Instructions for TRACS 203A
form HUD–50059 (xx/xxxx)

(Move-Ins, Initials, Annuals, and Interims (including "other" non-interim certifications))

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures

FINAL PENDING OMB APPROVAL

The following are some general notes regarding these instructions:

1. Unless noted otherwise by a reference to HUD Handbook 4350.3 REV–1, this document has been updated to reflect HUD's policy guidance in Notice H 2023–10 (HOTMA Sections 102 and 104 Implementation Notice).
2. When completing this form, if a conflict arises between these instructions and the instructions provided in the Definitions and Edits section of the TRACS 203A MAT User Guide, the TRACS 203A MAT User Guide takes precedence.
3. When automatically printing or manually filling out this form, Owner/Agents' or TRACS compliant software may add additional descriptors when the instructions require a Code to be chosen. As long as the required Code is filled in for TRACS reporting purposes, the additional descriptors are acceptable.

   Take for example Item 2, Assistance Type. If the property is Section 8, the required Assistance Type Code in Item 2 should be filled in with a **1**. Also shown are instances in which an added descriptor may be printed with the required Code.

2. Assistance Type **1**	2. Assistance Type **1** (Section 8)	2. Assistance Type **1** Sec. 8

   These variations are examples of what is acceptable on the completed HUD–50059. Even though there are added descriptors on the completed form, the TRACS data field created by TRACS compliant software would be filled in with a **1**, because TRACS allows for only one character in the Assistance Type data field.

   Another example, Item 19, Certification Type: If the property is processing an Annual Recertification, the required Code is **AR**.

19. Certification Type **AR**	19. Certification Type **AR** – Annual

   The acceptable descriptor, Annual, is added to the required Code of **AR**. Similar to the example with Assistance Type, the TRACS data field created by the TRACS compliant software would be filled in with **AR**, because TRACS allows for only two characters in the Certification Type data field.
4. Owners must keep the signed HUD–50059(s) and copies of the HUD–50059–A(s) for tenants from the time of Move-In to Move-Out and for a minimum of three years thereafter.
5. This form (HUD–50059) is referred to as a MAT10 record for TRACS reporting purposes.
6. For TRACS purposes, a Space = Blank.
7. To process a Move-Out (TRACS MAT40 record), Termination/Suspension (TRACS MAT65 record), Gross Rent (TRACS MAT70 record), or Unit Transfer (TRACS MAT70 record), complete the form **HUD–50059–A** instead of this form. (If a Gross Rent Change or Unit Transfer has the same effective date as a full (re)certification for the tenant, include the new GR and/or UT information as part of the full (re)certification.)

FINAL PENDING OMB APPROVAL

Helpful Web Pages

The webpages linked below can be accessed by placing your cursor on the webpage address, then pressing and holding the **Ctrl** key and left-clicking once (**Ctrl +** Click).

TRACS Webpage	http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum
TRACS Documents	http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxdocs
HUDCLIPS TRACS 203A versions of the forms HUD–50059 and HUD–50059–A, along with the instructions for these forms.	https://www.hud.gov/hudclips
HUD Handbook 4350.3 *Occupancy Requirements of Subsidized Multifamily Housing Programs*	http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsgh/4350.3
Office of Multifamily Housing (MFH) HOTMA Webpage	https://www.hud.gov/program_offices/housing/mfh/hotma
Notice H 2023–10 *Implementation Guidance: Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA)*	https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-10hsgn.pdf
Annual Inflationary Adjustments and Passbook Rate Webpage	https://www.huduser.gov/portal/datasets/inflationary-adjustments-notifications.html

FINAL PENDING OMB APPROVAL

Section B. Summary Information

Item 1 Project Name

Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in HUD's Contracts database.

Note: TRACS will use this project name for all Items under this Tenant Header Record (TENHR).

Item 2 Assistance Type

Enter the code for the assistance the tenant will receive during the period covered by this (re)certification. Only one code can be entered. If the tenant benefits from more than one type of assistance, use the code for the project-based assistance the tenant will be receiving.

Example: If a tenant in a Section 236 property will receive Section 8 assistance, enter "1".

Example: If a tenant in a Section 236 property receives Section 8 assistance through a Housing Choice Voucher (HCV), no HUD–50059 is to be completed. The PHA issuing the HCV is responsible for reporting the tenant's information to HUD.

Valid codes are as follows:

1 = Section 8 (includes 202/8, RAD conversions)

4 = Section 236 (mortgage subsidy (Interest Reduction Payments [IRP]) or IRP Use Agreement only; no rental assistance)

5 = BMIR (mortgage subsidy only; no rental assistance)

6 = 811 PRA Demo

7 = Section 202 PRAC

8 = Section 811 PRAC

9 = Section 202/162 PAC

0 = Market Rent (acceptable only with MAT15 Address Records)

FINAL PENDING OMB APPROVAL

	10 = SPRAC (Senior Preservation Rental Assistance Contract)
Item 3 Assistance Sub-Type	Valid codes are as follows: If the Assistance Type is SPRAC, fill with the rules required for new admissions effective after the contract effective date: SPT12 = Very low–income admission to SPRAC unit or SPT34 = Low-income admission to SPRAC unit If the assistance type is Section 8 and the contract is a RAD conversion, fill as follows: RD = Component 1 PH to PBRA RAD Conversion RR = Rent Supp/RAP RAD Conversion RM = Mod Rehab RAD Conversion RP = PRAC RAD Conversion RB = RAD/Section 18 Blend
Item 4 Secondary Assistance Type	Enter “S” if this tenant is receiving Section 8 assistance and is living in a Section 236 property. Enter “B” if this tenant is receiving Section 8 assistance and is living in a BMIR property. Leave blank if the tenant does not live in a Section 236 or BMIR property.
Item 5 Property ID	Assigned by iREMS (integrated Real Estate Management System). Leave this Item blank until activated by TRACS. Note: Once the Property ID is assigned, it must be included on all future (re)certifications.
Item 6 Project Number	Enter the 8-digit FHA, Elderly Housing, or State Agency–noninsured project number. This Item is mandatory for projects with mortgages subsidized pursuant to the Section 236 or BMIR programs and for PAC and PRAC assistance types. It is also required for Section 8, 811 PRA, and SPRAC contracts for

FINAL PENDING OMB APPROVAL

	which an FHA project number has been assigned. Sample entries are as follows: FHA Insured Projects: 12144026 Elderly Housing Projects: 121EH001 Other noninsured Projects: 121001NI Note: Do not use "0000FMHA" as a project number for an FMHA/RHS property. There should not be a project number for these properties. Note: If MAT15s (Address Records) are submitted with an Assistance Type "0", a Project Number is required.
Item 7 Contract Number	This number is mandatory for all assistance types. This number will be used for all TRACS transactions created under this TENHR. Enter the 11-digit Contract Number. Do not enter dashes in this Item (e.g., AK123456789). For 236 or BMIR, leave blank.
Item 8 Project iMAX ID	The project's telecommunications identifier, also known as the iMAX ID. The first five positions of this number must be "TRACM", and HUD assigns the last five positions. For example, TRACM98765. Note: iMAX stands for integrated Multifamily Access eXchange
Item 9 Plan of Action Code	This Item is specifically for Title II or Title VI Preservation properties. If the property is under the Plan of Action Title II, enter a "2" in this Item. If the property is under the Plan of Action Title VI, enter a "6" in this Item. Otherwise, leave blank.
Item 10 HUD-Owned Project?	If the project is HUD-owned, enter a "Y" to enable (re)certifications to be submitted to TRACS.

FINAL PENDING OMB APPROVAL

Item 11 Previous Housing Code

Complete for Move-ins only. Select the code that best describes the physical condition of the housing from which the family is moving.

1 = Substandard (i.e., physically substandard; does not include overcrowding)

3 = Standard

4 = Conventional Public Housing (Owned by a Public Housing Agency)

5 = Homeless

Note: Use Code 5 if the family moving into the housing meets the definition of "Homeless" at 24 C.F.R. § 578.3.

Item 12 Displacement Status Code

Complete for Move-Ins only. Enter one of the codes listed below. Select the code that best describes the reason the family was displaced. If the family was not displaced, enter Code "4".

1 = Government Action

2 = Natural Disaster

3 = Private Action

4 = Not Displaced

Item 13 Previous Assistance Type

Fill this Item in for Initial Certifications only. If the assistance type has changed from the previous (re)certification or the tenant has changed from receiving assistance to Market Rent or from Market Rent to receiving assistance, enter the code, choosing from the codes listed in Item 2 (Assistance Type), associated with the previous assistance type.

Note: Leave blank if the tenant has no previous history in this project. This Item was formerly called "Subsidy Change Indicator."

Item 14 202D Rules Apply

If the certification follows 202D rules, fill with "Y". If the certification follows 203A/HOTMA rules, fill with "N".

BMIR certifications always follow 202D rules no matter the certification effective date.

