

## **Appendix 7-A**

### **\*\*HUD-50059**

- **Appendix 7-A The HUD-50059 Data Requirements**
- **Appendix 7-B Form HUD-50059, Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures\*\***

## Appendix **\*\*7-A: The HUD-50059\*\*** Data Requirements

Owners are required to electronically transmit tenant data from certifications and recertifications to HUD/Contract Administrator via the Tenant Rental Assistance Certification System (TRACS). This appendix serves as the basis for the certifications that must be signed by the tenant and the owner regarding the data that they each provide for the **\*\*HUD-50059\*\***. It also contains the required data elements for electronic transmissions.

See Chapter 5 of HUD Handbook 4350.3 **\*\*REV-1\*\*** for the business rules, which support the data requirements in this appendix and the requirements to electronically transmit this data in the HUD TRACS MAT **\*\*User's\*\*** Guide. This chapter also contains the requirements concerning the owner and tenant certifications. Consult Chapter 5 regarding verification requirements for any information that is entered **\*\*on the HUD-50059\*\***. Refer to the TRACS Information Packet (see Additional Program Resources in Chapter 1) for technical information about **\*\*the HUD-50059\*\*** and data submissions.

U.S. Department of Housing and Urban Development

### 1 **Note:**

See Chapter 5 of HUD Handbook 4350.3 **\*\*REV-1\*\***. This chapter sets out the required elements for certifications. **Appendix 7** contains the instructions **\*\***(from the MAT User's Guide**\*\*** for completing each field contained in the certification.

### 2 **Public Reporting Burden:**

The reporting burden for this collection of information is estimated to average **\*\*55 minutes per response\*\***, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (2502-0204), Washington, D.C. 20503. The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD or Public Housing Authority (PHA) may conduct a computer match to verify the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. You must provide all of the information requested, including the Social Security Numbers (SSNs) you, and all other household family members age six (6) years and older, have and use. Giving the SSNs of all family members age six (6) years and older is mandatory; not providing the SSNs will affect your eligibility. Failure to provide any information may result in a delay or rejection of your eligibility approval.

**3 Privacy Act Notice to Tenants:**

The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543).

**4 Include the following certification statement to be signed and dated by the family head, any spouse or co-head, and all adult family members:**

"I/We certify that the information \*\*in Sections C, D, and E of this form are true and complete to the best of my/our knowledge and belief.\*\* I/We understand that I/we can be fined up to \$10,000, or imprisoned up to five years, or lose the subsidy HUD pays and have my/our rent increased, if I/we furnish false or incomplete information.

**5 Include the following certification to be signed and dated by the owner (or designated agent):**

I certify that this Tenant's eligibility, rent and assistance payments have been computed in accordance with HUD's regulations and administrative procedures and that all required verifications were obtained.

**6 \*\*Warning to Owners and Tenants:**

By signing this form, you are indicating that you have read the above Privacy Act Statement and are agreeing with the applicable Certification.\*\*

**7 False Claim Statement:**

Warning: U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

**8 The \*\*HUD-50059\*\* requirements are divided into five areas:**

- A. Summary (or Header) Record  
This record counts and totals the four other areas for the certification.
- B. Basic Record  
There is a single basic record for this certification. It brings together those records needed to determine Total Tenant Payment, Tenant Rent, Assistance Payment, etc.
- C. Family Record  
There is a single basic record for each household member for the certification.

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- D. Income Record  
There is a record for every income source for each household member.
- E. Asset Record  
There is a record for each asset source for each household member.

\*\*Note: The alphabetical number references in the MAT Field column below indicates the MAT Record the MAT Field is located in (see above). The numerical number is the MAT Field number referenced in the MAT User's Guide located on the TRACS website at <http://www.hud.gov/offices/hsg/mfh/trx/trxmatg.cfm>. See the MAT User's Guide for a complete listing of all MAT Records and MAT Fields.\*\*

### Section A. TENHR Tenant Header Record

| MAT Field                 | Field Name     | Definition   |                     |          |                          |          |                           |          |
|---------------------------|----------------|--|---------------------|----------|--------------------------|----------|---------------------------|----------|
| A20.                      | Project Name   | Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database. If there is a discrepancy with Contracts, the name submitted on the data requirements will not be stored by TRACS.   |                     |          |                          |          |                           |          |
| A21.                      | Subsidy Type   | <p>Enter the code for the subsidy the tenant will receive during the period covered by this submission. Enter only one code.</p> <p>0 = Zero is used with MAT15 Address Records to establish addresses for unoccupied units that are not assisted by one of the subsidies listed below or for market rent tenants that are not in Section 236 or Section 221(d)(3) BMIR units.</p> <p>1 = Section 8<br/>           2 = Rent Supplement<br/>           3 = RAP<br/>           4 = Section 236<br/>           5 = Section 221(d)(3) BMIR<br/>           6 = Reserved<br/>           7 = Section 202 PRAC<br/>           8 = Section 811 PRAC<br/>           9 = Section 202/162 PAC</p> <p>If a tenant receives Section 8, Rent Supplement, or RAP assistance in a project that is also subsidized through Section 236 or Section 221(d)(3) BMIR, enter only the "deeper" subsidy (i.e., Section 8, Rent Supplement, or RAP).</p> <p>Use Code 1 (Section 8) only for Section 8 assistance that is the result of a project-based Section 8 contract for the project. Do not enter Code 1 for tenants who receive Section 8 Rental Certificate or Rental Voucher assistance; instead, enter the appropriate subsidy code for these tenants (Section 236, [4] or Section 221(d)(3) BMIR [5]).</p> |                     |          |                          |          |                           |          |
| A22.                      | Property ID    | <b>[Future Field.]</b>   |                     |          |                          |          |                           |          |
| A23.                      | Project Number | <p>Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. Do not enter dashes or a subsidy suffix (e.g., SUP, RAP). Sample entries are provided below.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">FHA Insured Project</td> <td style="text-align: right;">12144026</td> </tr> <tr> <td>Elderly Housing Projects</td> <td style="text-align: right;">121EH00I</td> </tr> <tr> <td>Other Noninsured Projects</td> <td style="text-align: right;">121001N1</td> </tr> </table> <p><b>NOTE:</b> Previously, owners entered "FmHA" for RHS Section 515/8 projects. This is no longer required.</p>   | FHA Insured Project | 12144026 | Elderly Housing Projects | 121EH00I | Other Noninsured Projects | 121001N1 |
| FHA Insured Project       | 12144026       |  |                     |          |                          |          |                           |          |
| Elderly Housing Projects  | 121EH00I       |  |                     |          |                          |          |                           |          |
| Other Noninsured Projects | 121001N1       |  |                     |          |                          |          |                           |          |

