



## ***MAT User Guide 2.0.2.D***

*A short preview*



## Goals for 2.0.2.D

### TRACS Release 2.0.2.D (Draft) Industry Specifications pg 1-1

- New, modified and activated data elements, in a manner more consistent with handbook 4350.3 REV-1, and all revisions made through 4350.3 REV-1, CHG-3.
- Modified requirements for transmission of vouchers from sites to CAs, eliminating the need for sending paper vouchers, and requiring CAs to transmit full approved electronic vouchers to sites for reconciliation purposes.
- New History Baseline format to facilitate the exchange of data between and among sites and CAs.



# Time Frame

- Release Date: **Fall 2014**
- Three (3) month minimum transition period in which TRACS and CA's must be able to accept both files in 2.0.2.C and 2.0.2.D formats



# Certification Processing Rule

- Prior to 2.0.2.D software, only Annuals, Interims, and Initials effective on the first of the voucher month, were allowed on the voucher.
- The new software will allow gross rents to be applied on the first of the actual month the voucher is being processed.
- A transaction that is effective after the first of the month prior to the voucher date can be reported on the voucher.



# Changes to Vouchers

## Applying Gross Rents

### Appendix H

2.0.2.C					2.0.2.D				
This chart shows the first month that a given cert may appear on a voucher					This chart shows the first month that a given cert may appear on a voucher				
Certification	RAP / Rent Sup		Other Subsidies		Certification	RAP / Rent Sup		Other Subsidies	
Effective	Aug First	Aug 2-31	Aug First	Aug 2-31	Effective	Aug First	Aug 2-31	Aug First	Aug 2-31
First Possible Voucher Month					First Possible Voucher Month				
AR	Aug	NA	Aug	NA	AR	Aug	NA	Aug	NA
IR	Aug	Sep	Aug	Oct	IR	Aug	Sep	Aug	Oct
IC	Aug	Sep	Aug	Oct	IC	Aug	Sep	Aug	Oct
MI	Aug	Sep	Sep	Oct	MI	Aug	Sep	Sep	Oct
MO	Sep	Sep	Sep	Oct	MO	Sep	Sep	Sep	Oct
TM	Sep	Sep	Sep	Oct	TM	Sep	Sep	Sep	Oct
GR	Aug	Sep	Sep	Oct	GR	Aug	Sep	Aug	Sep
UT	Aug	Sep	Sep	Oct	UT	Aug	Sep	Sep	Oct



# Changes to Vouchers

- Revised HUD-52670 (Cover Page)
- No Change to HUD-52670-A Part 1 (Regular Assistance)
- No Change to form HUD-52670-A Part 3 (Adjustments) - but new rules for data entry
- No Change to HUD-52670-A Part 4 (Miscellaneous Accounting Requests) - but some new request types
- No Change HUD-52670-A Part 5 (Approved Special Claims)
- New form HUD-52670-A Part 6 (Repayment Request Page)



# Changes to Vouchers (continued)

- The entire voucher will be transmitted to your CA (or TRACS) electronically
- There will no longer be a need to send a hard copy of the Voucher to the CA
- Sites will still be required to maintain a file of printed/signed vouchers



# Changes to Vouchers (continued)

- CA's will be **required** to send a final approved voucher back to the Owner regardless of whether or not there is a discrepancy
  - This step will allow the Owner to reconcile the voucher
- TRACS will not return a final approved voucher to the CA or Owner





# HUD-52670-A Part 3

## (Adjustment Payments Page)

- Adjustments must be standardized
- “To summarize the adjustment model, no matter what type of certification is the subject of an adjustment, you always reverse the prior billing for the tenant and unit for the period of the adjustment and then re-bill for the same period applying any new or changed certifications.”
- Per Appendix H in the draft 2.0.2.D, “Current TRACS rules require that all partial certs be retransmitted as corrections following the correction of the full cert on which they depend”



# Standardizing Adjustments

- **Starting Date.** The month during which the first new or corrected certification is effective. “First certification” is defined as the new or corrected certification with the earliest effective date.
- The **Ending Date** is the day before the current voucher -or- the last day of the month the last changed cert is effective.
- **Adjustment Period.** The period of time between the Starting and Ending Dates. ***There cannot be gaps*** in the date range covered by the certifications in the **prior -or- new** billing block of the adjustment, even if one or more certifications have the same assistance in the prior and new billing.



