

**Instructions for TRACS 202D  
form HUD-50059 (1/2013)**

**(Move-Ins, Initials, Annuals and Interims)**

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

**The following are some general notes regarding these instructions:**

1. 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.

2. 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 2, Subsidy Type. If the property is Section 8, the required Subsidy Type Code in Item 2 should be filled in with a **1**. Also shown are instances in which an added descriptor may be printed with the required Code.

2. Subsidy Type <b>1</b>	2. Subsidy Type <b>1</b> -(Section 8)	2. Subsidy Type <b>1</b> -Sec.8
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These variations are examples of what is acceptable on the completed HUD-50059. Even though there are 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.

Another example, Item 16, Certification Type: If the property is processing an Annual Recertification, the required Code is **AR**.

16. Certification Type <b>AR</b>	16. Certification Type <b>AR</b> –Annual
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The acceptable descriptor, Annual, is added to the required Code of **AR**. Similar to the example with Subsidy Type, the TRACS data field created by the TRACS compliant software would be filled in with **AR** because TRACS allows for only two characters in the Certification Type data field.

3. Two new contract types have been added to Section 8 (Subsidy Type 1). They are RAD and SPRAC. When processing RAD or SPRAC certifications, enter Subsidy Type “**1**” in Item 2 of this form. Refer to Appendix K in the 202D MAT (Monthly Activity Transmission) User Guide for more information.

4. Owners must keep the signed HUD-50059(s) and copies of the HUD-50059 A(s) for tenants from the time of Move-In to Move-Out and for a minimum of three years thereafter. See 202D MAT Guide: Chapter 7, Paragraph 9-7.E.

5. This form (HUD-50059) is referred to as a MAT10 record for TRACS reporting purposes.

# Helpful Web pages

The web pages shown in these instructions can be accessed by placing your cursor on the web page address, then pressing and holding the **Ctrl** key and left-clicking once. **Ctrl + Click**

**TRACS web site:** [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/trx/trxsum](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum)

**TRACS Documents:** [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/trx/trxdocs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxdocs)

Located in TRACS Documents: **TRACS 202D Final Industry Specification Documents**  
**Monthly Activity Transmission - MAT User Guide**  
(includes TRACS errors and recommended solutions)

**TRACS Discussion Forum:** A forum for Industry members to ask questions and offer resolutions related to HUD Occupancy regulations/requirements and TRACS submission challenges.  
<http://ptp.hud.gov/forumswww/main.cfm?cfapp=34>

**HUDClips:** TRACS 202D versions of the forms HUD-50059 and HUD-50059 A, along with the instructions for these forms, are located at...  
<http://www.hud.gov/offices/adm/hudclips/forms/hud5.cfm>

**HUD Handbook 4350.3 - Occupancy Requirements of Subsidized Multifamily Housing Programs**  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/hsg/4350.3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsg/4350.3)

Some general references in the HUD Handbook 4350.3 REV-1 to consider when completing the applicable Items on the form HUD-50059 are:

Glossary

Appendix 3

Chapter 5, Section 3 (Verification)

Chapters 4 (Operating Tips) & 5 (MAT Records) of the 2.0.2.D TRACS MAT Guide  
TRACS 202D Final Industry Specification Documents

**NOTE:** To process a 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 this form.

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

## **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 HUD's 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. 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 property will receive Section 8 assistance, enter "1".

Example: 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. Refer to the 4350.3 REV-1: Paragraph 7-4.C and the 2.0.2.D MAT Guide: Chapter 4, Section 4.23

Valid 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- 811 PRA Demo	9- Section 202/162 PAC
0- Market Rent (Acceptable with <u>only</u> MAT15 Address records)		

(MAT TENHR Field 21 and 2.0.2.D MAT Guide, Chapter 4, Section 4.8 for Subsidy Type 0)

**Item 3** Secondary Subsidy Type

Enter “S” if this tenant is receiving Section 8, RAP, or Rent Supplement assistance and is living in a Section 236 property. Enter “B” if this tenant is receiving Section 8, RAP or Rent Supplement assistance and is living in a BMIR property. Leave blank if the tenant does not live in a Section 236 or BMIR property or the certification subsidy type is Section 236 or BMIR.