### Section A. TENHR Tenant Header Record

| MAT Field | Field Name                     | Definition   |
|-----------|--------------------------------|--|
| A24.      | Contract Number                | Complete for Section 8 projects (including State Agency and USDA RHS 515/8 projects), Section 202 PAC projects, Section 202 PRAC, and Section 811 PRAC projects.<br><br>Enter the 11-digit subsidy contract number (e.g., CA26L000001). Do not enter dashes.   |
| A25.      | Total Records Sent             | The total number of physical records sent in this transmission, including this header record and the TENND record. A physical record is each TENXX, each MATXX record and each section record for those MATXX records that have section records.   |
| A26.      | Project's Telecom Address      | The project's telecommunications identifier assigned by HUD. Positions 1 through 5 must contain "TRACM." The last five positions are the HUD assigned number.  |
| A27.      | OA Transmission Date           | Format: MMDDYYYY<br><br>This is a system date stamp representing the date this file was sent by the Owner or Contract Administrator (CA) to TRACS, or by the Owner to the CA. No dashes or spaces should be used in this field.  |
| A28.      | OA Software Vendor             | Name of the software product used by the owner or CA to create this submission. If the software was developed in-house, enter "Developed In-House."  |
| A29.      | Release/Version                | The release or version number associated with the software used by the owner or CA to create this submission. Enter "N/A" if no Release or Version identification exists.  |
| A30.      | Contract Administrator (CA) ID | <b>Mandatory for Contract Administrator submissions to TRACS:</b><br>Enter the five-character CA ID assigned by the HUD accounting system.   |
| A31.      | Sender's Telecom Address       | <b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM."   |
| A32.      | CA Transmission Data           | <b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> Format: MMDDYYYY<br><br>This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field. |
| A33.      | CA Software Vendor             | <b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In House."                         |
| A34.      | CA Software Release/Version    | <b>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</b> The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists.                                  |

### Section A. TENHR Tenant Header Record

| MAT Field | Field Name          | Definition   |
|-----------|---------------------|--|
| A35.      | Agency Defined Data | Reserved for the use of CA or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. These data will be returned as a field in the HUD transmission acknowledgment. |

### Section B. Basic Record

| MAT Field | Field Name                                  | Definition  |
|-----------|---|---|
| B3.       | Owner Generated Tenant ID Number (Optional) | Owners or CAs may enter a tenant ID number that assists the owner in tracking tenants. All TRACS transmissions to the owner or CA will include this ID number. TRACS will not edit this ID number nor will it display this ID number on any screens or reports.             |
| B4.       | Previous Head ID                            | Enter the social security number (SSN) of the Head. If the previous Family Head does not have an SSN, enter the number generated by TRACS ("T" is the first character) or if TRACS has not previously assigned a number for this person, enter 999999999.                   |
| B5.       | Previous MAT10 Effective Date               | MMDDYYYY. Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed. This value should be the Certification Effective Date, identifying the previous MAT10 for this head of household. |
| B6.       | Previous Head Last Name                     | Enter the last name.  |
| B7.       | Previous Head First Name                    | Enter the first name.   |
| B8.       | Previous Head Middle Initial                | Enter the middle initial.   |
| B9.       | Previous Head Birth Date                    | Enter the birth date of the previous Family Head.   |
| B10.      | FIPS County Code                            | The Federal Information Processing Standards code designating the county in which the project is located. <b>[Future Field.]</b>  |

## Section B. Basic Record

| MAT Field | Field Name                 | Definition   |
|-----------|----------------------------|--|
| B11.      | Transaction Effective Date | <p>Enter the date the action in this transaction is to be effective:</p> <p>Move-in Certification (MI): This is the date the tenant moved into the unit. See Field 11 of Form HUD 52670A-Part 1.</p> <p>Initial Certification (IC): This is the date the tenant began to receive the type of subsidy checked **in MAT field A21**, Subsidy Type, of the **HUD-50059**</p> <p>Annual Recertification (AR): This is the effective date of Annual Recertification. (See Chapter 7, Section 1: Annual Recertification, of HUD Handbook 4350.3 **REV-1**.)</p> <p>Interim Recertification (IR): This is the effective date of Interim Recertification. (See Chapter 7, Section 2: Interim Recertification, of HUD Handbook 4350.3 **REV-1**.)</p> <p>Move-Out (MO): The last full day a tenant remains in occupancy. When a tenant moves midday, the move-out date is the day prior. For move-outs without notice, enter the date management takes possession of the unit. For the death of the sole family member, enter the date provided by paragraph 9.12 E in HUD Handbook 4350.3 **REV-1**, which is the earlier of a) 14 days after the tenant died, or b) the day the unit was vacated.</p> <p>Termination of Assistance (TM): See Chapter 8, Section 1: Termination of Assistance, of HUD Handbook 4350.3 **REV-1**.</p> <p>Unit Transfer Transaction (UT): The date this transaction (gross rent change or unit transfer) is effective.</p> <p>Gross Rent Change (GR): This is the effective date of Gross Rent Change.</p> <p>Prevalidation Transaction (PV): <b>[Future Field]</b>.</p> <p>Conversion from RAP to Section 8 certification effective date to Section 8 (CR): This is the date on which the tenant begins to receive Section 8 assistance.</p> <p>Conversion from Rent Supplement to Section 8 certification effective date (CS): This is the date on which the tenant begins to receive Section 8 assistance.</p> <p>For changes in TTP determine whether any change in the tenant's TTP is effective retroactively or prospectively, in accordance with paragraph 7-8 **in HUD Handbook 4350.3 REV-1**.</p> |
| B12       | Project Move-In Date       | <p>MMDDYYYY</p> <p>The date the tenant moved into the project.</p>   |

### Section B. Basic Record

| MAT   |   |  |
|-------|---|--|
| Field | Field Name  | Definition   |
| B13.  | Transaction Type<br>(Formerly Certification Type) | Valid Codes:<br>AR = Annual Recertification (Formerly "4")<br>CR = Converted from RAP to Section 8 (Formerly "2" plus Converted from Program Type = "R")<br>CS = Converted from Rent Supplement (Formerly "2" plus Converted from Program Type = "S")<br>IC = Initial Certification (Formerly "3")<br>IR = Interim Recertification (Formerly "5")<br>MI = Move In (Formerly "1") |
| B14.  | Action Processed Code                             | The valid code is:<br>Space = Not a correction<br>1 = Correction to a prior **HUD-50059**.<br>Rent rebate is not supported by TRACS.   |
| B15.  | Correction Type Code                              | If the Action Processed Code is "1," Correction Type must be populated.<br>The values are:<br>Space = No correction<br>1 = Administrative Resubmissions.<br>2 = Corrects owner or Contract Administrator certification errors.<br>3 = Corrects tenant misreporting.  |