# HUD-52670-A part 4

## (Miscellaneous Request Page)

- The 52670-A part 4 will remain the same, but repayments will be on a separate form (52670-A part 6)
- The format will remain the same, but two new Miscellaneous Request Types will be added:
  - EIVP: EIV Penalty
  - RESR: Residual Receipts Offset
  - UUTL: Unclaimed Utility Check



# MAT Guide 2.0.2.D

## Chapter 4 Section 4.9

- When there are multiple repayment agreements running simultaneously, payments should be reported separately for each agreement
- When a repayment agreement is re-negotiated as a result of the tenant's financial circumstances, or for any other reason, reporting for the revised agreement must be under the same Agreement ID.
- When there is a repayment agreement in effect and there is a new instance of misreporting, a new agreement must be created.



# MAT Guide 2.0.2.D

## Chapter 4 Section 4.9 RPA Scenarios

1. Tenant refuses to cooperate in the investigation and moves out without signing any certifications. There is no repayment agreement. No retroactive certifications are created or transmitted.
2. Tenant remains in unit; verifications are completed; tenant does not sign certifications. There is no repayment agreement. No retroactive certifications are created or transmitted.
  - Agreement type O (owner agent)



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## Chapter 4 Section 4.9 RPA Scenarios (continued)

3. Tenant signs certifications but does not sign a repayment agreement. Certifications are transmitted and the total adjustments caused by the certifications are reversed.
  - Agreement type N (no repayment)
4. Tenant signs certifications and repayment agreement. Certifications are transmitted and the total adjustments caused by the certifications are reversed.
  - Agreement type T (Tenant)



# Changes to the 50059

- Watch for field name changes
  - Formerly “Tenant Unable to Sign” is now “Extenuating Circumstance Code” and “Member Eligibility Code “ is now “Member Citizenship Code”
- New Fields
  - EIV Indicator, SSN Exception, TTP at RAD Conversion & TTP Before Override (go together), Rent Override, and Eligibility Check Not Required
- Additional Codes in old fields: “Extenuating Circumstances Code” has expanded to include military deployment, court order, etc.



# Changes to the 50059-A

- New Fields
  - Building ID, Correction Type, EIV Indicator, Transaction Date Being Corrected, Secondary Subsidy Type, 236 Basic/BMIR Rent, Market Rent, TTP at RAD Conversion & TTP Before Override (go together), and Rent Override
- Additional Codes in old fields: new codes for move-outs, terminations, etc.





# New Move-Out Codes

## Chapter 9 MAT Guide 2.0.2.D

- 1 = Owner initiated - Nonpayment of rent
- 2 = Owner initiated - Other
- 3 = Tenant initiated - Other
- 4 = Death of sole family member
- 5 = Unit Transfer between two projects
- 6 = TRACS use only (HQ Move Outs)
- 7 = Abandoned Unit
- 8 = Failure to submit SSN
- 9 = Uninhabitable unit - Abated
- 10 = Substantial Rehab or Repair - Tenant expected to return
- 11 = RAD to Housing Choice Voucher - Choice Mobility Option Exercised



# New Termination Codes

## Chapter 9 MAT Guide 2.0.2.D

- TI = TTP Equals/Exceeds Gross Rent or moving to market rent
- TC = Did not supply citizenship/eligible alien documentation
- TR = Did not re-certify on time, tenant required to pay market rent
- TF = Tenant refused to transfer as agreed or submitted false data
- CE = Subsidy contract expired-not renewed
- ST = Ineligible Student, Not available for PRAC, Tenant must move out
- DS = Double subsidy at move-in
- ND = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster
- AB = HUD abated unit



# Changes to the 52670-A part 2

## Special Claims Schedule

- Social security number and date of birth requirement for tenant will be removed from the 52670-A, part 2



# Baseline

- Baseline will be expanded to allow the transmission of 5 years of certification history to be in alignment with EIV requirements
- New information in the MAT15 Address Record to help tie Unit information to the Contract, Floor Plan and Rent information
- New MAT Files
  - MAT90 (Subsidy/Contract Information)-Mandatory only for CA's
  - MAT91 (Unit Floor Plans)
  - MAT92 (Unit Rents)



# Questions

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