

**Industry Best Practice Instructions for form  
HUD-50059 (09/2008)  
(Appendix 7-B of HUD Handbook 4350.3)**

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

**TRACS Release 2.0.2.C MAT User Guide**

**Updated 08/2008**

**Some general references in HUD Handbook 4350.3 to consider when completing the applicable Items on the form HUD-50059 are:**

**Glossary  
Appendix 3  
Chapter 5, Section 3**

**NOTE:** To process a Move-out (MAT40 TRACS record), Termination (MAT65 TRACS record), Gross Rent (MAT70 TRACS record), or Unit Transfer (MAT70 TRACS record), complete the form **HUD-50059A** instead of this form.

**Section B Summary Information:**

**Item 1 Project Name** Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.

(MAT TENHR Field 20)

Note: TRACS will use this project name for all Items under this TENHR.

**Item 2 Subsidy Type** Enter the code for the subsidy the tenant will receive during the period covered by this (re)certification. Only one code can be entered, so if the tenant benefits from more than one type of subsidy, use the code for the project-based subsidy the tenant will be receiving.

Example: If a tenant in a Section 236 project will receive Section 8 assistance, other than a Section 8 Housing Choice Voucher, enter "1".

Acceptable codes are as follows:

- |                                                           |                |                        |
|-----------------------------------------------------------|----------------|------------------------|
| 1- Section 8                                              | 4- Section 236 | 7- Section 202/PRAC    |
| 2- Rent Supplement                                        | 5- BMIR        | 8- Section 811 PRAC    |
| 3- RAP                                                    | 6- Reserved    | 9- Section 202/162 PAC |
| 0- Market Rent Tenants not covered by Section 236 or BMIR |                |                        |

(MAT TENHR Field 21)

**Item 3 Secondary Subsidy Type**

Enter "S" if this tenant is receiving Section 8, RAP, or Rent Supplement and is living in a Section 236 project. Leave Blank if the tenant does not live in a Section 236 project

(MAT 10 Section 2 Field 86)

**Note: For TRACS purposes, a Space = Blank**

- Item 4** Property ID This is a numeric field that is assigned by **iREMS** (**i**ntegrated **R**eal **E**state **M**anagement **S**ystem). Please leave blank until this field is activated by TRACS.
- (MAT TENHR Field 22 Future Field)
- Note: Once the Project ID is assigned, it must be included on all future certifications.
- Note: TRACS is not edit-checking information for this field at this time**
- Item 5** Project Number Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. This field is mandatory for Section 236, BMIR, Rent Supplement, RAP, 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: FHA Insured Projects – 12144026  
Elderly Housing Projects – 121EH001  
Other noninsured Projects – 121001NI
- (MAT TENHR Field 23)
- Note: Do not use “0000FMHA” as a project number for an FMHA/RHS property. There should not be a project number for these properties.
- Item 6** Contract Number This number is mandatory for Section 8, 202/162 PAC, 202 PRAC, and 811 PRAC subsidy types. This number will be used for all transactions under this TENHR. Enter the 11-digit subsidy contract number. Do not enter dashes in this Alphanumeric field (e.g., AK123456789)
- (MAT TENHR Field 24)
- Item 7** Telecom Address The project’s telecommunications identifier, also known as the **iMAX** ID. The first five positions of this number must be “TRACM”, and HUD assigns the last five positions. For example, TRACM29999.
- (MAT TENHR Field 26)
- Note:** iMAX stands for **i**ntegrated **M**ultifamily **A**ccess **eX**change
- Item 8** Plan of Action Code This field is specifically for Title II or Title VI projects. This indicator of “2” or “6” is used to modify the Section 8 edit to accept Plan of Action computations. **Fill this Item in ONLY if the TTP or TR has been reduced due to the POA phase-in rules.** 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.
- (MAT 10 Section 2 Field 92)

**Item 9** HUD-Owned Project?

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

(MAT 10 Section 2 Field 93)

**Item 10** FIPS County Code

The Federal Information Processing Standards is a code that designates the county in which the project is located.

(MAT 10 Section 2 Field 10 Future Field)

**Note: TRACS is not edit-checking information for this field at this time**

**Item 11** Previous Housing Code

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

1 = Substandard                      3 = Standard  
2 = Without or about to be      4 = Conventional Public Housing  
    Without Housing                      (Owned by a Public Housing Agency)

(MAT 10 Section 2 Field 23)

Note: “Substandard” means physically substandard and does not include overcrowding.

**Item 12** Displacement Status

Complete only for Move-ins. Enter one of the codes listed below. Select the code that best describes the reason the family was displaced. If the family was not displaced, enter Code “4”.

1 = Government Action                      3 = Private Action  
2 = Natural Disaster                      4 = Not Displaced

(MAT 10 Section 2 Field 24)

**Item 13** Effective Date

Enter the date this (re)certification is to be effective. For a move-in (MI), use the date the tenant moved into the project. For an Initial Certification (IC), use the date that the tenant began receiving assistance from HUD. For an Annual Recertification (AR) or an Interim recertification (IR), refer to Chapter 7, Sections 1 & 2, of HUD Handbook 4350.3 for assistance in determining this date. Enter effective date as MMDDYYYY.

(MAT 10 Section 2 Field 11 4350.3: Use Chapter 7 and Paragraph 9-8 as general references)

Note: Effective date should never be confused with the Reported on/ Voucher date. The Effective date is the date the certification 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.

**Item 14** Anticipated  
Voucher Date

Enter the voucher period (month, day, year) for which the (re)certification will first appear. When the (re)certification 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)certification effective date.

(MAT 10 Section 2 Field 85 4350.3; Appendix 9)

Note: When entering the date MMDDYYYY, the “DD” will always be “01”

**Item 15** Next Recertification  
Date

Refer to the 4350.3, Paragraph 7-5 regarding the next recertification date for Annual Recertifications, Move-Ins, and Initial Certifications types. Interim Recertifications, Gross Rent Changes, and/or Unit Transfers do not affect this date.

(MAT 10 Section 2 Field 70 4350.3; Paragraph 7-5)

Note: The next Annual Recertification date should not be more than one year after the effective date of the certification being submitted. However, there are instances where it can be less than one year.

**Item 16** Project Move-In  
Date

Enter the date the family moved into the project. This date must be entered as MMDDYYYY.