### Section B. Basic Record

| Section B. Basic Record |  |  |
|-------------------------|--|--|
| MAT Field               | Field Name   | Definition   |
| B16.                    | Effective Date of Certification Being Corrected    | <p>Complete this field only if:</p> <p><b>**MATField B13**</b>, Transaction Type, reports one of the transactions listed below:</p> <p>Move-Out (MO)</p> <p>Termination of Assistance (TM)</p> <p>Unit Transfer (UT)</p> <p>Gross Rent Change (GR)</p> <p>OR</p> <p><b>**MATFieldB14**</b> reports a correction.</p> <p>Enter the effective date of the certification being changed by this transaction. This will link the current transaction to the certification that it affects. Careful: this is not the effective date of this transaction.</p> <p>Example: If a termination, effective 9/01/01, is to be processed against a certification with an effective date of 12/01/00, the Termination of Assistance Transaction Effective Date is 9/01/01 and the Effective Date of the Certification Being Affected is 12/01/00.</p> |
| B17.                    | Previous Subsidy (Former Subsidy Change Indicator) | <p>The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted.</p> <p>Space = No previous history in this project.</p> <p>0 = Market Rent Tenants not covered by Section 236 or Section 221(d)(3) BMIR</p> <p>1 = Section 8</p> <p>2 = Rent Supplement</p> <p>3 = RAP</p> <p>4 = Section 236</p> <p>5 = Section 221(d)(3) BMIR</p> <p>7 = Section 202 PRAC (Capital Advance)</p> <p>8 = Section 811 PRAC (Capital Advance)</p> <p>9 = Section 202/162 PAC</p>   |
| B18.                    | Conversion Date Code                               | <p>Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are:</p> <p>1 = Converted before 10/01/81</p> <p>2 = Converted between 10/01/81 and 9/30/84</p> <p>3 = Converted on or after 10/01/84</p>   |

## Section B. Basic Record

| MAT   |  |   |
|-------|--|---|
| Field | Field Name   | Definition  |
| B19.  | Age 62 at Conversion Indicator   | Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are:<br>Y = Head or spouse 62 on date of conversion<br>N = Neither head nor spouse was 62                                     |
| B20.  | Continuous Section 8 Indicator   | Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are:<br>Y = Received Section 8 continuously since conversion<br>N = Have not received Section 8 continuously since conversion |
| B21.  | Race<br><b>NOTE:</b> TRACS changes are pending on the revised racial categories.       | Enter one code for race that best describes the family head.<br>1 = White<br>2 = Black<br>3 = American Indian/Native American<br>4 = Asian/Pacific Islander   |
| B22.  | Ethnicity<br><b>NOTE:</b> TRACS changes are pending on the revised ethnicity category. | Enter one code for ethnicity that best describes the Family head:<br>1 = Hispanic<br>2 = Non-Hispanic   |
| B23.  | Previous Housing Code  | Valid Previous Housing Codes:<br>1 = Substandard<br>2 = Without or Soon to Be Without Housing<br>3 = Standard<br>4 = Conventional Public Housing<br>(Owned by a Public Housing Agency)  |
| B24.  | Displacement Status Code   | Valid Displacement Status Codes:<br>1 = Government Action<br>2 = Natural Disaster<br>3 = Private Action<br>4 = Not Displaced  |
| B26.  | Number of Family Members   | Number of Members Whose Income and Circumstances Are Considered in Determining Annual Income: Enter the number of family members who have one of the following relationship codes in **MAT Field C7**: H, S, K, D, and O.               |

### Section B. Basic Record

| MAT Field | Field Name                     | Definition  |
|-----------|--------------------------------|---|
| B27.      | Number of Non-Family Members   | <p>Other Individuals Whose Income and Circumstances Are NOT Considered in Determining Annual Income: Enter the number of individuals who have one of the following relationship codes in **MAT Field C7**': F and L.</p> <p>Income of these individuals is not considered in determining the family's Annual Income. These individuals do not qualify the family for adjustments to Annual Income, except that:</p> <p style="padding-left: 40px;">Child care expenses for the care of a foster child (F) under age 13 may be considered.</p> |
| B28.      | Number of Dependents           | Enter the number of persons listed as "D" in **MAT Field C7**' (Relationship Code).   |
| B29.      | Total Assets                   | Enter the total cash value of the assets listed in **MAT Field E6**', Description (Asset).  |
| B30.      | Total Income from Assets       | Enter the total of actual income from all assets in **MAT Field E7**' that are anticipated to be received by the family.  |
| B31.      | Reported Passbook Rate Percent | Enter the passbook rate as provided in paragraph 5-7 F **of HUD Handbook 4350.3 REV-1**', if the value of **MAT Field E6**', Cash Value Amount, is greater than \$5,000. Otherwise, enter zero.   |
| B32.      | Imputed Income from Assets     | Multiply the amount in **MAT Field E6**', Cash Value Amount, by the amount in **MAT Field B31**', Reported Passbook Rate Percent (if that amount is other than zero). If **MAT Field B31**' is zero, do not complete **MAT Field B32**' (Imputed Income from Assets.) Leave it blank.   |
| B33.      | Total Employment Income        | Includes the sum of family incomes with income codes:<br>B = Business<br>F = Federal Wage<br>M = Military Wage<br>W = Nonfederal Wage   |
| B34.      | Total Pension Income           | Includes the sum of family incomes with income codes:<br>PE = Pensions<br>SI = Supplemental Security Income<br>SS = Social Security   |
| B35.      | Total Public Assistance Income | Includes the sum of family incomes with income codes:<br>T = TANF (Formerly AFDC)<br>G = General Assistance   |
| B36.      | Total Other Income             | Includes the sum of family incomes with income codes:<br>CS = Child Support<br>I = Indian Trust<br>N = Other Nonwage Source<br>U = Unemployment   |

## Section B. Basic Record

| MAT Field | Field Name                        | Definition   |
|-----------|-----------------------------------|--|
| B37.      | Non-Asset Income                  | Enter the sum of the values entered in **MAT Field D5**, Income Amount, for all family members whose income is counted.  |
| B39.      | Annual Income Amount              | Enter MAT Field B37, Non-Asset Income + (Greater of **MAT Field B30**, Total Income from Assets, or **MAT Field B32**, Imputed Income from Assets)   |
| B40.      | Low-Income Limit Amount           | <p>Income limits are used to establish eligibility for move-ins, initial certifications, and Section 221(d)(3) BMIR recertification. Income limits must be entered for all families for statistical purposes. To determine which income limit applies to a particular family, use the number of family members shown in **MAT Field B26**.</p> <p>1. Section 221(d)(3) BMIR Tenants. Enter the amount of the HUD-provided Section 221(d)(3) BMIR Income Limit. If **MAT Field B39** (Annual Income Amount) is greater than **MAT Field B40** (Low-Income Limit Amount) and this is a:</p> <p>Move-in, the applicant may not be admitted to a Section 221(d)(3) BMIR unit (even if the tenant is willing to pay the market rent).</p> <p>Recertification, the tenant must pay the Section 221(d)(3) BMIR market rent.</p> <p>2. All Other Tenants. Enter the HUD-provided Section 8 Low-Income Limit (which includes PAC).</p> <p>If **MAT Field B39**, Total Annual Income Amount, is greater than **MAT Field B40**, Low-Income Limit Amount, and this is a move-in or an initial certification, see HUD Handbook 4350.3 **REV-1** to determine if the tenant can be admitted.</p> <p>If HUD Handbook 4350.3 **REV-1** permits you to admit this tenant, the tenant must pay the market rent.</p> |
| B41.      | Very Low-Income Limit Amount      | Complete for Section 8 units, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit  |
| B42.      | Extremely Low-Income Limit Amount | <p>Zeros if not applicable.</p> <p>Required for: Section 8, not used for Section 202/162 PAC, Section 202 PRAC and Section 811 PRAC.</p> <p>Less than 30% of median income.</p>  |
| B43.      | Eligibility Universe Code         | <p>Complete for Section 8 units only. Enter:</p> <p>[1] If the HAP contract for this unit was effective before 10/1/81.</p> <p>[2] If the HAP contract for this unit was effective on or after 10/1/81.</p>  |