FINAL PENDING OMB APPROVAL

	HOTMA rules apply to all other assistance types except that 202D rules apply to certifications effective prior to the HOTMA start date and to corrections to those certifications.
Item 15 Effective Date	Enter the date this (re)certification is to be effective. For a move-in (MI), use the date the tenant moved into the project. For an Initial Certification (IC), use the date the tenant began to receive the type of assistance entered in Item 2 (Assistance Type). For an Annual Recertification (AR) or an Interim Recertification (IR), refer to Chapter 7, Sections 1 & 2, of HUD Handbook 4350.3 REV–1 and Notice H 2023–10 for assistance in determining this date. Enter effective date as MMDDYYYY. Note: Effective date should never be confused with the Reported on/Voucher date. The effective date is the date the (re)certification is to be effective, and the Reported on/Voucher date is the date that the action was first reported to HUD and included on a HAP voucher.
Item 16 Anticipated Voucher Date	Enter the voucher period (month, day, year) for which the (re)certification will first appear. When the (re)certification is for Assistance Type “4” (Section 236) or Type “5” (BMIR), enter the date that is the first of the month corresponding to the (re)certification effective date. Note: When entering the date MMDDYYYY, the “DD” will always be “01”.
Item 17 Next Recertification Date	Refer to HUD Handbook 4350.3 REV–1, Paragraph 7–5; and Notice H 2023–10 regarding the next recertification date for Annual Recertifications, Move-Ins, Initial Certifications, and Interim Recertifications. Gross Rent Changes and/or Unit Transfers do not affect this date. Note: The next Annual Recertification date should not be more than one year after the effective date of the (re)certification being

FINAL PENDING OMB APPROVAL

	submitted. However, there are instances in which it can be less than one year.
Item 18 Project Move-In Date	Enter the date the tenant moved into the project. Enter as MMDDYYYY. (4350.3 REV–1: Paragraphs 3–5.D and 3–10.B)
Item 19 Certification Type	Enter only one code in this Item that best describes the main reason for preparing this form. If a previous (re)certification is being corrected, use the same code that was on the original (re)certification. If a partial certification is being created, such as a Unit Transfer or Gross Rent change, complete a HUD–50059–A instead of this form. The following are valid codes for this Item: MI = Move-In. Use this code only when a new tenant moves into the project. IC = Initial Certification. Use this code: 1. When an in-place Market Rent, Section 236, or BMIR tenant begins receiving rental assistance. 2. To give Section 8, 811 PRA Demo, 811/202 PRAC, 202/162 PAC, or SPRAC assistance to an in-place tenant who is now paying a rent not based upon the tenant's income (e.g., paying 236 Basic Rent or BMIR rent, when they would be eligible for a lesser rent under the deeper subsidy program.) 3. To transfer a tenant to another unit within the same "project" but onto a different contract the Owner must first process a termination (MAT65 Code CE: "Assistance contract expired or not renewed"; or CC: "Contract combination"). This is then followed by an Initial Certification. Because this tenant is still in the same project, they are not subject to admission and eligibility requirements. Note for 3: If the IC changes the next recertification date in the reporting software,

FINAL PENDING OMB APPROVAL

change it back to the former recertification anniversary date.

AR = Annual Recertification. Use this code for regularly scheduled annual recertifications. Please see 4350.3 REV–1: Chapter 7, Section 1.

IR = Interim Recertification. Use this code for changes in family circumstances (e.g., income, deductions, household composition). The effective date must be different from the Annual Recertification effective date. When changes in family composition are reported during the final three months of a recertification period, an Owner may choose not to report those changes; instead, the Owner must report these changes at the next annual reexamination.

Please see 4350.3 REV–1: Chapter 7, Section 1; Notice H 2023–10.

Note: If a Gross Rent (GR) change or Unit Transfer (UT) has the same effective date as a full (re)certification for the tenant, include the new GR and/or UT information as part of the full (re)certification.

Note: This Item is also known as the "Transaction Type".

Note: A Conversion IC is the IC used to establish an existing household on a new assistance contract on the effective date of the certification. If the IC is effective on the contract effective date it is, by definition, a Conversion IC.

Item 20 IR Type

Valid codes for this Item are:

R = Regular IR

O = Other Non-Interim Transactions

Item 21 Correction Type

The valid codes for this Item are:

Blank = No Correction

1 = Administrative Resubmission

2 = Corrects Owner/Agent certification errors

FINAL PENDING OMB APPROVAL

	3 = Corrects Tenant Misreporting
Item 22 EIV Indicator	If an EIV finding is the reason this (re)certification is being completed, enter "Y". If not, leave blank.
Item 23 RAD Phase-In Rules	Valid codes for this Item are: ORIG = Original *Federal Register* Notice rules REV3 = Notice H 2017–03 REV–3 (and later) rules
Item 24 RAD Conversion Tenant	If the Assistance Type is Section 8 PBRA RAD (any RAD type) (Component 1 or Component 2) AND if the tenant was in place at the time of conversion to PBRA RAD (Conversion IC Effective Date = RAD Contract Effective Date) then enter "Y". This is true even if the resident was relocated for rehab before the RAD HAP Contract Effective Date. If the Assistance Type is Section 8 PBRA RAD AND if the tenant was not in place at the time of conversion to PBRA RAD, enter "N". If the Assistance Type is not Section 8 PBRA RAD, enter "N". Once the flag is set to "Y" or "N", the value remains the same on subsequent full certifications until the resident moves out.
Item 25 RAD Phase-In Period	If RAD Component 1 PH to PBRA RAD and if the resident qualifies for the Rent Phase-In, enter the number of years in the phase-in schedule: Either 3 or 5. If RAD Component 1 PH to PBRA RAD and if the resident does not qualify for Rent Phase-in or the Phase-In applied but is now complete, enter 0. Otherwise, leave blank.
Item 26 RAD Phase-In Start Date	If RAD Component 1 PH to PBRA RAD, and if the resident qualifies for Phase-In, enter the Phase-In Start Date (MMDDYYYY).

FINAL PENDING OMB APPROVAL

If RAD Component 1 PH to PBRA RAD and if the resident does not qualify for Rent Phase-In or if Phase-In has ended, enter 0.

Otherwise, leave blank.

Item 27 RAD Prior TTP

If not a RAD Component 1 PH to PBRA RAD, enter 0.

If RAD Component 1 PH to PBRA RAD and resident does not qualify for Rent Phase-In, enter 0.

If RAD Component 1 PH to PBRA RAD and resident does qualify for Rent Phase-In, enter the TTP at RAD Conversion for the Conversion IC. For all subsequent MAT10s, while Rent Phase-In applies, enter the TTP from the immediately prior certification (MAT10 or MAT70).

When creating subsequent MAT10 certifications (after the Conversion IC), take the following steps:

- Subtract Prior TTP from the new TTP Before Override to determine the difference;
- Multiply the result by the appropriate percentage; and
- Add that amount to the Prior TTP to determine the new TTP.

Item 28 TTP at RAD Conversion

Note: This is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance.

If not a RAD Component 1 PH to PBRA RAD, leave blank.

If RAD Component 1 PH to PBRA RAD and the resident does not qualify for Rent Phase-In, enter either 0 or the TTP indicated on the HUD–50058 in effect at the time of conversion to RAD.

If RAD Component 1 PH to PBRA RAD and resident does qualify for Rent Phase-In, enter the TTP tenant is/was paying at the time of conversion to RAD.

Item 29 Unit Number

Enter the unit number in which the household is residing on the effective date of this HUD–50059. Note: If each unit number is used only

FINAL PENDING OMB APPROVAL

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. Assign a letter or on additional number before the unit number (e.g., A101, B101).

Note: It is recommended that unit numbers not be changed after they have been established. This can create difficulties in TRACS.

Item 30 Unit Group

In group homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. Enter a value only if the individual bedroom is in a group home unit. Otherwise, leave the Item blank.

Each physical unit in a group home must be assigned a unique ID (Unit Group) so that the relation between the TRACS Unit numbers and the physical units can be understood.

Fill with the Group of the physical unit of which the residential space is a part. Use two characters (upper-case letters and/or numbers) rather than a single character for the Unit Group Number. For example, in a group home, two 2-bedroom units may be set up as:

First 2-bedroom unit: Unit Group = 01

TRACS Unit 101–01;

TRACS Unit 101–2;

Second 2-bedroom unit: Unit Group = 02

TRACS Unit 737

TRACS Unit 747

The same Unit Group (01) is assigned to both 101–1 and 101–2. Similarly, a different Unit Group (02) is assigned to both 737 and 747.

