

Researching Missing Annual Certifications in TRACS

If an annual certification is not submitted or is submitted but rejected by TRACS, that household will be listed in the Late Certification Query as active but pending termination for about 93 days. If the Owner/Agent does not terminate and there is no PBCA or the PBCA does not terminate, HUD will initiate an HQ termination.

To view all households that have been terminated or that are pending termination, choose the **Late Re-Certification Query**

TRACS
Late Recertification Query

Enter the Contract or Project Number.

Contract Number: or Project Number:

REPORT TYPE:

- All Certifications
- Exclude Terminations
- HQ Terminations Only
- Only Terminations

SORT BY: Unit Name

REPORT BY: Browser Download

Tenant

- [Assistance Payment Query](#)
- [Certification Query](#)
- [Certifications with Discrepancies Query](#)
- [Late Recertification Query](#)
- [Move-In/Move-Out Query](#)
- [Multiple Occupancy Query](#)
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The **Late Re-Certification Query** can be run by Contract or Project Number. You have the option to choose several Report Types:

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

We usually choose to see All Certifications.

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

*U.S. Department of Housing and Urban Development
TRACS Late Recertification Report*

Contract Number: AK Report Type: All Certifications

Total Number of Late Recertifications: 8 Sorted By: Unit

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
	A01			6/1/03	6/1/04	0	7/1/03	TI
	E35			10/1/02	9/1/03	274	4/5/04	HQ
	E39			4/1/02	4/1/03	427	7/7/03	HQ
	E40			1/1/04	6/1/04	0		
	H58			3/1/04	6/1/04	0		
	H63			3/1/02	3/1/03	458	6/9/03	HQ
	K85			12/1/02	12/1/03	183	3/8/04	HQ
	L95			3/1/02	3/1/03	458	6/9/03	HQ

[Interpreting and Printing this page](#)

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

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

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