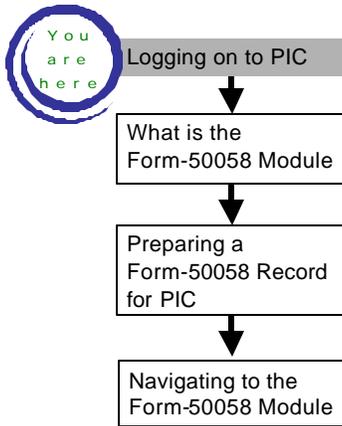


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# Logging on to PIC



Logging on to the Public and Indian Housing (PIH) Information Center (PIC) system requires your user ID and password. If you are a PHA employee and do not have a user ID or password, please contact your **executive director**. If you are a HUD employee, contact your **PIC coach**.

To access the PIC system:

Step	Action
1. Go to the PIH home page at: <a href="http://www.hud.gov/offices/pih/">http://www.hud.gov/offices/pih/</a> .	A Quick Find list of items is shown in alphabetical order on the bottom right side of the PIH home page (see Figure 1).
2. Scroll to PIC – PIH Information Center.	

**Office of Public and Indian Housing (PIH)**

**Highlights**

- ▶ **Section 8 Homeownership Program: Downpayment Assistance Grants and Streamlining Amendments; Final Rule** - The downpayment grant option outlined by this final rule is not effective until further notice from HUD. However, this final rule also contains several significant changes to the monthly homeownership assistance payments option that are effective November 18, 2002, including the elimination of the recapture provision and changes to the minimum income requirement.
- ▶ **PIH and the Federal Deposit Insurance Corporation (FDIC) Launch the Money Smart Program to Over 4000 Public Housing Authorities.**
- ▶ **2002 HOPE VI Revitalization Application Kit is available.** The Kit is available online, in addition to being sent in hardcopy form to PHAs.
- ▶ HUD vs. Rucker decision
  - ▶ **Legal Opinion** - August 15, 2002
  - ▶ **Letter to PHA Directors** - June 6, 2002
- ▶ **FRS 4.0** is now available.
- ▶ Visit the **PIH Small Business Opportunities** web site for PIH Contracting Opportunities and other useful tips.

[Highlights archive ...](#)

**Local information**

- [Print version](#)
- [E-mail this to a friend](#)

**Public Housing Assistance**

Do you need public housing assistance? Would you like to find specific information about public housing programs? Please **contact your local public housing agency** for help.

You can also visit the **PIH Information and Resource Center** page or call the toll-free number: 1-800-955-2232 for more information. The PIH Information and Resource Center is staffed to answer questions/ inquiries from the public and PHAs regarding public housing and housing choice voucher programs and regulations.

**Quick Find**

Highlight an item below and click on "Go to this page" to access some of our most popular items. Please visit our **site index** for a complete list of pages on the PIH Web site:

- Public Housing Agency Contacts
- Public Housing Agency Plans
- Public Housing Fact Sheet
- Public Housing Guidebook
- Public Housing Programs
- Public Housing Reform

**Recent Notices**

[See all of the PIH notices ...](#)

- ▶ **PIH 2002-22** - Units with Low-Income Housing Tax Credit Allocations Combined with Housing Choice Voucher Assistance under the Tenant-Based and Project-Based Programs.
- ▶ **PIH 2002-21** - Submission and Processing of Public Housing Agency (PHA) Applications for

Figure 1: The PIH home page with The Quick Find list.

Step	Action/Result
3. Click PIC – PIH Information Center with your mouse pointer.	
4. Click the link titled <b>Go to this page</b> .	The PIH Information Center home page appears.
5. Click the link titled <b>Logon to PIC</b> , located in the center of the screen (see Figure 2). Or, click the link titled <b>Logon to the PIC System</b> in the Quick Access box.	The PIH Information Center logon screen appears.
6. Type in your user ID and password in the boxes on the screen.	
7. Click the button titled <b>Logon to PIC</b> or press the ENTER key.	The PIC main page appears.

**Public and Indian Housing** Text only | Search/index

Home > About HUD > Public and Indian Housing > Online systems > PIH Information Center (PIC)

## PIH Information Center (PIC)

**What Is the PIH Information Center (PIC)?**

The PIH Information Center (PIC) allows Housing Authorities (HAs) to electronically submit information to HUD.