Item 31 No. of Bedrooms

Enter the number of bedrooms for the unit number listed in Item 29 (Unit Number) (if the unit is part of a group home, enter the number of bedrooms in the unit). For the

FINAL PENDING OMB APPROVAL

	guidelines on occupancy standards, see 4350.3 REV–1: Paragraph 3–23. For a studio apartment, enter 0.
Item 32 Building ID	REAC-assigned Building Number. Leave this Item blank until implemented by TRACS.
Item 33 Unit Transfer Code	Enter "Y" if this Unit Transfer occurs within the same contract and project numbers **AND** requires a full (re)certification (MAT10 TRACS record). **Otherwise**, complete a HUD–50059–A (partial certification) for the Unit Transfer (MAT70 TRACS record). Note that an IR/UT may be effective on a date other than the first of the month. Note: If the unit number in a (re)certification is not the same as it was in the last (re)certification, and the Unit Transfer code does not have a "Y" for this Item, TRACS will generate a fatal error. If not a Unit Transfer, leave blank.
Item 34 Previous Unit No.	This Item is required if Item 33 (Unit Transfer Code) is filled in with a "Y". Enter the unit number from which the tenant transferred.
Item 35 Security Deposit	See 4350.3 REV–1: Figure 6–7 to determine the Security Deposit amount required at Move-in. Even though Owners can accept the security deposit in installments, the amount entered should be the security deposit amount shown on the lease. **Note**: **HUD policy is that, when a MI or IC certification is corrected, any security deposit required is to be recalculated. When this happens, the change should be noted on the lease, and the O/A and tenant should initial the change.** (4350.3 REV–1: Chapter 6 Section 2, Fig. 6–7)
Item 36 236 Basic/BMIR Rent	Use only for Section 8 (re)certifications in a Section 236 or BMIR property (whenever Item 4 (Secondary Assistance Type) is filled with the code "S" or "B"). Enter the Section

FINAL PENDING OMB APPROVAL

	236 Basic Rent or the BMIR Rent as applicable. If not applicable, leave blank. **Note: For Section 236, Basic Rent may not be greater than Market Rent.** (Approved HUD–92458 (Rent Schedule))
Item 37 236 BMIR/Market Rent	This Item is required to be filled in if Section 236 or BMIR is the Assistance Type (Item 2) or Secondary Assistance Type (Item 4). Enter the Market Rent that HUD or the Contract Administrator has approved for this unit type. If not applicable, leave blank. **Note: For Section 236, Market Rent may not be less than Basic Rent**. (Approved HUD–92458 (Rent Schedule))
Item 38 Contract Rent	Enter the rent that HUD or the Contract Administrator has approved for this unit. The Contract Rent amount is the Section 8, SPRAC, or 811 PRA contract rent, the Section 236 Basic Rent, or the Section 221(d)(3) BMIR rent, as applicable. Obtain this amount from the project's rent schedule (form HUD–92458) or assistance contract. For Section 202PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the Operating Rent (operating cost) minus the HUD-approved utility allowance. If all utilities are included in the rent, enter the Operating Rent. **Note: This amount cannot be zero.** (form HUD–92458 (Rent Schedule))
Item 39 Utility Allowance	If all of the utilities are included in the rent, enter zero. If not, enter the amount that HUD or the Contract Administrator has approved for this unit type. (Approved HUD–92458 (Rent Schedule))
Item 40 Gross Rent	Enter total of Item 38 (Contract Rent) and Item 39 (Utility Allowance). (form HUD–92458 (Rent Schedule))

FINAL PENDING OMB APPROVAL

Item 41 Fair Market Rent (FMR)

Fill only for Section 8 Component 1 RAD Conversion when assistance is 0 or negative. Fill with the FMR in effect on the certification date.

See the *Calculating Tenant Rent* spreadsheet (203A CalculatingTenantRent.xlsx) for the proper use of this field. The spreadsheet is located on the TRACS Web page. Click on "TRACS Documents," then click on "TRACS 203A Final Industry Specification Documents."

Item 42 Other Program Rent

Fill only for Section 8 Component 1 RAD Conversion when assistance is 0 or negative. In the event the unit is subject to more restrictive rent-setting requirements under another Federal, state, or local program (e.g., LIHTC or HOME), enter the tenant rent to Owner set to comply with such requirements. If there is more than one program involved, enter the lowest tenant rent. Note that tenant rent is after any utility allowance deduction.

See the *Calculating Tenant Rent* spreadsheet for the proper use of this field.

Item 43 Fixed-Income Family

If a family qualifies as a fixed-income household (90 percent or more of total household income is from a fixed-income source) as defined in the FAST Act and HUD regulations, enter "Y". If the household does not qualify as a fixed-income household, enter "N".

Item 44 Asset Limit Enforcement

The Asset Limit has two components:

1. A dollar cap on a family's assets; and
2. A family's ownership interest in real property.

Refer to Notice H 2023–10, Attachment A. An Owner must enforce the limit at admission. Otherwise, an Owner may elect to enforce the limit fully, on a limited basis, or not at all. The Owner's policy applies to both components (i.e., the Owner may not adopt

FINAL PENDING OMB APPROVAL

one policy for one component and a different policy for the other component).

Enter one of the following codes, depending on whether the property is subject to the Asset Limit and, if so, the policy adopted by the Owner.

XX = Not Section 8 or 202D rules apply to the certification (i.e., not subject to the Asset Limit)

TNE = Total Non-Enforcement

E = Enforcement

LE = Limited Enforcement

Section C. Household Information

Item 45 Member Number

Enter a member number for each household member. The Head of Household (HoH) must have the number "01". Each person in the household must have their own member number, because it will be used to associate income and assets to specific family members.

Note: Item 49 (Relationship Code) must be H for the Head of Household. No other family records for the household may contain this code or "01" for the family member number.

Item 46, 47 & 48, Names of Household Members

Enter the names (Last, First, Middle Initial) of each member who will be residing in this unit.

The list of members should be in the following order: Head of Household, Spouse or Co-Head, Dependents, Other adult family members, foster children under age 18, foster adults, live-in attendants and others living in the unit who are not members of the tenant family.

Note: If a household member does not have a middle initial, leave Item 48 blank.

Item 49 Relationship Code

List persons living in the unit in the following order, and state each person's relationship to the Head of Household by using one of the

FINAL PENDING OMB APPROVAL

codes listed below. Only the following codes may be entered.

H = Head (there can be only one Head of Household). If there is a spouse or co-head, list the same person as the head on each (re)certification, if that person resides in the household. List the other person as spouse or co-head on each (re)certification.

S = Spouse (there can either be a spouse or a co-head, but not both). There can be only one spouse.

K = Co-head (there can either be a spouse or a co-head but not both). There can be only one co-head. (See Paragraph 5–6.A of the 4350.3 REV–1 for guidance on how to count emancipated minors.)

For the Section 202/8, Section 202/162 PAC, Section 202 PRAC, Section 811 PRAC, SPRAC, and 811 PRA Demo programs, 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.

D = Dependent. See Paragraph 5–10.A of the 4350.3 REV–1. Count any member of the family currently living in the unit who is not the head, spouse, co-head, foster child, or foster adult and is:

- Age 17 or younger
- 18 or older and disabled or a full-time student
- A child temporarily absent due to placement in a foster home
- A child who is subject to joint custody agreement (See explanation of Joint Custody Codes in Item 53 (Special Status) of these instructions)
- A full-time student (regardless of age) away at school who lives with the family during school breaks

FINAL PENDING OMB APPROVAL

- A child being adopted (or custody being sought) and living in the unit

O = Other adult member of the family who is not the head, spouse, or co-head. See Paragraph 5–6 of the 4350.3 REV–1. This member's status cannot be used to justify the family's eligibility for the elderly/disabled family deduction or the medical/disability expenses deduction.

F = Foster child under the age of 18 or the child of a foster child or foster adult. See Paragraph 5–6.A of the 4350.3 REV–1.

When 202D rules apply to the certification: Unearned income for a foster child is counted but earned income for a foster child is not counted in determining the family's annual income. (Do not count monies paid to the household for foster aid; this income is excluded.) All income of a foster adult is counted in determining the family's annual income. The foster child or adult does not qualify the family for a Dependent Deduction. Medical or disability assistance expenses are considered for foster children and adults in this category if the household qualifies for such expenses and deductions. Unreimbursed childcare expenses for foster children under the age of 13 may qualify the family for a childcare deduction.

When 203A/HOTMA rules apply to the certification: Persons in this category do not have rights under the lease, are not considered members of the family, and their income is not counted in determining the family's annual income. Foster children do not qualify for the dependent allowance and neither their health and medical care nor their disability assistance expenses are deductible. Eligible childcare expenses for foster children who are under the age of 13 may be deducted from annual income. Foster children and foster adults do not count for income-limit purposes.

L = Live-In Aide/Attendant. See 4350.3 REV–1: Fig. 5–2 and Paragraph 3–6.E for

FINAL PENDING OMB APPROVAL

guidance on live-in aides/attendants. Persons in this category do not have rights under the lease, are not considered members of the family, and their income is not counted in determining the family's annual income. Live-In Aides/Attendants do not count for income-limit purposes.

N = None of the Above. Others living in the unit who are not members of the tenant family. Persons in this category do not have rights under the lease, are not considered members of the family, and their income is not counted in determining the family's annual income.

See the 203A Relationship Rules spreadsheet. The spreadsheet is located on the TRACS Web page. Click on "TRACS Documents," then click on "TRACS 203A Final Industry Specification Documents."

Item 50 Sex

Enter the sex reported by each household member:

M = Male

F = Female

N = Owner/Agent did not ask for the information or the tenant did not voluntarily report

Item 51 Race/Ethnicity

Enter the appropriate letter(s) listed below to indicate the Race of each household member, based on the Race/Ethnicity Data form completed by each household member. For example:

- If the household member is Asian and White, as stated on the form HUD–27061–H, enter **AW**.
- If the household member is Black or African American, as stated on the form HUD–27061–H, enter **B**.