(MAT 10 Section 2 Field 12 4350.3; Paragraphs 3-5D and 3-10B)

**Item 17** Unit Move-In Date

The date (MMDDYYYY) the family moved into this unit. This date can be different from the project Move-in date (Item 16). If the family has changed units, this date will be later than the date the family moved into this project (e.g., Unit Transfer)

(MAT 10 Section 2 Field 89 Future Field)

**Note: TRACS is not edit-checking information for this field at this time**

**Item 18** Certification Type

Enter only one code in this Item that best describes the main reason for preparing this form. If a previous (re)certification is being corrected, use the same code that was on the original (re)certification. If a partial certification is being created, such as a Unit Transfer or Gross Rent change, please leave this field blank.

The following are valid codes for this Item:

Move-In (Code MI). Use this code only when a new tenant moves into the project.

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 22) as RAP or Rent Supplement.

Initial Certification (Code IC). Use this code:

1. When an in-place Market Rent, a Section 236 or a BMIR tenant begins receiving subsidized rent.
2. 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.)
3. To transfer a tenant to another unit within the same "project" but onto a different contract. Refer to the 4350.3, Paragraph 9-8D, which requires the owner to 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 #3: If the IC changes the next recertification date in the reporting software; change it back to the former recertification anniversary date.

Annual Recertification (Code AR). Use this code for regularly scheduled recertifications. Please see 4350.3 Chapter 7, Section 1.

Interim Recertification (Code IR). Use for any changes in family circumstances (e.g., income, deductions, and household composition) with an effective date which is different than the Annual Recertification effective date.

(MAT 10 Section 2 Field 13 4350.3; Chapter 7, Section 2)

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

Note: This Item is also known as the Transaction type.

**Item 19** Action Processed The valid codes for this Item are:  
1 = for a Correction to a prior 50059  
Leave blank, when there is no correction.

(MAT 10 Section 2 Field 14)

- Item 20** Correction Type      The valid codes for this Item are:  
Blank = No Correction  
1 = Administrative Resubmission  
2 = Corrects Owner/Agent certification errors  
3 = Corrects Tenant Misreporting
- (MAT 10 Section 2 Field 15)
- Note: If the Action Processed code (Item 19) is “1”, the Correction Type code must be filled in. Otherwise, leave blank.
- Item 21** Cert. Correction Date      This date is the Certification/Transaction Effective date (Item 13) that was submitted with the full (re)certification being corrected with this transaction. It is used by TRACS to locate the specific (re)certification being corrected.
- (MAT 10 Section 2 Field 16 Future Field)
- Note: TRACS is not edit-checking information for this field at this time**
- Item 22** Previous Subsidy Type      If the subsidy type has changed from the previous (re) certification or the tenant has changed from receiving assistance to Market Rent or from Market Rent to receiving assistance, enter the code, as listed in Item 2, associated with the previous subsidy type. Fill in for IC’s only.
- (MAT 10 Section 2 Field 17)
- Note: Leave blank if the tenant has no previous history in this project  
Formerly this Item was called “Subsidy Change Indicator”
- Item 23** Unit Number      If each unit number is used only once within a project, enter unit numbers (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 on additional number before the unit number (e.g., A101, B101).
- (MAT 10 Section 2 Field 73)
- Note: It is recommended that unit numbers not be changed after they have been established. This can create difficulties at TRACS.
- Item 24** No. of Bedrooms      The number of bedrooms in the unit. For the guidelines on occupancy standards, please see 4350.3 Paragraph 3-23.
- (MAT 10 Section 2 Field 71)
- Item 25** Building ID      Enter the REAC-assigned Building Number.
- (MAT 10 Section 2 Field 72 Future Field)
- Note: TRACS is not edit-checking information for this field at this time.**

**Item 26** Unit Transfer Code Enter “Y” if this Unit Transfer occurs within the same contract and project numbers **AND** requires a full (re)certification (MAT10 TRACS record). **Otherwise**, complete a HUD-50059A (partial certification) for the Unit Transfer (MAT70 TRACS record).  
(MAT 10 Section 2 Field 94)

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” in the correct field, the (re)certification will fatal at TRACS.

**Item 27** Previous Unit No. This Item is required if Item 26, Unit Transfer Code, is filled in with a “Y”. Enter the unit from which the tenant transferred.

(MAT 10 Section 2 Field 95)

**Item 28** Security Deposit See 4350.3, Figure 6-6 to determine the Security Deposit amount required at Move-in. Even though owners can accept the security deposit in installments, the amount entered should be the security deposit amount shown on the lease.

(MAT 10 Section 2 Field 74 4350.3; Chapter 6 Section 2; Figure 6-6)

**Item 29** Basic Rent Enter the rent HUD or the Contract Administrator has approved for this unit type. Use only for Section 8, RAP or Rent Supplement (re)certifications in a Section 236 property. Enter the Section 236 Basic Rent amount.

(MAT10 Sec 2 Field 68)

Note: Enter zero, **IF** not applicable

**Item 30** Market Rent This field is required if Section 236 is the primary or secondary subsidy. Enter the rent HUD or the Contract Administrator has approved for this unit type.

(MAT 10 Section 2 Field 48) Note: Enter zero, **IF** not applicable

**Item 31** Contract Rent Enter the rent HUD or the Contract Administrator has approved for this unit type. 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.

For the Section 202 PAC or PRAC and Section 811/PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all of the utilities are included in the rent, enter the operating rent (operating cost).

(MAT 10 Section 2 Field 57) Note: The amount cannot be zero.



**Item 32** Utility Allowance If all of the utilities are included in the rent, enter zero. If not, enter the amount HUD or the Contract Administrator has approved for this unit type.  
  
(MAT 10 Section 2 Field 58)

**Item 33** Gross Rent Enter the sum of Item 31, Contract Rent (CR), plus Item 32, Utility Allowance (UA).  $CR + UA = GR$   
  
(MAT 10 Section 2 Field 59)

Note: This Item is also known as PRAC Operating Rent and PAC Operating Cost.

## **Section C Household Information:**

**Item 34** Family Member No. Write each member's name beside a number. The Head of Household must have the number "01". Each person in the household must have their own Family Member number because it will be used to associate income and assets to specific family members.  
  
(MAT 10 Section 3 Field 3)

Note: Item 38, 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.

**Item 35, 36 & 37** Names of Household Members List the names (Last, First, Middle Initial) of each member who will be residing in this unit. The first member listed should be the Head of Household.

