

Investigating Missing Annual Certifications in TRACS

If an annual certification is not submitted or is submitted but rejected by TRACS, that household will be listed in the Late Certification Query as active but pending termination for about 93 days. If the Owner/Agent does not terminate and there is no PBCA or the PBCA does not terminate, HUD will initiate an HQ termination. To view all households that have been terminated or that are pending termination, choose the **Late Re-Certification Query**

- Tenant*

 - [Assistance Payment Query](#)
 - [Certification Query](#)
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TRACS
Late Recertification Query

Enter the Contract or Project Number.

Contract Number: or Project Number:

REPORT TYPE:

All Certifications
 Exclude Terminations
 HQ Terminations Only
 Only Terminations

SORT BY: Unit Name

REPORT BY: Browser Download

The **Late Re-Certification Query** can be run by Contract or Project Number. You have the option to choose several Report Types:

- All Certifications
- Exclude Terminations
- HQ Terminations Only (project re-baselines are not included)
- Only Terminations

We usually choose to see All Certifications.

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When you click Submit, you will see a list of all residents with late annual certifications.

U.S. Department of Housing and Urban Development TRACS Late Recertification Report								
Contract Number: AK _____				Report Type: All Certifications				
Total Number of Late Recertifications: 8				Sorted By: Unit				
Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
	A01			6/1/03	6/1/04	0	7/1/03	TI
	E35			10/1/02	9/1/03	274	4/5/04	HQ
	E39			4/1/02	4/1/03	427	7/7/03	HQ
	E40			1/1/04	6/1/04	0		
	H58			3/1/04	6/1/04	0		
	H63			3/1/02	3/1/03	458	6/9/03	HQ
	K85			12/1/02	12/1/03	183	3/8/04	HQ
	L95			3/1/02	3/1/03	458	6/9/03	HQ

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If a resident has been terminated in error – you sent the annual on time but it was rejected by TRACS -, you or your CA should re-submit the Annual Certification as a baseline. The HQ termination will still be noted, but the action will be masked and will not affect the scheduled assistance payment.

If the annual was never sent because a resident failed to certify, an initial certification effective the month after the resident submitted their re-certification paperwork should be sent.

If the annual was not sent because an owner/agent was negligent, the annual will need to be completed with the appropriate effective date, but HUD or the Contract Administrator will probably make a manual adjustment to the assistant payment due the owner because of management error.

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