### Section B. Basic Record

| MAT<br>Field | Field Name                          | Definition  |
|--------------|-------------------------------------|---|
| B44.         | Current Income Status Code          | <p>Section 8 Only. Enter the status of the Section 8 tenant's current Annual Income when compared to the income limits.</p> <p>[1] Lower<br/>[2] Very Low<br/>[3] Extremely Low</p> <p>You must enter an Income Exception Code in (**MAT Field B46**) for this family to be eligible for Section 8 if the following are true:</p> <p>The Income status, "lower" (Code 1), was selected in **MAT Field B43**;</p> <p>The certification Transaction Type in **MAT Field B13** is a Move-in or Initial Certification (MI or IC); AND</p> <p>The "post 1981" eligibility universe (Code 2) was selected in **MAT Field B43**.</p> |
| B45.         | Section 8 Assistance 1984 Indicator | <p>Space = Not Section 8</p> <p>Y = Yes<br/>N = No</p> <p>Complete only if Eligibility Universe Code (**MAT Field B43**) is Post-1981 ("2") <u>and</u> Current Income Status Code (**MAT Field B44**) is Lower ("1"): otherwise, space fill.</p>  |

## Section B. Basic Record

| MAT Field | Field Name            | Definition  |
|-----------|-----------------------|---|
| B46.      | Income Exception Code | <p>Complete this field if the family met the conditions listed in **MAT Field B44**.</p> <p>Indicate the HUD exception for which this family is eligible. These include:</p> <p>CV = The Tenant:</p> <p>(1) Was converted (or is now being converted) from RAP or Rent Supplement; or</p> <p>(2) Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project.</p> <p>EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HUD Handbook 4350.3 **REV-1**.</p> <p>EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception.</p> <p>EAT or AA = Do not use this code for new move-ins. Continue to use this code for tenants who previously received an exception based upon these codes.</p> <p>EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HUD Handbook 4350.3 **REV-1**.</p> |
| B47.      | Dependent Allowance   | Enter the product of \$480 multiplied by **MAT Field B28**, Number of Dependents.   |
| B48.      | Market Rent           | Enter the HUD or Contract Administrator approved Market Rent/Section 202 PRAC and Section 811 PRAC Operating Rent.  |
| B49.      | 3% of Income          | Enter the product of **MAT Field B39**, Annual Income Amount, multiplied by 0.03.   |
| B50.      | Disability Expense    | <p>Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See paragraph 5-10 C **of HUD Handbook 4350.3 REV-1** for an explanation of disability expenses.</p> <p><b>NOTE:</b> If you enter expenses here, then **MAT Field C15**, Care Codes, must show that an adult family member is able to work because disability assistance is available.</p>  |

### Section B. Basic Record

| MAT Field | Field Name           | Definition   |
|-----------|----------------------|--|
| B51.      | Disability Allowance | <p>1. If <b>**MAT Field B49**</b>, 3% of Annual Income, is greater than <b>**MAT Field B50**</b>, Disability Expense, enter zero.</p> <p>2. Otherwise, enter the lesser of:</p> <p><b>**MAT Field B50**</b> minus <b>**MAT Field B49**</b> (Total Disability Assistance Expense minus 3 percent of Income). This amount cannot exceed the total amount of income reported in <b>**MAT Field D5**</b>, Member Income, for the family member(s) that are coded with an "H" in <b>**MAT Field C13**</b>, Care Code.</p> <p><b>NOTE:</b> If any income of a family member in <b>**MAT Field B83**</b>, Child Care Expense A, was used to justify child care expenses that enable the family member to work, the same income cannot also be used to justify disability assistance expenses. However, if the income earned by the family member (because of the disability expense) exceeds the child care expense, any balance can be used to support a claim for disability assistance expenses. In other words:</p> <p><b>**MAT Field B83 + MAT Field B50**</b> (Child Care Expenses Related to Family Member Working plus Disability Expense) cannot exceed the total amount of income in <b>**MAT Field D5**</b> (Income Amount) that is marked with the code CH. If the sum of these fields is greater than those fields coded CH in <b>**MAT Field D5**</b>, reduce <b>**MAT Field B50**</b> until the sum equals the amount of income in <b>**MAT Field D5**</b> that is coded CH.</p> |
| B52.      | Medical Expense      | Enter the total amount of medical expenses the family expects to pay (not paid or reimbursed from another source) during the 12 months following the Transaction Effective Date. (This field only applies to households in which the head/spouse or co-head is disabled or will be 62 or older on the effective date of this submission.) If the family will have no medical expenses, leave this field blank.   |
| B53.      | Medical Allowance    | <p>1. If <b>**MAT Field B50**</b>, Disability Expense, is greater than or equal to <b>**MAT Field B49**</b>, 3% of Income, enter the amount from MAT Field B52, Medical Expenses in <b>**MAT Field B53**</b> (Medical Allowance).</p> <p>2. Otherwise, enter: (<b>**MAT Field B52**</b>, Medical Expenses plus MAT Field B50, Disability Expense] minus <b>**MAT Field B49**</b>, 3% of Income).</p> <p>If the result is negative, leave this field blank.</p>   |
| B54.      | Elderly Allowance    | Enter \$400 if the head/spouse or co-head is disabled, or will be 62 or older on the effective date of this submission.  |

