INSTRUCTIONS FOR TRACS 202D
FORM HUD-50059

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

JULY 28, 2013
ROSS BUSINESS DEVELOPMENT, INC.
www.rbdnow.com
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GENERAL NOTES

The following are some general notes regarding these instructions:

1. Full certifications (AR, IR, IC and MI or any correction to these transactions) are commonly referred to as **MAT 10** records. When the term “MAT 10” is used, the document refers to all of those transactions collectively.

2. When a Gross Rent Change (GR) or a Unit Transfer has the same effective date as a full certification, owner/agents are required to create a full certification and include the GR or UT information. *Please see special notes re: effective dates when a change in household composition or a change in household income coincides with a unit transfer.*

3. When completing this form, if a conflict arises between these instructions and the instructions provided in the Definitions and Edits section of the **TRACS 2.0.2.D MAT User Guide**, the TRACS 2.0.2.D MAT User Guide takes precedence.

4. 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 3, Subsidy Type. If the property is Section 8, the required Subsidy Type Code in Item 3 should be filled in with a 1. Also shown are instances in which an added descriptor may be printed with the required Code.

| 3. Subsidy Type 1 | Or | 3. Subsidy Type 1-(Section 8) | Or | 3. Subsidy Type 1-Sec. 8 |

These variations are samples of what is acceptable on the completed HUD-50059 A. Even though we see 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 Subsidy Type data field.

5. The Owner/Agent must sign and date the completed form.
6. All adult household members listed on the 50059 must sign and date the completed form HUD-50059.

*Note: Signature dates do not have to match. The signature date is the date the OA or the tenant actually signed the certification. When entering the tenant signature date in your TRACS software, use the HOH signature date unless extenuating circumstances exist.*

*Note: System generated signature dates are not acceptable. The owner/agent or resident should sign and date the certification. Reasonable accommodation should be considered if a resident’s disability affects his/her ability to sign the form.*
Instructions for Completing TRACS 202D Form HUD-50059

NOTE: When a 50059 MAT 10 is corrected ONLY because a Gross Rent Change transaction changes the rent and when there is NO CHANGE in Tenant Rent, there is no signature required.

NOTE: When a 50059 MAT 10 is corrected ONLY because a Gross Rent Change transaction changes the utility allowance and when there is AN INCREASE OR DECREASE in Tenant Rent, tenant signatures must be obtained within 60 days from the date the gross rent change is implemented by the owner, as evidenced by the owner’s submission of the voucher whereby the owner begins vouchering for assistance based on the new rents.

When signatures are required by state or local law, they must be obtained before submitting the data to the Contract Administrator or TRACS.

7. Copies of all HUD-50059s must be retained in the tenant file for the term of tenancy and for three years after tenancy ends for any reason. See 4350.3 REV-1: Paragraph 9-8.C and Paragraph 5-22.

8. To process a stand-alone Move-out (TRACS MAT40 record), Termination (TRACS MAT65 record), Gross Rent (TRACS MAT70 record), or Unit Transfer (TRACS MAT70 record), complete the form HUD-50059 A instead of HUD 50059. Use the 50059A unless the effective date of the MO, TM, GR or UT corresponds with the effective date of a MI, IC, IR or AR.

EFFECTIVE DATES OF CERTIFICATIONS:

With the release of TRACS version 202D, the rules about effective dates of certifications may have changed.

EFFECTIVE DATES - MOVE-IN AND INITIAL CERTIFICATIONS:

The effective date of Move-in certifications (MI) and Initial Certifications may be any day of the month. The effective date of the MI certification should match the move-in date. If this is not the case, the move-in date must reflect the date the resident took possession of the apartment. However, owner/agents should create an Initial Certification (IC) to start assistance after the move-in date.

EFFECTIVE DATES - ANNUAL CERTIFICATIONS:

Effective dates of Annual Certifications are always the first of the month and may not exceed the effective date of the last AR, IC or MI transaction by more than 12 months. Owner/agents should refer to the most recent MI or IC certification. The effective date reflected on the most recent MI or IC reflects the month of annual review.

If a tenant moves in with no assistance payment, such as a Section 236 or a Section 221(d)(3) BMIR tenant, and then that tenant later begins receiving assistance payments, the annual recertification date will reflect the first day of the month that the tenant began receiving assistance from HUD (IC).
The Annual Certification date does not change if a tenant transfers from one unit to another unit at the same property.

**HUD Approval of Alternative Recertification Anniversary Dates**

With the approval of the HUD Field Office or the Contract Administrator, owners may establish alternative recertification anniversary dates. Examples of acceptable reasons for requesting alternative dates include the following:

1. In properties for the elderly and/or the disabled, owners may request that the recertification anniversary date be based on the issuance of the cost-of-living adjustments for the Social Security or other assistance programs.
2. For coordination purposes, owners may request that the recertification anniversary date for all tenants be based on the anniversary date of the assistance payment contract for the property.
3. For coordination purposes, owners may request that the recertification anniversary date be assigned by building or unit number to better coordinate recertification and inspection activities.

**Effective Dates - Interim Certifications**

When a resident reports information as required and as part of the interim certification process, owners must provide the tenant with written notice of the effective date and the amount of the change in TTP or tenant rent resulting from the interim certification.

For interim certifications, both the change in assistance payment and change in TTP or tenant rent are effective on the same day.

If the tenant complies with the interim reporting requirements, rent changes must be implemented as follows:

1. **Rent increases.** If the tenant’s rent increases because of an interim adjustment, the owner must give the tenant 30 days advance notice of the increase. The effective date of the increase will be the first of the month commencing after the end of the 30-day period.
2. **Rent decreases.** If the tenant’s rent will decrease, the change in rent is effective on the first day of the month after the date of action that caused the interim certification. A 30-day notice is not required for rent decreases.

If the tenant does not comply with the interim reporting requirements, and the owner discovers the tenant has failed to report changes as required in HH 4350.3 R1, C3, Paragraph 7-10 and 7-13, the owner initiates an interim recertification and implements rent changes as follows:

1. **Rent increases.** Owners must implement any resulting rent increase retroactive to the first of the month following the date that the action occurred.
2. **Rent decreases.** Any resulting rent decrease must be implemented effective the first rent period following completion of the recertification.
WHEN A CHANGE IN HOUSEHOLD COMPOSITION OR A CHANGE IN HOUSEHOLD INCOME COINCIDES WITH A UNIT TRANSFER

The new MAT guide includes new guidance regarding unit transfers and ARs and unit transfers and interim certifications. These changes require user action and it is imperative that owner/agents understand the new rules under TRACS 202C.

UNIT TRANSFER AND ANNUAL CERTIFICATION COMBINATIONS

First of all, annual certifications (AR) are always effective on the first. If an AR and UT are combined, the UT must have occurred on the first of the month.

In this case, the new rent MUST take effect when the resident takes possession of the new unit. See HH 4350.3 Revision 1, Change 3, Paragraph 7-15. A New lease is required and must be signed by all adult household members. Owner/agents have the choice of whether they want to transfer the current security deposit or if they want to charge a new deposit. See HH 4350.3 Revision 1, Change 3, Paragraph 7-15.

UNIT TRANSFER AND INTERIM CERTIFICATION COMBINATIONS

Normally, changes in household composition and/or household income drive interim certifications (IRs) and the effective date of those interim certifications is specified in HH 4350.3 Revision 1, Paragraph 7-13. Assuming that the tenant reported in a timely manner, increases in rent begin the first of the month after a 30-day notice is provided. Decreases in rent begin the first of the month following the date of the action that caused the interim.

If the change in household composition and/or household income occurred on or before the unit transfer date, an IR must be created with the unit transfer flag set to Yes. If the rent changes (up or down) as a result of the change in household composition or household income, the IR/UT (rent change) will be effective on the same date as the unit transfer.

This means that a mid-month IR/UT is required when there is a change in household income and/or household composition and the transfer date is other than the first of the month.

This policy is based on instruction provided in HH 4350.3 R1, C3, Paragraph 7-15.C. “In the case of a unit transfer, both the change in rent and change in the assistance payment are effective on the day the tenant actually occupies the new unit.” The exception would be when an action that would normally drive an interim certification occurs on or before the date of a unit transfer and before the anticipated effective date of the IR.

These changes are reported on the full certification UT so that the new lease includes current household circumstances. There are several scenarios to consider:
Instructions for Completing TRACS 202D Form HUD-50059

Scenario 1 – UT occurs before Change in Income/Adjusted Income/Household Composition

If the UT happens before the change of household composition or household income, this rule does not apply. Submit a UT followed by an IR per Handbook rules for Interim Certifications. For example:

- Tom (HOH) and Terry (dependent) live in unit 101.
- They transfer to unit 201 on April 10th.
- Sylvia (new wife) moves in to the unit on April 21st.
- Sylvia has income so the family’s rent will increase.
- In this case, the UT (MAT 70) is effective on April 10 and,
- Assuming notice was sent on April 21, the IR is effective June 1.

Scenario 2 – UT occurs On The Same Date as Change in Income/Adjusted Income/Household Composition

If the change of household composition or household income happens on the UT date, include the new household composition and financial information on the IR. In this case, the IR IS NOT effective on the first of a month. Do not submit a UT followed by an IR. For example:

- Ray (HOH) and Rachel (spouse) live in unit 1-A
- Rachel’s 12 year old son Ryan is moving in with them
- Unit 2-B becomes available
- Ray and Rachel move in to unit 2-B on June 14 and Ryan moves in the same day (decreasing rent)
- An IR adding Ryan is created with the unit transfer flag is set to yes.
- The IR reflecting the decrease in rent and the unit transfer is effective on June 14

Scenario 3 – UT occurs After Change in Income/Adjusted Income/Household Composition

If the change of household composition/household income occurs prior to the UT date there can be two cases that involve the IR:

Scenario 3A

The change in household income/household composition occurred before the UT date. If traditional IR rules applied, the IR would be effective after the UT date. However, with this 202.D change, if the UT occurs after the change but before the “traditional” IR effective date, a mid-month IR is created with the UT flag set to yes. Any changes to rent are effective the same date at the UT. For example:

- Mary (HOH), Mark (co-HOH) and Marvin (dependent child) live in unit 100-A
- Mary gets a new job on October 5 and her income increases by $15000 per year
- Normally, an IR is done increasing the household rent effective December 1
- However, Mary, Mark and Marvin transfer to unit 315-B on October 30
- An IR is created with the unit transfer flag set to yes
- The IR/UT is effective October 30 and includes the family’s income increase
Scenario 3B

The change in household income/household composition occurred and an interim certification has been submitted. A unit transfer is approved and will be effective before the new IR effective date. If the UT occurs after the change but before the “traditional” IR effective date, a mid-month IR is created with the UT flag set to yes. Any change to rent is effective the same date at the UT. The original IR is corrected to reflect the new unit number. For example:

- Carey (HOH), Carla (co-HOH) live in unit B-21
- Carey starts receiving SSI on February 21 and his income increases by $15000 per year
- An IR is done increasing the household rent effective April 1
- Carey and Carla transfer to unit C-21 on March 15
- An IR is created with the unit transfer flag set to yes
- The IR/UT is effective March 15 and includes the family’s income increase
- A correction is made to the IR effective April 1 to correct the unit number
- The IR/UT effective March 15 should be sent first in a separate TRACS transmission
- The IR correction effective April 1 should be sent after the March 15 IR has been successfully recorded

**HUD PROJECTS WITH TAX CREDITS**

Tax credit rules for unit transfers depend on whether the transfer is within a building or between buildings. Between building transfers may be handled differently depending on whether the two buildings are part of a tax credit multiple building project. In some cases tax credit rules require a requalification event instead of a UT. This is often implemented as a MO/MI on the tax credit side.

HUD does NOT want to see a MO/MI in those situations. HUD rules prevail for HUD transactions and a UT must always be implemented as a UT. From a HUD point of view, the household is not re-qualifying, they are just changing units. Also, keep in mind that it could happen that the tax credit MI will have income that does not have to be reported to HUD because the change is less than the $200 per month threshold.

