Voucher Adjustment Examples - TRACS 203A
Supplement to MAT Guide, Appendix B
Last Updated: 11/13/2024

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Adjustments to Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. xxxx-xxxx
(xx/xx/xxxx)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
3/2013	Shady Valley Apartments	999XX000	XX000000000	Section 8

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
Normal Move-In	101	New	Y	MI	1/12/13	350	1/12/13	2/28/13	20	11.29	1	350			576	576	576
Normal Move-Out	102	Prior		AR	10/1/12	500	1/1/13	2/28/13			2	500			-1,000		-1,000
Normal Move-Out	102	New		AR	10/1/12	500	1/1/13	1/4/13	4	16.13					65		65
Normal Move-Out	102	New	Y	MO	1/4/13	0	1/5/13	2/28/13	27	0.00	1	0			0	-935	0
Normal Termination	103	Prior		IR	6/1/12	125	1/1/13	2/28/13			2	125			-250		-250
Normal Termination	103	New		IR	6/1/12	125	1/1/13	1/15/13	15	4.03					60		60
Normal Termination	103	New	Y	TM	1/15/13	0	1/16/13	2/28/13	16	0.00	1	0			0	-190	0
DS Termination	104	Prior		MI	12/18/12	380	12/18/12	2/28/13	14	12.26	2	380			-932		-932
DS Termination	104	New	Y	TM-D	12/18/12	0	12/18/12	12/31/12	14	0.00					0		0
DS Termination	104	New	Y	IC	1/1/13	380	1/1/13	2/28/13			2	380			760	-172	760
Normal Unit Transfer	105	Prior		AR	10/1/12	318	1/1/13	2/28/13			2	318			-636		-636
Normal Unit Transfer	105	New		AR	10/1/12	318	1/1/13	1/12/13	12	10.26					123		123
Normal Unit Transfer	105	New	Y	UT-O	1/12/13	0	1/13/13	2/28/13	19	0.00	1	0			0	-513	0
Normal Gross Rent Change	106	Prior		AR	5/1/12	415	11/1/12	2/28/13			4	415			-1,660		-1,660
Normal Gross Rent Change	106	New		AR	5/1/12	415	11/1/12	11/11/12	11	13.83					152		152
Normal Gross Rent Change	106	New	Y	GR	11/12/12	418	11/12/12	2/28/13	19	13.93	3	418			1,519	11	1,519
Multiple Retro Corrections	107	Prior		AR	5/1/12	228	5/1/12	6/17/12			1	228	17	7.60	-357		-357
Multiple Retro Corrections	107	Prior		GR	6/18/12	230	6/18/12	11/11/12	13	7.67	4	230	11	7.67	-1,104		-1,104
Multiple Retro Corrections	107	Prior		GR	11/12/12	232	11/12/12	11/30/12	19	7.73					-147		-147
Multiple Retro Corrections	107	Prior		IR	12/1/12	250	12/1/12	2/28/13			3	250			-750		-750
Multiple Retro Corrections	107	New	Y	AR*	5/1/12	230	5/1/12	6/17/12			1	230	17	7.67	360		360
Multiple Retro Corrections	107	New	Y	GR*	6/18/12	232	6/18/12	11/11/12	13	7.73	4	232	11	7.73	1,113		1,113
Multiple Retro Corrections	107	New	Y	GR*	11/12/12	234	11/12/12	11/30/12	19	7.80					148		148
Multiple Retro Corrections	107	New	Y	IR*	12/1/12	252	12/1/12	2/28/13			3	252			756	19	756
Normal Unit Transfer	108	New	Y	UT-I	1/13/13	323	1/13/13	2/28/13	19	10.42	1	323			521	521	521
									12. Totals for this page							-683	-683

Example: Insertion of a retroactive IR that does not impact subsequent certifications

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	GR	2/1/10	627	
2	AR	9/1/10	355	
3	AR*	9/1/10	505	
4	IR	10/1/10	627	
5	IR	3/1/10	505	5/2011
6	GR	2/1/11	651	5/2011

Adjustments

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
5/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		GR	2/1/10	627	3/1/10	8/31/10			6	627			-3,762		
		Prior		AR*	9/1/10	505	9/1/10	9/30/10			1	505			-505		
		Prior		IR	10/1/10	627	10/1/10	4/30/11			7	627			-4,389		
		New	Y	IR	3/1/10	505	3/1/10	8/31/10			6	505			3,030		
		New		AR*	9/1/10	505	9/1/10	9/30/10			1	505			505		
		New		IR	10/1/10	627	10/1/10	1/31/11			4	627			2,508		
		New	Y	GR	2/1/11	651	2/1/11	4/30/11			3	651			1,953	-660	

