



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 12, 2025

**Dear Executive Director,**

The purpose of this letter is to inform participating Public Housing Agencies (PHAs) of the Housing Choice Voucher (HCV) Program of the Voucher Management System (VMS) costs and leasing reporting deadlines. Adhering to these deadlines is essential to ensure the timely and accurate completion of the calendar year end (CYE) 2025 HCV Program cash reconciliations and the development of the 2026 HCV Program renewal funding calculations.

As a reminder, PHAs should begin reviewing the completeness and accuracy of their CY 2024 and CY 2025 cost and leasing data currently reported in VMS. The deadline for entering **November 2025** cost and leasing data, as well as **any CY 2024 prior-month corrections**, is **December 22, 2025**. Adjustments made to CY 2024 data after this date will **not** be applied to the CYE 2025 reconciliation.

The deadline to enter **December 2025** cost and leasing data, along with **any prior-month corrections for CY 2025**, is **January 22, 2026**. These deadlines will not be extended. Therefore, it is critical that your VMS reporting staff promptly respond (2 business days) to all follow-up questions from your FMC Financial Analyst, including issues related to rejected Prior Months Corrections (PMCs), throughout the CYE 2025 validation process.

Thank you for your attention to these important deadlines. See the VMS reporting periods for November and December 2025 below:

<b>VMS Reporting Periods</b>	<b>Reporting Requirement in VMS:</b>
December 4 - 22, 2025	a. November 2025 VMS cost and leasing data
	b. CY 2024 Prior Months Corrections
January 5 - 22, 2026	a. December 2025 VMS cost and leasing data
	b. CY 2025 Prior Months Corrections

Should you have any questions please reach out to your FMC Financial Analyst for any HCV Program funding related inquiries.

Sincerely,

Todd C. Thomas  
Acting Deputy Assistant Secretary  
Office of Public Housing and Voucher Programs