Note: If the Race/Ethnicity Data form is not completed for a household member, enter "X" in this Item for that member.

FINAL PENDING OMB APPROVAL

X = Declined to report

I = American Indian or Alaska Native

A = Asian

B = Black or African American

H = Native Hawaiian or Pacific Islander

L= Hispanic or Latino

M= Middle Eastern or North African

W = White

Item 52 Birth Date

Enter the birth date for each member of the household.

Note: This Item must be entered in a MMDDYYYY format.

Note: The birth date of a foster child or foster adult is not to be printed in its entirety on form HUD–50059. On the printed form, show the month and day as 0s: 00/00/YYYY. For example: 00/00/2010.

Item 53 Special Status Code

Identify any family member (Relationship Code H, S, K, D, and O) who may qualify for one of the following Special Status Codes. For each member, enter all the codes that apply (e.g., an "E" Elderly tenant may also be "H" Disabled).

E = Elderly Head, Co-Head, or Spouse (at least 62 years of age as of the effective date of this (re)certification).

F = Family Self Sufficiency (FSS) program participant (such individuals have executed an Individual Training and Services Plan (ITSP)). ITSPs are attached to, and incorporated as part of, the Contract of Participation (CoP). This code must be included in the HoH Member Record if the code is included in any other family member record. This code must not be set for a foster adult, live-in aide/attendant, or other household member who is not a family member.

S = Full-time Student 18 or older who is not the Head, Co-Head, or Spouse as of the

FINAL PENDING OMB APPROVAL

effective date of this (re)certification. Must have a “D” (Dependent) indicated in Item 49 (Relationship Code).

H = Family member who is Disabled.

M = Family Member who is a U.S. military veteran.

P = Person being housed temporarily as the result of a disaster.

Joint Custody Codes

JK = Dependent (D) whose custody is jointly shared by more than one family and who receives a dependent allowance along with a childcare allowance where applicable.

C = Dependent (D) whose custody is jointly shared by more than one family but who does not receive a dependent allowance and who lives in the unit less than 50 percent of the time. Such a person’s childcare expenses count toward the childcare allowance.

CK = Dependent (D) whose custody is jointly shared by more than one family and lives in the unit 50 percent or more of the time. Count for unit size and income-limit purposes.

A dependent without either the JK, C, or CK code is assumed to be a full-time resident of the unit.

Note: Ages are based on the effective date (Item 15) of this (re)certification.

(4350.3 REV–1: Paragraph 5–6.A.3.c, Figure 3–6)

Item 54 Student Status

Enter “Y” if student (either full- or part-time) at an Institution of Higher Education is eligible for assistance under the rules as shown in the 4350.3 REV–1: Paragraphs 3–13 & 3–33. Otherwise, leave blank.

Note: Do not fill for members with the Relationship Code (Item 49) of L or N for 202D rules or F, L, or N for HOTMA/203A rules.

FINAL PENDING OMB APPROVAL

Item 55 ID Code

Enter the 9-digit Social Security Number or TRACS ID for each of the household members. Do not use dashes when entering these numbers. This is the family member's SSN/TRACS ID; it is not the SSN Benefits Claim Number or Individual Tax Identification Number (ITIN).

(4350.3 REV–1: Paragraphs 3–9 and 3–31)

Note: If a household member does not have a SSN or TRACS ID number, enter 999999999, and TRACS will assign a TRACS ID number.

Item 56 SSN Exception

Choose the appropriate code if an individual without a valid SSN qualifies for an SSN exception. Leave blank if no SSN Exception applies.

C = Individual who does not contend eligible immigration status

E = Individual age 62 or older as of January 31, 2010, whose initial determination of eligibility in either a Multifamily or PIH Housing program was begun prior to January 31, 2010 (a break in assistance does not void the exemption)

F = Foster child or adult whose SSN has not been disclosed by the foster agency and for whom HUD has issued a waiver. Waivers are requested and approved by HUD before the foster is allowed to move in. The appropriate process is to contact the HUD Account Executive assigned to the contract, and the Account Executive may submit the request to HUD HQ.

M = New household member under the age of 6 where disclosure of SSN is delayed for 90 to 180 days.

Note: When the member does not have an SSN, enter 999999999.

Item 57 Citizenship Code

Enter one of the following codes for each household member. If the certification follows 202D rules, leave blank for members with Relationship Codes (Item 49) of L or N.

FINAL PENDING OMB APPROVAL

If the certification follows 203A/HOTMA rules, leave blank for members with Relationship Codes (Item 49) of F, L, or N.

See 4350.3 REV–1: Paragraph 3–12. Leave blank for BMIR, SPRAC, 202/811 PRAC or 202/162 PAC. The valid codes for this Item are:

EC = Individual is a U.S. citizen or U.S. national

EN = Individual is a noncitizen with eligible immigration status

Note: Eligible noncitizens have been verified by USCIS's SAVE system.

IC = Ineligible noncitizen child of an eligible family head or spouse

IN = Member is an ineligible noncitizen

IP = Ineligible parent of an eligible HoH or Spouse/Co-head

ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes

PV = Individual's eligibility status is pending verification (documents have been submitted). For use when the family is receiving prorated assistance at admission. Member is treated as eligible for proration purposes.

XX = Individuals who are not counted as members of the family (live-in aides/attendants, foster child/adult (when HOTMA/203A rules apply), or none of the above). Item 49 (Relationship Code) shows a relationship code of F, L, or N for these individuals. Note that if such a person does not have an SSN, an SSN exception code must be entered.

RD = For Component 2 PRAC to PBRA RAD only. RAD resident at time of conversion. Note: For use only on the Conversion IC when eligibility under the noncitizen rule is unknown. Actual status is reported on the first AR or IR post-

FINAL PENDING OMB APPROVAL

	conversion. When RD is used, fill the Family Citizenship Eligibility (Item 114) field with "R". (4350.3 REV–1: Paragraph Exhibit 3–5, 3–12, Appendix 2)
Item 58 Immigration Numerator	If the family member has been assigned an Immigration Numerator by the U.S. Department of Homeland Security (DHS), enter this number. Note: The number may consist of both letters and numerals. Do not use dashes when entering this number. Family members who are 62 years of age or older and who are claiming status as an eligible noncitizen are not required to submit evidence beyond (1) a signed declaration of immigration status and (2) proof of age document.
Item 59 Age	Enter the age for each member of the household as of the effective date of this (re)certification. Age can be a factor in determining eligibility and allowances. (4350.3 REV–1: Paragraph 3–28.C)
Item 60 Work Codes	This Item needs to be filled in only if childcare or attendant care/auxiliary apparatus (ACAA) is required to enable an adult family member to work. The following codes are valid for this Item: C = Enter for each family member who is able to work because childcare is available. H = Enter for each family member who is able to work because attendant care or an auxiliary apparatus is available. CH = if both apply (4350.3 REV–1: Paragraphs 5–10.B & C)
Item 61 Household Member has a Mobility Disability?	If a household member has a mobility disability, enter a "Y" in this Item. Otherwise, leave blank. (4350.3 REV–1: Exhibit 2–2)

FINAL PENDING OMB APPROVAL

Item 62 Household Member has a Hearing Disability?	If a household member has a hearing disability, enter a "Y" in this Item. Otherwise, leave blank. (4350.3 REV–1: Exhibit 2–2)
Item 63 Household Member has a Visual Disability?	If a household member has a visual disability, enter a "Y" in this Item. Otherwise, leave blank. (4350.3 REV–1: Exhibit 2–2)
Item 64 Number of Family Members	The number of family members should add up to the number of individuals listed in Item 45 (Member Number) with the Relationship Code (Item 49) of H, S, K, D, or O. Do not include any members with the Relationship Code of F, L, or N.
Item 65 Number of Non-Family Members	Enter the number of household members with the code of F, L, or N in Item 49 (Relationship Code).
Item 66 Number of Dependents	Count the number of family members that have a code of D in Item 49 (Relationship Code). (4350.3 REV–1: Paragraph 5–10.A) Note: Do not include dependents under the age of 18 who have a Special Status (Item 53) code of C or CK.
Item 67 Number of Eligible Members	This Item is related to citizenship status. Enter the number of family members who are eligible to receive housing assistance (who have a Citizenship Code (Item 57) of EC, EN, or PV). This Item assists in determining whether the Assistance Payment (Item 133) needs to be prorated on this (re)certification. If there are both eligible and ineligible family members within the household, the Assistance Payment will need to be prorated. Note: See HUD Handbook 4350.3 REV–1: 3–12.B and Exhibits 3–12, 3–13, and 3–14 for more guidance regarding proration of assistance.

FINAL PENDING OMB APPROVAL

Item 68 Expected Family Addition	Enter the number of expected family additions. (4350.3 REV–1: Paragraph 3–6.E and 3–23.E)
Item 69 Expected Household Addition	Enter the number of expected household additions. (4350.3 REV–1: 3–23.E)

If this full (re)certification (MAT10) is not changing the Head of Household ID or the actual Head of Household as compared to a previously submitted full (re)certification (MAT10), leave Items 70 through 74 blank. Also leave these Items blank if the previous ID was 999999999, and a TRACS Temporary ID is now being used. See the MAT Guide, Basic Record field 4–9 for complete details.