**REFERENCES**

HUD’s TRACS web site:

HUD Handbook 4350.3 Revision 1 -


TRACS 202D Final Industry Specification Documents -
Instructions for Completing TRACS 202D Form HUD-50059

TRACS Discussion Forum – A page where industry stakeholders ask questions and discuss challenges surrounding TRACS

HUDClips – HUD forms are stored on this page. This is where you can download current versions of HUD Forms 50059 and 50059A.
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms

HUD’s Forms Matrix providing owner/agents permission to remove the OMB Approval Number and OMB Expiration Date from the lease and certain TRACS forms.
FIELD BY FIELD DEFINITIONS

NOTE: For TRACS purposes, Space = Blank

SECTION B. SUMMARY INFORMATION:

<table>
<thead>
<tr>
<th>Item 1</th>
<th>Project Name (MAT TENHR Field 20)</th>
<th>Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database. TRACS will use this project name for all Fields under this TENHR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 2</td>
<td>Subsidy Type (MAT TENHR Field 21)</td>
<td>Enter the code for the subsidy the tenant will receive during the period covered by this (re)certification. Only one code can be entered. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1- Section 8 Note: Use 1 – Section 8 for RAD or SPRAC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2- Rent Supplement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3- RAP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4- Section 236PAC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5- BMIR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6- 811 PRA Demo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7- Section 202/PRAC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8- Section 811 PRAC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9- Section 202/162</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0- Market Rent (Acceptable with only MAT15 Address records) See MAT Guide Chapter 4, Section 4-7 for Subsidy Type 0</td>
</tr>
<tr>
<td>Item 3</td>
<td>Secondary Subsidy Type (MAT 10 Section 2 Field 86)</td>
<td>If the tenant benefits from more than one type of subsidy, use the code for the project-based subsidy the tenant will be receiving.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If a tenant in a Section 236 property will receive Section 8 assistance, other than a Section 8 Housing Choice Voucher, enter “1”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See HH 4350.3 R1, C3, Paragraph 7-4.C and 2.0.2.D MAT Guide: Chapter 4, Section 4.23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter “S” if this tenant is receiving Section 8, RAP, or Rent Supplement assistance and is living in a Section 236 property.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter “B” if this tenant is receiving Section 8, RAP or Rent Supplement assistance and is living in a BMIR property.</td>
</tr>
</tbody>
</table>
**Instructions for Completing TRACS 202D Form HUD-50059**

<table>
<thead>
<tr>
<th><strong>Item 4</strong></th>
<th>Property ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property ID</strong></td>
<td>Assigned by iREMS (Integrated Real Estate Management System).</td>
</tr>
<tr>
<td>(MAT TENHR Field 22 Future Field)</td>
<td><strong>Leave this Item blank until activated by TRACS.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Item 5</strong></th>
<th>Project Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Number</strong></td>
<td>Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number.</td>
</tr>
<tr>
<td>(MAT TENHR Field 23)</td>
<td>This field is mandatory for Section 236, BMIR, Rent Supplement, RAP, 811 PRA Demo, PAC, and PRAC subsidy types. It is also required for those Section 8 contracts for which an FHA project number applies. Sample entries are as follows:</td>
</tr>
<tr>
<td></td>
<td>- FHA Insured Projects – 12144026</td>
</tr>
<tr>
<td></td>
<td>- Elderly Housing Projects – 121EH001</td>
</tr>
<tr>
<td></td>
<td>- Other noninsured Projects – 121001NI</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Do not use “0000FMHA” as a project number for an FMHA/RHS property. There should not be a project number for these properties.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If MAT15s (Address Record) are submitted with a Subsidy Type “0”, a Project Number is required.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If MAT15s (Address Record) are submitted with a Subsidy Type “0”, a Project Number is required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Item 6</strong></th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Number</strong></td>
<td>Mandatory for Section 8 (including State Agency and USDA RHS 515/8 projects), 202/162 PAC, 202 PRAC, and 811 PRAC subsidy types.</td>
</tr>
<tr>
<td>(MAT TENHR Field 24)</td>
<td>Enter the 11-digit contract number. Do not enter dashes in this alphanumeric Item (e.g.: AK123456789)</td>
</tr>
<tr>
<td></td>
<td>This number will be used for all transactions under this TENHR.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Item 7</strong></th>
<th>Project iMAX ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project iMAX ID</strong></td>
<td>The project’s telecommunications identifier, also known as the iMAX ID.</td>
</tr>
<tr>
<td>(MAT TENHR Field 26)</td>
<td>The first five positions of this number must be “TRACM”, and HUD assigns the last five positions. For example, TRACM98765.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Formerly called “Project Telecom Address”</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> iMAX stands for integrated Multifamily Access eXchange</td>
</tr>
</tbody>
</table>
# Instructions for Completing TRACS 202D Form HUD-50059

## Item 8

**Plan of Action Code**  
(MAT 10 Section 2 Field 92)

This Item is specifically for Title II or Title VI 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 9

**HUD-Owned Project?**  
(MAT 10 Section 2 Field 93)

If the project is HUD-owned, enter a “Y” to enable (re)certifications to be submitted to TRACS.

## Item 10

**Previous Housing Code**  
(MAT 10 Section 2 Field 23)

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

1 = **Substandard**  
- Note: “Substandard” means physically substandard and does not include overcrowding.

2 = **Without or Soon to Be Without Housing**  
(Note: legacy code to be used only for TRACS 202C MIs or corrections to MIs originally transmitted under TRACS 202C.)

3 = **Standard**

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

5 = **Lacking a Fixed Nighttime Residence**  
- Note: Defined as individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided.

6 = **Fleeing/Attempting to Flee Violence**  
- Note: Defined as individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

## Item 11

**Displacement Status Code**  
(MAT 10 Section 2 Field 24)

**Complete only for Move-ins.**

Select the code that best describes the reason the family was displaced.

1 = Government Action  
2 = Natural Disaster  
3 = Private Action  
4 = Not Displaced
### Item 12  Effective Date

**Effective Date**

(MAT 10 Section 2 Field 11)

Enter the date this (re)certainment is to be effective.

- For a move-in (MI), use the date the tenant moved into the project.
- For an Initial Certification (IC), use date the tenant began to receive the type of assistance in Item 2.
- For an Annual Recertification (AR) this is the effective date of the AR See HH 4350.3 R1, C3, Paragraph 7-8
- For an Interim Recertification (IR), this is the effective date of the IR See HH 4350.3 R1, C3, Paragraph 7-13

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)certainment 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 voucher.

*Note:* When a household member leaves a household and moves into another subsidized unit (either establishing a new household or joining an existing one), the Interim Recertification removing the member from the old household is effective on the first of the month, following the handbook rules for interim certifications and depending on whether the rent increases or decreases.

**Household Split:** One household becomes two or more households - The MI establishing a new household is effective on the actual MI date.

**Household Swap:** One household member moves in with another established household. No new household is created. The IR for the unit the member is moving into is effective on the date that the IR rules specify. See Chapter 4 of the MAT Guide for an extended discussion of these cases under the heading “How to split a household or move a household member to another household.”

*For an IR/UT combination, refer to the notes above and also to TRACS 202D MAT Guide, Chapter 4, Section 4.1*

<table>
<thead>
<tr>
<th>Item 13</th>
<th>Anticipated Voucher Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Voucher Date</strong></td>
<td></td>
</tr>
<tr>
<td>(MAT 10 Section 2 Field 85)</td>
<td></td>
</tr>
</tbody>
</table>

Enter the voucher period (month, day, year) for which the certification may first appear.

When the (re)certainment is for Subsidy Type “4” (Section 236) or Type “5” (BMIR), enter the date that is the first of the month corresponding to the (re)certainment effective date.

*Note:* When entering the date MMDDYYYY, the “DD” will always be “01”
ANTICIPATED VOUCHER REPORTED ON DATE

The Anticipated Voucher Reported on Date is the first date this transaction type/effective date can appear on a voucher.

This chart shows the first month that a given cert may appear on a voucher when the contract type is Section 8, PAC, PRAC, RAD, 811 PRA Demo, or SPRAC.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Effective Date</th>
<th>First Possible Voucher Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR (Annual)</td>
<td>Aug 1</td>
<td>Aug (created no later than July 10) NA</td>
</tr>
<tr>
<td>IR (Interim)</td>
<td>Aug 1</td>
<td>Oct (created no later than Sept 10)</td>
</tr>
<tr>
<td>IC (Initial)</td>
<td>Aug 1</td>
<td>Oct (created no later than Sept 10)</td>
</tr>
<tr>
<td>MI (Move-in)</td>
<td>Sept 1</td>
<td>Oct (created no later than Sept 10)</td>
</tr>
<tr>
<td>MO (Move-out)</td>
<td>Sept 1</td>
<td>Oct (created no later than Sept 10)</td>
</tr>
<tr>
<td>TM (Termination)</td>
<td>Sept 1</td>
<td>Oct (created no later than Sept 10)</td>
</tr>
<tr>
<td>GR (Gross Rent)</td>
<td>Aug 1</td>
<td>Sep (created no later than Aug 10)</td>
</tr>
<tr>
<td>UT (Unit Transfer)</td>
<td>Sept 1</td>
<td>Oct (created no later than Sept 10)</td>
</tr>
</tbody>
</table>

Move-in transactions should not be completed until the prospective resident takes possession of the unit.

Move-out transactions should not be completed until the resident actually leave the unit or until the owner/agent takes possession of the unit. See HH 4350.3 R1, C3, Appendix 7

In TRACS 202 D If a GR effective August 1 is complete when the August voucher is created in July, that GR will be included on the August voucher. If a GR effective between August 2 and August 31 is complete when the Sept voucher is created in August, that GR will be included on the September voucher.

UT transactions should not be completed until the resident takes possession of the new unit.
Instructions for Completing TRACS 202D Form HUD-50059

This chart shows the first month that a given cert may appear on a voucher when the contract type is Rent Supplement or RAP.

<table>
<thead>
<tr>
<th>Certification</th>
<th>August 1</th>
<th>Aug 2-31 (any date between the 2nd and last day of the month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR (Annual)</td>
<td>Aug (created no later than Aug 10)</td>
<td>NA</td>
</tr>
<tr>
<td>IR (Interim)</td>
<td>Aug (created no later than Aug 10)</td>
<td>Sept (created no later than Sept 10)</td>
</tr>
<tr>
<td>IC (Initial)</td>
<td>Aug (created no later than Aug 10)</td>
<td>Sept (created no later than Sept 10)</td>
</tr>
<tr>
<td>MI (Move-in)</td>
<td>Aug (created no later than Aug 10)</td>
<td>Sept (created no later than Sept 10)</td>
</tr>
<tr>
<td>MO (Move-out)</td>
<td>Sept (created no later than Sept 10)</td>
<td>Sept (created no later than Sept 10)</td>
</tr>
<tr>
<td>TM (Termination)</td>
<td>Sept (created no later than Sept 10)</td>
<td>Sept (created no later than Sept 10)</td>
</tr>
<tr>
<td>GR (Gross Rent)</td>
<td>Aug (created no later than Aug 10)</td>
<td>Sept (created no later than Sept 10)</td>
</tr>
<tr>
<td>UT (Unit Transfer)</td>
<td>Aug (created no later than Aug 10)</td>
<td>Sept (created no later than Sept 10)</td>
</tr>
</tbody>
</table>

An AR can be completed in advance. If an August AR is complete when the August voucher is created, that AR will be included on the August voucher. If the AR is not complete when the August voucher is created, then the AR will appear on a subsequent voucher. OAs must follow the guidance provided in HH 4350.3 R1, C3, Paragraph 7-8.

An IR can be completed in advance. If an IR effective August 1 is complete when the August voucher is created, that IR will be included on the August voucher. If the IR effective August 1 is not complete when the August voucher is created in July, then the IR will appear on a subsequent voucher.

An IC can be completed in advance. If an IC effective August 1 is complete when the August voucher is created in July, then the IC will appear on a subsequent voucher.

Move-in transactions should not be completed until the prospective resident takes possession of the unit.

Move-out transactions should not be completed until the resident actually leave the unit or until the owner/agent takes possession of the unit. See HH 4350.3 R1, C3, Appendix 7.

A TM is often completed in advance. If a TM effective August 1 is complete when the August voucher is created in July, then the TM will appear on a subsequent voucher.

In TRACS 202D if a GR effective August 1 is complete when the August voucher is created in July, that GR will be included on the August voucher.

UT transactions should not be completed until the resident takes possession of the new unit.
### Item 14: Next Recertification Date

**Next Recertification Date**  
(MAT 10 Section 2 Field 70)

Usually, this is the first of the month of move-in (MI). Ex: Resident MI effective 12/15/2013 then Next Recertification Date is 12/1/2014

*Note: Certification effective dates and Next Recertification Dates do not have to correspond with lease dates. See HH 4350.3 R1, C3, Paragraph 6-7, Figure 6-3 and HUD’s Lease Questions & Answers document [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_20479.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_20479.pdf) for additional information about lease dates.*

If assistance is started using an Initial Certification (IC), then the date is the first of the month of the IC. Ex. Resident moves in 12/1/2012-Household is terminated 11/30/2013, IC is created effective 1/1/2014. Next Recertification Date is 1/1/2015.

Refer to: 4350.3 REV-1: Paragraph 7-5 regarding the next recertification date for Annual Certifications, Move-Ins, and Initial Certifications types.

Interim Certifications, Gross Rent Changes, and/or Unit Transfers do not affect this date.

*Note: The next Annual Recertification date may not be more than one year after the effective date of the (re)certification being submitted. However, there are instances in which it can be less than one year.*

### Item 15: Project Move-In Date

**Project Move-In Date**  
(MAT 10 Section 2 Field 12)

Enter the date the family moved into the project.

This date must be entered as MMDDYYYY.