The list of members should be in the following order: Head, Spouse or Co-Head, Dependents, Other family members age 18 or older, Foster children under age 18, Other Non-family members (e.g., Foster Adults and Live-in Attendants).

(MAT 10 Section 3 Fields 4, 5, & 6)

Note: If a household member has a Middle Initial, fill in Item 37.

**Item 38** Relationship Code List persons living in the unit in the following order and state the person's relationship to the Head of Household by using one of the following coded definitions:

H = Head of Household (There can be only one Head!)  
S = Spouse of the Head (There can be either a Spouse or a Co-Head, but not both)  
K = Co-Head  
D = Family Members that qualify as Dependents (See 4350.3, Paragraph 5-10A and Item 55).  
O = Other Family Members age 18 or older  
F = Foster children under the age of 18, and children of Foster children  
L = Live-in Attendants (Please see 4350.3 Exhibit 3-6(E)(3) for a definition of a Live-in Attendant), Foster Adults, and children of Live-in Attendants

(MAT 10 Section 3 Field 7)

Note: Refer to 4350.3; Appendix 7A, Section C for further guidance

**Item 39 Sex**

Enter “F” for Female and “M” for Male for each person listed in the unit.

(MAT 10 Section 3 Field 8)

**Items 40 and 41 are filled in based on whether or not household members have completed the Race & Ethnic Data form (HUD-27061-H). Parents or guardians are to complete the form for children under the age of 18. There is no penalty for persons who do not complete the form. However, place a note in the tenant file stating the applicant/tenant refused to complete the form**

**Item 40 Race**

Based on the Race & Ethnic Data form completed by each household member, please enter the appropriate letter listed below.

Note: If the Race & Ethnic Data form is not completed for a household member, enter “X” in this Item for that member.

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

e.g., If the Household member is Asian and White, as stated on form HUD-27061-H, enter **AW**.

e.g., If the Household member is Black or African-American, as stated on form HUD-27061-H, enter **B**.

(MAT 10 Section 3 Fields 18 through 23)

**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 41** Ethnicity Enter one of these valid codes for each household member, as stated on the HUD-27061-H:

- 0 = Tenant Declined to Report
  - 1 = Hispanic
  - 2 = Non-Hispanic
- (MAT 10 Section 3 Field 17)

**Item 42** Birth Date Enter the Birth Date for each member of the household

(MAT 10 Section 3 Field 9)

Note: This Item must be entered in a MMDDYYYY format

**Item 43** Special Status Code

Identify any household member who may qualify for one of the following Special Status Codes. For each member, enter all of the codes that apply (e.g., an “E” Elderly tenant may also be “H”, Disabled).

E = Elderly Head, Co-Head, or Spouse (At least 62 years of age on certification effective date)

S = Full-time Student who is 18 or older, who is not Head, Co-Head, or Spouse

H = Family member who is Disabled

J = Dependent whose custody is jointly shared by more than one family **and** who receives a dependent allowance along with a child care allowance where applicable

C = Dependent whose custody is jointly shared by more than one family **but** who does not receive a dependent allowance. Such a person’s child care expenses count toward the child care allowance.

K = Dependent whose custody is jointly shared by more than one family and lives in the unit 50% or more of the time. Count for unit size and income limit purposes. This code **must be paired** with a J code and may or may not be paired with a C code.

Note: The J and C codes are only applicable when the Relationship Code is set to D (Dependent). The K code is allowed when C is true and must be true when J is true. The J and C codes cannot both be set to true. A dependent (D) without either the J or C codes is assumed to be a full-time resident of the unit. Valid values are JK, C, CK.

Note: Ages are based on the effective date of this (re)certification

(MAT 10 Section 3 Field 10 4350.3; Figure 3-6)

**Item 44** Student Status 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, Paragraph 3-13. Otherwise, leave blank.

(MAT 10 Section 3 Field 25)

**Item 45** ID Code (SSN)

Enter the 9-digit Social Security Number for each of the household members. If there are dependents under the age of 6, the SSN is not currently required, but should be included if the information is available. Do not use dashes when entering these numbers. This is the family member's SSN/TRACS ID; it is not the SSN Benefit Claim Number.

(MAT 10 Section 3 Field 11 4350.3; Paragraphs 3-9 and 3-31)

**Note:** If the tenant does not have a SSN, TRACS ID number, enter 999999999, and TRACS will assign a TRACS ID number. However, an SSN for **all** individuals, applying for or participating in HUD's rental assistance programs, will be required in the near future.

**Item 46** Eligibility Code

Required by TRACS for all household members. See HUD Notice H 95-55. Leave blank for BMIR, 202/811 PRAC or 202/162 PAC and Market projects. The valid values for this Item are:

EC = Member is a U.S. citizen or national

EN = Member is a non-citizen with eligible immigration status

IC = Ineligible non-citizen child of a family Head or Spouse/Co-Head

IN = Member is an Ineligible Non-Citizen

IP = Ineligible Parent of a Head of Household or Spouse/Co-Head

PV = Member's eligibility status is Pending Verification – documentation has been submitted. For use when the family is receiving prorated assistance at admission. Member is treated as eligible for pro-ration purposes.

XX = Individuals who are not counted as members of the family (e.g., foster children/adults, live-in attendants, or persons with a relationship code of "F" or "L")

ND = No documentation submitted. For use when family is receiving pro-rated assistance at admission. Member is treated as ineligible for the purpose of determining pro-rated assistance.

(MAT 10 Section 3 Field 12 4350.3; Paragraph 3-12, App. 2, Exhibit 3-5)

**Item 47** Alien Registration  
Number

If the family member has been assigned an Alien Registration Number by INS, enter this number.

(MAT 10 Section 3 Field 13)

Note: This is an alphanumeric field

**Item 48** Age at Cert.

This Item is not submitted to TRACS, so therefore, does not have a MAT field number. This Item is retained on the form because age can be a factor in determining eligibility and allowances. Enter the age as of the effective date of this (re)certification. (4350.3; Paragraph 3-28C)

**Item 49** Work Codes

This Item only needs to be filled in 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

(MAT 10 Section 3 Field 15 4350.3; Paragraphs 5-10B & C)

**Item 50** Family is Mobility Impaired?

If a family member is mobility impaired, enter a “Y” in this field. If not, the Item should be filled in with an “N”.

