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Certification Query

The Certification Query application was developed to allow the Field Office TRACS user faster access to tenant certification information. This information enables the HUD user to respond to and resolve owner/agent inquiries and perform routine Certification searches more quickly and easily.

With the implementation of the Internet applications, owners and management agents are able to access their own data at any time. Previously displayed as the Project/Contract Query link on the TRACS main menu, this link now displays as the Certification Query link. Owner and management agents may query for a certification list by contract or project and sort it by unit or name. Certifications are retrieved and displayed in groups of twenty-five certifications. The certifications displayed are limited to the most current, and all future certifications. After June 1, 2000, a user may select the Download option from the query window to download the queried data into a Flat file for reporting purposes. Certification Query can be selected from the TRACS Queries Menu.

Objectives

By the end of this chapter, you will be able to:

- Access tenant certification information
- Query a certification list by contract or project
- Sort by unit or name
- View query data from browser
- Download and print a Certification Report

9.1 To Access the Certification Query Screen:

1. From the TRACS Queries Menu, click on the Certification Query link and the TRACS Certification Query screen (Figure 1) displays.

Figure 1- Certification Query Window

A *Contract Number* or *Project Number* is used to initiate the query, and displays in the form of a drop-down list. Users can only select one *Contract Number* or *Project Number* based on property assigned to the user ID.

Note: Contract Number is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.

Note: Project Number is the eight-character project number assigned to the subsidy type.

9.2 TRACS Certification Query List by Browser

1. From the TRACS Certification Query screen, select either *Contract Number*, *Project Number*, or enter *SSN* in the appropriate field.
2. Select desired *Sort By* option

The *Sort By* selection defaults to the *Unit* radio button, in which the results will be listed in Unit number order. Click on the *Name* radio button to have the results listed by tenant last name in alphabetical order.

3. Select desired Report By option.

The *Report By* selection defaults to the *Browser* radio button, in which the results will display by the Web browser. Click on *Download* to have the results downloaded into a flat file.

4. Click on Submit, and the TRACS Certification List screen will be displayed.

OR

Click on *Reset* to clear fields and enter different criteria.

The following screen (Figure 2) displays the TRACS Certification List screen queries by Contract Number.

U.S. Department of Housing and Urban Development
TRACS Certification List

Contract/Project Number: CT26M000055 Sort By: Unit
 Subsidy Contract Expiration Date: 04/16/2014
 Active Tenant Units: 4/127 (3%)

Select a Tenant Name to view additional certification details. **Highlighted rows** correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
STEFANCIN, MARLENE	XXXXX1767	A-1316	03/01/2009	IC	GR	04/17/2009	10/21/2009	\$839	\$202	\$8,088	\$8,088	\$1,041		01744134	1		03/01/2010	1		11/01/2006
CHIRELLI-ROSS, FLORENCE	XXXXX7513	A-1403	07/01/2009	MI		07/01/2009	10/21/2009	\$722	\$319	\$14,536	\$12,740	\$1,041		01744134	1		07/01/2010	1		07/01/2009
DANA, MILDRED	XXXXX0643	A-714	07/01/2009	MI		07/01/2009	10/21/2009	\$843	\$198	\$8,328	\$7,928	\$1,041		01744134	1		07/01/2010	1		07/01/2009
TRUJILLO, MARINA	XXXXX7211	A-905	07/01/2009	IC*		07/01/2009	10/21/2009	\$648	\$393	\$16,789	\$15,734	\$1,041		01744134	1		07/01/2010	1		03/31/2006

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Figure 2 - Certification List Browser Report by Contract/Project Number

Note: Any vouchers marked T53 status and placed in Pre-Payment Decision (PPD) for payment suspension has the current compliance percentage re-calculated daily. As tenant certifications are updated daily and compared to the Compliance standard percent set by Housing, if the recalculated percent is equal to or greater than the compliance standard percent set by Housing, then those vouchers are automatically approved and released from PPD for payment. The current counts/ratio of tenant certifications to units—as defined for the ratio and current compliance percent for the contract—is recalculated daily and displayed in the header of the *TRACS Voucher Query* screen and the *TRACS Certification Query* screen.

The following screen (Figure 3) displays the TRACS Certification List screen queries by Tenant SSN.

U.S. Department of Housing and Urban Development
TRACS Certification List

Tenant SSN: XXXXX7961 Sorted By: Unit

Select a Tenant Name to view additional certification details. [Highlighted rows](#) correspond to Active Tenant Count.