*Note: This does not have to be the same as the subsidy start date.*

### Item 16: Certification Type

**Certification Type**  
(MAT 10 Section 2 Field 13)

Enter only one code in this Item that best describes the main reason for preparing this form. USE ONLY

**MI** – Move-in: Use this code only when a new tenant moves into the project and subsidy starts the same day as the move-in

**AR** – Annual Certification: Use this code for regularly scheduled certifications. Please see 4350.3 REV-1: Chapter 7, Section 1.

**IR** – Interim Certification: Use for changes in family circumstances (e.g., income, deductions, and household composition) with an effective date for changes in rent is different than the Annual Recertification effective date.
Note: Do Not use an IR to create a correction. If a previous certification is not correct (e.g. SSN is wrong), and there are no changes in household composition or income, correct the previous certification.

IC – Initial Certification: Use this code:

1. When an in-place Market Rent resident begins receiving subsidy
2. When a Section 236 or a BMIR tenant begins receiving subsidized rent.
3. To give Section 8, 811/202 PRAC, 202/162 PAC, Rent Supplement, or RAP 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.)
4. To transfer a tenant to another unit within the same property but into a unit with a different contract number, the owner must first process a termination (MAT 65 Code CE- Subsidy contract expired or combined with a renewal contract). 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 #4: If the IC changes the next recertification date in the reporting software; change it back to the former recertification anniversary date.

If a previous certification is being corrected, use the same code that was on the original certification.

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

If a partial certification is being created (UT, GR, MO, TM), complete a HUD-50059 A instead of this form.

Codes CR and CS (converting a tenant from RAP or Rent Supplement to Section 8) are no longer being used. If a tenant is converting from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the Previous Subsidy Type (Item 20) as RAP or Rent Supplement.
<table>
<thead>
<tr>
<th>Item 17</th>
<th>Action Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 17</strong></td>
<td>Action Processed (MAT 10 Section 2 Field 14)</td>
</tr>
<tr>
<td></td>
<td>1 = for a Correction to a prior 50059</td>
</tr>
<tr>
<td></td>
<td>Otherwise, leave blank</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 18</th>
<th>Correction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 18</strong></td>
<td>Correction Type (MAT 10 Section 2 Field 15)</td>
</tr>
<tr>
<td></td>
<td>The valid codes for this Item are:</td>
</tr>
<tr>
<td></td>
<td><strong>Blank</strong> = No Correction</td>
</tr>
<tr>
<td></td>
<td><strong>1</strong> = Administrative Resubmission</td>
</tr>
<tr>
<td></td>
<td><strong>2</strong> = Corrects Owner/Agent certification errors</td>
</tr>
<tr>
<td></td>
<td><strong>3</strong> = Corrects Tenant Misreporting</td>
</tr>
<tr>
<td></td>
<td><em>Note: If the Action Processed code (Item 17) is “1”, the Correction Type code must be filled in.</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 19</th>
<th>EIV Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 19</strong></td>
<td>EIV Indicator (MAT 10 Section 2 Field 18)</td>
</tr>
<tr>
<td></td>
<td>The indicator is set for certification if it is being corrected as a result of discovery in EIV. If this is the case, the EIV Indicator is set to Y.</td>
</tr>
<tr>
<td></td>
<td>Similarly, if the result of use of the EIV system is to add a new, retroactive interim certification (IR), the EIV Indicator is set to Y.</td>
</tr>
<tr>
<td></td>
<td>If not, leave this field blank.</td>
</tr>
<tr>
<td></td>
<td><em>Note: Review of EIV reports is required as part of the Master File review, 90 days after transmitting the MI, and as part of the AR and IR process. If existing certifications are corrected or new retroactive certifications are inserted as a result of EIV discovery, then the indicator is set to Y. For the new IR or AR, do not set the EIV Indicator to Y.</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 20</th>
<th>Previous Subsidy Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 20</strong></td>
<td>Previous Subsidy Type (MAT 10 Section 2 Field 17)</td>
</tr>
<tr>
<td></td>
<td>Formerly called “Subsidy Change Indicator”</td>
</tr>
<tr>
<td></td>
<td>For Initial Certifications (IC) only.</td>
</tr>
<tr>
<td></td>
<td>If the subsidy type has changed from the previous (re)certification enter the code for the subsidy type previously provided.</td>
</tr>
<tr>
<td></td>
<td>Leave blank if the tenant has no previous history in this project.</td>
</tr>
<tr>
<td></td>
<td>If the tenant was at Market Rent and now qualifies for assistance, enter 0 as the Previous Subsidy Type.</td>
</tr>
<tr>
<td></td>
<td>1- Section 8 Note: Use 1 – Section 8 for RAD or SPRAC</td>
</tr>
<tr>
<td></td>
<td>2- Rent Supplement</td>
</tr>
<tr>
<td></td>
<td>3- RAP</td>
</tr>
<tr>
<td></td>
<td>4- Section 236PAC</td>
</tr>
<tr>
<td></td>
<td>5- BMIR</td>
</tr>
<tr>
<td></td>
<td>6- 811 PRA Demo</td>
</tr>
<tr>
<td></td>
<td>7- Section 202/PRAC</td>
</tr>
</tbody>
</table>
### Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Unit Number (MAT 10 Section 2 Field 73)</td>
<td>Enter the unit number. (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 an additional number before the unit number (e.g., A101, B101).</td>
</tr>
<tr>
<td>22</td>
<td>No. of Bedrooms (MAT 10 Section 2 Field 71)</td>
<td>Enter the number of bedrooms for the unit number listed in Item 21. For the guidelines on occupancy standards, see HH 4350.3 REV-1: Paragraph 3-23.</td>
</tr>
<tr>
<td>23</td>
<td>Building ID (MAT 10 Section 2 Field 72)</td>
<td>Future Field - Leave this Item blank. REAC-assigned Building Number.</td>
</tr>
<tr>
<td>24</td>
<td>Unit Transfer Code (MAT 10 Section 2 Field 94)</td>
<td>Enter “Y” if this IC, AR or IR includes a Unit Transfer. The contract and project numbers must be the same as the previous certification. If this is a unit transfer but there is no change in income and no change in household composition, complete a HUD-50059 A (partial certification) for the Unit Transfer (MAT70 TRACS record). See 2.0.2.D MAT Guide: Section 4.1 for a discussion of the rules concerning full certification unit transfers. In particular, note that an IR/UT may be effective 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, the (re)certification will fatal at TRACS.</td>
</tr>
<tr>
<td>25</td>
<td>Previous Unit No. (MAT 10 Section 2 Field 95)</td>
<td>This Item is required if Item 24, Unit Transfer Code, is filled in with a “Y”. Enter the unit from which the tenant transferred.</td>
</tr>
<tr>
<td>26</td>
<td>Security Deposit (MAT 10 Section 2 Field 74)</td>
<td>The owner must collect a security deposit at the time of the initial lease execution for the following properties:  - Section 8 New Construction with an AHAP executed on or after November 5, 1979;  - Section 8 Substantial Rehabilitation with an AHAP executed on or after February 20, 1980;  - Section 8 State Agency with an AHAP executed on or after February 29, 1980;  - Section 202/8;  - Section 202 PAC;  - Section 202 PRAC; and...</td>
</tr>
</tbody>
</table>
Instructions for Completing TRACS 202D Form HUD-50059

| Item 27 | 236 Basic BMIR Rent  
(MAT10 Sec 2 Field 68) | Use only for Section 8, RAP, or Rent Supplement (re)certifications in a Section 236 or BMIR property (whenever the Secondary Subsidy Type (Item 3) is filled with the code “S” or “B”). Enter the Section 236 Basic Rent or the BMIR Rent as applicable.  
Refer to the approved HUD 92458 Rent Schedule for this property.  
If not applicable, leave blank.  
Note: For Section 236, Basic Rent may not be greater than Market Rent. |
| --- | --- | --- |
| Item 28 | Market Rent  
(MAT 10 Section 2 Field 48) | This Item is required if Section 236 or BMIR is the primary or secondary subsidy type.  
Zero fill if not applicable |
## Instructions for Completing TRACS 202D Form HUD-50059

| Item 29 | **Contract Rent**  
(MAT 10 Section 2 Field 57) | Enter the rent HUD or the Contract Administrator has approved for this unit type. *Refer to the approved HUD 92458 Rent Schedule for this property.*  

Note: For Section 236, Market Rent may not be less than Basic Rent.  

The Contract Rent is the Section 8/RAP Contract Rent, the Section 236 Basic Rent, the Section 221 (d) (3) BMIR Contract Rent, or the Rent Supplement Unit Rent, as applicable. **Note: This amount cannot be zero.**  
For the Section 202 PAC or PRAC and Section 811/PRAC projects enter the operating rent (operating cost).  
- If all of the utilities are included in the rent, enter the operating rent (operating cost).  
- If the tenant pays utilities separately, enter the gross rent minus the HUD approved utility allowance to arrive at the operating rent (operating cost). |
| --- | --- | --- |
| Item 30 | **Utility Allowance**  
(MAT 10 Section 2 Field 58) | This is HUD’s or the Contract Administrator’s estimate of the average monthly utility bills (except telephone) for an energy-conscious household. The estimate considers only utilities paid directly by the tenant. If all utilities are included in the rent, there is not a utility allowance. Utility allowances vary by unit type and are listed on the project’s rent schedule or HAP contract.  

Enter the amount HUD or the Contract Administrator has approved for this unit type. *Refer to the approved HUD 92458 Rent Schedule for this property.*  

If all utilities are included in the rent, enter 0.  
If this certification includes a Unit Transfer, enter the Utility Allowance for the new unit. |
| Item 31 | **Gross Rent**  
(MAT 10 Section 2 Field 59) | Enter the sum of Item 29, Contract Rent (CR), plus Item 30, Utility Allowance (UA). **CR + UA = GR**  
If this certification includes a Unit Transfer, enter the Gross Rent for the new unit.  

*Note: This Item is also known as PRAC Operating Rent and PAC Operating Cost.* |
### Instructions for Completing TRACS 202D Form HUD-50059

| **Item 32** | **TTP at RAD Conversion** (MAT10 Section 2 Field 101) | **If not Section 8 leave blank.**  
| **If Section 8 sub-type is not RAD leave blank.**  
| **For RAD:**  
| • If no rent phase-in is involved, leave blank.  
| • If Rent Phase in is in process, enter the TTP (Total Tenant Payment) the tenant is/was paying at the time of conversion to RAD.  
| **Note:** If the TTP, TR, AP and/or UR for a tenant family needs to be prorated, please follow the Pro-ration procedures listed after Item 36.  
| **NOTE:** This is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance |

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### Section C – Member Information

| **Item 33** | **Member Number** (MAT 10 Section 3 Field 3) | **Enter each member’s name beside a number.**  
| **The Head of Household (HOH) must have the number “01”**.  
| **Note:** Item 37 “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.  
| Each person in the household must have their own Family Member number which is used to associate income and assets to specific family members. |

| **Items 34, 35 & 36** | **Names of Household Members** (MAT 10 Section 3 Fields 4, 5, & 6) | **List the names (Last, First, Middle Initial) of each member who will be residing in this unit.**  
| **Note:** If a household member has a Middle Initial, fill in Item 36.  
| **The first member listed is the Head of Household.**  
| **The list of members should be in the following order:**  
| 1. Head,  
| 2. Spouse or  
| 3. Co-Head,  
| 4. Dependents,  
| 5. Other adult family members,  
| 6. Foster children under age 18,  
| 7. Foster adults, |
### Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Item 37</th>
<th>Relationship Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>H</strong></td>
<td>Head (There can be only one head.) If there is a spouse or co-head, list the same person as head on each (re)certification, as long as that person resides in the household. List the other person as spouse or co-head on each (re)certification.</td>
</tr>
<tr>
<td></td>
<td><strong>S</strong></td>
<td>Spouse (There can either be a spouse or a co-head, but not both.) There can be only one spouse.</td>
</tr>
<tr>
<td></td>
<td><strong>K</strong></td>
<td>Co-head (There can either be a spouse or co-head but not both.) There can be only one co-head. See HH 4350.3 R1, C3, Paragraph 5-6.A for guidance on how to count emancipated minors.</td>
</tr>
<tr>
<td></td>
<td><strong>D</strong></td>
<td>Dependent. See HH 4350.3 R1, C3, Paragraph 5-10.A. Count any member of the family currently living in the unit who is not the Head, Spouse or Co-Head and:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Age 17 or younger</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 18 or older and disabled or a full-time student.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Child temporarily absent due to placement in a foster home.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Child who is subject to joint custody agreement (See explanation of Joint Custody Codes in Item 42 of these instructions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Full-time student (regardless of age) away at school but lives with family during school breaks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Child being adopted (or custody being sought) and living in unit.</td>
</tr>
<tr>
<td></td>
<td><strong>O</strong></td>
<td>Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family's annual income. See HH 4350.3 R1, C3, Paragraph 5-6. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.</td>
</tr>
</tbody>
</table>

**Note:** Each household must have a Head-of-household. It is not required for the household to include a spouse. It is not required for the household to include a co-head.