(MAT 10 Section 2 Field 96 4350.3; Exhibit 2-2)

**Item 51** Family is Hearing Impaired?

If a family member is hearing impaired, enter a “Y” in this Item. If not, the Item should be filled in with an “N”.

(MAT 10 Section 2 Field 97 4350.3; Exhibit 2-2)

**Item 52** Family is Visually Impaired?

If a family member is visually impaired, enter a “Y” in this Item. If not, the Item should be filled in with an “N”.

(MAT 10 Section 2 Field 98 4350.3; Exhibit 2-2)

**Item 53** Number of Family Members

The number of family members should add up to the number of individuals listed in Item 35, but should not include any members with the relationship code of “F” or “L” (Item 38).

(MAT 10 Section 2 Field 26)

**Item 54** Number of Non-Family Members

Enter the number of members with the relationship code of “F” or “L” (Item 38). These non-family members are not counted in Item 53.

(MAT 10 Section 2 Field 27 4350.3; Paragraph 3-6E)

**Note:** Do not count their income as part of the annual income

**Item 55** Number of Dependents

A dependent is a family member that has a relationship code of “D” (Item 38). The following constitutes a dependent:

1. Under 18 years of age
2. A person with disabilities
3. Full time student of any age

(MAT 10 Section 2 Field 28 4350.3; Paragraph 5-10A)

Note: A family member who is the Head, Spouse, Co-Head, Foster Child, or Live-in Attendant cannot be counted as a dependent.

Note: Do not include dependents under the age of 18 who have a Special Status Code (Item 43) of C.

**Item 56** Number of Eligible Members

List the number of family members who are eligible to receive housing assistance. This Item assists in determining whether or not the Assistance Payment needs to be prorated on this certification. **If there are eligible and non-eligible family members within the tenant household, the Assistance Payment will need to be prorated.** See Pro-ration Procedures listed directly after the instructions for Item 114.

Note: See HUD Handbook 4350.3, 3-12B and Exhibit 3-12, 3-13, 3-14 for more guidance regarding pro-ration of assistance.

**Item 57** Expected Family Addition-Adoption

Enter the number of adopted family members expected

(MAT 10 Section 2 Field 80 4350.3; Paragraph 3-6E and 3-23E)

**Note: Industry is receiving information for this field. TRACS is not.**

**Item 58** Expected Family Addition-Pregnancy

Enter the number of expected family additions due to childbirth

(MAT 10 Section 2 Field 81 4350.3; Paragraph 3-6E and 3-23E)

**Note: Industry is receiving information for this field. TRACS is not.**

**Item 59** Expected Family Addition-Foster Children

Enter the number of expected foster children as family additions.

(MAT 10 Section 2 Field 82 4350.3; Paragraph 3-6E and 3-23E)

**Note: Industry is receiving information for this field. TRACS is not.**

**NOTE: Leave Items 60-65 blank if this (re)certification is not changing the Head of Household (HoH) ID or changing the effective date for a previously submitted (re)certification.**

**Item 60** Previous Head  
Last Name

This should be filled in if the Head of Household (HoH) identifier (HoH ID or (re)certification effective date) has changed.

(MAT 10 Section 2 Field 6)

TRACS Note: The only time that the Previous Head Last Name, First, Middle Initial, and Birth Date are required is if the HoH had no SSN when the Previous MAT 10 was submitted, and the T-id that TRACS assigned to the HoH was not recorded.

**Item 61** Previous Head  
First Name

This should be filled in if the Head of Household (HoH) identifier (HoH ID or (re)certification effective date) has changed.

(MAT 10 Section 2 Field 7)

TRACS Note: The only time that the Previous Head Last Name, First, Middle Initial, and Birth Date are required is if the HoH had no SSN when the Previous MAT 10 was submitted, and the T-id that TRACS assigned to the HoH was not recorded.

**Item 62** Previous Head  
Middle Initial

This should be filled in if the Head of Household (HoH) identifier (HoH ID or (re)certification effective date) has changed.

(MAT 10 Section 2 Field 8)

TRACS Note: The only time that the Previous Head Last Name, First, Middle Initial, and Birth Date are required is if the HoH had no SSN when the Previous MAT 10 was submitted, and the T-id that TRACS assigned to the HoH was not recorded.

**Item 63** Previous Effective  
Date

This should be filled in if the Head of Household (HoH) identifiers (HoH ID or certification effective date) of a previous MAT 10 have changed. This date should be the Certification Effective Date, identifying the previous MAT 10 for this HoH.

(MAT 10 Section 2 Field 5)

**Item 64** Previous Head ID

This should be filled in if the Head of Household (HoH) identifiers (HoH ID or certification effective date) of a previous MAT 10 have changed. This value should be the SSN/TRACS T-id, identifying the previous HoH.

(MAT 10 Section 2 Field 4)

**Item 65** Previous Head  
Birth Date

This should be filled in if the Head of Household (HoH) identifier (HoH ID or certification effective date) has changed. This must be in a MMDDYYYY format.

(MAT 10 Section 2 Field 9)

Note: The only time that the Previous Head Last Name, First, Middle Initial, and Birth Date are required is if the HoH had no SSN when the Previous MAT 10 was submitted, and the T-id that TRACS assigned to the HoH was not recorded.

**For Item 66 through Item 74, the following general references in HUD Handbook 4350.3 are applicable:**

**Chapter 5, paragraphs 5-1 through 5-6; Section 3 of Chapter 5**

**Figure 5-2;**

**Exhibit 5-1;**

**Exhibit 4-1;**

**Appendix 8**

## **Section D Income Information:**

**Item 66** Member Number This field should only be filled in for family members who report income, and should match the number assigned to each family member in Item 34, starting with the Head of Household "01". A separate line should be completed for each income source for each family member. This means the Head, "01", may be listed twice with two different income sources.

(MAT 10 Section 4 Field 3)

Note: This Item cannot be Zero, "00".

**Item 67** Income Type Code Corresponding with the member number in Item 66, fill in each source of income separately for each family member of the household receiving income. Please use the following codes. Each income source should have its own income code.

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: A full-time student who is 18 years of age or older who is not the Head, Co-Head or Spouse is considered a Dependent. See the **Note** in Figure 5-2 of the 4350.3 regarding the amount of earned income that can be counted toward the household's annual income.

(MAT 10 Section 4 Field 4)

**Item 68** Amount

Corresponding with the member number in Item 66, and the Income Type Code, Item 67, fill in each source of income separately for each family member of the household receiving income. Enter the anticipated amount for the 12 month period following the effective date of this (re)certification, shown in Item 13.