(MAT 10 Section 2 Field 86)

**Item 4** Property ID

Assigned by **iREMS** (**i**ntegrated **R**eal **E**state **M**anagement **S**ystem). Leave this Item blank until activated by TRACS.

(MAT TENHR Field 22 Future Field)

Note: Once the Property ID is assigned, it must be included on all future (re)certifications.

**Item 5** Project Number

Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. This Item 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: 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.

Note: If MAT15s (Address Records) are submitted with a Subsidy Type “0”, a Project Number is required.

**Item 6** Contract Number

This number is mandatory for Section 8 (including State Agency and USDA RHS 515/8 projects), 202/162 PAC, 202 PRAC, and 811 PRAC subsidy types. This number will be used for all TRACS transactions created under this TENHR. Enter the 11-digit Contract Number. Do not enter dashes in this Item. (e.g., AK123456789)

(MAT TENHR Field 24)

**Item 7** Project iMAX ID

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, TRACM98765.

(MAT TENHR Field 26)

**Note:** iMAX stands for **i**ntegrated **M**ultifamily **A**ccess **eX**change

**Item 8** Plan of Action  
Code

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.

(MAT 10 Section 2 Field 92)

**Item 9** HUD-Owned  
Project?

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

(MAT 10 Section 2 Field 93)

**Item 10** Previous Housing  
Code

**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

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

6 = Fleeing/Attempting to Flee Violence

Note: Codes 5 and 6 are more fully defined as:

5: 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: 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.

(MAT 10 Section 2 Field 23)

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

**Item 11** Displacement  
Status Code

**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 12** 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 the tenant began to receive the type of assistance (subsidy) entered in Item 2. For an Annual Recertification (AR) or an Interim Recertification (IR), refer to Chapter 7, Sections 1 & 2, of HUD Handbook 4350.3 REV-1 for assistance in determining this date. Enter effective date as MMDDYYYY.

(MAT 10 Section 2 Field 11 4350.3 REV-1: Use Chapter 7 and 202D MAT Guide: Chapter 7, 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 (re)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 HAP voucher.

Note: See 2.0.2.D MAT Guide Chapter 4, Section 4.6 for guidance on splitting a household or moving a household member to another household.

**Item 13** 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 and 2.0.2.D TRACS MAT Guide: Appendix H, Sections 13 & 14)

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

**Item 14** Next Recertification  
Date

Refer to the 4350.3 REV-1: 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 REV-1: Paragraph 7-5)

Note: The next Annual Recertification date should 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

Enter the date the tenant moved into the project. Enter as MMDDYYYY.

(MAT 10 Section 2 Field 12 4350.3 REV-1: Paragraphs 3-5.D and 3-10.B)

**Item 16 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, complete a **HUD-50059 A** instead of this form.

The following are valid codes for this Item:

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

**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 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 #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 REV-1: 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.

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.

(MAT 10 Section 2 Field 13 4350.3 REV-1: Chapter 7, Sections 1 & 2)

**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.

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



- Item 17** Action Processed      The valid code for this Item is:  
1 = for a Correction to a prior 50059  
Otherwise, leave blank  
  
(MAT 10 Section 2 Field 14)
- Item 18** 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 17) is “1”, the Correction Type code must be filled in. Otherwise, leave blank.
- Item 19** EIV Indicator      If an EIV finding is the reason this (re)certification is being completed, enter “Y”. If not, leave blank.  
  
(MAT 10 Section 2 Field 18)
- Item 20** Previous Subsidy Type      Fill this Item in for Initial Certifications only. 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, choosing from the codes listed in Item 2, associated with the previous subsidy type.  
  
(MAT 10 Section 2 Field 17)  
  
Note: Leave blank if the tenant has no previous history in this project.  
This Item was formerly called “Subsidy Change Indicator”
- Item 21** Unit Number      Enter the unit number in which the household is residing on the effective date of this HUD-50059. Note: 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 an 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 22** No. of Bedrooms      Enter the number of bedrooms for the unit number listed in Item 21. For the guidelines on occupancy standards, see 4350.3 REV-1: Paragraph 3-23.  
  
(MAT 10 Section 2 Field 71)

**Item 23** Building ID REAC-assigned Building Number. Leave this Item blank.

(MAT 10 Section 2 Field 72 Future Field)

**Item 24** 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-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.

(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” for this Item, the (re)certification will fatal at TRACS.