For example, a household can consist of:

- A Head-of-household and an adult dependent or
- A head-of-household and an Other adult family member.
F - Foster child under the age of 18 or the child of a foster child or foster adult. See HH 4350.3 R1, C3, Paragraph 5-6.A. Employment income of a child in this category is not counted in determining the family’s annual income but other income is counted; the child does not qualify the family for a dependent allowance nor are medical or disability assistance expenses considered for children in this category. However, child care expenses for children in this category who are under the age of 13 are considered for the child. All income of a foster adult is counted in determining the family’s annual income. Foster children or adults do not count for income limit purposes.

L - Live-In Attendant. See HH 4350.3 R1, C3, Paragraph Fig. 5-2 and Paragraph 3-6.E for guidance on live-in attendants. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted when determining the family's annual income.

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. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income. One example is the parent of a household member who is the HOH and who has been deployed to active military duty. The HOH’s parent may move in the unit, temporarily, to care for grandchildren remaining in the unit until the HOH returns.

See the TRACS 202D Specification Documents - spreadsheet 202DRelationshipRules.xlsx for clarification. The spreadsheet is located on the TRACS web page.

### Item 38: Sex

**Sex**

For each member enter

- **F** for Female
- **M** for Male

Leave blank if either the O/A did not ask for the information or the tenant did not voluntarily report.

**Note:** In March 2012, HUD mandated new protections for anyone applying to or living in federally funded housing. These protections are based on sexual orientation, gender identity or marital status.

Household members may not be required to disclose gender for HUD programs. This may conflict with other funding programs such as LIHTC-Section 42 or Rural Development-515. The ability to leave this field blank begins when the owner/agent converts to the new 50059 created for TRACS version 202D.
## Instructions for Completing TRACS 202D Form HUD-50059

### Item 39  Race  (MAT 10 Section 3 Fields 18 through 24)

Items 39 and 40 reflect information collected using the Race & Ethnic Data form HUD-27061-H. The applicant/resident provides self-certification of their race and ethnicity for data collection by using form HUD-27061-H. Completing this form is optional and there is no penalty for not completing it. Owners should not complete the form on behalf of the tenant.

When the applicant chooses not to self-certify race or ethnicity, a notation that the applicant chose not to provide the race and ethnicity certification should be placed in their file.

Parents or guardians are to complete the form for children under the age of 18. See HH 4350.3 R1, C3, Paragraphs 2-11 and 4-14.

Enter the appropriate code for any race indicated on the completed HUD form 27061-H for this member. You may enter more than one code if a member selected more than one option on the form. e.g.: If the household member is Asian and White, as stated on the form HUD-27061-H, enter AW.

If the race is not provided for a household member, enter “X” in this Item for that member. Do not enter information based on “observations”.

- X = Declined to report
- I = American Indian or Alaskan Native
- A = Asian
- B = Black or African-American
- H = Native Hawaiian or Other Pacific Islander
- W = White
- O = Other

**Note:** For TRACS reporting purposes, MAT10 Section 3 Fields 18-23 should be left blank and MAT10 Section 3 Field 24, should be “Y”, if a household member declined to report their Race.

### Item 40  Ethnicity  (MAT 10 Section 3 Field 17)

Items 39 and 40 reflect information collected using the Race & Ethnic Data form HUD-27061-H. The applicant/resident provides self-certification of their race and ethnicity for data collection by using form HUD-27061-H. See Notes above.

Enter the appropriate code for ethnicity indicated on the completed HUD form 27061-H for this member.

- 0 = Tenant Declined to Report
- 1 = Hispanic
- 2 = Non-Hispanic
### Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Item 41</th>
<th>Birth Date (MAT 10 Section 3 Field 9)</th>
<th>Enter the Birth Date for each member of the household. Must be entered in a MMDDYYYY format.</th>
</tr>
</thead>
</table>
| Item 42 | Special Status Code (MAT 10 Section 3 Field 10) | Enter all Special Status Codes that describe the household member. For each member, **enter all of the codes that apply**

- **E** = Elderly Head, Co-Head, or Spouse (At least 62 years of age on (re)certification effective date)
- **S** = Full-time Student 18 or older who is not the Head, Co-Head or Spouse as of the effective date of this (re)certification. Must have a **D** (Dependent) indicated in Item 37 (Relationship Code).
- **H** = Family member who is Disabled
- **M** = Family Member who is a US military veteran.
- **P** = Person being housed temporarily pursuant to the guidance in the HUD Handbook 4350.1, Chapter 38. Also, see 2.0.2.D MAT Guide: Chapter 4, Section 4.28 - Presidential Declared Disasters.

**Joint Custody Codes:**

- **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% of the time. Such a person’s child care expenses count toward the child care allowance.

  When a child (anyone who is under 18 years of age as of the effective date of the certification) is in a joint custody arrangement or when a child may appear on a 50058 or 50059 for more than one household, certain rules apply. The child must live in the unit at least 50% of the time to be qualified as a household member for Income Limits, Unit Size and the Dependent Deduction.

  If the child does not live in the unit 50% of the time, always use **code C**. In this case, the child care deduction applies, but the dependent deduction does not apply and the child should not be considered when applying unit size standards.

- **JK** = Dependent (D) whose custody is jointly shared by more than one family and who receives a dependent allowance along with a child care allowance where applicable.
**Instructions for Completing TRACS 202D Form HUD-50059**

<table>
<thead>
<tr>
<th>Item 43</th>
<th>Student Status (MAT 10 Section 3 Field 25)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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 &amp; 3-33. Otherwise, leave blank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 44</th>
<th>ID Code (SSN) (MAT 10 Section 3 Field 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the 9-digit Social Security Number for each of the household members. Do not use dashes when entering these numbers. Enter 999999999 if the head of household has no SSN/TRACS ID. If the SSN 999999999 was used for this member on a previous certification, use the TRACS ID number assigned by TRACS.</td>
</tr>
</tbody>
</table>

Note: Do not enter an ITIN (Individual Tax Identification Number) or a Social Security Benefits Claim Number.

See HUD HSG Notice 10-08 for additional information regarding Social Security Number requirements. (Supersedes guidance provided in HH 4350.3 R1, C3.)
<table>
<thead>
<tr>
<th>Item 45</th>
<th>SSN Exception (MAT10 Section 3 Field 26)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Choose the appropriate code if an individual without a valid SSN qualifies for an SSN exception. Leave blank if a Social Security Number was provided and no exception applies.</td>
</tr>
<tr>
<td></td>
<td>C = Individual who does not contend eligible immigration status</td>
</tr>
<tr>
<td></td>
<td>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)</td>
</tr>
<tr>
<td></td>
<td>M = New household member under the age of 6 where disclosure of SSN is delayed for 90-180 days (cannot be used on a MI certification)</td>
</tr>
<tr>
<td></td>
<td>See HUD HSG Notice 10-08 for additional information regarding Social Security Number requirements. This notice supersedes guidance provided in HH 4350.3 R1, C3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 46</th>
<th>Citizen Code (MAT 10 Section 3 Field 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Formerly Member Eligibility Code (Before TRACS 202D)</td>
</tr>
<tr>
<td></td>
<td>Leave blank for BMIR, 202/811 PRAC or 202/162 PAC.</td>
</tr>
<tr>
<td></td>
<td>Enter one of the following codes for each household member.</td>
</tr>
<tr>
<td></td>
<td>EC = individual is a citizen or national</td>
</tr>
<tr>
<td></td>
<td>EN = individual is a noncitizen with eligible immigration status</td>
</tr>
<tr>
<td></td>
<td>IC = Ineligible noncitizen child of a family head or spouse</td>
</tr>
<tr>
<td></td>
<td>IN = Member is an Ineligible Non-Citizen.</td>
</tr>
<tr>
<td></td>
<td>IP = Ineligible Parent of a Head of Household or Spouse</td>
</tr>
<tr>
<td></td>
<td>ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults or None of the above). Item 37 shows a relationship code of “F” or “L” or “N” for these individuals. Note, however, that if such a person does not have an SSN an SSN exception code must be entered.</td>
</tr>
<tr>
<td></td>
<td>For additional information see HH 4350.3 REV-1: Paragraph 3-12, Appendix 2, Exhibit 3-5</td>
</tr>
</tbody>
</table>
### Instructions for Completing TRACS 202D Form HUD-50059

**Item 47**  **Alien Registration Number**  
(MAT 10 Section 3 Field 13)  
If the family member has been assigned an Alien Registration Number by DHS, enter this number. This is an alphanumeric number. (e.g.: A12345678)

**Item 48**  **Age**  
No MAT field number.  
Enter the age for each member as of the effective date of this (re)certification. This Item is not submitted to TRACS; this Item is retained on the form because age can be a factor in determining eligibility and allowances.

**Item 49**  **Work Codes**  
(MAT 10 Section 3 Field 15)  
Enter a value if child care and/or handicapped assistance is required to enable an adult family member to work. The following codes are valid for this Item:

- **C** = next to each adult family member who is able to work because child care is available
- **H** = next to each family member who is able to work because disability assistance is available
- **CH** = if both apply

For additional information about child care deductions and disability assistance expense deductions, see HH 4350.3 R1, C3, Paragraphs 5-10.B & C

**Item 50**  **Family has Mobility Disability?**  
(MAT 10 Section 2 Field 96)  
If a family member has a mobility disability, enter a “Y”. Otherwise, leave blank.

See HH 4350.3 R1, C3, Paragraph 2-11 for additional information about reporting information about families with members who have disabilities. “The Department also requires that owners report the numbers of persons with disabilities served by their programs.”

**Item 51**  **Family has Hearing Disability?**  
(MAT 10 Section 2 Field 97)  
If a family member has a hearing disability, enter a “Y”. Otherwise, leave blank.

See HH 4350.3 R1, C3, Paragraph 2-11 for additional information about reporting information about families with members who have disabilities. “The Department also requires that owners report the numbers of persons with disabilities served by their programs.”
### Instructions for Completing TRACS 202D Form HUD-50059

| Item 52 | Family has Visual Disability?  
(MAT 10 Section 2 Field 98) | If a family member has a visual disability, enter a “Y”.  
Otherwise, leave blank.  
See [HH 4350.3 R1, C3, Paragraph 2-11](https://example.com) for additional information about reporting information about families with members who have disabilities. “The Department also requires that owners report the numbers of persons with disabilities served by their programs.” |
| --- | --- | --- |
| Item 53 | Number of Family Members  
(MAT 10 Section 2 Field 26) | Enter the number of family members with a Relationship Code (Item 37) H - Head, S - Spouse, K – Co-head, D - Dependent or O - Other.  
Do not include any members with Relationship Code (Item 37) F - Foster, L – Live-in Attendant or N – None of the Above.  
Do not include the number of Expected Family Addition-Adoption (Item 57) or Expected Family Addition Pregnancy (Item 58) |
| Item 54 | Number of Non-Family Members  
(MAT 10 Section 2 Field 27) | Enter the number of members with Relationship Code (Item 37) F – Foster, L – Live-in Attendant or N – None of the Above.  
These non-family members are not counted in Item 53.  
Do not include the number of Expected Family Addition-Foster Children (Item 59) |
| Item 55 | Number of Dependents  
(MAT 10 Section 2 Field 28) | Enter the number of family members Relationship Code (Item 37) D.  
A Dependent is any family member who is not the Head-of-household, co-head-of-household or spouse who is either:  
1. Under 18 years of age (*do not count children who have a Special Status Code (Item 42 C)*)  
2. A person with disabilities  
3. Full time student of any age  
See [HH 4350.3 R1, C3, Paragraph 5-10](https://example.com) for additional information about dependents. |
| Item 56 | Number of Eligible Members  
No MAT record. | Based on citizenship eligibility, enter the number of family members who are eligible to receive housing assistance.  
Count only those members with a Citizen Code (Item 46) EC, EN, PV.  
This Item assists in determining Assistance Payment proration. If there are eligible and non-eligible family members within the tenant household, the Assistance Payment will need to be pro-rated unless the subsidy type is 202/811 PRAC, 202 PAC or 221(d)(3) BMIR. |
Instructions for Completing TRACS 202D Form HUD-50059

| Item 57  | Expected Family Addition - Adoption (MAT 10 Section 2 Field 80) | Enter the number of adopted children who do not currently live in the unit but who are expected to be added within the next 12 months.  

See HH 4350.3 R1, C3 4350.3 REV-1: Paragraph 3-6.E and 3-23.E for additional information about anticipated family members.

Note: TRACS has activated this Item in 2.0.2.D. |
|---|---|---|
| Item 58  | Expected Family Addition - Pregnancy (MAT 10 Section 2 Field 81) | If a household member is pregnant, enter the number of expected family additions expected within the next 12 months. 