Item 70 Previous Head Last Name	If this field is to be filled, it should be the last name exactly as submitted on the household's previous full (re)certification.
Item 71 Previous Head First Name	If this field is to be filled, it should be the first name exactly as submitted on the household's previous full (re)certification.
Item 72 Active Full Cert. Effective Date	If this field is to be filled, it should be the Transaction Effective Date submitted on the household's most recent full (re)certification (MAT10) that has been successfully stored in TRACS. Important Note: Do not attempt to correct incorrect Head of Household information on any earlier (re)certifications even if the data has been incorrect for many years. TRACS is not designed to deal with such changes.
Item 73 Previous Head ID	If this item is to be filled, it should be the Head ID Code submitted on the household's previous full (re)certification. Note: The Previous Head ID Code is the SSN or TRACS ID of the Head of Household reported on the previous full (re)certification.
Item 74 Previous Head Birth Date	If this field is to be filled, it should be the birth date exactly as submitted on the household's previous full (re)certification. This date must be in a MMDDYYYY format.

FINAL PENDING OMB APPROVAL

Section D. Income Information

Item 75 Member Number

This Item should be filled in only for family members who report income and should match the number assigned to each family member in Item 45 (Member Number), starting with the Head of Household "01". A separate line should be completed for each income source for each family member. This means the Head, "01", may be listed twice with two different income sources. This Item cannot be "00".

Item 76 Income Type Code

Corresponding with the member number in Item 75 (Member Number), fill in each source of income separately for each family member receiving income. Each income source should have its own income code. Use the following codes:

AD = Adoption Assistance Payments

B = Business (including distributed profits and net income from business) (Note: Use of this code is permitted where applicable only for certifications where 202D rules apply.)

CS = Child Support

EA = Excluded Asset

F = Federal Wages

G = General Assistance/Welfare

I = Indian Trust

M = Military Pay

N = Other Non-Wage source

PE = Pensions (this includes veteran pensions, military retirement, and income from all other pensions and annuities)

SH = Safe Harbor (this may be a mix of incomes from multiple sources; always list this Income Type under the Head of Household)

SI = Supplemental Security Income, SSI (this covers both personal benefit and State Supplements administered by the SS Administration)

FINAL PENDING OMB APPROVAL

SS = Social Security (both personal and dual entitlements)

T = TANF

U = Unemployment

W = Non-Federal Wage (includes salaries, tips, commissions, bonuses, and other income from employment)

Item 77 Verification Type

For each income type entered in Item 76 (Income Type Code), enter the method of verification. Each income source should have its own verification type code. Please use the following codes:

UIV = Upfront Income Verification

EIV = Enterprise Income Verification

TP = Third-Party Verification

SC = Self-Certification

OT = Other

TANFSH = Safe Harbor documentation from TANF

MASH = Safe Harbor documentation from Medicaid Assistance

SNAPSH = Safe Harbor documentation from SNAP

EITCSH = Safe Harbor documentation from Earned Income Tax Credit

LIHTCSH = Safe Harbor documentation from Low Income Housing Tax Credit

SSNPSH = Safe Harbor documentation from the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

SSISH = Safe Harbor documentation from Supplemental Security Income

OTSH = Safe Harbor documentation from other programs administered by the Secretary, other means tested forms of Federal public assistance for which HUD has established an MOU, or other Federal benefit determinations made by other means-tested Federal programs that the Secretary determines to have comparable

FINAL PENDING OMB APPROVAL

	reliability and announces through a *Federal Register* notice.
Item 78 Amount	Corresponding with the member number in Item 75, and the Income Type Code (Item 76), enter the amount received from each source of income separately for each family member receiving income. If the Income Type Code in Item 76 is "SH", there should be only one source of income listed for the entire family. Note: If a family member has no income, do not submit an Income Record for that individual.
Item 79 Total Earned Income	Include the total amounts of income from Item 76 (Income Type Code) that have the following codes. B = Business (applicable only if 202D rules apply to the certification) F = Federal Wages M = Military Pay W = Non-Federal Wage
Item 80 Total Pension Income	Include the total amounts of income from Item 76 (Income Type Code) that have the following codes: PE = Pensions SI = Supplemental Security Income SS = Social Security
Item 81 Total Public Assistance Income	Include the total amounts of income from Item 76 (Income Type Code) that have the following codes: G = General Assistance/Welfare T = TANF
Item 82 Total Other Income	Include the total amounts of income from Item 76 (Income Type Code) that have the following codes: AD = Adoption Assistance Payments CS = Child Support EA = Excluded Asset

FINAL PENDING OMB APPROVAL

I = Indian Trust

N = Other Non-Wage source

SH = Safe Harbor

U = Unemployment

Item 83 Total Non-Asset Income

Add all income amounts from Items 79 (Total Earned Income), 80 (Total Pension Income), 81 (Total Public Assistance Income), and 82 (Total Other Income).

Section E. Asset Information

Item 84 Member Number

This Item should be filled in only for family members who have assets and should match the number assigned to each family member in Item 45 (Member Number) starting with the Head of Household "01". A separate line should be completed for each asset for each family member. This means the Head, "01", may be listed twice with two different assets. This Item cannot be "00".

Item 85 Description

Enter all assets that are now owned, and those that have been disposed of for less than fair market value for the two years preceding the Effective Date (Item 15) of this (re)certification's.

Note: If the family has self-certified to having net family assets (see Item 97 (Cash Value of Net Family Assets)) that do not exceed $50,000 (as adjusted by inflation), the Owner's net family assets self-certification policy may still require the family to list each asset separately. Alternatively, the Owner's policy may relieve the family of the obligation of listing each asset separately, in which case the Owner will enter "SC" in the 01 line for this Item.

Item 86 Asset Type

For each listed asset, enter the appropriate code from the following list:

NPP = Necessary Personal Property

Note: List NPP assets only if they produce income, and the income produced is not excluded from the family's income.

FINAL PENDING OMB APPROVAL

NNPP = Non-Necessary Personal Property

Note: If a tenant has an ownership interest in a business, that interested is considered to be non-necessary personal property.

R = Real Property Suitable for Occupancy

O = Other Real Property

Note: At reexamination for Section 8, if the Owner is enforcing the asset limitation, and the family declares that they have a present ownership interest in real property, the Owner must determine whether the property qualifies for an exemption. If the property qualifies for an exemption, enter O; otherwise, enter R. If the property does not qualify for an exemption, then Item 99 (S8 Asset Exception) must be filled.

(Notice H 2023–10, Attachment A, paragraph A.4)

Item 87 Cash Value

Enter the cash value of each listed asset. The cash value of an asset is the market value of the asset minus any expenses that could occur by selling the asset or converting the asset into cash.

Enter a zero when the tenant has self-certified to having net family assets that do not exceed the Section 8 self-certification cap, and the Owner's net family assets self-certification policy does not require the family to provide the cash value.

Note: TRACS will not accept a negative value.

Item 88 Asset Income

Enter either the actual or imputed income for each listed asset.

If Item 85 (Description) is "SC", enter the income from the net family assets as self-certified by the family.

If the asset is a family's interest in a business, enter the net income to the family from the business.

Note: TRACS will not accept a negative value.

(MAT10 Section 5 Field 7)

FINAL PENDING OMB APPROVAL

Item 89 Income Type	Enter "I" if the income from the asset is imputed income. Enter "A" if the income from the asset is actual income.
Item 90 Verification Type	For each listed asset, assign a verification type code, selecting from the following list: TP = Third-Party Verification SC = Self Certification
Item 91 Status	There are only two codes allowed for this Item. Enter the appropriate code. C = Current (if the family still owns this asset) D = Divested (if the family has disposed of this asset within the last two years from the Effective Date (Item 15) of this re-certification for less than the FMV (fair market value) (4350.3 REV–1: Exhibit 5–2, Paragraph 5–7.G.8)
Item 92 Date Divested	If the status of an asset in Item 91 (Status) is "D", enter the date the asset was disposed of for less than fair market value, if applicable. Enter the date as MMDDYYYY. Otherwise, leave blank.

NOTE: For Items 93-103, refer to Notice H 2023–10.

Item 93 Cash Value of Assets	Total the cash value of each asset (from Item 87) that is listed in Section E.
Item 94 Total NNPP	Total the cash value of all assets with the code NNPP in Item 86 (Asset Type).
Item 95 NNPP Exclusion Limit	Enter the dollar amount above which the total value of all assets characterized as NNPP are included in income. (This value is adjusted annually for inflation.)
Item 96 Federal tax refund/credit	At the time of the annual or interim reexamination of income, if the family received a Federal tax refund or credit during the 12-month period preceding the effective date of the reexamination, then the amount of the refund is subtracted from the total value of

FINAL PENDING OMB APPROVAL

net family assets. Enter the dollar amount of any Federal tax refund or credit.

Note: The value of State and/or local tax refunds and/or credits is not subtracted from the total value of net family assets.