**Item 25** Previous Unit No. This Item is required if Item 24, Unit Transfer Code, is filled in with a “Y”. Enter the unit from which the tenant transferred.

(MAT 10 Section 2 Field 95)

**Item 26** Security Deposit See 4350.3 REV-1: Figure 6-7 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.

**Note: HUD policy has ruled that, when a MI or IC certification is corrected, any security deposit required is to be recalculated. When this happens the change should be noted on the lease and the O/A and tenant should initial the change.**

(MAT 10 Section 2 Field 74 4350.3 REV-1: Chapter 6 Section 2, Figure 6-7)

**Item 27** 236 Basic/BMIR  
Rent

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. If not applicable, leave blank.

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

(MAT10 Sec 2 Field 68) Approved HUD-92458 (Rent Schedule)

- Item 28** Market Rent      This Item is required to be filled in if Section 236 or BMIR is the primary or secondary subsidy. Enter the rent HUD or the Contract Administrator has approved for this unit type. If not applicable, leave blank.
- Note: For Section 236, Market Rent may not be less than Basic Rent.**
- (MAT 10 Section 2 Field 48) Approved HUD-92458 (Rent Schedule)
- Item 29** 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. **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).
- (MAT 10 Section 2 Field 57) Approved HUD-92458 (Rent Schedule)
- Item 30** 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) Approved HUD-92458 (Rent Schedule)
- Item 31** Gross Rent      Enter the amount HUD or the Contract Administrator has approved for this unit type.
- (MAT 10 Section 2 Field 59) Approved HUD-92458 (Rent Schedule)
- This Item is also known as PRAC Operating Rent and PAC Operating Cost.
- Item 32** TTP at RAD  
Conversion      If Section 8 sub-type is not RAD or if not Section 8, leave blank.  
If RAD and if no Rent Phase-in is involved, leave blank.  
If RAD and 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:** This is not Tenant Rent. Tenant Rent = TTP less any Utility Allowance
- (MAT10 Section 2 Field 101)

## **Section C. Household Information:**

**Item 33 Member Number** Enter each member's name beside a number. The Head of Household (HoH) 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 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.

**Item 34, 35 & 36 Names of Household Members** Enter 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 adult family members, Foster children under age 18, Foster adults, Live-in Attendants and Others living in the unit who are not members of the tenant family

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

Note: If a household member has a Middle Initial, fill in Item 36.

**Item 37 Relationship Code** List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes listed below. See Chapter 3 of the 4350.3 REV-1 concerning the eligibility of families to assisted housing. Only the following codes may be entered.

H - 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.

S - Spouse (There can either be a spouse or a co-head, but not both.) There can be only one spouse.

K - Co-head (There can either be a spouse or a co-head but not both.) There can be only one co-head. See Paragraph 5-6.A of the 4350.3 REV-1 for guidance on how to count emancipated minors.)

For the Section 202/8, Section 202 PAC, and Section 202 PRAC and Section 811 PRAC projects, to qualify for admission/assistance, persons must be age 62 or, if disabled, at least 18 years old. Therefore, a head, spouse or co-head under the age of 18 would not occur in these programs.

D - Dependent. See Paragraph 5-10.A of the 4350.3 REV-1. Count any member of the family currently living in the unit who is not the Head, Spouse or Co-Head and:

- Age 17 or younger
- 18 or older and disabled or a full-time student.
- Child temporarily absent due to placement in a foster home.
- Child who is subject to joint custody agreement (See explanation of Joint Custody Codes in Item 42 of these instructions)
- Full-time student (regardless of age) away at school but lives with family during school breaks.
- Child being adopted (or custody being sought) and living in unit.

O - 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 Paragraph 5-6 of the 4350.3 REV-1. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.

F - Foster child under the age of 18 or the child of a Foster child or Foster adult. See Paragraph 5-6.A of the 4350.3 REV-1. The employment income of a child in this category is not counted in determining the family's annual income but other income is counted; the Foster child does not qualify for a dependent allowance **but** medical or disability assistance expenses are considered for Foster children and Foster adults. Child care expenses for Foster children who are under the age of 13 are also considered. All income of a Foster adult is counted in determining the family's annual income. Foster children or Foster adults **do count** for income limit purposes.

L - Live-In Attendant. See 4350.3 REV-1: 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 in 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.