(MAT 10 Section 4 Field 5)

Note: If a family member has no income, do not submit an Income Record for that individual.

**Item 69** SSN Benefits  
Claim No.

If the income from Item 67 is derived from Social Security (SS) benefits, enter the claim number that is used to collect those benefits that is other than the member's assigned SSN. For example, if a spouse is receiving benefits from a deceased husband's account, insert the 9 digit SSN of the deceased husband for the SS claim.

(MAT 10 Section 4 Field 8 Future Field)

**Note: TRACS is not edit-checking information for this field at this time**

**Item 70** Total Employment  
Income

Include the total amounts of income from Item 68 that have the following codes. List each Employment Income separately:

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

(MAT 10 Section 2 Field 33)

**Item 71** Total Pension  
Income

Include the total amounts of pensions (including Social Security and SSI) from Item 68 that have the following codes. List each Pension separately:

PE = Pensions

SI = Supplemental Security Income, SSI,

SS = Social Security

(MAT 10 Section 2 Field 34)

**Item 72** Total Public  
Assistance Income

Include the total amounts of Public Assistance from Item 68 that have the following codes. List each Public Assistance income separately:

G = General Assistance/Welfare

T = TANF

(MAT 10 Section 2 Field 35)

**Item 73** Total Other Income

Include the total amounts of Other Income from Item 68 that have the following codes. List each Other Income separately:

CS = Child Support

I = Indian Trust

N = Other Non-Wage source

U = Unemployment

(MAT 10 Section 2 Field 36)

**Item 74** Total Non-Asset  
Income

Add all income amounts from Items 70 through 73.

(MAT 10 Section 2 Field 37)

**For Items 75 through 85, the following general references in HUD Handbook 4350.3 are applicable:  
Chapter 5, paragraph 5-7;  
Exhibit 5-2;  
Section 3 of Chapter 5;  
Appendix 8**

## **Section E Asset Information:**

**Item 75** Member Number This Item should only be filled in for family members who have assets, and should match the number assigned to each family member in Item 34 starting with the Head of Household “01”. 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.

(MAT 10 Section 5 Field 3 Future Field) This Item cannot be Zero, “00”.

**Note: TRACS is not edit-checking information for this field at this time**

**Item 76** Description Enter all assets that are now owned, and those that have been disposed of for less than fair market value for the two years preceding this (re)certification’s effective date.

(MAT 10 Section 5 Field 4)

Note: List each asset separately

**Item 77** Status There are only two codes allowed for this field. Please enter the code that corresponds with the asset:

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 13) for more than \$1,000 less than FMV (fair market value))

(MAT 10 Section 5 Field 5)

**Item 78** Cash Value 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.

(MAT 10 Section 5 Field 6 4350.3; Paragraph 5-7C & D)

Note: When asset is a checking account, use the average 6 month balance. When asset is a savings account, use the current balance.

Note: TRACS will not accept a negative value for this field.

**Item 79** Actual Yearly  
Income

Enter the anticipated amount for the 12 month period following the effective date of this (re)certification.

(MAT 10 Section 5 Field 7 4350.3; Paragraph 5-7B)

- Item 80** Date Divested
- Note: TRACS will not accept a negative value for this field.  
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.
- (MAT 10 Section 5 Field 8 4350.3; Paragraph 5-7G (7))
- Item 81** Cash Value  
of Assets
- Total the cash value of each asset listed in Item 78.
- (MAT 10 Section 2 Field 29)
- Item 82** Actual Income  
From Assets
- Total the Actual Yearly Income from assets listed in Item 79.
- (MAT 10 Section 2 Field 30)
- Item 83** HUD Passbook  
Rate
- The HUD Passbook Rate is at 2.0% until further notice. Enter 2.0% on the 50059 form.
- Since this Item has a six field length in TRACS, and only four decimal positions are needed, enter 000200 as the HUD Passbook Rate in the TRACS file.
- (MAT 10 Section 2 Field 31 4350.3; Paragraph 5-7F (1) b)
- Note: Enter 000000, if not applicable. For example, enter 0's if the Cash Value of Assets (Item 81) is less than or equal to \$5000
- Item 84** Imputed Income  
From Assets
- If the Total Cash Value, Item 81, is less than or equal to \$5000, enter zero. However, if the Total Cash Value is more than \$5000, multiply the amount listed in Item 81 by the HUD Passbook Rate, Item 83. Enter the amount.
- (MAT 10 Section 2 Field 32 4350.3; Paragraph 5-7F)
- Note: For BMIR properties, it is not necessary to determine if the total value of the assets exceed \$5000. The rule for imputing income from assets does not apply to the BMIR program.
- Item 85** Asset Income
- Enter the greater of Item 82 or Item 84.

**For Item 86 through Item 114, the following general references in HUD Handbook 4350.3 are applicable:**

**Chapter 3, paragraph 3-6;**

**Figure 3-2;**

**Figure 3-3;**

**Chapter 5, Section 2;**

**Chapter 5, Section 4;**

**Exhibit 5-3;**

**Exhibit 5-8;**

**Appendix 8**

## **Section F Allowances & Rent Calculations:**

**Item 86** Total Annual  
Income

The sum of Item 74 plus Item 85.

(MAT 10 Section 2 Field 39 4350.3; Appendix 8)

**Note: For Items 87 through 89, the amount entered is determined by family size. Refer to the website, [www.huduser.org](http://www.huduser.org) to find the applicable Income Limits.**

**Item 87** Low Income  
Limit

For all subsidy types, except BMIR, the Low Income Limit is 80% of the median income for the area.

BMIR Tenants: 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 Item 87 (Low Income Limit) and this is a:

1. Move-In - the applicant may not be admitted to a BMIR unit (even if the applicant is willing to pay Market Rent)
2. Recertification - the tenant must pay the BMIR Market Rent

All Other Tenants: Enter the amount of the HUD-issued Section 8 Low Income limit. If Item 86 (Total Annual Income) is greater than Item 87 (Low Income Limit), it must be determined whether this applicant can be admitted based on the HUD regulations. If the tenant moves in, the tenant must pay Market Rent.

(MAT 10 Section 2 Field 40 4350.3; Paragraph 3-6/Figure 3-2 and 3-3)

Note: Refer to the 4350.3 Paragraph 3-7 and 3-8 for guidance with regard to exceptions and the admission of over-income applicants.