Tenant Name	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project Number	Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
JACOBS, MARION	1003	08/27/2009	*MI*	CT	08/27/2009	12/01/2009	\$0	\$0	\$19,569	\$18,599	\$689		00044128		4		08/01/2010	1		08/27/2009

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Figure 3 - Certification List Browser Report by Tenant SSN

In case of no result from the query **No More Certifications Found** screen will be displayed. (Figure 4)

U.S. Department of Housing and Urban Development
TRACS Certification List

Contract/Project Number: ME102926474 Sorted By: Unit
Subsidy Contract Expiration Date: N/A
Active Tenant Count/Unit: N/A

No Certifications were found for the submitted input value.

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Figure 4 - Certification Query - No Certifications Were Found

The **TRACS Certification** screen requires the Contract/Project Number. When the query is successfully submitted, the following information is displayed:

- Tenant Name
- SSN

 *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN – XXXXXNNNN
 TIN – XXXXXNNNN
 DOB – XX/XX/NNNN

- Unit Number
- Effective Date
- Cert Type

 *Note: Asterisks (ex: *AR*) on either side of the Certification Type code indicate a discrepancy on that certification. If certification type is in bold, it denotes a future certification.*

- Action Code
- Action Effect Date
- TRACS Process Date
- AP
- TTP
- Annual Income
- Adjusted Income
- Gross Rent
- Assist Status Code
- Project or Contract Number
- Subsidy Type
- Previous Contract Number
- Next Recert Date
- Bedroom Count
- Over/Under Housed
- Move In Date

 *Note: Definitions for all Certification Types, Action Codes, Assistance Status Codes, and Subsidy Type Codes are provided in Appendix C of this document.*

The initial response screen—shown in Figures 2 and 3—from the query is intended to answer some of the more immediate certification questions the user may have for a specific Project or Contract. Further explanations of the data displayed on this screen can be obtained by clicking on the **TRACS Certification** screen [Interpreting and Printing this page](#) link, located in the bottom left corner of the **TRACS Certification** screen. Click the link to display the TRACS Certification Query Instructions screen (Figure 5).

Certification Query Instructions

Printing the list of records

1. Click the File menu option at the top of your screen.
2. Click Page Setup from the drop down menu and a dialog box is displayed. Set all four margins to 0 inches. If Document Title and Document Location are displayed in the Header box, click them both off.
3. You may need to decrease the font size to print all the records in the list on one page. If using Netscape Communicator, select Edit from the main menu. Click on Preferences. Under Appearance, click on Fonts and decrease the font size for the variable width font by one (e.g. from 12 to 11).
4. Click Print from the drop down menu and the Print dialog box is displayed.
5. Choose Properties. Set the Paper Size to Legal (8.5 by 14 inches) and set the Orientation to Landscape.
6. Click Ok from the Print dialog box to print the list of certifications.

Interpreting the TRACS Certification List Window

The TRACS Certification List window is displayed for the queried project/contract. The window lists for each household all future certifications plus the most current certification which has the most recent effective date within the last 15 months. Any certification which has an effective date earlier than 15 months ago from today's date is not displayed.

In the displayed list of certifications, any effective date in *italicized bold* is a future date; and any Certification Type between two asterisks (* *) indicates that the certification has at least one discrepancy.

Each **highlighted row** indicates that the certification is the active certification used in the active tenant count.

Clicking any certification in the list will display the Certification Detail Options window where you can gain additional information about the selected record, e.g. a list of discrepancies against the certification.

Figure 5 – Certification Query Instructions (top detail)

9.3 To Generate Certification Query Detail Options:

1. From the **TRACS Certification List** screen, click on the Tenant Name link for the certification for which you want more information and the **TRACS Certification Detail Options** screen (Figure 6) displays.

Certification Detail Options

Contract/Project Number: CT26M000055

Head Tenant SSN: XXXXX7211

Head Tenant Name: TRUJILLO, MARINA.

Effective Date: 07/01/2009

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2. [Certification History List](#)

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Figure 6 - Certification Detail Options

2. Certification Query allows users to generate detail options for each certification list. Each Tenant Name is an active link in the Certification list window.
3. Click on the Certification Discrepancies link to retrieve a table of discrepancies for that certification (Figure 7).

Remember, only the certifications with asterisks in the Certification Type column have discrepancies.

**U.S. Department of Housing and Urban Development
TRACS Certification Discrepancies**

Head Tenant Name: TRUJILLO, MARINA. **Certification Effective Date: 07/01/2009**
Head Tenant SSN: XXXXX7211 **Contract/Project Number: CT26M000055**

Discrepancy Code	Description	Recommendation	Action Required	Member Number	Reported Value	Calculated Value
CE258		TRACS STORED THE CERTIFICATION. NO ACTION IS REQUIRED.	3		IC	

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Figure 7 - Certification Discrepancies

Note: Action Required codes are explained in Appendix C of the Industry User Guide for TRACS Internet Applications.