See HH 4350.3 R1, C3 4350.3 REV-1: Paragraph 3-6.E and 3-23.E for additional information about anticipated family members.  Also see Appendix 3 for guidance regarding verification of pregnancy.

Note: TRACS has activated this Item in 2.0.2.D. |
| Item 59  | Expected Family Addition - Foster Children (MAT 10 Section 2 Field 82) | Enter the number of foster children who do not currently live in the unit but who are expected to be added within the next 12 months. 

See HH 4350.3 R1, C3 4350.3 REV-1: Paragraph 3-6.E and 3-23.E for additional information about anticipated family members.

Note: TRACS has activated this Item in 2.0.2.D. |

**PREVIOUS HEAD-OF-HOUSEHOLD INFORMATION**

In most cases, the six “Previous Head” fields - Items 60 through 65 are blank.

There are certain times when you are required to enter information into the six “Previous Head” fields. These include:

- The Head-of-household (HOH) leaves the unit and another member becomes the HOH.
- The HOH no longer qualifies as the HOH and another member becomes the HOH. This occurs when the HOH becomes permanently confined to a nursing home.  See HH 4350.3 R1, C3, Paragraph 5-6.
- The owner/agent is correcting or changing information about the HOH 
  - Last Name
  - First Name
  - Middle Initial
  - Birth Date
  - Social Security Number. You do not need to complete these fields if the previous HOH ID was 999999999 and a TRACS Temporary ID is now being used
**Instructions for Completing TRACS 202D Form HUD-50059**

- The owner/agent is changing/correcting the effective date of a previous full certification (MI, IC, AR, IR).

Items 60 to 65 fall under an “all or nothing” rule. Either all of these fields are blank or all of these fields are completed.

When correcting information about the HOH, DO NOT attempt to correct incorrect Head of Household information on multiple full certifications. This is done only to the most current certification. This is true even if the data has been incorrect for many years. TRACS is not designed to deal with such changes.

For example, if the HOH SSN was entered incorrectly at MI in 2010 and ARs have been completed for 2011, and 2012, your choices are:

- Correct the 2012 AR and complete Items 60-65 or
- Correct the HOH SSN on the 2013 AR and complete Items 60-65

**Note:** DO NOT CREATE AN INTERIM CERTIFICATION TO CORRECT PERSONAL IDENTIFIERS FOR RESIDENTS unless there has also been a change in household composition or household income.

*Your decision will depend on the timing of the discovery of the error. If the name, birth date or SSN have been entered incorrectly, EIV will produce a discrepancy in the EIV Failed Verification Report and EIV will not provide income or discrepancy information until the correction is submitted and accepted by TRACS. These errors must be corrected as quickly as possible.*

Refer to the text between Field 3 and Field 4 in the MAT 10 Section 2: Basic Record in Chapter 5 of the 2.0.2.D TRACS MAT User Guide as an additional reference.

<table>
<thead>
<tr>
<th>Item 60</th>
<th>Previous Head Last Name</th>
<th>Previous Head First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>MAT 10 Section 2 Field 6</strong></td>
<td><strong>MAT 10 Section 2 Field 7</strong></td>
</tr>
</tbody>
</table>

This Item is filled only if one or more of the Head of Household identifiers have changed (Head Of Household ID, Certification Effective Date, Last Name, First Name, Middle Initial, and/or Birth Date) since the last full certification (MI, IC, AR, IR) was submitted.

Enter the Last Name of the HOH **exactly as submitted on the household’s previous full certification**.

This Item is filled *only* if one or more of the Head of Household identifiers have changed (Head Of Household ID, Certification Effective Date, Last Name, First Name, Middle Initial, and/or Birth Date) since the last full certification (MI, IC, AR, IR) was submitted.

Enter the First Name of the HOH **exactly as submitted on the household’s previous full certification**.
### Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Item 62 | **Previous Head Middle Initial**  
(MAT 10 Section 2 Field 8) | This Item is filled only if one or more of the Head of Household identifiers have changed (Head Of Household ID, Certification Effective Date, Last Name, First Name, Middle Initial, and/or Birth Date) since the last full certification (MI, IC, AR, IR) was submitted.  
Though an optional Item, if submitted, enter the Middle Initial for the HOH exactly as submitted on the household’s previous full (re)certification. |
| Item 63 | **Active Full Cert. Effective Date**  
(MAT 10 Section 2 Field 5) | This Item is filled only if one or more of the Head of Household identifiers have changed (Head Of Household ID, Certification Effective Date, Last Name, First Name, Middle Initial, and/or Birth Date) since the last full certification (MI, IC, AR, IR) was submitted.  
Enter the Effective Date on the household’s last full certification (MI, IC, AR, IR) which has been successfully stored at TRACS.  
**Note:** You can access Secure Systems and check the Certification Query to verify that date. Do not use effective dates of Actions (MO, TM, GR, UT) |
| Item 64 | **Previous Head ID**  
(MAT 10 Section 2 Field 4) | This Item is filled only if one or more of the Head of Household identifiers have changed (Head Of Household ID, Certification Effective Date, Last Name, First Name, Middle Initial, and/or Birth Date) since the last full certification (MI, IC, AR, IR) was submitted.  
The Previous Head ID is the SSN or TRACS ID of the Head of Household reported on the previous full (re)certification.  
Enter the SSN or TRACS ID for the HOH exactly as submitted on the household’s previous full (re)certification. |
| Item 65 | **Previous Head Birth Date**  
(MAT 10 Section 2 Field 9) | This Item is filled only if one or more of the Head of Household identifiers have changed (Head Of Household ID, Certification Effective Date, Last Name, First Name, Middle Initial, and/or Birth Date) since the last full certification (MI, IC, AR, IR) was submitted.  
Enter the birth date for the HOH exactly as submitted on the household’s previous full (re)certification. This date must be in a MMDDYYYY format. |
### SECTION D – INCOME INFORMATION

<table>
<thead>
<tr>
<th>Item 66</th>
<th>Member Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MAT 10 Section 4 Field 3)</td>
</tr>
</tbody>
</table>

This Item is filled for family members who report income, and matches the number assigned to each family member in Item 33, starting with the Head of Household “01”.

A separate line is 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”.

<table>
<thead>
<tr>
<th>Item 67</th>
<th>Income Type Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MAT 10 Section 4 Field 4)</td>
</tr>
</tbody>
</table>

Enter the code for the source of income for each household member. Each income source is listed separately for each member. If a single member has two like type income sources, list each one separately.

For example, if a household member has two non-federal jobs, there will be two items with income type W listed for that member.

Use the following codes.

- **B** = *Business (including distributed profits and net income from business)*
- **CS** = Child Support
- **F** = *Federal Wages*
- **G** = General Assistance/Welfare
- **I** = Indian Trust
- **M** = *Military Pay*
- **N** = *Other Non-Wage source (including alimony)*
- **PE** = Pensions (this includes veteran pensions, military retirement, and income from all other pensions and annuities)
- **SI** = *Supplemental Security Income, SSI, (this covers both personal benefit, and State Supplements administered by the SS Administration)*
- **SS** = *Social Security (both personal and dual entitlements)*
- **T** = TANF (Temporary Aid to Needy Families), formerly AFDC
- **U** = *Unemployment*
- **W** = *Non-Federal Wage (includes salaries, tips, commissions, bonuses, and other income from employment)*

Note: * indicates income amounts used by EIV when generating income reports including the Income Discrepancy Report. Other income IS NOT considered by EIV.

<table>
<thead>
<tr>
<th>Item 68</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MAT 10 Section 4 Field 5)</td>
</tr>
</tbody>
</table>

Enter the anticipated income amount for the 12 month period following the effective date (Item 12) of this certification. You must enter income for each members’ income type(s). **Note: You must project income forward for 12 months regardless of the “Next Recertification Date”**.
See HH 4350.3 R1, C3, Paragraph 5-4: Annual income is the amount of income that is used to determine a family’s eligibility for assistance. Annual income is defined as follows:

1. All amounts, monetary or not, that go to or are received on behalf of the family head, spouse or co-head (even if the family member is temporarily absent), or any other family member; or
2. All amounts anticipated to be received from a source outside the family during the 12-month period following admission or annual recertification effective date.

See HH 4350.3 R1, C3, Appendix 8 for information about rounding income amounts.

<table>
<thead>
<tr>
<th>Item 69</th>
<th>SSN Benefits Claim No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MAT 10 Section 4 Field 8)</td>
</tr>
</tbody>
</table>

Enter the Social Security Benefits Claim number under which a member of the household receives Social Security income benefits (Item 67) **only if** the Social Security Benefits Claim number is different from that member’s own Social Security number.

Enter the alpha/numeric suffix attached to the end of the Social Security claim number. Do not enter dashes. For example: 123456789HB1. The claim number will typically be 9 digits followed by a letter and 0-2 additional letters and/or numbers.

Otherwise, leave blank. 
*Note: If the member has income under more than one Claim Number, enter one income per Claim Number.*

<table>
<thead>
<tr>
<th>Item 70</th>
<th>Total Employment Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MAT 10 Section 2 Field 33)</td>
</tr>
</tbody>
</table>

This includes income associated with the following income codes. Enter the sum of income from Item 68 that have the following codes:

- **B** = Business
- **F** = Federal Wages
- **M** = Military Pay
- **W** = Non-Federal Wage

<table>
<thead>
<tr>
<th>Item 71</th>
<th>Total Pension Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MAT 10 Section 2 Field 34)</td>
</tr>
</tbody>
</table>

Enter the total amounts of pensions (including Social Security and SSI) from Item 68 that have the following codes.

- **PE** = Pensions
- **SI** = Supplemental Security Income, SSI
- **SS** = Social Security

<table>
<thead>
<tr>
<th>Item 72</th>
<th>Total Public Assistance Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MAT 10 Section 2 Field 35)</td>
</tr>
</tbody>
</table>

Include the total amounts of Public Assistance from Item 68 that have the following codes.

- **G** = General Assistance/Welfare
- **T** = TANF
### Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Item 73</th>
<th>Total Other Income (MAT 10 Section 2 Field 36)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Include the total amounts of Other Income from Item 68 that have the following codes.</td>
</tr>
<tr>
<td></td>
<td>CS = Child Support</td>
</tr>
<tr>
<td></td>
<td>I = Indian Trust</td>
</tr>
<tr>
<td></td>
<td>N = Other Non-Wage source</td>
</tr>
<tr>
<td></td>
<td>U = Unemployment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 74</th>
<th>Total Non-Asset Income (MAT 10 Section 2 Field 37)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the sum of all income amounts from Items 70 through 73.</td>
</tr>
</tbody>
</table>

### SECTION E - ASSET INFORMATION

<table>
<thead>
<tr>
<th>Item 75</th>
<th>Member Number (MAT 10 Section 5 Field 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter a member number only for family members who have assets. This number must match the number assigned to the family member in Item 33 starting with the Head of Household “01”.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Item 76</th>
<th>Description (MAT 10 Section 5 Field 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter all assets that are now owned (current assets). List each asset separately</td>
</tr>
</tbody>
</table>

**Note:** Assets include cash and items (not personal use items) that can be converted to cash.

Enter all assets in excess of $1000 that have been disposed of for less than fair market value for the two years preceding this certification’s effective date.

**Note:** Any asset that is disposed of for less than its full value is counted, including cash gifts as well as property. To determine the amount that has been given away, owners must compare the cash value of the asset to any amount received in compensation.

*See HH 4350.3 R1, C3, Paragraph 5-7 and Exhibit 5-2 for additional information about assets.*
### Item 77
**Status**  
(MAT 10 Section 5 Field 5)  
There are only two codes allowed for this Item. Enter the appropriate code.  
- **C** = Current (if the family still owns this asset)  
- **I** = Imputed (if the family has disposed of this asset within the last two years from the effective date (Item 12) for more than $1,000 less than FMV (fair market value))  

*See HH 4350.3 R1, C3, Paragraph 5-7 and Exhibit 5-2 for additional information about assets.*

### Item 78
**Cash Value**  
(MAT 10 Section 5 Field 6)  
Enter the cash value of each asset. The cash value of an asset is the market value of the asset minus any expenses that could occur with the selling of the asset, or converting the asset into cash. The lowest cash value is 0. TRACS will not accept a negative value.  

*See HH 4350.3 R1, C3 Paragraph 5-7.C and 5-7.D for additional information about the difference between fair market value and cash value of assets. Also see Appendix 3 and Appendix 6 for information about acceptable verification of the value of assets.*

### Item 79
**Actual Yearly Income**  
(MAT 10 Section 5 Field 7)  
Enter the amount an asset is expected to earn or grow for the 12 month period following the effective date of the certification.  

**Note:**  
If an asset is earning interest, calculate income using the fair market value, not the cash value of the asset unless both amounts are the same.  

**Note:**  
If an asset is part of a fund which earns income based on stock market performance, ask the verifier to verify how much the value of the asset will increase in value during the next 12 months.  