- ▶ [Logon to PIC](#)
- ▶ [System Requirements](#)
- ▶ [Technical Support](#) (Job Aids & Help)

**Sub-Modules**

PIC consists of several sub-modules including: Section 8 Management Assessment Program (SEMAP), Event Tracking System, Unit Collection, Reference, Security, HA Profiles, Occupancy Report, Form HUD-50058, and the Office of Native American Programs (ONAP) Annual Performance Report (APR).

- ▶ [Form-50058](#)

**Local information**

- 📄 [Print version](#)
- ✉ [E-mail this to a friend](#)

**Quick Access**

If you already have a User ID and Password, use the link below to logon into the PIC system:

[Logon to the PIC System](#)

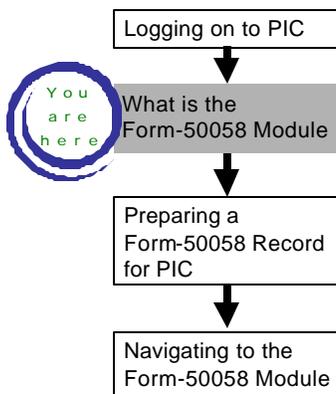
**What's New**

- ▶ [PIC release 3.6.5](#) has been implemented. Attached is a [summary of the changes](#) included in the release.
- ▶ A new [patch to FRS 4.0](#) has been released.
- ▶ [PIC release 3.6.3](#) has been implemented. Attached is a [summary of the changes](#)

Figure 2: The PIC home page.

# The Form-50058 Module

## What Is the Form-50058 Module?



HUD uses the Form-50058 as a main tenant demographic and economic information resource. The PIC **Form-50058 Module** enhances this resource in dynamic and powerful ways. Applications provided within this module can help you to:

- Monitor program participant compliance using income reporting requirements and related eligibility factors.
- Assess the effectiveness of HUD Programs.
- Evaluate public housing agency performance in currently operating HUD subsidized programs.
- Formulate demographic information describing the current occupancy of resident communities to Congress, other federal agencies, and special housing-related organizations.
- Plan for the future use of the housing inventory by geographic area, with emphasis on the housing needs of special people groups such as the elderly or handicapped.
- Support development of HUD's annual budget requirements.
- Provide information to the Tenant Assessment Subsystem (TASS), a computer matching tool used to verify public housing and Section 8 tenant reported incomes in the **Form-50058 Module** with information reported to both the Internal Revenue Service (IRS) and Social Security Administration (SSA).

## The Form-50058 Submodules

The module consists of four parts:

**Submission Submodule** - Enables PHAs to submit Form-50058 files. This information is stored in a HUD database.

**Viewer Submodule** - Provides the ability to search for a specific participant for whom a PHA submitted a Form HUD-50058 and to view the data on the form.

**Reports Submodule** - Presents 17 standard reports containing information derived from Form-50058 data.

**Alternate Identification Generator Submodule** - Allows PHAs to create an identification number for persons without an SSN number. The new ID number is then used to complete a Form-50058.

**Note:** The availability of submodules is determined by the user's security clearance. If you are a PHA employee and you want access to more submodules, contact your **executive director**. If you are a HUD employee, contact your **PIC coach**.

## Objectives

In this manual, you will learn how to:

- Navigate to the **Form-50058 Module** and its submodules.
- Submit Form-50058 data via the **Submission Submodule**.
- View form data with the **Viewer Submodule**.
- Generate Reports in the **Reports Submodule**.
- Create an alternate ID for those who have no SSN in the **Alternate ID Generator Submodule**.

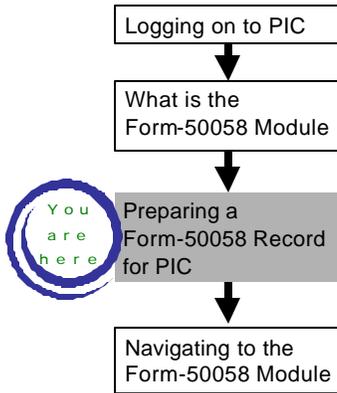
## Acknowledgments

The creation of the Form-50058 documentation was assisted by the following HUD employees:

- Melinda J. Cade
- Suzanne Olmstead
- Nicki Ybarra
- Robert Harmon

Their professional attention to detail, teamwork, and specialized knowledge enhanced the value and clarity of these documents.