Item 97 Cash Value of Net Family Assets

Cash Value of Net Family Assets is calculated by taking the Cash Value of Assets (Item 93) and subtracting:

- The total cash value of necessary personal property (code NPP for Item 86 (Asset Type));
- The total cash value of non-necessary personal property (Item 94 (Total NNPP)), but only if the dollar amount of Item 94 is less than or equal to the dollar amount in Item 95 (NNPP Exclusion Limit); and
- The value of any Federal tax refund/credit (Item 96).

Item 98 Asset Cap

For Section 8 only, enter the dollar amount of the asset cap. (This value is adjusted annually for inflation.)

Item 99 S8 Asset Exception

If an Owner has adopted an Asset Limit Enforcement (Item 44) policy and exceptions to that policy, and the family owns disqualifying net family assets:

- Enter "Y" if the family qualifies for an exception.
- Enter "N" if the family does not qualify for an exception.
- Leave the field blank if not applicable to the family.

(Exceptions are discussed in Notice H 2023–10, Attachment A, paragraph A.3.d.)

Item 100 Actual Asset Income

Total the actual yearly income amount for all assets with a code of A in Item 89 (Income Type).

FINAL PENDING OMB APPROVAL

Item 101 Passbook Rate	Enter the HUD Passbook rate in effect at the Effective Date (Item 15) of this certification. Refer to HUD's Annual Inflationary Adjustments & Passbook Rate Web page: https://www.huduser.gov/portal/datasets/inflationary-adjustments-notifications.html.
Item 102 Imputed Asset Income	Total the imputed income from all assets with a corresponding code of "I" in Item 89 (Income Type). Note: The rule for imputing income from assets does not apply to the BMIR program.
Item 103 Total Asset Income	Enter the total of Items 100 (Actual Asset Income) and 102 (Imputed Asset Income).

Section F. Allowances & Rent Calculations

Item 104 Total Annual Income	The sum of Items 83 (Total Non-Asset Income) and Item 103 (Total Asset Income).

Note: For Items 105 through 107, the amounts entered are determined by family size. Read the text between Field 39 and Field 40 in the MAT10 Section 2: Basic Record in Chapter 6 of the MAT User Guide and refer to the Web page http://www.huduser.org/portal/datasets/il.html **to find the applicable Income Limits.**

Item 105 Low-Income Limit	The low-income limit is 80 percent of the area median income, as determined by HUD (except see the notes below). **BMIR Tenants:** Enter the amount of the HUD-issued BMIR income limit, which is 95 percent of the median income for the area. If Item 104 (Total Annual Income) is greater than Item 105 (Low-Income Limit) and this is a: 1. Move-In: The applicant may not be admitted to a BMIR unit (even if the applicant is willing to pay Market Rent). 2. Recertification: The tenant must pay the BMIR Market Rent. **All Other Tenants:** Enter the amount of the HUD-issued low-income limit. If Item 104 (Total Annual Income) is greater than Item 105 (Low-Income Limit), it must be

FINAL PENDING OMB APPROVAL

	determined whether this applicant can be admitted based on the HUD regulations. (4350.3 REV–1: Figure 3–3) Note: Refer to the 4350.3 REV–1: Paragraphs 3–7 and 3–8 for guidance with regard to exceptions and the admission of over-income applicants.
Item 106 Very Low–Income Limit	The very low–income limit is based on 50 percent of the area median income, as determined by HUD. (4350.3 REV–1: Figure 3–3)
Item 107 Extremely Low–Income Limit	The extremely low–income limit is first calculated as 30/50ths (60 percent) of the Section 8 very low–income limit. This amount is then compared with the appropriate poverty guideline; if the poverty guideline is higher, then that value is chosen. If the poverty guideline is above the very low–income limit at that family size, then the extremely low–income limit is set at the very low–income limit, because the extremely low–income limit is capped at the very low–income level. (4350.3 REV–1: Figure 3–3 and Paragraph 4–5)
Item 108 Current Income Status	This Item should be filled in only for Section 8 tenants. If this is not a Section 8 tenant, leave blank. Compare the Total Annual Income (Item 104) to the Income Limits entered in Items 105 (Low-Income Limit), 106 (Very Low–Income Limit), and 107 (Extremely Low–Income Limit). If Item 104 is less than or equal to Item 107, enter “3”, Extremely Low–Income. If Item 104 is greater than Item 107, but less than or equal to Item 106, enter ‘2”, Very Low–Income. If Item 104 is greater than Item 106, enter “1”, Low Income.

FINAL PENDING OMB APPROVAL

Note: If code "1" was entered for an MI or an IC, and Item 110 is code "2" (Post 1981), this tenant can receive Section 8 only if the HUD Field Office has reviewed and approved an exception to the income-eligibility requirements.

Item 109 Eligibility Universe Code

This Item should be filled in only for Section 8 tenants. If this is not a Section 8 tenant, leave blank.

If the HAP Contract for this unit was effective before 10/1/81 or if the contract is a Component 1 PH to PBRA RAD conversion, enter the code "1". If the HAP Contract was effective on or after 10/1/81 (Post-1981), enter the code "2" for this Item.

(4350.3 REV–1: Paragraph 3–7.A and 3–7.B)

Item 110 Sec. 8 Assist.1984 Indicator

If the Eligibility Universe Code (Item 109) is "2" (Post-1981), and the Current Income Status (Item 105) is "1" (Low-Income), enter "Y" if the tenant began receiving Section 8 assistance on or after July 1, 1984.

Otherwise, leave blank.

Item 111 Income Exception Code

Enter one of the following Income Exception Codes, if Item 108 (Current Income Status) is "1" and Item 109 (Eligibility Universe Code) is "2". Otherwise, leave blank. Also leave blank for a Component 1 Public Housing to PBRA RAD contract.

Indicate the HUD exception for which this family is (MI or IC) or was (AR or IR) eligible. These include:

CV = The Tenant:

1. Was converted from RAP or Rent Supplement; or
2. Received (or will now begin to receive) Section 8 because of a sale of a HUD-owned project.

EDT = HUD-approved exception for an in-place tenant who would otherwise be

FINAL PENDING OMB APPROVAL

displaced as described in the 4350.3 REV–1: Paragraph 3–7.D.

EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception.

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.

EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in the 4350.3 REV–1: Paragraph 3–7.D.

(4350.3 REV–1: Paragraph 3–7.D)

Item 112 Police/Security Tenant

If the Owner has received permission from HUD to admit over-income police or security personnel, enter "Y". Otherwise, leave blank. Income limits do not apply for this tenant, and the Total Tenant Payment must be at least what the tenant would pay if assisted.

(4350.3 REV–1: Paragraph 3–8.D and 5–27)

Note: The Owner is not entitled to vacancy claim payments for the period following occupancy by a police officer or security personnel.

Item 113 Survivor of Qualifier

If the current Head of Household does not meet the eligibility requirements 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, enter "Y".

Otherwise, leave blank.

(4350.3 REV–1: Paragraph 3–16)

Item 114 Family Citizenship Eligibility

Enter one of the following codes for tenants with a project MI date on or after 6/19/95:

N = Assistance Type is not subject to the Noncitizen Rule.

E = All members of the family are eligible under the Noncitizen Rule. The family

FINAL PENDING OMB APPROVAL

receives full assistance. No members have a PV status under Item 57 (Citizenship Code).

C = Continued Assistance. The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Noncitizen Rule.

P = Prorated Assistance. The family qualifies for and receives prorated assistance under the Noncitizen Rule, because only some of the family members are eligible for assistance.

Note: A member with an eligibility code of PV under Item 57 (Citizenship Code) will be counted as eligible. A member with a code of ND under Item 57 will be counted as ineligible.

F = Full Assistance while the verification of eligibility is pending. A family is in this status if all members are eligible for assistance or have submitted documentation, but the verification process is not yet complete (code PV under Item 57 (Citizenship Code)) when the family moves in. At least one member must be eligible. If any member is ineligible or has an ND eligibility code, use the Prorated Assistance Code (P), not Full Assistance.

R = For a PBRA RAD for PRAC Conversion Tenant Only. Used only on the RAD Conversion IC (or IC created when a relocated resident returns to the property before the first AR is due) when eligibility under the Noncitizen Rule is unknown. The Owner/Agent is required to implement steps to comply with the Noncitizen Rule.

T = Temporary Deferral of Termination. The family, currently receiving full assistance, is found to be ineligible for assistance under the Noncitizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status instead. Tenants with this code receive full assistance. This code should be used only for tenant households meeting the exception to the 18-

FINAL PENDING OMB APPROVAL

month deferral period. Also, refer to the 4350.3 REV–1: Paragraph 3–12.Q.3

Note: If the family receiving assistance on June 19, 1995, includes a refugee under Section 207 of the Immigration and Nationality Act, or an individual seeking asylum under Section 208 of that Act, a deferral can be given to the family, and there is no time limitation on the deferral period. The 18-month deferral limitation does not apply.

(4350.3 REV–1: Paragraph 3–12 and Glossary)

For Items 115 (Dependent Deduction) through 127 (Adjusted Annual Income), leave blank if this is a BMIR (re)certification.