**Item 88** Very Low Income  
Limit

The Very Low Income limit is based on 50% of the area median income, as determined by HUD.

(MAT 10 Section 2 Field 41 4350.3; Paragraph 3-6/Figure 3-2 and 3-3)

**Item 89** Extremely Low  
Income Limit

The Extremely Low Income limit is based on 30% of the area median income, as determined by HUD.

(MAT 10 Section 2 Field 42 4350.3; Paragraph 3-6/Figure 3-2 and 3-3/  
Paragraph 4-5)

Note: HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes

**Item 90** Current Income  
Status

This Item should only be filled in for Section 8 tenants. If this is not a Section 8 tenant, leave blank. Compare the Total Annual Income (Item 86) to the Income Limits entered in Items 87, 88, and 89.

If Item 86 is less than or equal to Item 89, enter “3”, Extremely Low Income

If Item 86 is greater than Item 89, but less than or equal to Item 88, enter “2”, Very Low Income.

If Item 86 is greater than Item 88, enter “1”, Low Income.

(MAT 10 Section 2 Field 44)

Note: If code “1” was entered for a MI or an IC, and Item 91 is “Post 1981”, code “2”, 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

This Item should only be filled in for Section 8 tenants. If this is not a Section 8 tenant, leave blank. If the HAP Contract for this unit was effective before 10/1/81, enter the code of “1”. If it was effective on or after 10/1/81, enter the code of “2” for this Item.

(MAT 10 Section 2 Field 43 4350.3; Paragraph 3-7A & B)

**Item 92** Sec. 8 Assist.1984  
Indicator

If the Eligibility Code, Item 91, is “2” (Post 1981), and the current Income Status code, Item 90, is “1” (Low Income), enter “Y” or “N” for this Item. Otherwise, leave this Item blank.

(MAT 10 Section 2 Field 45)

**Item 93** Income Exception  
Code

Enter one of the following Income Exception Codes, if Item 90 is “1”, and Item 91 is “2”.

CV = The tenant was or is now being converted from RAP or Rent Supplement to Section 8, or received, or will now begin to receive, Section 8 as a result for a sale of a HUD owned project.

AA = Tenant was admitted to the Section 8 program before the project received HUD’s 6/29/84 memorandum, and the tenant started receiving assistance before 8/1/84. This code can not be used on new Move-Ins, only for tenants who previously received this code.

EAT = This code is the same as “AA”, but the tenant began receiving subsidy on or after 8/1/84. This code can not be used on new Move-Ins, only for tenants who previously received this code.

EDT = HUD approved exception under Situation 1 for an in-place tenant who would otherwise be displaced. Refer to HUD Handbook 4350.3, Exhibit 3-1.

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.

EP = Tenant was admitted under HUD approved Project-based exceptions. See Situations 3 through 6 in Exhibit 3-1 of HUD Handbook 4350.3.

(MAT 10 Section 2 Field 46 4350.3; Paragraph 3-7D)

**Item 94** Police/Security  
Tenant?

If the owner has received permission from HUD to admit over-income police or security personnel, enter “Y”. Income limits do not apply for this tenant, and the Total Tenant Payment must be at least what the tenant would pay if subsidized.

(MAT 10 Section 2 Field 69 4350.3; Paragraph 3-8D and 5-27)

Note: The owner is not entitled to vacancy payments for the period following occupancy by a police officer or security personnel.

Otherwise, leave blank or enter “N”

**Item 95** Survivor of  
Qualifier?

If the current Head of Household does not meet the eligibility requirements to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit, enter “Y”.

(MAT 10 Section 2 Field 87 4350.3; Paragraph 3-16)

**Item 96 Household**

Assistance Status This Item is required by TRACS 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.

The following are the valid codes for this Item:

- N = Subsidy Type is **not** subject to the Non-Citizen Rule
- E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance. No members have a PV status
- C = Continued Assistance. The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Non-Citizen Rule.
- P = 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. Note: A member with an eligibility code of PV will be counted as eligible. A member with a code of ND will be counted as ineligible.
- F = 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 (Member Eligibility Code = PV) when the family moves in. At least one member must be eligible. If any member is ineligible or has an ND eligibility code, use the Prorated Assistance Code (P), not Full Assistance.
- 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. Also, refer to 4350.3; Paragraph 3-12Q(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."

(MAT 10 Section 2 Field 79 4350.3; Paragraph 3-12 and Glossary)

Note: If this Item is not completed and submitted when required, TRACS will generate a discrepancy message.

**Item 97 Deduction for Dependents**

Multiply the Number of Dependents listed in Item 55 by \$480. For BMIR, enter zero.

(MAT 10 Section 2 Field 47 4350.3; Paragraph 5-10A)



Note: Dependents are children under the age of 18 (excluding Foster children), and other family members over the age of 18, who are full-time students or disabled. **However**, a dependent with a Special Status Code of C is not counted.

**Item 98** Child Care  
Expense (work)

Enter the amount of childcare expense incurred 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. However, the allowable expense can not exceed the amount earned as the result of the child care provided.

(MAT 10 Section 2 Field 83 4350.3; Paragraph 5-10B)

Note: Enter “C” in Item 49 if an amount greater than zero is entered in this Item.

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.

**Item 99** Child Care  
Expense (school)

This Item relates to expenses incurred when an adult family member is attending school or looking for work. Only expenses incurred for the care of children, including foster children, who are under the age of 13, can be included.

(MAT 10 Section 2 Field 84 4350.3; Paragraph 5-10B)

**Item 100** 3% of Income

Multiply the Total Annual Income listed in Item 86 by 0.03 (3.0%)

(MAT 10 Section 2 Field 49)

**Item 101** Disability  
Expense

Enter the anticipated amount the family expects to pay for qualifying attendant care and auxiliary apparatus required for employment for the 12 month period following the effective date of this (re)certification, Item 13. This enables a family member 18 years or older, including the family member who is a person with disabilities, to be employed. If the family will not incur any disability expenses over the next 12 month period, enter zero in this Item, and continue on to Item 103.

(MAT 10 Section 2 Field 50 4350.3; Paragraph 5-10C)

Note: If an amount has been entered in this Item, an “H” must have been entered in Item 49, Work Codes.

**Item 102** Disability  
Deduction

The Disability Deduction is the eligible amount that **exceeds** 3% of the family's annual income. See Paragraph 5-10C(3), Example

If Item 101 (Disability Expense) is less than Item 100 (3% of annual income), enter zero.