## Section B. Basic Record

| MAT Field | Field Name               | Definition   |
|-----------|--------------------------|--|
| B55.      | Total Allowance          | <p>Add **MAT Field B47** (Dependent Allowance) + **MAT Field B83** (Child Care Expense A) + MAT Field B84 (Child Care Expense B) + **MAT Field B51** (Disability Allowance) + **MAT Field B53** (Medical Allowance) + **MAT Field B54** (Elderly Allowance).</p> <p>Total Allowances equals the sum of the following: Allowance for Dependents + Child Care Allowance (for working and going to school) + Allowable Disability Assistance Expense + Allowable Medical Expenses + Elderly Family Allowance.</p>   |
| B56.      | Adjusted Income Amount   | Enter **MAT Field B39** (Annual Income Amount) minus **MAT Field B55** (Total Allowances)  |
| B57.      | Contract Rent Amount     | <p>Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent Amount is the Section 8 RAP contract rent, the Section 236 basic rent, the Section 221(d)(3) BMIR rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's rental schedule (form HUD-92458) or subsidy contract.</p> <p>For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent.</p> |
| B58.      | Utility Allowance Amount | If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (form HUD-92458) or subsidy contract.  |
| B59.      | Gross Rent               | Enter total of **MAT Field B57** (Contract Rent Amount) and **MAT Field B58** (Utility Allowance Amount).  |
| B60.      | Welfare Rent             | <p>Enter the applicable Welfare Rent only if:</p> <p>(1) The tenant will receive welfare assistance during the certification period AND</p> <p>(2) The tenant resides in an "as-paid" State or locality in which a separate housing allowance is provided may be adjusted (independently of the family's other welfare benefits) based upon the family's actual housing costs. (See paragraph 5-6 I of HUD Handbook 4350.3 **REV-1** for additional guidance.)</p> <p>Otherwise, leave this field blank (not applicable).</p>  |
| B61.      | HCDA %                   | Value = 30 or 00.  |
| B62.      | Worksheet Code           | Enter the Worksheet Code for the worksheet used to calculate the TTP. Valid Worksheet Code values are: D, E, F, or G.  |

### Section B. Basic Record

| MAT Field | Field Name                           | Definition  |
|-----------|--------------------------------------|---|
| B63.      | Minimum Rent Hardship Exemption Code | <p><b>Required if a Section 8 tenant is claiming exemption from the \$25 minimum rent.</b> Applies only to Section 8.</p> <p>Valid Codes are:</p> <p>Space = Not Applicable</p> <p>1 = Lost eligibility or awaiting an eligibility determination for a federal, State, or local assistance program.</p> <p>2 = Family would otherwise be evicted because it is unable to pay the minimum rent.</p> <p>3 = Family income has decreased due to changed circumstances, including loss of employment.</p> <p>4 = Death in family</p> <p>5 = Other circumstances determined by the responsible entity or HUD and includes the period during which the agent processes an exemption request.</p>  |
| B64.      | Total Tenant Payment                 | <p>For Section 221(d)(3) BMIR and Section 236 Tenants. Leave Blank.</p> <p>For Section 8, RAP, Rent Supplement, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants, enter the TTP as follows:</p> <p><b>**MAT Field B64**</b> (Total Tenant Payment) Section 8, RAP, and Section 202 PAC tenants. If TTP (<b>**MAT Field B64**</b>) is greater than Gross Rent (<b>**MAT Field B59**</b>), the family is not eligible for assistance under these programs. Reduce the TTP to the Gross Rent.</p> <p><b>**MAT Field B64**</b> Section 202 PRAC and Section 811 PRAC tenants. Enter TTP from <b>**MAT Field B64**</b> even if it is greater than the Gross/Operating Rent/Operating Costs (<b>**MAT Field B59**</b>).</p> <p><b>**MAT Field B64**</b> Rent Supplement Projects. If TTP (<b>**MAT Field B64**</b>) is greater than the Gross Rent (<b>**MAT Field B59**</b>), reduce the TTP to the Gross Rent.</p> <p>If this is a mixed family as defined in paragraph 3-12 <b>**of HUD Handbook 4350.3 REV-1**</b> and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.</p> |

## Section B. Basic Record

| MAT Field | Field Name            | Definition  |
|-----------|-----------------------|---|
| B65.      | Tenant Rent           | <p>Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of:</p> <ul style="list-style-type: none"> <li>• <b>**MAT Field B56**</b> (Adjusted Income) / 12 months x .30, or</li> <li>• <b>**MAT Field B57**</b> (Contract Rent)</li> </ul> <p style="text-align: center;">But never more than <b>**MAT Field B48**</b> (Market Rent)</p> <p>Where some utilities are paid by the tenant (There is no utility allowance). Enter the greater of:</p> <ul style="list-style-type: none"> <li>• <b>**MAT Field B56**</b> (Adjusted Income) / 12 months x .30 minus <b>**MAT Field B58**</b> (Utility Allowance)</li> <li>• <b>**MAT Field B56**</b> (Adjusted Income) / 12 months x .25, or</li> <li>• <b>**MAT Field B57**</b> (Contract Rent)</li> </ul> <p style="text-align: center;">But never more than <b>MAT Field B48</b> (Market Rent)</p> <p>Section 8/RAP/Rent Supplement/Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants. Enter <b>**MAT Field B64**</b> (TTP) minus <b>**MAT Field B58**</b> (Utility Allowance). If the utility allowance is greater than the total tenant payment, enter zero and complete <b>**MAT Field B66**</b>.</p> <p>Section 221(d)(3) BMIR Tenants</p> <p>(1) At initial occupancy, charge the tenant the contract rent (<b>**MAT Field B57**</b>). No special calculations or worksheets are needed.</p> <p>(2) At Recertification if the tenant's annual income (<b>**MAT Field B39**</b>) is:</p> <p>(a) Less than or equal to 110% of the Section 221(d)(3) BMIR income limit (<b>**MAT Field B40-42**</b>) charge the tenant the BMIR rent</p> <p>(b) Greater than 110% of the Section 221(d)(3) BMIR limit, charge the tenant the BMIR rent. (<b>**MAT Field B59**</b>)</p> <p><b>NOTE:</b> If this is a mixed family as defined in paragraph 3-12 <b>**of HUD Handbook 4350.3 REV-1**</b> and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.</p> |
| B66.      | Utility Reimbursement | <p>If utility allowance (<b>**MAT Field B58**</b>) is greater than the TTP (<b>**MAT Field B64**</b>) enter the difference. Otherwise leave this item blank.</p> <p><b>NOTE:</b> If this is a mixed family as defined in paragraph 3-12 <b>**of HUD Handbook 4350.3 REV-1 and**</b> the Glossary, consult with Exhibits 3-12, 3-13, and 3-14 on how to complete this field.</p>   |

