451	-
#####	HARRISON	04/26/2002	03/01/2002	1	1	0	0	17808	0	4416	400	0	0	13626	338	0	37	301	-
#####	CARTMAN	09/13/2002	08/30/2002	2	2	0	0	9172	0	0	0	1	0	8692	217	0	53	164	-
#####	SANDLER	05/27/2002	04/01/2002	2	2	0	0	21998	0	0	400	0	0	21598	540	0	48	492	-
#####	NGUYEN	07/03/2002	05/01/2002	1	1	0	0	21796	0	648	400	0	0	21396	536	0	0	536	-
#####	FAULKNER	07/03/2002	06/01/2002	4	3	0	0	26370	0	0	0	3	0	24930	623	0	51	572	-
#####	MARSH	11/19/2002	10/01/2002	1	1	4733	0	15674	0	3612	400	0	0	12132	303	0	0	303	-
#####	MILLER	08/12/2002	07/01/2002	1	1	140834	4623	21108	0	6338	400	0	0	15003	375	0	27	348	-

Rental Integrity Monitoring (RIM) Tenant File Sample PIC Ad Hoc and MS Excel Random Sample Generator

Here's a snapshot of a Section 8 Housing Choice Voucher Ad Hoc report, with a few interesting fields circled.

Ad-HOC Report



Program Type: **Sec. 8 Voucher**
Effective Start Date: **11/28/2001**
Housing Authority: **WA099 - Emerald City**
Effective End Date: **05/28/2003**

Total Number of Records = 2017

Head Of Household SSN (03)	Head of household last name (03)	Update Date (07)	Effective date (mm/dd/yyyy) of action (2b)	Total number in household (3t)	Number of bedrooms in unit (5d)	Total Cash Value of Asset (6f)	Final asset income: Larger of 6g or 6i (6j)	Total annual income: copy from 7i (8a)	Total annual income: copy from 7i (8a)	Medical Expense (8g)	Elderly/disability allowance (default=\$00) (8p)	No. of Dependents (8q)	Childcare Costs (8r)	Adjusted Income (8y)	TTP (9j)	Number of bedrooms on voucher (12a)	Payment of standard for the family (12j)	Rent to owner if any (12m)	Utility allowance, if any (12n)	Gross Rent of Unit (12p)	Total HAP: 12q minus 12r (12t)	Total Family Share (12u)	HAP to Owner (12v)	Tenant Rent to Owner (12w)	Utility Reimburse (12x)
#####	SANDERS	01/13/2003	12/01/2002	1	0	429	0	12317	0	646	400	0	0	11639	291	1	478	400	0	400	109	291	109	291	0
#####	TRIBIANI	05/06/2002	03/01/2002	1	2	0	0	9000	0	0	0	0	0	9000	225	1	716	600	120	720	491	229	491	109	0
#####	BECK	01/13/2003	12/01/2002	2	2	0	0	6442	0	0	400	0	0	6042	151	2	864	725	62	787	636	151	636	89	0
#####	PHAN	07/17/2002	06/01/2002	2	2	0	0	16368	0	0	400	0	0	15468	387	2	881	700	48	748	361	387	361	339	0
#####	TOMLINSON	12/23/2002	11/01/2002	2	2	190	0	20060	0	1696	400	0	0	18566	465	2	831	750	48	798	333	465	333	417	0
#####	KINGSLEY	01/13/2003	12/01/2002	1	1	9690	2	12727	0	0	0	0	0	12727	318	1	688	500	0	500	182	318	182	318	0
#####	CAMPBELL	01/13/2003	12/01/2002	1	1	0	0	12665	0	0	400	0	0	12265	307	1	635	625	0	625	318	307	318	307	0
#####	PHILLIPS	12/23/2002	11/01/2002	1	2	0	0	19325	0	0	0	0	0	19325	483	1	734	650	41	691	208	483	208	442	0
#####	BROWNING	06/09/2002	04/01/2002	3	3	493	0	10824	0	0	0	2	0	9864	247	2	831	860	48	888	584	314	584	286	0
#####	VAUGHN	12/23/2002	11/01/2002	4	3	0	0	32846	0	0	0	3	0	31406	785	3	1171	1050	110	1160	375	785	375	675	0
#####	LUCIG	12/23/2002	11/01/2002	5	4	10	0	40037	0	627	0	3	0	37971	949	3	1171	1334	126	1460	174	986	474	860	0
#####	GARCIA	07/17/2002	06/01/2002	1	1	18020	0	8316	0	646	400	0	0	7520	188	1	633	505	38	543	355	188	355	150	0
#####	MCCULLOUGH	05/06/2002	03/18/2002	1	2	0	0	12962	0	0	400	0	0	12562	314	2	812	875	0	875	498	377	498	377	0
#####	ARMSTRONG	10/25/2002	09/01/2002	3	2	0	0	30468	0	0	0	2	0	29508	738	2	812	641	36	677	0	677	0	641	0
#####	MULHOLLAND	12/23/2002	11/04/2002	1	0	0	0	12865	0	0	400	0	0	12265	307	1	537	535	0	535	228	307	228	307	0
#####	MORROW	11/22/2002	10/01/2002	3	3	121	0	27339	0	0	400	0	0	26379	659	3	971	875	46	921	262	659	262	613	0
#####	OSTRANDER	09/13/2002	08/01/2002	2	2	0	0	18230	0	0	400	0	0	17830	446	1	560	478	51	529	83	446	83	395	0
#####	SEXTON	07/02/2002	05/01/2002	1	1	89	0	12960	0	0	400	0	0	12550	314	1	633	550	0	560	236	314	236	314	0
#####	LIGAMMARI	09/13/2002	09/01/2002	2	3	0	0	34282	0	3405	400	1	0	30736	768	2	812	934	0	934	44	800	44	800	0
#####	HERNANDEZ	06/09/2002	04/10/2002	1	2	0	0	13222	0	0	400	0	0	12822	321	1	660	625	0	625	259	366	259	366	0
#####	SIMPSON	06/09/2002	04/25/2002	1	2	0	0	15872	0	0	400	0	0	15472	387	2	794	794	0	794	407	387	407	387	0
#####	YOUNG	06/09/2002	04/25/2002	1	1	0	0	12734	0	0	400	0	0	12334	308	1	613	705	0	705	305	400	305	400	0
#####	PATTERSON	07/17/2002	06/04/2002	4	3	0	0	49700	0	0	0	3	0	38260	956	3	1130	1130	38	1169	174	995	174	956	0
#####	SHRIVER	07/17/2002	06/01/2002	1	1	42	5	18627	0	1684	400	0	0	15142	379	1	773	736	0	736	366	379	366	379	0
#####	BOUCHARD	10/25/2002	09/10/2002	1	1	0	0	12734	0	0	400	0	0	12334	308	1	613	650	0	650	305	345	305	345	0
#####	ROBERTSON	01/13/2003	12/01/2002	1	1	0	0	15672	0	0	400	0	0	15272	382	1	660	581	0	581	198	383	198	383	0
#####	FARRELL	05/06/2002	03/01/2002	2	2	2	0	12180	0	0	400	1	0	11300	283	2	688	686	46	701	416	285	416	289	0
#####	WALKER	06/09/2002	04/01/2002	1	3	0	0	10864	0	0	400	0	0	10484	262	1	580	625	46	671	318	353	318	307	0
#####	MORRISON	01/13/2003	12/01/2002	9	5	0	0	20380	0	0	0	7	0	17020	425	5	1525	1360	139	1489	1064	425	1064	286	0