If Item 101 is greater than Item 100, enter the **LESSER** of...

Item 101 **OR**

the employment income earned by the person with disabilities or employment income earned by other family members 18 years of age or older, because attendant care or auxiliary apparatus is provided  
See Paragraph 5-10C(6) Example

**Important:** When the same provider takes care of a person with disabilities over the age of 12 and other children, age 12 and under, in the same family, the owner/agent must prorate the total cost and allocate a specific cost to attendant care. The sum of both child care (Item 98) and disability expenses (Item 101) cannot exceed the employment income of the family member enabled to work. See Paragraph 5-10C(7) Example

(MAT 10 Section 2 Field 51 4350.3: Paragraph 5-10C)

**Item 103** Medical Expense Medical expenses are permitted for elderly and disabled families. A family is determined to be elderly or disabled if the Head(H), Spouse(S) or Co-Head(K) is at least 62 years or older on the effective date of certification/recertification or is a person with disabilities.

If medical expenses are determined to be an allowable deduction, include the **unreimbursed** medical expenses for all family members. Otherwise, enter zero.

Medical expenses include all **unreimbursed** expenses the family anticipates to incur during the 12 months following the certification/recertification. Use the ongoing expenses the family paid in the 12 months preceding the certification/recertification to estimate anticipated medical expenses.

(MAT 10 Section 2 Field 52 4350.3; Paragraph 5-10D/Exhibit 5-3)

**Item 104** Medical  
Deduction

Enter zero in this Item if the amount in Item 103 is zero.

If Item 101 (Disability Expense) is zero, subtract Item 100 (3% of Annual Income) from Item 103 (Medical Expense) and enter the amount in this Item.

However, if an elderly or disabled family has both **unreimbursed** medical expenses and eligible disability expenses, a special calculation is required to ensure that the family's 3% of income expenditure is applied only one time. Choose the applicable situation below to determine the amount entered.

If Item 101 (Disability Expense) is greater than or equal to Item 100 (3% of Annual Income), enter the amount from Item 103 (Medical Expense) in this Item. 4350.3: Paragraph 5-10D(5)

**OR**

If Item 101 is less than Item 100, use the following calculation to determine the amount to be entered in this Item...

(Item 103 + Item 101) – Item 100 4350.3; Paragraph 5-10D(9)

Note: If the result is negative, enter zero in this Item.

(MAT 10 Section 2 Field 53 4350.3: Paragraph 5-10D)

**Item 105** Elderly Family Deduction

If the Head, Co-Head, or Spouse has a Special Status code listed in Item 43, "E" for Elderly (meaning 62 or older), or "H" for Handicap/Disabled, the household is entitled to a \$400 Elderly Household Allowance.

(MAT 10 Section 2 Field 54 4350.3; Paragraph 5-10E)

**Item 106** Total Deductions Add the following Items and enter the amount.

Items 97 + 98 + 99 + 102 + 104 + 105 = Item 106, Total Deductions

(MAT 10 Section 2 Field 55)

**Item 107** Adjusted Annual Income

Subtract Item 106 from Item 86. If Item 106 is greater than or equal to Item 86, enter zero.

(MAT 10 Section 2 Field 56)

**Item 108** Total Tenant Payment

The Total Tenant Payment (TTP) is the amount a tenant is expected to contribute for rent and utilities. The TTP for Section 8, PAC, PRAC, RAP, and Rent Supplement properties is based on the family's income. For Section 236 and BMIR tenants, enter zero.

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); or
- \$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; or
- 30% of gross rent.

Note: For MIs and ICs, the amount of Rent Supplement assistance can not 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.

(MAT 10 Section 2 Field 64 4350.3; Paragraph 5-25/Figure 5-6/ Exhibit 5-8)

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 values. See Pro-ration Procedures.

**Item 109** Tenant Rent

For Section 8/RAP/Rent Supplement/Section 202 PAC, Section 202 PRAC and Section 811 PRAC tenants: 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) will equal the Total Tenant Payment (TTP), Item 108. If they are not equal, the TR equals the TTP (Item 108) minus the Utility Allowance (Item 32). If the Utility Allowance (UA) is more than the TTP, enter zero and complete Item 110.  $TR = TTP - UA$

For Section 236 and BMIR tenants: Refer to HUD Handbook 4350.3, Exhibit 5-8 for calculating Tenant Rent

(MAT 10 Section 2 Field 65 4350.3; Paragraph 5-26, 5-29)

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 values. See Pro-ration Procedures.

**Item 110** Utility Reimbursement

If the Utility Allowance (Item 32) 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 this Item blank.

(MAT 10 Section 2 Field 66 4350.3; Paragraph 5-26C)

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 values. See Pro-ration Procedures.

**Item 111** Assistance  
Payment

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 GR (Item 33).  $GR = TTP + AP$ . If the TTP is greater or equal to the GR, enter zero in this Item, except for a PRAC tenant. 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). For Section 236, BMIR and Market tenants, enter zero or leave this Item blank

(MAT 10 Section 2 Field 67 4350.3; Paragraph 5-26B)

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 prorated values. See Pro-ration Procedures.

**Note: Pro-ration Procedures are listed directly after the instructions for Item 114.**

**Item 112** Welfare Rent

In states 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. If not applicable, enter zero.

(MAT 10 Section 2 Field 60 4350.3; Paragraph 5-6J & 5-26E)

Note: This Item is only applicable in “As-Paid” states.

**Item 113** Hardship  
Exemption

This is an exemption from the \$25 Minimum Rent requirements for a tenant that is unable to pay the Section 8 Minimum Rent due to a long-term or short term financial hardship. The following are valid codes for this Item:

- 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 were 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.

(MAT 10 Section 2 Field 63 4350.3; Paragraph 5-26D)

Note: If a tenant has a financial hardship code listed on their 50059, they will need to verify the tenant's income every 90 days until the tenant can pay at least the minimum TTP of \$25.

**Item 114** Waiver Type  
Code

Leave blank if not applicable. Otherwise, this Item should be completed.

AGE = Age waiver for an elderly property

INC = Income (for subsidy types other than Section 8)

NEAR = Near Elderly

DSBL = Waiver for non-disabled person to move in to a property for the disabled (e.g., 811 PRAC)

OTH = Other waiver not covered by the above codes

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.