## Section B. Basic Record

| MAT<br>Field | Field Name                | Definition  |
|--------------|---------------------------|---|
| B67.         | Assistance Payment Amount | <p>For Section 221(d)(3) BMIR and Section 236 tenants, leave blank.</p> <p>For all other tenants, enter Gross Rent/PRAC Operating Rent/PAC Operating Cost minus Total Tenant Payment.</p> <p>If this amount is a negative number:</p> <p style="padding-left: 40px;">For PRAC tenants ONLY, enter the negative number.</p> <p style="padding-left: 40px;">For all other tenants, enter zero.</p> <p><b>NOTE FOR RENT SUPPLEMENT TENANTS:</b> If this is a move-in or an initial certification and the assistance payment is less than 10% of the Gross Rent, the tenant is not eligible for Rent Supplement assistance. Recompute the tenant's rent as follows:</p> <p>(1) For Section 221(d)(3) BMIR projects, charge the BMIR rent.</p> <p>(2) For Section 236 projects, use the Section 236 formula to compute the tenant's rent.</p> <p>(3) For Rent Supplement projects, charge the HUD-approved market rent.</p> <p>If this is a mixed family as defined in paragraph 3-12 **of HUD Handbook 4350.3 REV-1** and the Glossary, consult with Exhibits 3-12, 3-13, and 3-14 on how to complete this field.</p> |
| B68.         | % Actually Charged        | <p>Leave this blank for tenants who pay only the BMIR rent.</p> <p>For all projects except Section 236 enter:</p> $\text{TTP} = \frac{\text{**MAT Field B64**}}{(\text{Adjusted Income} / 12)} \quad \text{**MAT Field B56** / 12}$ <p>For Section 236 and Section 221(d)(3) BMIR tenants, enter:</p> $\text{(TR / UA)} = \frac{\text{**MAT Field B65**}}{\text{**MAT Field B58**}} \quad \text{**MAT Field B56** / 12}$ <p>For tenants whose rents are calculated on worksheets D, F, and G, obtain this percentage from the applicable worksheet.</p>   |
| B69.         | Police or Security Tenant | <p>Indicate if the tenant family has been granted the special privileges reserved for police or security professionals in Section 8 projects. .</p> <p><b>** (See paragraph 3-8 D of HUD Handbook 4350.3 REV-1 for eligibility requirements for police officers or security personnel in Section 8 properties.)**</b> No vacancy claim can be filed for the unit when the police or security professional moves out.</p> <p>Acceptable Values:</p> <p>Y = Police or Security privileges apply to this Section 8 tenant</p> <p>N or Space = No police or security privileges apply</p>   |

## Section B. Basic Record

| MAT   |                           |  |
|-------|---------------------------|--|
| Field | Field Name                | Definition   |
| B70.  | Next Recertification Date | Enter the date of the next scheduled annual recertification date for this family as prescribed by Chapter 7, Section 1: Annual Recertification of HUD Handbook 4350.3 **REV-1**.   |
| B71.  | Bedroom Count             | Enter the number of bedrooms in the unit. (See Chapter 3, Section 2 of HUD Handbook 4350.3 **REV-1** for guidance on occupancy standards and how many bedrooms a family may have.)   |
| B72.  | Building ID               | <b>[Future Field.]</b>   |
| B73.  | Unit Number               | If each unit number is used only once within a project, enter unit numbers (e.g., 201, 402). If a unit number is used more than once within a project, use a unique method to identify each unit. Each building could perhaps be given a letter or an additional number before the unit number. Do not use a street address.   |
| B74.  | Security Deposit          | A payment required by an owner to be held during the term of the lease (or the time period the tenant occupies the unit) to offset damages incurred due to the actions of the tenant. Such damages may include physical damage to the property, theft of property, and failure to pay back rent.<br><br>See Chapter 6, Section 2 of HUD Handbook 4350.3 **REV-1** for more information on security deposits. |
| B75.  | Region Code               | The 2-character code for the Area associated with this certified household. <b>[Future Field.]</b>   |
| B76.  | Field Office Code         | Refer to the HUD Area/State Office codes.<br><br>Enter the number assigned to the HUD Field Office in which the project is located. <b>[Future Field.]</b>   |
| B77.  | Tenant Signed Date        | The Family head and any spouse or co-head **and all adult family members** must sign and date (mmddyyyy) a **HUD-50059** certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3 **REV-1**. If the individuals sign the **HUD-50059** certification on different dates, use date **the head of household signs** for transmission to TRACS.      |
| B78.  | Owner Signed Date         | The owner, or his or her representative, must sign and date (mmddyyyy) a **HUD-50059** certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3 **REV-1**.  |

## Section B. Basic Record

| MAT Field | Field Name  | Definition  |
|-----------|---|---|
| B79.      | Household Assistance Status Codes   | <p>This field relates to HUD's restrictions on assistance to noncitizens. Enter one of the codes listed below. Consult with paragraph 3-12 **of HUD Handbook 4350.3 REV-1** and the Glossary for the definitions of terms used in this field and for guidance in determining which code to use.</p> <p>N = Subsidy type is NOT subject to Restrictions on Assistance to Noncitizens.</p> <p>F = Verification of eligibility is pending. A family in this status is awaiting verification of eligibility and receives full assistance.</p> <p>E = All members of the family are eligible for assistance.</p> <p>C = This mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance.</p> <p>P = This family qualifies for and receives prorated assistance.</p> <p>T = This family is NOT eligible for assistance or this family elects temporary deferral of termination status. Families for which this code applies receive a temporary deferral of termination.</p> |
| B80.      | Family Addition Adoption  | The number of expected adopted family members. <b>[Future Field.]</b>   |
| B81.      | Family Addition Pregnancy   | The number of expected family additions by childbirth. <b>[Future Field.]</b>   |
| B82.      | Family Addition Foster Children   | The number of expected foster children as family additions. <b>[Future Field.]</b>  |
| B83.      | Child Care Expense A (Expenses that enable a family member to work)                               | <p>Enter the amount of Child Care expense used to enable the family member to work. This amount cannot exceed the total amount of employment income (codes M, W, F, and B in **MAT Field D4**, Income Source) that is derived because the child care is available. This income, which is reported in **MAT Field D5**, Income Amount, is coded with a "C" in **MAT Field C15**, Care Codes.</p> <p><b>NOTE:</b> See paragraph 5-10 B **of HUD Handbook 4350.3 REV-1**;<br/>For full-time students who pay for child care while they work, the maximum child care allowance is \$480.</p>  |
| B84.      | Child Care Expenses B (Expenses that enable a family member to look for work or to attend school) | Enter the amount of child care expense used to enable the family member to look for work or attend school.  |

## Section B. Basic Record

| MAT Field | Field Name                       | Definition   |
|-----------|----------------------------------|--|
| B85.      | Voucher Date                     | <p>Enter the month and year for which the regular tenant assistance payments are requested. Enter mmyyyy. Example: 012001. This is the date that appears in Field 10 of the Form HUD-52670, <i>Housing Owner's Certification and Application for Housing Assistance Payments</i>. Complete this <b>**MAT Field B85**</b> (Voucher Date) for all transactions except for prevalidations and address loads (future implementation).</p> <p><b>NOTE:</b> This field does not apply to transactions where the subsidy type in <b>**MAT Field A21**</b> of the <b>**HUD-50059**</b> is either 4 or 5 [Section 236 or Section 221(d)(3) BMIR only, where there is no assistance contract.]</p> |
| B86.      | Secondary Subsidy Type           | <p>This applies to non-citizens who live in a Section 236 project, receive Rent Supplement, RAP, or Section 8 assistance, and receive prorated benefits. Valid value are "s" = for this household; or "space" = for a household which does not live in a Section 236 project</p> <p><b>NOTE:</b> Space = Blank</p>   |
| B87.      | Survivor Indicator               | <p>Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit.</p> <p>Valid value is:<br/>"Y" = Yes</p>  |
| B88.      | Waiver Type Code                 | <b>[Future Field.]</b>   |
| B89.      | Move-Into Unit Date (Family)     | Enter the date the family moved into this project. This is the original date the family moved into the project, not this unit. <b>[Future Field.]</b>  |
| B90.      | Owner Preference Code            | Preference codes (excluding Federal Preference Codes) indicate local preference codes (if applicable).   |
| B91.      | Baseline Certification Indicator | This indicator is valued with "Y" when establishing a family in TRACS with an AR, IR, Move In, or Initial Certification. A Correction can be a baseline. Without the baseline indicator, tenants can only be established in the TRACS database with an MI, IC, or Correction. The Transaction Effective Date of the Baseline Certification must be within 13 months of the current date.   |
| B92.      | Plan of Action Indicator         | <p>This indicator is valued with "2" or "6" if the project is either Title II or Title VI. This indicator will be used to modify the Section 8 edit to accept Plan of Action computations. This indicator is valued with:</p> <p>2 = if the project is under Plan of Action Title II.<br/>6 = if the project is under Plan of Action Title VI.</p>   |