3. Click the browser’s Back button to return to the **TRACS Certification Discrepancies** screen.
4. Click the browser’s Back button to return to the **TRACS Certification Detail Options** screen
5. Click on the Certification History link on the **TRACS Certification Detail Options** screen, and the **TRACS Certification History List** screen (Figure 8) displays.

**U.S. Department of Housing and Urban Development
TRACS Certification History List**

Head Tenant Name: TRUJILLO, MARINA. **Contract/Project Number:CT26M000055**
Head Tenant SSN: XXXXX7211 **Sorted By: Effective Date**

Tenant Name	SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
TRUJILLO, MARINA	XXXXX7211	A-905	07/01/2009	1	*IC*		07/01/2009	10/21/2009	\$648	\$393	\$16,789	\$15,734	\$1,041		01744134	1		07/01/2010	1		03/31/2006

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Figure 8 - Certification History List

6. Click on the Head Tenant Name link, and the **TRACS Certification History Detail Options** screen (Figure 9) displays.

Certification History Detail Options

Contract/Project Number: CT26M000055
Head Tenant SSN: XXXXX1767
Head Tenant Name: STEFANCIN, M.
Effective Date: 03/01/2009
Change Sequence #: 3

1. [Certification Discrepancies](#)
2. [Certification Member List](#)

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Figure 9 - Certification History Detail Options

7. Click on the Certification Discrepancies link, and the TRACS Certification Discrepancies screen (Figure 10) displays.

U.S. Department of Housing and Urban Development TRACS Certification Discrepancies

Head Tenant Name: TRUJILLO, MARINA. **Certification Effective Date: 07/01/2009**
Head Tenant SSN: XXXXX7211 **Contract/Project Number: CT26M000055**

Discrepancy Code	Description	Recommendation	Action Required	Member Number	Reported Value	Calculated Value
CE258		TRACS STORED THE CERTIFICATION. NO ACTION IS REQUIRED.	3		IC	

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Figure 10 – Certification Discrepancies

8. Click on Back To Query to return to the TRACS Certification Query screen, where a new project number, contract number, or SSN can be selected.

OR

Click the browser’s Back button to return to the TRACS Certification History Detail Options screen.

- Click on the Certification Member List link on the TRACS Certification History Detail Options screen, and the TRACS Certification Member List screen (Figure 11) displays.

U.S. Department of Housing and Urban Development TRACS Certification Member List											
Head Tenant Name: STEFANCIN, M.						Contract/Project Number:CT26M000055					
Head Tenant SSN: XXXXX1767						Effective Date: 03/01/2009					
Change Sequence #: 3						Sorted By: Member Number					
Member Last Name	Member First Name	Member Middle Initial	Member SSN	Alien Registration Number	Relationship Code	Member Number	Date of Birth	Sex Code	Member Eligibility Code	Special Status Code	Occupation Description
STEFANCIN	MARLENE		XXXXX1767		H	01	XX/XX/1948	F	EC		
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Back to Query Back to Certification History Detail Options											

Figure 11 - Certification Member List

- Click on Back to Certification History Detail Options to return to screen.
OR
Click on Back to Query to return to Certification Query window.

9.4 To Display Additional Certifications for a Project or Contract:

In case of more than 25 records every page will display 25 records at a time. To go to the next 25 records click on next or the page number.

9.5 To Report a TRACS Internet Certification Query by Download:

- From the **TRACS Certification Query** screen, enter *Contract Number*, *Project Number*, or *SSN* in the appropriate field.
- Select desired *Sort By* option.
- Select *Report By: Download* option.
- Click on Submit, and the File Download screen (Figure 12) displays.



Figure 12 - File Download Window

5. Click on Save to save the file to your hard drive, or click on Open to open the file.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in a Flat File format, which is downloaded to your PC's hard drive. The data displays in the order of the *Header Field Names* (Figure 13).

```

Project Number;Unit; Tenant Name; Tenant SSN; Effective Date; # of Days
Unresolved; Action Code ; Discrepancy Code; Discrepancy Description
01744134;A-1213;SENBERG JR, LEWIS. A.
;XXXXX5403;01/01/10;161;3;CE131;SECURITY DEPOSIT IS NOW BEING COLLECTED
BY TRACS.
01744134;A-610;POPOVA, OKSANA-. ;XXXXX4399;01/01/10;161;3;CE131;SECURITY
DEPOSIT IS NOW BEING COLLECTED BY TRACS.
01744134;A-905;TRUJILLO, MARINA.
;XXXXX7211;07/01/09;223;3;CE258;HOUSEHOLD SHOULD BE TERMINATED BEFORE AN
INITIAL CERTIFICATION (IC) IS SUBMITT

```

Figure 13 - Download Report