Item 115 Dependent Deduction

Multiply the Number of Dependents listed in Item 66 (Number of Dependents) by the appropriate dependent deduction in effect at the Effective Date (Item 15) of this certification. Refer to the Annual Inflationary Adjustments & Passbook Rate Web pate: https://www.huduser.gov/portal/datasets/inflationary-adjustments-notifications.html.

Note that for certifications following 202D rules, the Dependent Deduction value is $480.

Note: Dependents are children under the age of 18 (excluding foster children) and other family members over the age of 18 who are full-time students or disabled. However, a dependent with a code of “C” enter in Item 53 (Special Status) is not counted as a dependent.

Item 116 Childcare (work)

Enter the childcare expense incurred that enables a family member to work or seek work. Include only expenses incurred for the care of children who are under the age of 13, including foster children. However, the allowable expense cannot exceed the amount earned as the result of the childcare provided.

If a full-time student who is not the Head, Co-Head, or Spouse is claiming childcare to work, the associated childcare allowance is restricted to the lesser of the actual amount or

FINAL PENDING OMB APPROVAL

	the income exclusion for earned income of the dependent full-time student in effect at the time of this recertification. To determine the deduction amount effective at the time of this certification, see the Annual Inflationary Adjustments & Passbook Rate Web page: https://www.huduser.gov/portal/datasets/inflationary-adjustments-notifications.html.
Item 117 Childcare (school)	This Item relates to expenses incurred when an adult family member is attending school. Include only expenses incurred for the care of children who are under the age of 13, including foster children.
Item 118 Childcare (hardship)	Enter the amount of childcare expense allowed based on an approved hardship exemption* even when no family member is working, seeking work, or attending school. To be eligible for the childcare expenses hardship, the family must have previously been taking advantage of the childcare expenses deduction. *Ending the expense deduction would result in a financial hardship as defined in the Owner's written policy. This deduction does not apply to certifications following 202D rules.
Item 119 Expense Deduction % of Income	To determine the health/medical/attendant care and auxiliary apparatus (ACAA) expense deduction, enter either .05, .075, or .10 (5%, 7.5%, or 10%, respectively) if the family qualifies for phased-in relief depending on where they are in the phase-in schedule. If the certification follows 202D rules, enter .03 (3%). If the family is ineligible for phased-in relief, but is eligible for hardship relief, enter .05 (5%). According to the Owner's written policy, hardship relief exemptions may be extended for one or more additional 90-day periods.

FINAL PENDING OMB APPROVAL

If the family is ineligible for either a health/medical/ACAA expense deduction or a hardship relief exemption, enter .1 (10%).

Item 120 Expense Deduction Amount

Multiply the amount listed in Item 104 (Total Annual Income) by the value entered in Item 119 (Expense Deduction % of Income).

Item 121 ACAA Expense

If there are no disability expenses, enter zero in this Item. Otherwise, enter the dollar amount of ACAA expenses that the family incurs to enable a family member 18 years of age or older (see Item 59 (Age)), including the family member who is a person with disabilities, to be employed.

Note: If 202D rules apply to the certification, a foster child or adult counts as a family member. If 203A/HOTMA rules apply to the certification, fosters are not considered family.

Note: If an amount has been entered in this Item 121, an "H" must be entered into Item 53 (Special Status) for at least one family member.

Item 122 ACAA Deduction

Enter zero in this Item if the amount in Item 121 (ACAA Expenses) is zero.

The disability expense deduction is the eligible amount that exceeds the appropriate percentage of the family's annual income.

If Item 121 (ACAA Expenses) is less than Item 120 (Expense Deduction Amount), enter zero.

If Item 121 (ACAA Expenses) is greater than Item 120 (Expense Deduction Amount), enter the lesser of:

- Item 121 minus Item 120; or
- The Total Earned Income (Item 79) of the person with disabilities and/or other family members 18 years of age or older who are able to work due to the availability of the attendant care or auxiliary apparatus.

FINAL PENDING OMB APPROVAL

Important: When the same provider takes care of a person with disabilities over the age of 12 and other children, age 12 and under, in the same family, the Owner/Agent must prorate the total cost and allocate a specific cost to attendant care. The sum of both (Item 116) (Childcare (work)) and Item 121 (ACAA Expenses) cannot exceed the Total Earned Income (Item 79) of the family member enabled to work.

Item 123 Health/Medical Expense

The deduction of health and medical expenses is permitted for elderly and disabled families. A family is determined to be elderly or disabled if the Head (H), Spouse (S), or Co-Head (K) is at least 62 years or older on the Effective Date (Item 15) of (re)certification or is a person with disabilities.

If medical expenses are determined to be an allowable deduction, include the unreimbursed health and medical care expenses for all family members (see Item 64 (Number of Family Members)). If not, enter zero.

Item 124 Health/Medical Expense Deduction

Enter zero in this Item if the amount in Item 123 (Health/Medical Expenses) is zero.

The health/medical expense deduction is the eligible amount that exceeds the appropriate percentage of the family's annual income.

If Item 123 (Health/Medical Expenses) is less than Item 120 (Expense Deduction Amount), enter zero.

If Item 123 is greater than Item 120, subtract the amount in Item 120 from the amount in Item 123, and enter the result in this Item.

If an elderly/disabled family has both unreimbursed medical expenses and eligible disability expenses, a special calculation is required to ensure that the family's percentage of income amount is applied only one time. Choose the applicable situation below to determine the amount entered:

FINAL PENDING OMB APPROVAL

	If Item 121 (ACAA Expenses) is greater than or equal to Item 120 (Expense Deduction Amount), enter the amount from Item 123 in this Item; or If Item 121 (ACAA Expenses) is less than Item 120 (Expense Deduction Amount), use the following calculation to determine the amount to be entered in this Item: (Item 123 (Health/Medical Expenses) + Item 121 (ACAA Expenses) – Item 120 (Expense Deduction Amount). Note: If the result is negative, enter zero in this Item.
Item 125 Elderly/Disabled Family Deduction	If the Head, Co-Head, or Spouse has a code of "E" for Elderly (meaning 62 or older) or "H" for Disabled entered in Item 53 (Special Status), the family is entitled to the elderly/disabled family deduction. To determine the elderly/disabled family deduction amount effective at the time of this certification, see the Annual Inflationary Adjustments & Passbook Rate Web page: https://www.huduser.gov/portal/datasets/inflationary-adjustments-notifications.html.
Item 126 Total Deductions	Add the following Items and enter the total amount: Item 115 (Dependent Deduction) Item 116 (Childcare (work)) Item 117 (Childcare (school)) Item 118 (Childcare (hardship)) Item 122 (ACAA Deduction) Item 124 (Health/Medical Deduction) Item 125 (Elderly/Disabled Family Deduction)
Item 127 Adjusted Annual Income	Subtract Item 126 (Total Deductions) from Item 104 (Total Annual Income). If Item 126 (Total Deductions) is greater than or equal to Item 104 (Total Annual Income), enter zero.
Item 128 Total Tenant Payment	The Total Tenant Payment (TTP) is the amount a tenant is expected to contribute for rent and utilities. The TTP for Section 8,

FINAL PENDING OMB APPROVAL

PAC, PRAC, 811 PRA Demo, and SPRAC properties is based on the family's income. For Section 236 and BMIR tenants, enter zero or leave blank.

For Section 8, PRAC, PAC, 811 PRA Demo, and SPRAC, the Total Tenant Payment (TTP) is the greater of:

– 30% of monthly adjusted income;

– 10% of monthly gross income;

– Welfare rent (welfare recipients in as-paid localities only); or

– $25 minimum rent (Section 8 only).

For PRAC, enter TTP even if it is greater than the Operating Rent (Gross Rent).

(4350.3 REV–1: Paragraph 5–25, Figure 5–6, Exhibit 5–8)

Note: For Section 8 tenants, if the Family Citizenship Eligibility (Item 114) is "P", the Assistance Payment (Item 133), TTP, Tenant Rent (Item 131), and Utility Reimbursement (Item 132), if applicable, will be prorated amounts.

Item 129 Rent Override

Enter "Y" if the normal rent calculations have been overridden for this (re)certification. Otherwise, leave blank.

See also the *Calculating Tenant Rent* spreadsheet (203A CalculatingTenantRent.xlsx) for how overrides affect calculations. The spreadsheet is located on the TRACS Web page. Click on "TRACS Documents," then click on "TRACS 203A Final Industry Specification Documents."

Item 130 TTP Before Override

If this is a rent override situation (Item 129 (Rent Override) is set to "Y") and the rent calculation involves TTP, enter the TTP that would normally be calculated without the override. Otherwise, leave blank.

Item 131 Tenant Rent

For Section 8, Section 202/162 PAC, Section 202/811 PRAC, 811 PRA Demo, and SPRAC

FINAL PENDING OMB APPROVAL

tenants, Tenant Rent (TR) is the portion of the TTP the tenant pays each month to the Owner for rent.

When utilities are paid by the Owner, the Tenant Rent (TR) will equal the TTP (Item 128). If all or part of the utilities are paid by the tenant, the TR and TTP will not be the same amount. The TR will equal the TTP (Item 128) minus the Utility Allowance (Item 39). If the Utility Allowance (UA) is more than the TTP, enter zero in this Item and complete Item 132 (Utility Reimbursement).