### Section B. Basic Record

| MAT Field | Field Name                      | Definition   |
|-----------|---------------------------------|--|
| B93.      | HUD-Owned Indicator             | This indicator is valued with "Y" if the project is HUD-owned. This indicator will permit HUD-owned projects to submit certifications to TRACS.  |
| B94.      | Unit Transfer Code              | <p>The values are:<br/>           Space = Not a Unit Transfer<br/>           Y = Unit Transfer</p> <p><b>NOTE: If the unit number in a (re)certification is not the same as the (re)certification it supersedes, and the unit transfer indicator is not 'Y,' the (re)certification will be rejected.</b></p> <p>Neither the project number nor the contract number can change with a unit transfer. If either attribute changes, effect the transfer by moving the tenant out of his or her previous unit and use an Initial Certification to establish the tenant in his or her new unit.</p> <p>A MAT70 should be submitted for a unit transfer where the tenant is not to be recertified.</p> |
| B95.      | Previous Unit Number            | The previous unit number is required if the (re)certification includes a unit transfer.  |
| B96.      | Mobility Impaired               | <p>Family is mobility impaired:<br/>           Y = Yes<br/>           N = No</p>   |
| B97.      | Hearing Impaired                | <p>Family is hearing impaired:<br/>           Y = Yes<br/>           N = No</p>  |
| B98.      | Visually Impaired               | <p>Family is visually impaired:<br/>           Y = Yes<br/>           N = No</p>   |
| B99.      | Tenant Unable to Sign Indicator | <p>The tenant is legitimately unable to sign the **HUD-50059** in time to achieve an on-time recertification. Submit a correction with the Tenant Signed Date (**MAT Field B77**) populated when the tenant is able to sign.</p> <p>Y = Yes (Tenant signed date = null date)<br/>           N = No (Tenant signed date populated with a legitimate date)</p>   |

### Section C. Family Record

| MAT Field | Field Name     | Definition  |
|-----------|----------------|---|
| C3.       | Member Number  | The head of household must have a member number of "01." Also, **MAT Field C7**, Relationship Code, must be coded "H." No other family records for the household may contain these codes. Assign a member number to each family member. These member numbers will be used to associate income to specific family members. Zeros (00) are not valid. |
| C4.       | Last Name      | List the names (last name, first name, middle initial) of each person who lives in the unit, including persons with the following codes in **MAT Field C7**, Relationship Code: F and L.  |
| C5.       | First Name     |   |
| C6.       | Middle Initial |   |

### Section C. Family Record

| MAT Field | Field Name        | Definition  |
|-----------|-------------------|---|
| C7.       | Relationship Code | <p>List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes listed below. See Chapter 3 of HUD Handbook 4350.3 **REV-1** concerning the eligibility of families to assisted housing. Only the following codes may be entered.</p> <p>H - Head (There can be only one head. If there is a spouse or co-head, list the same person as head on each recertification, as long as that person resides in the household. List the other person as spouse or co-head on each recertification.)</p> <p>S - Spouse (There either can be a spouse or co-head, but not both.)</p> <p>K - Co-head (See paragraph 5-6 A **of HUD Handbook 4350.3 REV-1** for guidance on how to count emancipated minors.) For the Section 202/8, Section 202 PAC, and Section 202 PRAC and Section 811 PRAC projects, to qualify for admission/assistance, persons must be age 62 or, if disabled, at least 18 years old. Therefore, a head, spouse or co-head under the age of 18 would not occur in these programs.</p> <p>D - Dependent. See paragraph 5-6 A of HUD Handbook 4350.3 **REV-1**. Count any member of the family currently living in the unit who is:</p> <ul style="list-style-type: none"> <li>-Age 17 or younger.</li> <li>-18 or older and disabled or a full-time student.</li> <li>-Child temporarily absent due to placement in a foster home.</li> <li>-Child who is subject to joint custody agreement (lives in unit at least 50% of time).</li> <li>-Full-time student (regardless of age) away at school but lives with family during school breaks.</li> <li>-Child being adopted (or custody being sought) and currently living in unit.</li> </ul> <p>O - Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family's annual income. See paragraph 5-6 **of HUD Handbook 4350.3 REV-1**. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.</p> <p>F - Foster child under the age of 18 or child of a foster child. See paragraph 5-6 A **of HUD Handbook 4350.3 REV-1**. The income of a child in this category is not counted in determining the family's annual income; the child does not qualify the family for a dependent allowance nor are medical or handicap assistance expenses considered for children in this category. However, child care expenses for children in this category who are under the age of 13 are considered under the child.</p> |

### Section C. Family Record

| MAT Field      | Field Name                    | Definition  |
|----------------|-------------------------------|---|
| C7.<br>(Cont.) | Relationship Code – continued | L - Others Living in the Unit Who are not Members of the Tenant Family. See paragraph 5-6 ** of HUD Handbook 4350.3 REV-1**. Include, but not limited to foster adults, and live-in aides. See the regulatory definitions of these terms in the Glossary in HUD Handbook 4350.3 **REV-1**. See also paragraph 3-6 E **of HUD Handbook 4350.3 REV-1** for guidance on live-in attendants. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.  |
| C8.            | Sex Code                      | For each person listed, enter "F" for female or "M" for male. Leave blank for unborn children and minors being pursued for adoption or legal custody who are not yet residents of the unit, even if the sex is known.   |
| C9.            | Birth Date                    | Enter month, day, and year for each person listed using the following format – mmddyyyy. Do not complete for unborn children or persons under the age of 18 who are being pursued for custody or adoption who do not yet live in the unit.  |
| C10.           | Special Status Code           | <p>Completion of this field will help to indicate adjustments to annual income that the family is entitled to receive. In the future, this field will also provide information on elderly tenants who are frail.</p> <p>Enter any of the codes listed below which apply to family members identified in **MAT Field C7** (Relationship Code) as H, S, K, D, and O. Enter all codes below which apply. (See HUD Handbook 4350.3 **REV-1**, Glossary, for the definitions of the terms "Elderly Family," "Elderly Person," "Disabled Family," and "Disabled Household.")</p> <p>E = Elderly Head, Spouse, Co-head (individual is at least 62 years old) as of the effective date of this certification. (Such individual must have one of the following codes in **MAT Field C7**: H, S, or K.)</p> <p>S = Full-time student who is at least 18 years old as of the effective date of this certification and who is not the Head, Spouse, Co-head. (Such individual must have been identified in **MAT Field C7** with Code D.)</p> <p>H = Family Member who is disabled. (Such individual must have been identified in **MAT Field C7** with one of the following codes: H, S, K, or D.)</p> <p>F = Frail Elderly <b>[Future Field.]</b></p> <p>J = Dependent whose custody is jointly shared by more than one family.</p> |