Example: Changing Move-Out Date to the Following Month

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	1/1/10	500	1/2010
2	AR	1/1/11	600	1/2011
3	MO	12/23/10	0	2/2011
4	AR*	1/1/10	500	3/2011
5	AR*	1/1/11	600	3/2011
6	MO*	1/6/11	0	3/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
2/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/10	500	12/1/10	12/31/10			1	500			-500		
		Prior		AR	1/1/11	600	1/1/11	1/31/11			1	600			-600		
		New		AR	1/1/10	500	12/1/10	12/23/10	23	16.13					371		
		New	Y	MO	12/23/10	0	12/24/10	1/31/11	8	0.00	1	0			0	-729	

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
3/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/10	500	12/1/10	12/23/10	23	16.13					-371		
		Prior		MO	12/23/10	0	12/24/10	2/28/11	8	0.00	2	0			0		
		New		AR*	1/1/10	500	12/1/10	12/31/10			1	500			500		
		New	Y	AR*	1/1/11	600	1/1/11	1/6/11	6	19.35					116		
		New	Y	MO*	1/6/11	0	1/7/11	2/28/11	25	0.00	1	0			0	245	

Example: Changing Move-Out Date to the Previous Month

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	1/1/10	500	1/2010
2	AR	1/1/11	600	1/2011
3	MO	1/6/11	0	3/2011
4	MO*	12/23/10	0	4/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:					3. FHA / EH / Non-Insured Proj. No:		4. Section 8 / PAC / PRAC Contract No:					5. Type of Subsidy:	
3/2011															
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month	Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/11	600	1/1/11	2/28/11			2	600			-1,200		
		New		AR	1/1/11	600	1/1/11	1/6/11	6	19.35					116		
		New	Y	MO	1/6/11	0	1/7/11	2/28/11	25	0.00	1	0			0	-1,084	

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:					3. FHA / EH / Non-Insured Proj. No:		4. Section 8 / PAC / PRAC Contract No:					5. Type of Subsidy:	
4/2011															
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month	Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/10	500	12/1/10	12/31/10			1	500			-500		
		Prior		AR	1/1/11	600	1/1/11	1/6/11	6	19.35					-116		
		Prior		MO	1/6/11	0	1/7/11	3/31/11	25	0.00	2	0			0		
		New		AR	1/1/10	500	12/1/10	12/23/10	23	16.13					371		
		New	Y	MO*	12/23/10	0	12/24/10	3/31/11	8	0.00	3	0			0	-245	

Example: Transfer Correction to a Different Unit on an Earlier Date

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	1/1/11	600	1/2011
2	101	UT	3/10/11	620	5/2011
3	104	UT*	3/5/11	615	6/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
5/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	1/1/11	600	3/1/11	4/30/11			2	600			-1,200		
	100	New		AR	1/1/11	600	3/1/11	3/9/11	9	19.35					174		
	100	New	Y	UT-O	3/9/11	0	3/10/11	4/30/11	22	0.00	1	0			0	-1,026	
	101	New	Y	UT-I	3/10/11	620	3/10/11	4/30/11	22	20.00	1	620			1,060	1,060	

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
6/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	1/1/11	600	3/1/11	3/9/11	9	19.35					-174		
	100	Prior		UT-O	3/9/11	0	3/10/11	5/31/11	22	0.00	2	0			0		
	100	New		AR	1/1/11	600	3/1/11	3/4/11	4	19.35					77		
	100	New	Y	UT-O*	3/4/11	0	3/5/11	5/31/11	27	0.00	2	0			0	-97	
	101	Prior		UT-I	3/10/11	620	3/10/11	5/31/11	22	20.00	2	620			-1,680		
	101	New		UT-I	3/10/11	0	3/10/11	5/31/11	22	0.00	2	0			0	-1,680	
	104	New	Y	UT-I*	3/5/11	615	3/5/11	5/31/11	27	19.84	2	615			1,766	1,766	