**Note:**  
If the asset is making regular periodic payments (e.g. an annuity), count the regular periodic payments, but do not count the value of the asset.  

**Note:**  
If the asset is a retirement account and the resident is required to take an annual Required Minimum Distribution (RMD) once a year, count the RMD as income for one year and do not count the value of the asset.

### Item 80
**Date Divested**  
(MAT 10 Section 5 Field 8)  
If the status of an asset in Item 77 is “I”, enter the date the asset was disposed of for less than fair market value.  

*See HH 4350.3 R1, C3, Paragraph 5-7.G.8 for additional information.*
### Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Item 81</th>
<th>Total Cash Value of Assets (MAT 10 Section 2 Field 29)</th>
<th>Enter the total cash value of all assets listed in Item 78.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 82</td>
<td>Actual Income From Assets (MAT 10 Section 2 Field 30)</td>
<td>Enter the total of the actual yearly income amount from all assets listed in Item 79.</td>
</tr>
</tbody>
</table>
| Item 83 | HUD Passbook Rate (MAT 10 Section 2 Field 31) | The HUD Passbook Rate is at 2.0% unless changed by HUD. Enter 2.0 in this Item if Item 81 is greater than $5000 and the subsidy type is NOT BMIR.  
If Item 81 is less than or equal to $5000, or this is a BMIR certification, enter zero.  
*See HH 4350.3 R11, C3, Paragraph 5-7.F.1.b* |
| Item 84 | Imputed Income From Assets (MAT 10 Section 2 Field 32) | If the Total Cash Value of Assets, Item 81, is less than or equal to $5000, enter zero.  
If the Total Cash Value of Assets is more than $5000, multiply the amount listed in Item 81 by the HUD Passbook Rate, Item 83. Enter the amount.  
*See HH 4350.3 R1, C3 Paragraphs 5-7.B & 5-7.F for additional information about imputed income from assets.  
*Note: For households only receiving BMIR assistance, it is not necessary to determine whether family assets exceed $5000. The rule for imputing income from assets does not apply to the BMIR program.* |
| Item 85 | Asset Income (MAT 10 Section 2 Field 38) | Enter the greater of Item 82 or Item 84.  
*Note: This number will be used as asset income for this certification.* |
| Item 86 | Total Annual Income (MAT 10 Section 2 Field 39) | Add total Non-Asset Income (Item 74) to Asset Income (Item 85). Enter the total amount. |

### SECTION F - ALLOWANCES & RENT CALCULATIONS:  

Items 87 through 89 must contain the HUD Program Income Limits for Section 8, BMIR, Section 235 and Section 236. DO NOT use the tax credit limits (Multifamily Tax Subsidy or MTSP limits).
**Instructions for Completing TRACS 202D Form HUD-50059**

For example, if you have a Section 8 project with low income housing tax credits, use the HUD Program Income Limits for Section 8 purposes (eligibility determination and 50059 reporting) and the MTSP limits for tax credit purposes (eligibility determination and TIC reporting).

This means that you are likely to be reporting different income limits on the 50059 and on the TIC. It is also possible that the same household will be found to be eligible in one program and not the other.

Review HH 4350.3 R1, C3, Paragraph 3-6.E. Refer to the website, www.huduser.org to find the applicable Income Limits.

<table>
<thead>
<tr>
<th>Item 87</th>
<th>Low Income Limit</th>
<th>Required for Section 8, Rent Supplement, RAP, Section 236, BMIR, 1995 202 &amp; 811 PRAC and 202/162 PAC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MAT 10 Section 2 Field 40</td>
<td>Enter zeros if not applicable.</td>
</tr>
<tr>
<td></td>
<td>For all subsidy types, except BMIR, the Low Income limit is based on 80% of the area median income, as determined by HUD and provided on the HUDUser web site. <a href="http://www.huduser.org/portal/datasets/il.html">http://www.huduser.org/portal/datasets/il.html</a></td>
<td>Enter the amount of the HUD-issued Section 8 Low Income limit.</td>
</tr>
<tr>
<td></td>
<td>If Total Annual Income (Item 86) is greater than Low Income Limit (Item 87), it must be determined whether this applicant can be admitted based on the HUD regulations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See HH 4350.3 R1, C3, Paragraph 3-6, Figure 302 and Figure 3-3 and Paragraphs 3-7 and 3-8 for information about exceptions and the admission of over-income applicants.</td>
<td></td>
</tr>
<tr>
<td>BMIR Tenants:</td>
<td>Enter the amount of the HUD-issued BMIR Income limit, which is 95% of the median income for the area. If Item 86 (Total Annual Income) is greater than Low Income Limit (Item 87) and this is a:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Move-In - the applicant may not be admitted to a BMIR unit, even if the applicant is willing to pay Market Rent</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Recertification - the tenant must pay the BMIR Market Rent</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 88</th>
<th>Very Low Income Limit</th>
<th>Required for Section 8, 202/811 PRAC and 202 PAC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MAT 10 Section 2 Field 41</td>
<td>Enter the Very Low Income Limit for this property.</td>
</tr>
<tr>
<td></td>
<td>Enter zeros if not applicable.</td>
<td></td>
</tr>
</tbody>
</table>
**Instructions for Completing TRACS 202D Form HUD-50059**

| Item 89 | Extremely Low Income Limit  
<table>
<thead>
<tr>
<th></th>
<th>(MAT 10 Section 2 Field 42)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required for Section 8 only – not used for other subsidies</td>
</tr>
<tr>
<td></td>
<td>Enter the Extremely Low Income Limit for this property.</td>
</tr>
<tr>
<td></td>
<td>Enter zeros if not applicable.</td>
</tr>
</tbody>
</table>

The Extremely Low Income limit is based on 30% of the area median income, as determined by HUD and provided on the HUDUser website [http://www.huduser.org/portal/datasets/il.html](http://www.huduser.org/portal/datasets/il.html).

*See HH 4350.3 R1, C3, Paragraph 3-5 and 3-6 and Figures 3-2 and 3-3 for additional information about income limits.*

**Items 90 through 93** are special purpose fields used only for Section 8 to keep track of the need for income exception codes. **If the certification is not Section 8, all four fields must be left blank.**

The content of Item 93, Income Exception Code, is determined when the household qualifies for Section 8 at the time of move-in or initial certification. If, at MI or IC, the household is Low Income AND this is a Post-Universe contract, then fill the field with the appropriate exception code.

If both of those conditions are not true, leave the field blank. Whatever value is entered at MI or IC, must then be carried forward to future IR and AR certifications. In other words, no matter what happens to the household’s Current Income Status Code on future certifications, the Income Exception Code keeps the value it had at MI or IC. The need for a code is not reevaluated on certifications effective after the MI or IC.

Special note for 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant’s assistance was terminated due to an increase in income and whose income decreases to where they are again eligible for assistance, the tenant should be recertified and receive the assistance. The tenant’s income eligibility was determined at move-in and does not have to be determined again. In this case, the income exception code determined at MI is carried forward to the IC.
Instructions for Completing TRACS 202D Form HUD-50059

If the tenant was terminated for any other reason, eligibility is determined on the IC and a new exception code is used if applicable. If the project is not 100% Section 8, the household must requalify on any IC and the applicable exception code is determined on the new certification.

| Item 90 | Current Income Status (MAT 10 Section 2 Field 44) | This Item should only be filled in for Section 8 tenants.

If not Section 8, leave blank.

Current Income Status Code (Item 90), shows the result of comparing the household’s Annual Income Amount (Item 86) with the Section 8 income limits.

Compare the Total Annual Income (Item 86) to the Income Limits entered in Items 87, 88, and 89.

Enter “1”, Low Income if Total Annual Income (Item 86) is greater than the Very Low Income Limit (Item 88)

Enter ‘2”, Very Low Income if Total Annual Income (Item 86) is less than or equal to the Very Low Income limit (Item 88) but greater than the Extremely Low Income Limit (Item 89).

Enter “3”, Extremely Low Income if Total Annual Income (Item 86) is less than or equal to the Extremely Low Income Limit (Item 89).

If code “1” was entered for a MI or an IC, and Item 91 is code “2” (Post 1981), this tenant can only receive Section 8 if the HUD Field Office has reviewed and approved an exception to the income eligibility requirements.

| Item 91 | Eligibility Universe Code (MAT 10 Section 2 Field 43) | This Item should only be filled in for Section 8 tenants. If this is not a Section 8 tenant, leave blank.

If this is a Section 8 certification, Item 91, Eligibility Universe Code, must be filled with either a 1 (Pre-Universe) or 2 (Post-Universe) following the instructions for that field.

If the HAP Contract for this unit was effective before 10/1/81, enter the code of “1”.

Note: These Section 8 properties serve families whose income is categorized as Low Income, Very Low Income and Extremely Low Income. Income Targeting rules apply.

If the HAP Contract for this unit was effective on or after 10/1/81(Post 1981), enter the code of “2” for this Item.
### Instructions for Completing TRACS 202D Form HUD-50059

| Item 92 | Sec. 8 Assist. 1984 Indicator  
(MAT 10 Section 2 Field 45) | This Item should only be filled in for Section 8 tenants.  
If this is not a Section 8 tenant, leave blank.  
Item 92, Section 8 Assistance 1984 Indicator, is only filled if the Eligibility Universe Code (Item 91) is “2” (Post 1981), and the Current Income Status Code (Item 90), is “1” (Low Income).  
Enter “Y” if the tenant began receiving Section 8 assistance on or after July 1, 1984.  
Otherwise, leave blank. |
| --- | --- | --- |
| Item 93 | Income Exception Code  
(MAT 10 Section 2 Field 46) | This Item should only be filled in for Section 8 tenants.  
If this is not a Section 8 tenant, leave blank.  
Enter one of the following Income Exception Codes, if Current Income Status Code (Item 90) is “1 – Low Income”, and Sec. 8 Assist. 1984 Indicator (Item 91) is “2”.  
Otherwise, leave blank.  
Refer to the text between Fields 42 and 43 in the MAT10 Section 2 Basic Record of the 2.0.2.D MAT Guide for further guidance.  
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 (or is now being converted) from RAP or Rent Supplement; or  
(2) Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project.  
EDT = HUD approved exception for an in-place tenant who would otherwise be displaced See HH 4350.3 R1, C3, Paragraph 3-7.D.  
EIT = Do not use this code for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception. |
| Item 94 | Police Security Tenant? (MAT 10 Section 2 Field 69) | 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. See HH 4350.3 R1, C3 Paragraph 3-7-D

If this household consists of an over income police officer or over income security professional and if the owner has received permission from HUD to admit over-income police or security personnel, enter “Y”.

Otherwise, leave blank.

See HH 4350.3 R1, C3, Paragraph 3-8-D and 5-27

Income limits do not apply for this tenant.

1. The determination of the rent amount in such circumstances should take into consideration the income of the officer, the location of the property, and rents for comparable unassisted units in the area.
2. Owners should establish a rent that is attractive to the officer, but not less than what the officer would pay as an eligible Section 8 tenant.
3. Owners are expected to use a consistent methodology for each property when establishing the rents for officers in these circumstances.

| Item 95 | Survivor of Qualifier? (MAT 10 Section 2 Field 87) | Leave blank if this property is not a property serving seniors or disabled families.

Leave blank if the head, co-head or spouse is senior or disabled.

If a household was previously qualified (elderly or disabled) and the qualified member leaves, special consideration is taken.

1 – Anyone who wishes to remain in the unit must be part of the lease in place when the qualified member died.
2 – At least one of the remaining families members must be old enough to sign a lease

If the qualifying member died, the remaining household members can remain in the unit and can receive assistance; even if none of the remaining household members qualify for the unit (disabled/elderly). If that is the case, enter “Y”.

Section 202/8, Section 202 PAC, Section 202 PRAC or Section 811 PRAC
If the qualifying member leaves the unit for any reason other than death (nursing home, divorce, etc.), the owner must determine if the individual(s) still residing in the unit meet the eligibility requirements for the project (income and age/disability). If the individual is not eligible for the project, he/she may not receive rental assistance.

In a 202/8 or a Section 202 PAC project, the individual may remain in the unit but must pay contract rent.

In a Section 202 PRAC or 811 PRAC project, the individual may not remain in the unit.