PIC Error Report

**Multifamily Tenant Characteristics System
FORM HUD-50058 ERROR REPORT**

HA ID: [REDACTED] **Return ID:** [REDACTED]
Transmission Date: 11 - 20 - 2003 **Vendor Data:** [REDACTED]
Ticket Number: [REDACTED] **Filename:** [REDACTED]

Summary

Number of 50058 Submitted 4

Number of 50058 accepted (may contain warnings) 3

Number of 50058 rejected without any processing 0

Number of 50058 having fatal errors 1

Total number of fatal errors in transmission 1

Total number of warnings in transmission 0

Validations against the Technical Reference Guide have been performed.
 Validations against the MTCS Database have been performed.

Form

Number : 4

Last Name [REDACTED] **First Name** [REDACTED]
SSN [REDACTED] **Number of Errors** 1
PHA USE ONLY [REDACTED]

21

Error Number: 1

Field Number: 1e,1f,1g

Error Message

FATAL: 4044 - Unit Number, Building Number & Building Entrance number should be vacant in case of New Admission or Other Change of Unit

Rec Nbr in Error	Section	Field in Error	Field Contents
000029	B	Unit Information	251F-4-251F-4

View error report information on page [1]

Showing 1 - 1 of 1 Forms

PIC Error Report Analysis

Multifamily Tenant Characteristics System FORM HUD-50058 ERROR ANALYSIS REPORT

HA ID: [REDACTED]
Transmission Date: 11 - 05 - 2003
Ticket Number: [REDACTED]

Return ID: [REDACTED]
Vendor Data: [REDACTED]
Filename: [REDACTED]

Summary

Number of 50058 Submitted	173	
Number of 50058 accepted (may contain warnings)	110	63.58 %
Number of 50058 rejected without any processing	0	00.00 %
Number of 50058 having fatal errors	63	36.42 %
Total number of fatal errors in transmission	106	
Total number of warnings in transmission	2	

Validations against the Technical Reference Guide have been performed.

Validations against the MTCS Database have been performed.

ERROR DESCRIPTION	NUMBER OF TIMES OCCURED	PERCENTAGE
FATAL: 4042 - Head of Household or Former Head of Household SSN should be same as the one existing for this Unit Number, Building Number	37	34.26
FATAL: 4174 - No 50058 data for this Head of Household exist. At least one New Admission or Historical Adjustment record should be present for any other Action Types to be accepted	33	30.56
FATAL: 4044 - Unit Number, Building Number	11	10.19
FATAL: 4838 - Unit Number, Building Number	6	5.56
FATAL: 4172 - Required Household record for End of Participation could not be found	3	2.78
FATAL: 5258 - Unit being assigned is not a dwelling unit	3	2.78
FATAL: 4046 - The submitted combination of Unit Number, Building Number	3	2.78
FATAL: 4006 - PHA Code for tenant does not match with existing PHA Code in database	2	1.85
FATAL: 4064 - Program Type for tenant does not match with existing Program Type in database	2	1.85
FATAL: 4102 - ReExam Date should be later than effective date	2	1.85
FATAL: 4176 - A unit is already occupied by this Head of Household	2	1.85
FATAL: 4182 - A record is already present for this Head of Household. New Admission can not be accepted	1	.93
FATAL: 4104 - ReExam Date cannot be more than 13 months later than 2b	1	.93
WARNING: 4074 - Cannot be 12 months earlier than the Last		