Example: GR Correction to Later Date with an IR in between

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	1/1/11	600	1/2011
2	100	GR	4/27/11	605	6/2011
3	100	IR	5/1/11	590	6/2011
4	100	AR*	1/1/11	600	7/2011
5	100	IR*	5/1/11	585	7/2011
6	100	GR*	5/3/11	590	7/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
6/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	1/1/11	600	4/1/11	5/31/11			2	600			-1,200		
	100	New		AR	1/1/11	600	4/1/11	4/26/11	26	20.00					520		
	100	New	Y	GR	4/27/11	605	4/27/11	4/30/11	4	20.17					81		
	100	New	Y	IR	5/1/11	590	5/1/11	5/31/11			1	590			590	-9	

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
7/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	1/1/11	600	4/1/11	4/26/11	26	20.00					-520		
	100	Prior		GR	4/27/11	605	4/27/11	4/30/11	4	20.17					-81		
	100	Prior		IR	5/1/11	590	5/1/11	6/30/11			2	590			-1,180		
	100	New		AR*	1/1/11	600	4/1/11	4/30/11			1	600			600		
	100	New	Y	IR*	5/1/11	585	5/1/11	5/2/11	2	18.87					38		
	100	New	Y	GR*	5/3/11	590	5/3/11	6/30/11	29	19.03	1	590			1,142	-1	

Example: Changing Gross Rent Change to the Previous Month

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	2/1/11	500	2/2011
2	GR	7/6/11	510	10/2011
3	GR*	6/7/11	510	11/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:					3. FHA / EH / Non-Insured Proj. No:		4. Section 8 / PAC / PRAC Contract No:						5. Type of Subsidy:	
10/2011																
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount	
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate		
		Prior		AR	2/1/11	500	7/1/11	9/30/11			3	500			-1,500	
		New		AR	2/1/11	500	7/1/11	7/5/11	5	16.13					81	
		New	Y	GR	7/6/11	510	7/6/11	9/30/11	26	16.45	2	510			1,448	29

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:					3. FHA / EH / Non-Insured Proj. No:		4. Section 8 / PAC / PRAC Contract No:						5. Type of Subsidy:	
11/2011																
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount	
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate		
		Prior		AR	2/1/11	500	6/1/11	7/5/11			1	500	5	16.13	-581	
		Prior		GR	7/6/11	510	7/6/11	10/31/11	26	16.45	3	510			-1,958	
		New		AR	2/1/11	500	6/1/11	6/6/11	6	16.67					100	
		New	Y	GR*	6/7/11	510	6/7/11	10/31/11	24	17.00	4	510			2,448	9

Ending Date Examples

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
4/2011	Shady Valley Apartments	999XX000	XX000000000	Section 8

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
Example 1	101	Prior		MI	2/12/09	350	2/12/09	1/31/10	17	12.50	11	350			-4,063		-4,063
Normal case--adjust to the day before the voucher date.	101	Prior		AR	2/1/10	375	2/1/10	1/31/11			12	375			-4,500		-4,500
	101	Prior		AR	2/1/11	400	2/1/11	3/31/11			2	400			-800		-800
	101	New	Y	MI*	2/12/09	360	2/12/09	1/31/10	17	12.86	11	360			4,179		4,179
	101	New		AR	2/1/10	375	2/1/10	1/31/11			12	375			4,500		4,500
	101	New	Y	AR*	2/1/11	422	2/1/11	3/31/11			2	422			844	160	844
	Note that the 2010 AR does not change but is included in both prior and new billing because gaps in the date sequence are not allowed.																
Example 2	MI, AR, AR (as in the above example) followed by MI* for the current voucher. The two ARs are not changed and therefore do not show up on the adjustments.																
Stop Early--First Case	101	Prior		MI	2/12/09	350	2/12/09	1/31/10	17	12.50	11	350			-4,063		-4,063
	101	New	Y	MI*	2/12/09	360	2/12/09	1/31/10	17	12.86	11	360			4,179	116	4,179
	The stop date is the day prior to the first unchanged cert in the list of unchanged certs extending to the voucher date.																
Example 3	MI, AR, TM, IC, GR, AR followed by MI*, AR*, TM* for the current voucher. The IC, GR and AR are not corrected. IMPORTANT--the IC is effective on 3/12/11--a mid-month IC																
Stop Early--Second Case	101	Prior		MI	2/12/09	350	2/12/09	1/31/10	17	12.50	11	350			-4,063		-4,063
	101	Prior		AR	2/1/10	375	2/1/10	1/31/11			12	375			-4,500		-4,500
	101	Prior		TM	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0		0
	101	Prior		IC	3/12/11	500	3/12/11	3/31/11	20	16.13					-323		-323
	101	New	Y	MI*	2/12/09	360	2/12/09	1/31/10	17	12.86	11	360			4,179		4,179
	101	New	Y	AR*	2/1/10	385	2/1/10	1/31/11			12	385			4,620		4,620
	101	New	Y	TM*	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0		0
	101	New		IC	3/12/11	500	3/12/11	3/31/11	20	16.13					323	236	323
	Illustrates the fact that we adjust to the end of the month even though the effective date of the first unchanged cert is mid-month.																
	Note: In place of a TM above, you can substitute a MO, UT or GR. The logic and presentation is the same.																
Example 4	101	Prior		AR	2/1/11	400	2/1/11	3/31/11			2	400			-800		-800
Corrected cert with no Assistance change.	101	New	Y	AR*	2/1/11	400	2/1/11	3/31/11			2	400			800	0	800
	All corrected certs appear in adjustments whether or not the assistance changes.																
Example 5	Cert sequence is MI followed by an AR* for the current voucher.																
Corrected cert with no original.	101	Prior		MI	2/12/10	350	2/1/11	3/31/11			2	350			-700		-700
	101	New	Y	AR*	2/1/11	375	2/1/11	3/31/11			2	375			750	50	750
	This case is treated the same as a MI followed by an AR.																
Example 6	MI, AR, TM, IC followed by an IC* for the current voucher. The MI, AR and TM are not corrected. IMPORTANT--the IC is effective on 3/12/11--a mid-month IC																
IC correction with a prior transaction.	101	Prior		TM	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0		0
	101	Prior		IC	3/12/11	500	3/12/11	3/31/11	20	16.13					-323		-323
	101	New		TM	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0		0
	101	New	Y	IC*	3/12/11	550	3/12/11	3/31/11	20	17.74					355	32	355
	A normal IC case (IC after MI at market) would not have prior billing and would be presented as a single prior and single new row.																
	If the IC was effective on the first, the TM would not be included in either prior or new billing.																