See the spreadsheet **202DRelationshipRules.xlsx** for clarification. The spreadsheet is located on the TRACS web page. Click on Documents, then click on TRACS 202D Final Industry Specification Documents.

(MAT 10 Section 3 Field 7)

**Item 38 Sex**

For each person, enter "F" for Female, "M" for Male or leave blank if either the O/A did not ask for the information or the tenant did not voluntarily report.

(MAT 10 Section 3 Field 8) Note: May conflict with other funding programs

**Items 39 and 40 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 declined to complete the form**

**Item 39 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 the form HUD-27061-H, enter **AW**.

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

(MAT 10 Section 3 Fields 18 through 24)

**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**

Enter one of these valid codes for each household member.

0 = Tenant Declined to Report

1 = Hispanic

2 = Non-Hispanic

(MAT 10 Section 3 Field 17)

**Item 41 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 42 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 as of the effective date of this (re)certification)

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), except if the Full-time Student is a Foster Adult, whose relationship code is “F”.

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 - Presidentially Declared Disasters.

**Joint Custody Codes:**

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.

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.

CK = Dependent (D) 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.

A dependent without either the J or C codes is assumed to be a full-time resident of the unit.

Note: Ages are based on the effective date (Item 12) of this (re)certification

(MAT10 Section 3 Field 10 4350.3 REV-1: Paragraph 5-6.A.3.c, Figure 3-6)

**Item 43 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 REV-1: Paragraphs 3-13 & 3-33. Otherwise, leave blank.

(MAT 10 Section 3 Field 25)

**Item 44 ID Code (SSN)**

Enter the 9-digit Social Security Number for each of the household members. Refer to Housing Notice H 10-08 regarding SSN reporting requirements. Do not use dashes when entering these numbers. This is the family member’s SSN/TRACS ID; it is not the SSN Benefits Claim Number or Individual Tax Identification Number (ITIN).

(MAT 10 Section 3 Field 11 4350.3 REV-1: Paragraphs 3-9 and 3-31)

**Note:** If a household member does not have a SSN or TRACS ID (T-id) number, enter 999999999, and TRACS will assign a TRACS ID number.

**Item 45** SSN Exception

Choose the appropriate code if an individual without a valid SSN qualifies for an SSN exception. Leave blank if no SSN Exception applies.

C = Individual who does not contend eligible immigration status

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)

M = New household member under the age of 6 where disclosure of SSN is delayed for 90-180 days

**Note:** When the member does not have a SSN, enter 999999999 in Item 44 of this form.

(MAT10 Section 3 Field 26)

**Item 46** Citizen Code

Enter one of the following codes for each household member.

See 4350.3 REV-1: Paragraph 3-12. Leave blank for BMIR, 202/811 PRAC or 202/162 PAC. The valid codes for this Item are:

EC = individual is a citizen or national

EN = individual is a noncitizen with eligible immigration status

IC = Ineligible noncitizen child of a family head or spouse

IN = Member is an Ineligible Non-Citizen.

IP = Ineligible Parent of a Head of Household or Spouse

ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes.

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.

XX = Individuals who are not counted as members of the family (Live-in aides or None of the above). Item 37 shows a relationship code of "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.

(MAT 10 Section 3 Field 12 4350.3 REV-1: Paragraph 3-12, Appendix 2, Exhibit 3-5)

**Item 47** Alien Registration Number

If the family member has been assigned an Alien Registration Number by DHS, enter this number. Do not use dashes when entering this number.

(MAT 10 Section 3 Field 13)

Note: This is an alphanumeric number. (e.g.: A123456789)

**Item 48** Age

Enter the age for each member as of the effective date of this (re)certification. 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.

(4350.3 REV-1: Paragraph 3-28.C)

**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, including a Foster Adult, 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 REV-1: Paragraphs 5-10.B & C)

**Item 50** Family has Mobility Disability?

If a family member (see Item 53) has a mobility disability, enter a “Y” in this Item. Otherwise, leave blank.

(MAT 10 Section 2 Field 96 4350.3 REV-1: Exhibit 2-2)

**Item 51** Family has Hearing Disability?

If a family member (see Item 53) has a hearing disability, enter a “Y” in this Item. Otherwise, leave blank.

(MAT 10 Section 2 Field 97 4350.3 REV-1: Exhibit 2-2)

**Item 52** Family has Visual Disability?

If a family member (see Item 53) has a visual disability, enter a “Y” in this Item. Otherwise, leave blank.