## Preparing a Form-50058 Record for PIC



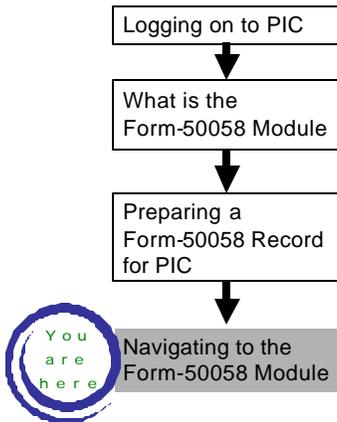
This manual does not explain how to complete a Form-50058. A copy of the form and the instruction booklet for completing the form are available on the Form-50058 Documents Web page.

To locate the instruction booklet:

Step	Action/Result
1. Go to the PIH home page.	The form is located in: <a href="http://www.hud.gov/offices/pih/index.cfm">http://www.hud.gov/offices/pih/index.cfm</a> .
2. Click <b>Form-HUD 50058 Documents</b> in the Quick Find list at the bottom right side of the page.	
3. Click the link titled <b>Go to this page</b> .	The Forms, Guidebooks, and Tools Web page is displayed.
4. Click the link titled <b>Form-HUD 50058 Instruction Booklet</b> .	The HUD notice for a PDF file request is displayed.
5. Click the link titled <b>Open the PDF file</b> .	The instruction booklet is displayed.

Several software programs provide the ability to electronically create or update a Form-50058 record. They also have the capability to prepare records for submission into the HUD database via PIC's **Form-50058 Module**. For more information on these procedures, refer to the **Submission Submodule** section of this manual.

# Navigating to the Form-50058 Module



To access the information you need, find the **Form-50058 Module**. This section shows you how to navigate to the module.

After you log on to the PIC system and verify your User Profile (refer to the section, **Logging on to the PIC**, in this manual), the PIC main page is displayed. The modules available are listed on the left side of the page.

To access the **Form 50058-Module** from the PIC main page:

Step	Action/Result
1. Point the mouse to click on the <b>Form-50058</b> button.	Four links appear just to the right of the button: <b>Submission</b> , <b>Viewer</b> , <b>Reports</b> , and <b>Alt. ID Generator</b> . These are the Form-50058 submodules (see Figure 1).
2. Click the link for the submodule you want to use: <ul style="list-style-type: none"> <li>• <b>Submission</b></li> <li>• <b>Viewer</b></li> <li>• <b>Reports</b></li> <li>• <b>Alt. ID Generator</b></li> </ul>	PIC displays the start page for the submodule you have selected.

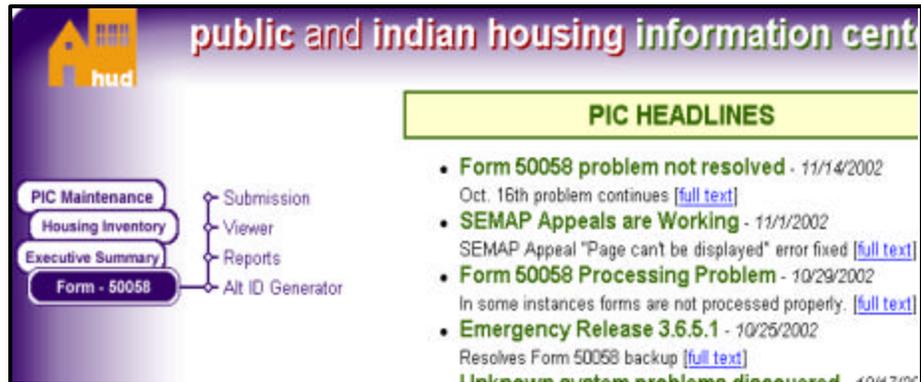


Figure 1: The PIC main page with the Form-50058 submodules.

**Note:** A summary of the PIC modules is in Appendix A. If you are a PHA employee and want to gain access to more modules, contact your **executive director**. If you are a HUD employee, contact your **PIC coach**.