Example: Correction of a full cert with a subsequent partial uncorrected.
NOTE: This is an invalid cert sequence for TRACS. Subsequent partials must be corrected.

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	2/1/11	627	2/2011
2	GR	6/12/11	629	8/2011
3	AR*	2/1/11	625	9/2011

Adjustments

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
9/2011				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	2/1/11	627	2/1/11	6/11/11			4	627	11	20.90	-2,738		
		Prior		GR	6/12/11	629	6/12/11	8/31/11	19	20.97	2	629			-1,656		
		New	Y	AR*	2/1/11	625	2/1/11	6/11/11			4	625	11	20.83	2,729		
		New		GR	6/12/11	629	6/12/11	8/31/11	19	20.97	2	629			1,656	-9	

Example: GR Correction falls on an Existing AR Date

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	4/1/11	600	4/2011
2	100	GR	3/27/12	605	4/2012
3	100	AR	4/1/12	607	4/2012
4	100	AR*	4/1/11	600	5/2012
5	100	AR*	4/1/12	607	5/2012

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
4/2012				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	4/1/11	600	3/1/12	3/31/12			1	600			-600		
	100	New		AR	4/1/11	600	3/1/12	3/26/12	26	19.35					503		
	100	New	Y	GR	3/27/12	605	3/27/12	3/31/12	5	19.52					98	1	

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
5/2012				

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail							11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	4/1/11	600	3/1/12	3/26/12	26	19.35					-503		
	100	Prior		GR	3/27/12	605	3/27/12	3/31/12	5	19.52					-98		
	100	Prior		AR	4/1/12	607	4/1/12	4/30/12			1	607			-607		
	100	New	Y	AR*	4/1/11	600	3/1/12	3/31/12			1	600			600		
	100	New	Y	AR*	4/1/12	607	4/1/12	4/30/12			1	607			607	-1	

Example: GR was originally on the AR Date but is corrected to Different Date

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	4/1/12	605	4/2012
2	100	AR*	4/1/12	600	5/2012
3	100	GR*	4/12/12	605	5/2012

No Adjustments on the April 2012 Voucher

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:					3. FHA / EH / Non-Insured Proj. No:		4. Section 8 / PAC / PRAC Contract No:					5. Type of Subsidy:	
5/2012															
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate	Amount
	100	Prior		AR	4/1/12	605	4/1/12	4/30/12			1	605			-605		
	100	New	Y	AR*	4/1/12	600	4/1/12	4/11/12	11	20.00					220		
	100	New	Y	GR*	4/12/12	605	4/12/12	4/30/12	19	20.17					383	-2	