Section 236

For Section 236 where all utilities are included in the rent, enter the greater of Total Annual Income (Item 104) or Contract Rent (Item 38).

For Section 236 where there is a utility allowance, enter the greater of:

- Total Annual Income (Item 104) divided by 12 (months) times 0.30 minus Utility Allowance (Item 39);
- Total Annual Income (Item 104) divided by 12 (months) times 0.25; or
- Contract Rent (Item 38).

Note: For Section 236, the Tenant Rent must not exceed the 236 BMIR/Market Rent (Item 37).

BMIR

For BMIR, the Tenant Rent is the BMIR Rent (Item 36). If the household annual income is greater than the BMIR income limit, then the Tenant Rent is 110 percent of the BMIR Rent.

For Section 236 and BMIR tenants, see 4350.3 REV–1: Paragraph 5–29.

(4350.3 REV–1: Paragraphs 5–26 and 5–29)

Note: For Section 8 tenants, if the Family Citizenship Eligibility (Item 114) is “P”, the Assistance Payment (Item 133)), Total Tenant Payment (Item 128), Tenant Rent, and Utility

FINAL PENDING OMB APPROVAL

	Reimbursement (Item 132), if applicable, will be prorated amounts.
Item 132 Utility Reimbursement	If the Utility Allowance (Item 39) exceeds the Total Tenant Payment (Item 128), subtract the TTP from the UA and enter the difference. For Section 236, BMIR, and Market tenants, enter zero or leave blank. (4350.3 REV–1: Paragraph 5–26.C) Note: For Section 8 tenants, if the Family Citizenship Eligibility (Item 114) code is "P", the Assistance Payment (Item 133), Total Tenant Payment (Item 128), Tenant Rent (Item 131), and Utility Reimbursement (UR), if applicable, will be prorated amounts.
Item 133 Assistance Payment	Enter the amount the Owner bills HUD on behalf of the tenant living in a Section 8, 202/162 PAC, 202/811 PRAC, 811 PRA Demo, or SPRAC property. To determine the Assistance Payment amount, subtract the TTP (Item 128) from the Gross Rent (Item 40). If the TTP is greater than or equal to the GR, enter zero in this Item, except for a PRAC tenant or a tenant under a Section 8 Component 1 RAD Conversion contract. For these tenants, enter the Assistance Payment amount, even if the amount is a negative number (e.g., –75 or (75)). For all other tenants, enter zero or leave blank. If Assistance Payment is zero and this is not a PRAC or a Section 8 Component 1 RAD Conversion tenant, the assistance to the tenant must be terminated. (4350.3 REV–1: Paragraph 5–26.B) Enter zero for BMIR and Section 236. Note: For Section 8 tenants, if the Family Citizenship Eligibility (Item 114) code is "P", the Assistance Payment, Total Tenant Payment (Item 128), Tenant Rent (Item 131), and Utility Reimbursement (Item 132), if applicable, will be prorated amounts.

FINAL PENDING OMB APPROVAL

Item 134 Welfare Rent

In states or localities that have "As-Paid" Public Benefit programs, the welfare rent is the maximum amount the welfare department can pay for shelter and utilities for a family of that size. This amount may be different from the amount of public assistance that the family is actually receiving. If not applicable, enter zero.

(4350.3 REV–1: Paragraph 5–6.K and 5–26.E)

Item 135 Rent Hardship Exemption

Applies to Section 8 Only. This is an exemption from the $25 minimum rent requirement for a tenant that is unable to pay the Section 8 Minimum Rent due to a long-term or short-term financial hardship. The following are valid codes for this Item:

1 = The family has lost Federal, State, or Local government assistance or is waiting for an eligibility determination.

2 = The family would be evicted if the Minimum Rent requirement was imposed.

3 = The family income has decreased due to a change in circumstances, including but not limited to loss of employment.

4 = A death in the family has occurred.

5 = Other applicable situations as determined by HUD have occurred.

(4350.3 REV–1: Paragraph 5–26.D)

Note: If the hardship is determined to be long-term, the Owner/Agent must recertify the tenant every 90 days while the hardship lasts to verify that circumstances have not changed.

Item 136 Eligibility Check Not Required

Applies only to Move-in or Initial Certifications.

If this certification is not a Move-In (MI) or Initial Certification (IC), or if eligibility is being checked, leave blank. Otherwise, enter "Y", meaning eligibility is not required to be checked on this certification.

FINAL PENDING OMB APPROVAL

Examples of situations where the use of the "Y" designation is appropriate:

1. If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (4350.3 REV–1: Paragraph 2–32.C.1.a), eligibility is not checked on the MI certification.
2. For a contract combination, the tenant is first suspended from the old contract (Suspension code "CC" in Item 22 of the 50059–A), and an IC is done for the new contract. Eligibility is not checked on the IC.
3. Under the 4350.3 REV–1: Paragraph 7–12.B.3, an Owner must terminate assistance for a tenant who fails to respond to a notice to provide information about changes in composition or income (Termination code "FR" in Item 22 of the 50059–A). When the tenant submits the information, their assistance is reinstated (IC), and their rent is reduced on the first of the following month. Eligibility is not checked on this IC.
4. For 100 percent Section 8 properties, if an in-place tenant's assistance is terminated due to an increase in income and the tenant's income subsequently decreases to the point that the tenant is again eligible for assistance, the tenant will be recertified (IC) and begin to receive assistance. The tenant's income eligibility does not need to be determined again.
5. PDD—Presidentially Declared Disaster
6. The first certification submitted (Conversion IC) for a resident in place when a PBRA RAD Contract is effective.
7. An IC that is created to allow a RAD PBRA tenant to return to the property when the tenant was relocated to another property during rehabilitation.
8. An IC created for a Component 1 RAD PBRA tenant when the Assistance

FINAL PENDING OMB APPROVAL

Payment (Item 133) determined under TRACS 202D was zero or negative and under TRACS 203A the resident must be "established" in TRACS.

9. MI for a Component 1 RAD PBRA tenant who is temporarily relocated to the property from another Section 8 property due to a disaster or during rehabilitation of the other Section 8 property.
10. A household moves to a different contract under the Section 8(bb) rules.

These are not Eligibility Waivers (see Item 137).

Item 137 Eligibility Waiver

This Item relates to eligibility waivers granted by HUD Headquarters or the HUD Field Office. Leave blank if not applicable. Otherwise, this Item should be completed using the following waiver code types:

AGE = Age waiver for an elderly property

INC = Income (for assistance types other than Section 8)

NEAR = Near Elderly

DSBL = Waiver for non-disabled person to move into a property for the disabled (e.g., 811 PRAC)

OTH = Other waiver not covered by the above codes

If more than one waiver applies, pick the first code that applies.

Note: Proper documentation received from the local HUD Field Office or HUD Headquarters must be kept in the tenant file.

Item 138 Extenuating Circumstances Code

Leave blank if the tenant has signed this (re)certification. If the tenant has not signed this (re)certification, this Item must be filled in with one of these codes:

1 = Medical

2 = Late annual (re)certification due to accommodation or extenuating circumstances

FINAL PENDING OMB APPROVAL

3 = Late annual (re)certification due to Owner/Agent delay

4 = Late annual (re)certification due to third-party delay (for example, a guardian)

5 = Military Deployment

6 = Eviction In Progress

7 = Court order

8 = No Signature Required (retroactive Gross Rent (Item 40) change done after a Move-Out or a Gross Rent correction to a previously transmitted 50059 where there are no changes to the TTP (Item 128), Tenant Rent (Item 131), or Utility Allowance (Item 39)).

Note: This code 8 is to be used whenever a full certification for a moved-out tenant is corrected by a Gross Rent change, even in cases where a code 9 would normally be used. (A tenant signature will never be obtained if the tenant has moved out.)

9 = No signature required for 60 days (based on anticipated voucher date). An example would be a retroactive Gross Rent change causing a correction to a previously transmitted 50059, where there is a change to the TTP (Item 128(=), Tenant Rent (Item 131), or Utility Allowance (Item 39). A signature is required, but the certification may be transmitted immediately, and the signature collected within 60 days.

10 = Other

11 = RAD tenant not required to or unable to sign. Primarily used when a resident has been relocated for a property rehabilitation before the contract effective date and the Conversion IC must be submitted to TRACS, establishing the resident's right to return.

When the tenant is able to sign, submit a corrected (re)certification with the tenant's signature, and leave this Item blank.

Item 139 OA % Change Rounding

When calculating a percentage change in annual adjusted income, Owners/Agents may

FINAL PENDING OMB APPROVAL

	round to either 0 or 2 decimals. Fill with the value that corresponds to the Owner's policy: 0 for 0-digit rounding (for example, 10%) 2 = 2-digit rounding (for example, 9.99%)
Item 140 OA Adjusted Income Decrease %	2 decimal places (Item 139) assumed. Fill with the value that the Owner/Agent uses to decide whether an IR reporting an adjusted income decrease is required. For example, 3.50 percent or 9.00 percent. Note: This Item may not exceed 10 percent.

FINAL PENDING OMB APPROVAL