

MF FSS REPORTING TOOL -- INSTRUCTIONS

The following instructions will assist in correctly inputting data into the MF FSS Reporting Tool.

- 1 **HAP Contract #** - Input the property's Housing Assistance Payment (HAP) contract number.
- 2 **Project Name** - Input the project name.
- 3 **Unit Number** - Input the FSS participant's unit number.
- 4 **Head of Household Last Name** - Input the participant head of household's last name.
- 5 **Head of Household First Name** - Input the participant head of household's first name.
- 6 **Start Date of COP** - Enter the effective start date from the Contract of Participation (CoP).
- 7 **Education Level @Start Date** - Select participant's education level from the dropdown list.
- 8 **Adjusted Annual Income @ Start Date** - Enter the participant's adjusted Annual Income at the effective date of the CoP.
- 9 **Earned Income @ Start Date** - Enter the participant's Earned Income at the effective date of the CoP.
- 10 **TTP @ Start Date** - Enter the participant's Total Tenant Payment (TTP) at the effective date of the CoP.
- 11 **Current Adjusted Annual Income** - Enter the participant's current Adjusted Annual Income.
- 12 **Current Earned Income** - Enter the participant's current Earned Income.
- 13 **Current TTP** - Enter the participant's current TTP.
- 14 **End Date of CoP** - Enter the date the participant graduated MF FSS...or the CoP was otherwise terminated.

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15	FSS Grad Y/N	- Did the participant graduate MF FSS? i.e., complete the requirements of the CoP. Yes or No.
16	Education Level @End Date	- Select participant's education level at the End Date of the CoP from the dropdown list.
17	Adjusted Annual Income @ End Date	- Enter the participant's adjusted Annual Income at the End Date of the CoP.
18	Earned Income @ End Date	- Enter the participant's Earned Income at the End Date of the CoP.
19	TTP @ End Date	- Enter the participant's Total Tenant Payment (TTP) at the End Date of the CoP.
20	CoP Terminated Y/N	- Was the CoP terminated before completions of it's terms? ...Yes or No.
21	Escrow Total Remitted to HUD	- In the event of termination, the total amount of FSS escrow remitted to HUD.
22	Voucher Month/Year Escrow Remitted to HUD	- Month / Year of voucher on which escrow of terminated participant's was remitted to HUD.
23	Escrow Account Total	- Current total amount of participant's escrow account.
24	Escrow Accrued Jan 2016 (etc.)	- Input amount of escrow accrued in the subject month. <i>Note: Under "Voucher Month:", from the dropdown list, select the month in which the "Escrow Accrued..." was vouchered.</i>
25	Comments	- Enter any comments regarding discrepancies and/or adjustments.

