

Technical Reference Guide Updates

as of: June 20, 2000

No.	Title	Source	Date	Comments	Status
1	Expand field 1f Unit Number	PHA Users Group Meeting	5/16	Expand to ten alphanumeric characters. Decision made by Johnson Abraham on 6/6 (per Andy Zhou email of 6/7)	In 6/15 update
2	2q - 2u. PHA Use Only fields	PHA Users Group Meeting	5/16	Change the fields as follows: PHA Use Only (1) : Retain size as 5 characters PHA Use Only (2): Change to 10 characters PHA Use Only (3): Change to 10 characters PHA Use Only (4): Change to 20 characters PHA Use Only (5): Change to 30 characters	In 6/15 update
3	Tenant owes another PHA money	PHA Users Group Meeting	5/16	Issue sent to Chris Bauer on 5/30 to start determination if it is legal to ask tenant this question.	In research
4	Flat rent field 10b edit inconsistency	Vendor Meeting	5/19	Fix comment to be consistent with edit	In 6/15 update
5	Sequential page numbers	Vendor Meeting	5/19	Experimenting with different numbering systems (as suggested by various team members).	In 6/15 update
6	Section ordering	Vendor Meeting	5/19	Related to page numbers issue. Evaluating possible sectioning techniques.	In 6/15 update
7	Processing order	MTCS status meeting	5/23	Insert paragraph describing required order of record transmission (e.g., void must precede updated 50058).	In 6/15 update
8	2c. Correction	Internal review	5/24	Requires overall approach to use of correction action	To be discussed in team meeting
9	4a: Date entered waiting list	Internal review	5/24	Requires approach for new admissions or historical adjustments for families never on waiting list.	To be discussed in team meeting
10	4e. Continually assisted	Internal review - Sue Loritz	5/24	Change to " Continuously assisted "	In 6/15 update
11	4f. Is there a HUD approved income target waiver indicator?	Internal Review - Sue Loritz	5/24	Change to " Is there a HUD approved income targeting disregard? "	In 6/15 update

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12	9e. Percent of Monthly Adjusted Income	Internal review - Pat Arnaudo (email from Mioshi James 5/25)	5/25	This amount should not be set at 30%. Values <u>up to and including 30%</u> should be allowed to be entered by user.	In 6/15 update
13	2a=14 Historical Adjustment	Internal review - Sue Loritz (email from Mioshi James 5/25)	5/25	Rename the field “ First Family Record ”	NOT APPROVED
14	Matrix of Data Fields Required for each action code	Internal review - Sue Loritz	5/25	Revise matrix in accordance with hardcopy distributed	In next update
15	2f. Back Rent Agreement Indicator	Internal review - Jennifer Budoff/Sue Loritz (email from Jennifer Budoff 5/26)	5/26	Change “Back rent agreement” to “ Repayment agreement ”	In 6/15 update
16	2g. Monthly Amount of Back Rent Payment	Internal review - Jennifer Budoff/Sue Loritz (email from Jennifer Budoff 5/26)	5/26	Change “Monthly amount of back rent payment” to “ Monthly amount of repayment. ”	In 6/15 update
17	2m. Special programs: Other Housing Conversions	Internal review - Jennifer Budoff/Sue Loritz (email from Jennifer Budoff 5/26)	5/26	Delete the options of “Other housing conversions.”	In 6/15 update
18	3n. Social Security Number.	Internal review - Jennifer Budoff/Sue Loritz (email from Jennifer Budoff 5/26)	5/26	If PHA does not have a SSN and enters “999999999”, when the PHA enters the next record for the family with the legitimate SSN, will the system override the “999999999” ? Or is a correction needed?	Needs analysis
19	12n. Reserved field	Internal review - Sue Loritz (her email dated 6/6)	6/6	Add a reserved field at 12n. NOTE: This field is expected to be used for the monthly amortization payment for a manufactured home. <u>This change will be effective when Congress changes the manufactured home space subsidy formula (possibly in the next appropriations bill).</u>	In 6/15 update
20	Lead-based paint	Internal review - Sue Loritz (her email dated 6/6)	6/6	<u>This issue is linked with #39 listed below.</u>	Closed