*See HH 4350.3 R1, C3, Paragraph 3-16*

<table>
<thead>
<tr>
<th>Item 96</th>
<th>Household Citizenship Eligibility (MAT 10 Section 2 Field 79)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter one of the following codes for tenants with a Project MI date on or after 6/19/95, and for all in-place tenants no later than 6/19/96.</td>
</tr>
<tr>
<td></td>
<td>For programs subject to the Non-Citizen Rule, indicate the current status of the household at the time of certification. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong> = Subsidy Type is not subject to the Non-Citizen Rule. Use this for 202/811PRAC, 202 PAC and 221(d)(3) BMIR</td>
</tr>
<tr>
<td></td>
<td><strong>E</strong> = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance. No member has a PV code for Citizen Code (Item 46)</td>
</tr>
<tr>
<td></td>
<td><strong>C</strong> = Continued Assistance. The mixed family, resident on/before June 19, 1995 qualifies for continuation of full assistance under Non-Citizen Rule.</td>
</tr>
<tr>
<td></td>
<td><strong>P</strong> = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule because only some of the family members are eligible for assistance.</td>
</tr>
<tr>
<td></td>
<td><strong>F</strong> = 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 (Citizen Code = PV) when the family moves in. At least one member must be eligible. If any member is ineligible (IN, IC or IP) or has an ND Citizen Code, use the Prorated Assistance Code (P), not Full Assistance.</td>
</tr>
</tbody>
</table>

Note: A member with an eligibility code of PV will be counted as eligible when proration of assistance is calculated. A member with a code of ND will be counted as ineligible when proration of assistance is calculated.
Instructions for Completing TRACS 202D Form HUD-50059

| T = Temporary Deferral of Termination. The family, currently receiving full assistance, is found to be ineligible for assistance under the Non-Citizen 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 only be used for tenant households meeting the exception to the 18 month deferral period. See HH 4350.3 R1, C3, 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. See HH 4350.3 R1, C3, Paragraph 3-12 and Glossary

ADJUSTED INCOME - DEDUCTIONS

For Items 97 through 107, leave blank if this is a BMIR (re)certification. See 4350.3 REV-1: Chapter 5, Section 2.

| Item 97 | Deduction for Dependents (MAT 10 Section 2 Field 47) | Use the Number of Dependents listed in Item 55 and multiply by $480.

Note: The HOH, Co-HOH or spouse cannot be a dependent. Dependents are children under the age of 18 (excluding Foster children), and members over the age of 18, who are full-time students or disabled.

A child with a Special Status Code of C (indicating that the child is not living in the unit at least 50% of the time) is not counted. See HH 4350.3 R1, C3, Paragraph 5-10.A

| Item 98 | Child Care Expense (work) (MAT 10 Section 2 Field 83) | Enter the amount paid for childcare that enables a family member to work.

Only expenses incurred for the care of children, including foster children, who are under the age of 13, can be included. For this item, the allowable expense cannot exceed the amount earned as the result of the child care provided.

If claiming child care to work for a full-time student, who is not the Head, Co-Head, or Spouse, the associated child care allowance is restricted to the lesser of the actual amount or $480

See HH 4350.3 R1, C3, Paragraph 5-10-B
### Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Item 99** | **Child Care Expense (school)**  
(MAT 10 Section 2 Field 84) | Enter the amount paid for childcare that allows an adult family member to attend school or look for work. Only expenses incurred for the care of children, including foster children, under the age of 13, can be included.  
*See HH 4350.3 R1, C3, Paragraph 5-10-B* |
| **Item 100** | **3% of Income**  
(MAT 10 Section 2 Field 49) | Multiply the Total Annual Income (Item 86) by 0.03 (3.0%). Enter that value here. |
| **Item 101** | **Disability Expense**  
(MAT 10 Section 2 Field 50) | *Special Note: When a household member is disabled and attendant care is required to enable any adult household member to work, certain income deductions apply. When a household member is disabled and disability assistance (such as a sign language interpreter) or auxiliary apparatus (such as a mobility accessible vehicle) allow any adult household member to work (included the disabled member) certain deductions apply. Please review HH 4350.3 R1, C3, Paragraph 5-10-C to understand HUD's guidance and to be sure that the resident is provided with the proper assistance. The guidance is too extensive to include here.*

Enter the Disability Assistance Expense a resident expects to pay during the 12 month period following the effective date of the certification.

If there is no Disability Assistance Expense, enter zero.  
*See HH 4350.3 R1, C3, Paragraph 5-10-C*

Families are entitled to a deduction for unreimbursed, anticipated costs for attendant care and “auxiliary apparatus” for each family member who is a person with disabilities, to the extent these expenses are reasonable and necessary to enable any family member 18 years of age or older who may or may not be the member who is a person with disabilities to be employed.

*Example: The payments made on a motorized wheelchair for the 42-year-old son of the head of the family enable the son to leave the house and go to work each day on his own. Prior to the purchase of the motorized wheelchair, the son was unable to make the commute to work. These payments are an eligible disability assistance expense.*
**Instructions for Completing TRACS 202D Form HUD-50059**

| Item 102 | Disability Deduction  
(MAT 10 Section 2 Field 51) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong> Payments to a care attendant to stay with a disabled 16-year-old child allow the child’s mother to go to work every day. These payments are an eligible disability assistance expense.</td>
<td></td>
</tr>
<tr>
<td>The deduction may not exceed the earned income received by the family member or members who are enabled to work by the attendant care or auxiliary apparatus.</td>
<td></td>
</tr>
<tr>
<td>If the disability assistance enables more than one person to be employed, consider the combined incomes of those persons.</td>
<td></td>
</tr>
<tr>
<td><em>Example, if an auxiliary apparatus enables a person with a disability to be employed and frees another person to be employed, the allowance cannot exceed the combined incomes of those two people.</em></td>
<td></td>
</tr>
<tr>
<td>If an amount greater than zero is entered in this Item, an “H” is entered in Item 49</td>
<td></td>
</tr>
</tbody>
</table>

| Item 102 | Disability Deduction  
(MAT 10 Section 2 Field 51) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Note:</strong> When a household member is disabled and attendant care is required to enable any adult household member to work, certain income deductions apply. When a household member is disabled and disability assistance (such as a sign language interpreter) or auxiliary apparatus (such as a mobility accessible vehicle) allow any adult household member to work (included the disabled member) certain deductions apply. Please review HH 4350.3 R1, C3, Paragraph 5-10-C to understand HUD’s guidance and to be sure that the resident is provided with the proper assistance. The guidance is too extensive to include here.</td>
<td></td>
</tr>
<tr>
<td>The Disability Deduction is the eligible amount that <strong>exceeds</strong> 3% of the family’s annual income. Subtract 3% of Adjusted Income (Item 100) from the Disability Expense (Item 102) to derive the Disability Deduction amount. Enter that value here. Negative values are not allowed.</td>
<td></td>
</tr>
<tr>
<td>If Item 101-Disability Expense is zero, enter zero.</td>
<td></td>
</tr>
<tr>
<td>If Item 101-Disability Expense is less than Item 100-3% of Income, enter zero.</td>
<td></td>
</tr>
<tr>
<td>If Item 101-Disability Expense is greater than 3% of Income-Item 100, enter the <strong>LESSER</strong> of…</td>
<td></td>
</tr>
<tr>
<td>* (Item 101 Disability Expenses <strong>minus</strong> 3% of Adjusted Income Item 100)</td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>* Total Employment Income earned by and adult household member (including the disabled member) who is able to work as a result of the expense.</td>
<td></td>
</tr>
</tbody>
</table>
### Instructions for Completing TRACS 202D Form HUD-50059

| **Item 103** | **Medical Expense**  
(MAT 10 Section 2 Field 52) | Medical expenses are permitted for elderly and disabled families. A family is determined to be elderly or disabled if the Relationship Code (Item 37) is (H) Head, (S) Spouse or (K) Co-Head and one of those members has a Special Status Code (Item 42) of (E) Elderly - 62 years old or older on the effective date of certification or (H) Disabled - a person with disabilities.

Enter the **unreimbursed** medical expenses for family members including members who are not disabled or elderly. Do not include medical expenses for any member with a relationship code of (F) Foster, (L) Live-in aide or (O) None of the above.

If there are no out of pocket medical expenses, enter zero.

*See HH 4350.3 RI, C3, Paragraph 5-10.D and Exhibit 5-3. Also see HUD Handbook Questions & Answers http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_20476.pdf* |

| **Item 104** | **Medical Deduction**  
(MAT 10 Section 2 Field 53) | Enter zero in this Item if the amount in Item 103 is zero.

Enter the amount of the Medical Expense Deduction which is usually the Medical Expense (Item 103) less 3% of Income (Item 100). Negatives values are not allowed. If there is also a Disability Deduction, please see rules below.

**When there is a Disability Deduction and a Medical Deduction**

If an elderly family has both unreimbursed medical expenses and disability assistance expenses, a special calculation is required to ensure that the family’s 3% of income expenditure is applied only one time. Because the deduction for disability assistance expenses is limited by the amount earned by the person enabled to work, the disability deduction must be calculated before the medical deduction is calculated.

a. When a family has unreimbursed disability assistance expenses that are less than 3% of annual income, the family will receive no deduction for disability assistance expense. However, the deduction for medical expenses will be equal to the amount by which the sum of both disability and medical expenses exceeds 3% of annual income.

b. If the disability assistance expense exceeds the amount earned by the person who was enabled to work, the deduction for disability assistance will be capped at the amount earned by that individual. When the family is also eligible for a medical expense deduction, however, the 3% may have been exhausted in the first calculation, and it then will not be applied to medical expenses. |
**Instructions for Completing TRACS 202D Form HUD-50059**

c. When a family has both disability assistance expenses and medical expenses, it is important to review the collected expenses to be sure no expense has been inadvertently included in both categories.

*See HH 4350.3 R1, C3, Paragraph 5-10-D*

| Item 105 | Elderly Family Deduction | A family is determined to be elderly or disabled if the Relationship Code (Item 37) is (H) Head, (S) Spouse or (K) Co-Head and one of those members has a Special Status Code (Item 42) of (E) Elderly-62 years old or older on the effective date of certification or (H) Disabled - a person with disabilities. If this is the case, the household is entitled to one $400 Elderly Household Allowance. Enter $400.

If the household is neither elderly nor disabled, enter zero.

*See HH 4350.3 R1, C3, Paragraph 5-10-E*

| Item 106 | Total Deductions | Enter the sum of all deductions.

Add the following Items and enter the amount.

- Deduction for Dependents (Item 97)
  + Child Care Expense (work) (Item 98)
  + Child Care Expense (school) (Item 99)
- Disability Deduction (Item 102)
- Medical Deduction (Item 104)
- Elderly Family Deduction (Item 105)

= Total Deductions (Item 106)

| Item 107 | Adjusted Annual Income | Enter Total Annual Income (Item 86) less Total Deductions (Item 106).

Negative values are not allowed. If Total Deductions (Item 106) are greater than or equal to Total Annual Income (Item 86), enter zero.

| Item 108 | Total Tenant Payment | The Total Tenant Payment (TTP) is the amount a tenant is expected to contribute for rent and utilities. *See HH 4350.3 REV 1: Paragraph 5-25, Figure 5-6, Paragraphs 7-16 & 7-17, Exhibit 5-8*

For BMIR and Section 236 tenants, leave blank.

*Note: For RAP, Rent Supp. and Section 8 tenants, if the Household Citizenship Eligibility (Item 96) is “P”, the Assistance Payment (AP), Total Tenant Payment (TTP), Tenant Rent (TR) and Utility Reimbursement (UR), if applicable, will be pro-rated amounts.*
For Section 8, RAP, PRAC, PAC, the Total Tenant Payment (TTP) is the greater of:

- 30% monthly adjusted income;
- 10% monthly gross income;
- Welfare rent (welfare recipients in as-paid localities only);
- $25 minimum rent (Section 8 only).

Note: A property may only admit an applicant to Section 8, RAP, and PAC programs, if the TTP is less than the gross rent. This does not apply to the PRAC program. In some instances under the PRAC program, a tenant’s TTP will exceed the PRAC operating rent (gross rent).

For Rent Supplement, the Total Tenant Payment (TTP) is the greater of:

- 30% of monthly adjusted income;
- 30% of gross rent.

Note: For MIs and ICs, the amount of Rent Supplement assistance cannot be any less than 10% of the gross rent. If the initial amount of Rent Supplement assistance is less than 10% of the gross rent, the tenant is not eligible for Rent Supplement Assistance.

<table>
<thead>
<tr>
<th>Item 109 TTP Before Override (MAT10 Section 2 Field 102)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If this is a rent override situation (Item 114, Rent Override set to “Y”) and the rent calculation involves TTP, fill with the TTP that would normally be calculated without the override.</td>
</tr>
<tr>
<td>Currently, this is used when a PRAC resident pays less than operating rent and that resident refuses to participate in the annual certification process. In this case, use the Rent Override function to force the Tenant Rent to operating rent.</td>
</tr>
<tr>
<td>This is also used for RAD rent phase-in (see below)</td>
</tr>
<tr>
<td>Otherwise, leave blank.</td>
</tr>
</tbody>
</table>

*For information regarding the Rent Override function, see HUD MAT Guide Chapter 4, Section 4.30 and TRACS 202D Specification Document Appendix K.*

**Rent phase-in rules under RAD**

If the tenant is subject to rent phase-in (this fact is determined by the OwnerPHA), the OwnerPHA determines the phase-in schedule (3-5 years) and the TTP amount for each certification.
Instructions for Completing TRACS 202D Form HUD-50059

To assist in monitoring the phase-ins, a TTP At RAD Conversion field has been added to the MAT10, Section 2 record (Field 101) and the MAT70 record (Field 30).