(MAT 10 Section 2 Field 88)

**Regarding required signatures on this completed HUD form, refer to HUD Handbook 4350.3 Paragraph 9-5A(4)(b) and 9-8B(NOTE).**

**Pro-ration procedures for tenants whose Household Assistance Status code is “P”, Prorated Assistance (Item 96 of the form HUD-50059)**

**Refer to Exhibits 3-12 through 3-14 for guidance.**

CR = Contract Rent (Item 31)      BR = Sec. 236 Basic Rent (Item 29)  
GR = Gross Rent (Item 33)      MR = Sec. 236 Market Rent (Item 30)  
UA = Utility Allowance (Item 32)      UR = Utility Reimbursement (Item 110)  
TR = Tenant Rent (Item 109)      TTP = Total Tenant Payment (Item 108)  
AP = Assistance Payment (Item 111)

**Section 8, RAP, and Rent Supplement programs (Exhibit 3-12)**

A) Calculate TTP and resulting AP without pro-rations

- 1) \_\_\_\_\_ Enter GR (Item 33 of HUD-50059)
- 2) \_\_\_\_\_ Determine TTP, per HUD-50059 instructions
- 3) \_\_\_\_\_ Subtract TTP from GR. This is AP amount that family would receive if no pro-ration was involved.

B) Calculate **prorated AP**

- 4) \_\_\_\_\_ Number of eligible Family members who are citizens or non-citizens with eligible immigration status
- 5) \_\_\_\_\_ Enter the fraction that represents the number of eligible family members and the number of family members in the tenant household. (e.g., five(5) family members and only three(3) family members eligible for assistance Fraction is 3/5)
- 6) \_\_\_\_\_ Multiply Line 3 by the fraction is Line 5. This amount is the Prorated AP for this family. Enter amount in Item 111 of HUD-50059

C) Calculate **prorated TTP**

- 7) \_\_\_\_\_ Enter GR (Item 33 of HUD-50059)
- 8) \_\_\_\_\_ Subtract Line 6 from Line 7. This amount is the Prorated TTP for this family. Enter amount in Item 108 of HUD-50059

D) Calculated **prorated TR** and any UR (if applicable)

- 9) \_\_\_\_\_ Enter UA (Item 32 of HUD-50059)
- 10) \_\_\_\_\_ Subtract Line 9 from Line 8. This amount is the Prorated TR for this family. Enter amount in Item 109 of HUD-50059

If Line 10 is zero and in Item 109 of HUD-50059, complete Line 11

- 11) \_\_\_\_\_ If Line 9 is greater than Line 8, enter the difference in Item 110 (Utility Reimbursement) of HUD-50059 Otherwise, leave blank



**Section 8, RAP and Rent Supplement Programs in a Section 236 project (Exhibit 3-14)**

- A) Calculate difference between MR and BR for unit without pro-rations
- 1) \_\_\_\_\_ Enter MR (Item 30 of HUD-50059)
  - 2) \_\_\_\_\_ Enter BR (Item 29 of HUD-50059)
  - 3) \_\_\_\_\_ Subtract Line 2 from Line 1 and enter difference
- B) Calculate prorated difference between MR and BR
- 4) \_\_\_\_\_ Enter number of people in the family who are Ineligible Persons (i.e., not a citizen or not an eligible non-citizen)
  - 5) \_\_\_\_\_ Enter the fraction that represents the number of Ineligible Persons and the number of family members in the tenant household, (e.g., five (5) family members of which two(2) are Ineligible Persons) Fraction is  $2/5$
  - 6) \_\_\_\_\_ Multiply Line 3 by the fraction in Line 5. This amount is the prorated difference between MR and BR
- C) Calculate the assistance adjustment for Rent Supplement, RAP or Section 8 assistance the tenant would otherwise receive
- 7) \_\_\_\_\_ Enter GR (Item 33 of HUD-50059)
  - 8) \_\_\_\_\_ Determine TTP (Item 108 of HUD-50059) without pro-rations
  - 9) \_\_\_\_\_ Subtract Line 8 from Line 7. This amount is AP (Item 111 of HUD-50059) family would receive without being subject to pro-ratio requirements
  - 10) \_\_\_\_\_ Multiply Line 9 by Line 5. This amount is the Assistance Adjustment for the family.
- D) Calculate the **prorated TTP**
- 11) \_\_\_\_\_ Add Line 6 + Line 8 + Line 10. Enter in Item 108 of the HUD-50059

E) Calculate the **prorated AP**

12) \_\_\_\_\_ Enter GR ( Item 33 of HUD-50059)

13) \_\_\_\_\_ Subtract Line 11 from Line 12. This amount is the Prorated Assistance Payment. Enter in Item 111 of the HUD-50059

F) Calculate the **prorated TR** and any UR (if applicable)

14) \_\_\_\_\_ Enter the UA (Item 32 of HUD-50059)

15) \_\_\_\_\_ Subtract Line 14 from Line 11. This amount is the Prorated Tenant Rent. Enter in Item 109 of the HUD-50059

If Line 15 is zero and in Item 109 of HUD-50059, complete Line 16.

16) \_\_\_\_\_ If Line 14 is greater than Line 11, enter the difference in Item 110 (Utility Reimbursement) of the HUD-50059. Otherwise, leave blank.

**Section 236 without Benefit of Additional Assistance (Exhibit 3-13)**

A) Calculate difference between MR and TR without prorations

- 1) \_\_\_\_\_ Enter MR (Item 30 of HUD-50059)
- 2) \_\_\_\_\_ Determine TR, per HUD-50059 instructions
- 3) \_\_\_\_\_ Subtract Line 2 from Line 1 and enter result.

B) Calculate prorated difference between MR and TR

- 4) \_\_\_\_\_ Enter number of people in the family who are Ineligible Persons (i.e., not a citizen or not an eligible non-citizen)
- 5) \_\_\_\_\_ Enter the fraction that represents the number of Ineligible Persons and the number of family members in the tenant household. (e.g., five (5) family members of which two (2) are Ineligible Persons) Fraction is  $2/5$
- 6) \_\_\_\_\_ Multiply Line 3 by the fraction in Line 5. This amount is the prorated difference between MR and TR

C) Calculate the **prorated TR**

- 7) \_\_\_\_\_ Add Line 2 and Line 6 and enter result. This amount is the Prorated TR for this family. Enter amount in Item 109 of HUD-50059.