### Section C. Family Record

| MAT Field | Field Name                | Definition  |
|-----------|---------------------------|---|
| C11.      | Identification Code       | <p>SSN or TRACS ID Number. Enter the 9-digit social security number of family members who are 6 years of age and older. Regulations do not require owners to enter social security numbers for children under six years of age; however, social security numbers should be entered if available. Do not use dashes. If the family member does not have a social security number, enter 999999999 in this field the first time information for this family is submitted. A TRACS Tenant ID number will be generated by the TRACS system and owners will be notified of the numbers. This number should be entered on each subsequent submission until a social security number is reported.</p> <p>Do not include social security numbers for persons who are not family members (i.e., live-in attendants, foster children, and foster adults. TRACS will assign a Tenant ID number for these individuals.)</p>   |
| C12.      | Member Eligibility Code   | <p>Enter one of the following codes for each person listed in <b>**MAT Fields C4-C10**</b> (list of all persons residing in the unit). Consult with paragraph 3-12 <b>**of HUD Handbook 4350.3 REV-1**</b> and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration:</p> <p>EC = individual is a citizen or national</p> <p>EN = individual is a noncitizen with eligible immigration status</p> <p>IC = Ineligible noncitizen child of a family head or spouse<br/>(<b>NOTE:</b> A co-head does not qualify for continued assistance.)</p> <p>IN = Member is an ineligible noncitizen</p> <p>IP = Ineligible parent of a head of household or spouse<br/>(<b>NOTE:</b> A co-head is not eligible for continued assistance.)</p> <p>PV = individual's eligibility status is pending verification</p> <p>XX = individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). <b>**MAT Field C7**</b> shows a relationship code of "F" or "L" for these individuals.</p> |
| C13.      | Alien Registration Number | Enter the Alien Registration Number for each member of the family provided on the applicant or tenant declaration made regarding eligible immigration status. Do not enter dashes.  |
| C14.      | Occupation Description    | <b>[Future Field.]</b>  |
| C15.      | Able to Work Care Code    | <p>Assistance provided so a household member can work.</p> <p>Valid codes are:</p> <p>C = Child Care</p> <p>H = Handicapped (This field includes disabled.)</p> <p>CH = Both</p>  |

### Section D. Income Record

| MAT Field | Field Name         | Definition  |
|-----------|--------------------|---|
| D3.       | Member Number      | Numeric starting with "01" for the Head of Household. The member number in the income record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the income record. Zeros (00) are not valid.   |
| D4.       | Code (Income Type) | <p>Enter each source of income separately for each family member. Attribute the source to family members using the Member Number from **MAT Field C11**, Identification Code. Enter the source of the income using the following codes:</p> <p>PE = Pensions (including veterans pensions, military retirement, and income from all other pensions and annuities)</p> <p>T = TANF (Temporary Assistance for Needy Families)</p> <p>SS = Social Security</p> <p>G = General Assistance</p> <p>SI = Supplemental Security Income (SSI)</p> <p>CS = Child Support</p> <p>M = Military Pay</p> <p>F = Federal Wage</p> <p>W = Nonfederal Wage (including salaries, tips, commission bonuses, and other income from employment)</p> <p>U = Unemployment</p> <p>I = Indian Trust</p> <p>B = Business (including distributed profits and net income from business)</p> <p>N = Other Nonwage Source (including alimony, unemployment benefits)</p> <p>EXAMPLE: Member 01 works three nonfederal jobs, paying \$10,000, \$4,000, and \$2,000, respectively. Enter each source of income separately and attribute Code W, Nonfederal Wage, to each: W - \$10,000; W - \$4,000; and W - \$2,000.</p> |
| D5.       | Amount (Income)    | Enter the amount anticipated to be received during the 12-month period following the Transaction Effective Date for each family member in accordance with paragraph 5-5 of HUD Handbook 4350.3 **REV-1**. Do not include income from assets.  |

### Section D. Income Record

| MAT Field | Field Name                            | Definition   |
|-----------|---------------------------------------|--|
| D6.       | New Household Member Income Indicator | <p>A new income-producing member to this household who was not on a previous **HUD-50059** or who was not producing income on the previous **HUD-50059**.</p> <p>Valid values are:</p> <p>Y = New income member</p> <p>N = Not a new income member</p> <p>Space = Not applicable</p> <p><b>[Future Field.]</b></p> |
| D7.       | Newly Employed Income Indicator       | <p>A member of a household who was unemployed on previous **HUD-50059** but is now employed on this **HUD-50059**.</p> <p>"Y" = Newly employed</p> <p>"N" = Still unemployed</p> <p>Space = Not applicable</p> <p><b>[Future Field.]</b></p>   |
| D8.       | SSN Benefits Claim Number             | <p>Enter the social security claim number under which a family member receives income benefits only if it is different from that member's own number. <b>NOTE:</b> Enter the alpha/numeric suffix attached to the end of the social security claim number. Do not enter dashes.</p> <p><b>[Future Field]</b></p>   |

### Section E. Asset Record

| MAT Field | Field Name                  | Definition   |
|-----------|-----------------------------|--|
| E3.       | Member Number               | Numeric starting with "01" for the Head of Household. The member number in the asset record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the asset record. Zeros (00) are not valid.  |
| E4.       | Description                 | List the type of each asset now owned and each asset disposed of for less than fair market value in the two years preceding the date in **MAT Field B11**, Transaction Effective Date. Examples: "checking account"; "savings account"; "IRA"; "Stamp collection."   |
| E5.       | Status                      | Classify each asset entered in **MAT Field E4** as follows:<br>Enter C (for current), for an asset that the household currently owns.<br>Enter I (for imputed), for any asset the family has disposed of that must still be counted in accordance with HUD Handbook 4350.3 **REV-1**. An imputed value is used for these assets, since they have already been disposed of and there is no actual income. |
| E6.       | Cash Value Amount           | Enter the cash value of each asset listed in **MAT Field E4**, Description (Asset). Refer to paragraph 5-7 C **of HUD Handbook 4350.3 REV-1** on valuing assets.   |
| E7.       | Actual Yearly Income Amount | For each asset identified in **MAT Field E4**, enter the actual yearly income anticipated to be received by the family.  |
| E8.       | Date Divested               | MMDDYYYY. The date the family disposed of the asset.   |