For each tenant certification during the phase-in, the TTP at RAD Conversion field is to be filled. The value does not change from cert to cert and is supplied by the Owner/PHA. It is whatever the TTP was just before the tenant converts to RAD.

During the phase-in the TTP Before Override field is filled with the TTP as it would be calculated without the override. Also the Rent Override field is set to Y.

The use of these fields allows HUD to monitor for improper payments. For certifications effective after the MI or IC to RAD, during phase-in the Total Tenant Payment must be greater than the TTP At RAD Conversion and less than the TTP Before Override.

The phase-in ends either at the end of the phase-in period or when the TTP Before Override is equal to Total Tenant Payment. To mark this event (end of phase-in), the Rent Override Flag is NOT set and both the TTP At RAD Conversion and the TTP Before Override fields are filled.

For any certifications with effective dates greater than the date of the cert that marks the end of the phase in, fill the TTP At RAD Conversion and TTP Before Override fields with 0s.

<table>
<thead>
<tr>
<th>Item 110</th>
<th>Tenant Rent (MAT 10 Section 2 Field 65)</th>
</tr>
</thead>
</table>

For Section 8, RAP, Rent Supplement, 202/162 PAC, 202/811 PRAC: 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 property, the Tenant Rent (TR) is the Total Tenant Payment –TTP (Item 108).

If all, or part, of the utilities are paid by the tenant, the TR and TTP will not be the same amount. The TR is TTP (Item 108) minus the Utility Allowance (Item 30).

If the Utility Allowance (UA) is more than the TTP, enter zero in this Item and complete Item 111 (Utility Reimbursement).

Section 8, RAP, PRAC, PAC - Total Tenant Payment (TTP) is the greater of:

- 30% monthly adjusted income;
- 10% monthly gross income;
• Welfare rent (welfare recipients in as-paid localities only); or
• $25 minimum rent (Section 8 only).

**NOTE:** An owner may admit an applicant to the Section 8, RAP, and PAC programs only if the TTP is less than the gross rent.

This note does not apply to the PRAC program. In some instances under the PRAC program a tenant’s TTP will exceed the PRAC operating rent (gross rent).

**Rent Supplement** - Total Tenant Payment (TTP) is the greater of:

• 30% of monthly adjusted income; or
• 30% of gross rent.

**NOTE:** For move-ins and initial certifications, the amount of Rent Supplement assistance may be no less than 10% of the gross rent. If the initial amount of Rent Supplement assistance would be less than 10% of the gross rent, the tenant is not eligible for Rent Supplement Assistance.

Note: For RAP, Rent Supp. and Section 8 tenants, if the Household Citizenship Eligibility, Item 96, is “P”, the Assistance Payment (AP), Total Tenant Payment (TTP), Tenant Rent (TR) and Utility Reimbursement (UR), if applicable, will be pro-rated amounts.

See HH 4350.3 R1, C3, Paragraphs 5-26 and 5-29

**Section 236 - No Utility Allowance**

Tenant rent is the greater of:

• 30% of monthly adjusted income; or
• Section 236 basic rent.

Tenant rent is never more than market rent.

**Section 236 – Utility Allowance**

Tenant rent is the greater of:

• 30% of the monthly adjusted income less the utility allowance;
• 25% of monthly adjusted income; or
• Basic rent.

Tenant rent is never more than market rent.
### Section 221(d)(3) BMIR

At **move-in or initial certification**, if the tenant’s annual income is:
- At or below the BMIR income limit, the tenant is charged the BMIR rent.
- Above the BMIR income limit, the tenant may not be admitted to the project.

At **recertification**, if the tenant’s annual income is:
- Less than or equal to 110% of the BMIR income limit, the tenant pays the BMIR rent.
- Greater than 110% of the BMIR income limit, the tenant pays 110% of the BMIR rent.

*See HH 4350.3 R1, C3, Exhibit 5-8*

### Item 111 Utility Reimbursement

If the Utility Allowance (Item 30) exceeds the Total Tenant Payment (Item 108), subtract the TTP from the Utility Allowance and enter the difference. For Section 236, BMIR and Market tenants, leave blank.

*(MAT 10 Section 2 Field 66  4350.3 REV-1: Paragraph 5-26.C)*

Note: For RAP, Rent Supp. and Section 8 tenants, if the Household Assistance Status Code, Item 96, is “P”, the Assistance Payment (AP), Total Tenant Payment (TTP), Tenant Rent (TR) and Utility Reimbursement (UR), if applicable, will be pro-rated amounts. See Pro-ration procedures.

### Item 112 Assistance Payment

**(MAT 10 Section 2 Field 67)**

Enter the amount the owner bills HUD on behalf of the tenant living in a Section 8, RAP, Rent Supplement, 202/811 PRAC, or PAC property.

To determine this amount, subtract the TTP (Item 108) from the Gross Rent (Item 31).  \( GR - TTP = AP \).

If the TTP is greater or equal to the GR and this is not a PRAC enter zero.

The Assistance Payment (AP) for a PRAC tenant is the Operating Rent minus the TTP. Enter the AP amount, even if the amount is a negative number (e.g.: \(-75\) or \((75)\)).

*See HH 4350.3 R1, C3, P 5-26-B*

Note: For RAP, Rent Supp. and Section 8 tenants, if the Household Citizenship Eligibility, Item 96, is “P”, the Assistance Payment (AP), Total Tenant Payment (TTP), Tenant Rent (TR) and Utility Reimbursement (UR), if applicable, will be prorated amounts.
### Item 113 Welfare Rent
(MAT 10 Section 2 Field 60)

This Item is only applicable in “As-Paid” states or localities. If not applicable, enter zero.

In states or localities that have “As-Paid” Public Benefit programs, the welfare rent is based on the actual amount a family pays for shelter and utilities, the welfare rent is the maximum amount permitted under the welfare rule for rent and utilities.

*See HH 4350.3 R1, C3, Paragraph 5-6.J and 5-26.E*

### Item 114 Rent Override
(MAT 10 Section 2 Field 61)

Enter “Y” if the normal rent calculations have been overridden for this certification.

Otherwise, leave blank.

See HUD Handbook 4350.3 REV-1: Paragraph 5-30 for the general requirements as to when a HUD calculated rent may be overridden.

See also the rent calculation spreadsheet (202DCalculatingTenantRent.xlsx) for how overrides impact calculations. The spreadsheet is located on the TRACS web page. Click on Documents, then click on TRACS 202D Final Industry Specification Documents

### Item 115 Hardship Exemption
(MAT 10 Section 2 Field 63)

Applies only to Section 8. This is an exemption from the $25 Minimum Rent (TTP) requirement.

Enter the reason minimum rent requirement is waived.

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.

*See HH 4350.3 R1, C3, Paragraph 5-26: When a tenant requests a financial hardship exemption, the owner must waive the minimum $25 rent charge beginning the month immediately following the tenant’s request and implement the TTP calculated at the higher of 30% of adjusted monthly income or 10% of gross monthly income (or the welfare rent). TTP will not drop to zero unless those calculations all result in zero.*
If the owner determines there is no hardship as covered by the statute, the owner must immediately reinstate the minimum rent requirements. The tenant is responsible for paying any minimum rent that was not paid from the date rent was suspended.

If the owner determines that the hardship is temporary, the owner may not impose the minimum rent requirement until 90 days after the date of the suspension. At the end of the 90-day period, the tenant is responsible for paying the minimum rent, retroactive to the initial date of the suspension.

If the hardship is determined to be long term, the owner must exempt the tenant from the minimum rent requirement from the date the owner granted the suspension. The suspension may be effective until such time that the hardship no longer exists. However, the owner must recertify the tenant every 90 days while the suspension lasts to verify that circumstances have not changed.

<table>
<thead>
<tr>
<th>Item 116</th>
<th>Waiver Type Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leave blank if not applicable.</td>
</tr>
<tr>
<td></td>
<td>Otherwise, this Item should be completed.</td>
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<tr>
<td></td>
<td>AGE = Age waiver for an elderly property</td>
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<tr>
<td></td>
<td>INC = Income (for subsidy types other than Section 8)</td>
</tr>
<tr>
<td></td>
<td>NEAR = Near Elderly</td>
</tr>
<tr>
<td></td>
<td>DSBL = Waiver for non-disabled person to move in to a property for the disabled (e.g., 811 PRAC)</td>
</tr>
<tr>
<td></td>
<td>OTH = Other waiver not covered by the above codes</td>
</tr>
</tbody>
</table>

Note: 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 should be kept in the tenant file.

See HH 4350.3 R1, C3, Paragraphs 3-8 and 3-20 G for information about waivers for 202/8, 202 PAC and 202/811 PRAC properties.

See HH 4350.3 R1, C3, P 3-18: Elderly Restriction at RHS Section 515/8 Projects. Owners of RHS Section 515/8 projects designated as elderly are limited to housing elderly persons or persons with disabilities meeting the Definitions A, D or E in Figure 3-6. Age restrictions cannot be waived at these projects. If there is an insufficient number of eligible applicants and the owner wishes to house persons who do not meet the elderly or disabled eligibility requirements in Figure 3-6, the owner must request RHS to reclassify the project designation from elderly to family.
### Item 117

**Eligibility Check Not Required**  
(MAT10 Section 2 Field 100)

Applies only to Move-in or Initial certifications. If this certification is not a MI or IC, leave blank.

- If standard eligibility rules apply, leave blank.
- Enter “Y”, if standard eligibility rules will not be applied.

Examples of situations where the use of this designation is appropriate:

1. If a tenant moves in to a unit in a comparable project as a reasonable accommodation (*See HH 4350.3 R1, C3, Paragraph 2-32.C.1.a*), eligibility is not checked on Move-in certification.
2. If a tenant moves in to a unit in a comparable project in response to claims of status as a victim under VAWA.
3. For a contract combination, the tenant is first terminated from the old contract (Termination Code = CC) and an Initial Certification is created for the new contract. Eligibility is not checked on the Initial Certification.
4. Under the *HH 4350.3 R1, C3, Paragraph 7-12.B.3*, a tenant who fails to respond to a notice to provide information about changes in composition or income must be terminated (Termination Code = RI). When the tenant submits the information, assistance must be reinstated (IC). Eligibility is not checked on this Initial Certification.
5. For 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant’s assistance was terminated due to an increase in income and whose income decreases and they are again eligible for assistance, the tenant should be certified (IC) and receive the assistance. The tenant’s income eligibility was determined at move-in and does not have to be determined again.
6. PDD—Presidentially Declared Disaster
7. Other

### Item 118

**Extenuating Circumstances Code**  
(MAT10 Section 2 Field 99)

Leave blank if any tenant has signed this (re)certification.

If the tenant has not signed this (re)certification, this Item must be filled in with one of the following codes.

*See HH 4350.3 R1, C3, Paragraph 9-5: The owner may consider extenuating circumstances when an adult family member is not available to sign the HUD-50059, for example, an adult serving in the military, students away at college, adults who are hospitalized for an extended period of time, or a family member who is permanently confined to a nursing home or hospital. In these instances, the owner...*
Instructions for Completing TRACS 202D Form HUD-50059

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Medical</td>
</tr>
<tr>
<td>2</td>
<td>Late annual (re)certification due to accommodation or extenuating circumstances.</td>
</tr>
<tr>
<td>3</td>
<td>Late annual (re)certification due to owner/agent delay</td>
</tr>
<tr>
<td>4</td>
<td>Late annual (re)certification due to third party delay (For example a Guardian)</td>
</tr>
<tr>
<td>5</td>
<td>Military Deployment</td>
</tr>
<tr>
<td>6</td>
<td>Eviction In Progress. Must be for a valid HUD Handbook reason.</td>
</tr>
<tr>
<td>7</td>
<td>Court order</td>
</tr>
<tr>
<td>8</td>
<td>No Signature Required (Retroactive GR done after a MO or a GR correction to a previously transmitted 50059 where the only change is the GR modification of the contract rent and where none of the TTP, Tenant Rent, or Utility Allowance changes). See 4350.3 REV-1: Paragraph 9-8</td>
</tr>
<tr>
<td>9</td>
<td>No signature required for 60 days (based on anticipated voucher reported on date). An example would be a retroactive GR causing a correction to a previously transmitted 50059 and where any of the TTP, Tenant Rent or Utility Allowance changes. A signature is required but the cert may be transmitted immediately and the signature collected within 60 days.</td>
</tr>
<tr>
<td>10</td>
<td>Other</td>
</tr>
</tbody>
</table>

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

Note: With respect to Code 8—this is to be used whenever a full cert for a moved-out tenant is corrected by a GR—even in cases where a code 9 would normally be used. This is because a tenant signature will never be obtained because the resident has already moved out. Note: A code of “Y” is allowed when correcting a (re)certification originally created under TRACS 202C or earlier with a “Y” in this Item.