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21	Building Reference Number	Meeting with Johnson Abraham 6/6/2000 (email from Andy Zhou 6/7)	6/7	Add a three character field named “ Building Entrance Number ” after field 1e (Building Number) and before field 1f (Unit Number). The entrance number corresponds to each unique postal address of a single building that may have multiple entrances with different postal addresses.	In 6/15 update
22	2a. Type of action	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change action code 8 to read “for FSS/WtW Addendum Only ”.	In 6/15 update
23	8aa. Adjusted Annual Income	Internal review - Sue Loritz (her email dated 6/8)	6/9	Remove this field. (It is labeled “adjusted annual income” [as in 8y], but 8aa is NOT adjusted annual income as defined in the regulations.)	In 6/15 update
24	9i. Enhanced Voucher TTP	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to read “Enhanced Voucher Minimum Rent ”.	In 6/15 update
25	9m. Qualify for Minimum Rent Hardship Indicator	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to read “Quality for Minimum Rent Hardship Exemption ”.	In 6/15 update
26	Heading for Section 11.	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to read “Pre-merger Certificates and Project-Based Certificate/Voucher Assistance Only (Except Manufactured Home Owner Renting the Space) . NOTE: there is still PBC that needs to be reported, and change manufactured home owner wording to match section 14.)	No TRG change needed
27	11g(2). Independent Group Residence Indicator	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change IGR to “ Group Home ”.	In 6/15 update
28	12g(1). Independent Group Residence Indicator	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change IGR to “ Group Home ”. Also, delete “Project-based voucher program unit”	In 6/15 update
29	12s. Total HAP	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to read 12q minus 12r.	In 6/15 update
30	12ab. Normal Total HAP	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to ...do not exceed 12p.	In 6/15 update
31	Heading for Section 13.	Internal review - Sue Loritz (her email dated 6/8)	6/9	Delete “(Except Converted to Certificate)”.	No TRG change needed

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32	15b. Date of initial inspection	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to "Date ...of initial HQS inspection".	In 6/15 update
33	15f. Change to Monthly homeownership expense	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to "Monthly homeownership payment (PITI & MIP if applicable).	In 6/15 update
34	15j. Monthly Co-op/Condominium Charge	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to "Monthly Co-op/Condominium Assessments ".	In 6/15 update
35	15n. Payment standard	Internal review - Sue Loritz (her email dated 6/8)	6/9	Change to read "Payment Standard for the family ".	In 6/15 update
36	1c. Program	Internal review/User comments (per Mioshi James email 6/12)	6/12	MR line should read "MR=Sec8 Mod Rehab"	In 6/15 update
37	2e. Date Correction Transmitted	Internal review/User comments (per Mioshi James email 6/12)	6/12	Should read "Date Correction Transmitted"	In 6/15 update
38	2j. Projected Date	Internal review/User comments (per Mioshi James email 6/12)	6/12	Change to "Projected date(mm/dd/yyyy) of next flat rent re-examination (Public Housing only)"	In 6/15 update
39	5j. Year unit was built	Internal review/User comments (per Mioshi James email 6/12)	6/12	Add line that reads " Year (yyyy) unit was built (Section 8 only) ".	In 6/15 update
40	5k. Structure type	Internal review/User comments (per Mioshi James email 6/12)	6/12	Add line that reads "Structure type (check one only) (Section 8 only)" and six boxes as follows: 1) Single family detached, 2) Semi-detached, 3) Rowhouse/townhouse, 4) Low-rise, 5) High rise with elevator, 6) Manufactured home	In 6/15 update
41	6i. Imputed asset income	Internal review/User comments (per Mioshi James email 6/12)	6/12	Change to read " Imputed asset income: 6f X 6h (if 6f is \$5,000 or less, put 0). "	In 6/15 update

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42	6j. Final asset income	Internal review/User comments (per Mioshi James email 6/12)	6/12	Change to read " Final Asset Income: larger of 6g or 6i ".	In 6/15 update
43	7b. Income code	Internal review/User comments (per Mioshi James email 6/12)	6/12	Add the following income code " TW: Annual imputed welfare income ".	In 6/15 update
44	8e. Permissible deductions	Internal review/User comments (per Mioshi James email 6/12)	6/12	Change to read " Permissible deductions ".	In 6/15 update
45	8z. Annual Imputed Welfare Income	Internal review/User comments (per Mioshi James email 6/12)	6/12	Delete the entire line.	In 6/15 update
46	17g(1). PHA code	Internal review/User comments (per Mioshi James email 6/12)	6/12	Change to read " PHA code of PHA that issued the WtW voucher ".	In 6/15 update
47	17g(2). PHA code	Internal review/User comments (per Mioshi James email 6/12)	6/12	Change to read " PHA code of PHA counting the family in its WtW Voucher Program ".	In 6/15 update
48	3u. Family subsidy status under noncitizen rule	Internal review/User comments (per Mioshi James email 6/14)	6/14	Delete code "T=Temporary deferral of termination"	In 6/15 update
49	Date Last Modified field (#3 in Basic Record)	Internal review (per Andy Zhou email of 6/15)	6/15	Change edit to read "Cannot be 120 days earlier or 2 days later than Transmission Date in the Header Record".	In 6/15 update
50	2q - 2u. PHA Use Only fields (NOTE: This item supersedes the changes to these same fields shown in item #2 above.)	MTCS Technical Meeting 6/19/00	6/20	Change the fields as follows: PHA Use Only (1) : Change to 15 characters PHA Use Only (2): Retain as 10 characters PHA Use Only (3): Retain as 10 characters PHA Use Only (4): Retain as 20 characters PHA Use Only (5): Change to 30 characters	In 6/20 update
51	Remove DB Field Name column from each chart in Transmission File Layout	MTCS Technical Meeting 6/19/00	6/20	Remove DB Field Name column from each chart in Transmission File Layout.	In 6/20 update