(MAT 10 Section 2 Field 98 4350.3 REV-1: 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 33 with the Relationship Code (Item 37) of H, S, K, D, O or F (Foster Child or Foster Adult). Do not include any members with the Relationship Code of L or N.

(MAT 10 Section 2 Field 26)

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

Enter the number of household members with the relationship code of L or N (Item 37). These non-family members are not counted in Item 53.

(MAT 10 Section 2 Field 27 4350.3 REV-1: Paragraph 3-6.E)

**Note:** See 4350.3 REV-1: Figure 5-2: Whose Income is Counted?

**Item 55** Number of Dependents

Count the number of family members that have a Relationship Code of “D” (Item 37). 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 REV-1: Paragraph 5-10.A)

Note: A family member who is the Head, Spouse, Co-Head, Foster Child, Foster Adult 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 42) 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 pro-rated on this (re)certification. **If there are eligible and non-eligible family members within the tenant household, the Assistance Payment will need to be pro-rated.**

Note: See HUD Handbook 4350.3 REV-1: 3-12.B and Exhibits 3-12, 3-13 and 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 REV-1: Paragraph 3-6.E and 3-23.E)

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

**Item 58** Expected Family Addition-Pregnancy

Enter the number of expected family additions by childbirth

(MAT 10 Section 2 Field 81 4350.3 REV-1: Paragraph 3-6.E and 3-23.E)

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

**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 REV-1: Paragraph 3-6.E and 3-23.E)

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

**If this full (re)certification (MAT 10) is not changing the Head of Household ID, the (re)certification Effective Date, OR one or more of the additional identifiers (Last Name, First Name, Middle Initial, and Birth Date) for a previously submitted full (re)certification (MAT10), leave Items 60 through 65 blank. Also leave them blank if the previous ID was 999999999 and a TRACS Temporary ID is now being used. Read 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.**

**Item 60** Previous Head  
Last Name

This Item should be filled in only if one or more of the Head of Household identifiers have changed (Head of Household ID, (re)certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous full (re)certification was submitted. This should be the Last Name exactly as submitted on the household's previous full (re)certification.

(MAT 10 Section 2 Field 6)

**Item 61** Previous Head  
First Name

This Item should be filled in only if one or more of the Head of Household identifiers have changed (Head of Household ID, (re)certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous full (re)certification was submitted. This should be the First Name exactly as submitted on the household's previous full (re)certification.

(MAT 10 Section 2 Field 7)

**Item 62** Previous Head  
Middle Initial

This Item should be filled in only if one or more of the Head of Household identifiers have changed (Head of Household ID, (re)certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous full (re)certification was submitted. Though an optional Item, if submitted, this should be the Middle Initial exactly as submitted on the household's previous full (re)certification.

(MAT 10 Section 2 Field 8)

**Item 63** Active Full Cert.  
Effective Date

This Item should be filled in only if one or more of the Head of Household identifiers have changed (Head of Household ID, (re)certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous full (re)certification was submitted. This should be the Transaction Effective Date submitted on the household's most recent full (re)certification (MAT 10) which has been successfully stored at TRACS.

**Important Note:** Do NOT attempt to correct incorrect Head of Household information on any earlier (re)certifications even if the data has been incorrect for many years. TRACS is not designed to deal with such changes.

(MAT 10 Section 2 Field 5)

**Item 64** Previous Head ID This Item should be filled in only if one or more of the Head of Household identifiers have changed (Head of Household ID, (re)certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous full (re)certification was submitted. This should be the Head ID submitted on the household's previous full (re)certification.

Note: The Previous Head ID is the SSN or TRACS ID of the Head of Household reported on the previous full (re)certification.

(MAT 10 Section 2 Field 4)

**Item 65** Previous Head  
Birth Date

This Item should be filled in only if one or more of the Head of Household identifiers have changed (Head of Household ID, (re)certification effective date, last name, first name, middle initial, and/or birth date) since the tenant's previous full (re)certification was submitted. This should be the birth date exactly as submitted on the household's previous full (re)certification. This date must be in a MMDDYYYY format.

(MAT 10 Section 2 Field 9)

**For Items 66 through 74, the following general references in the HUD Handbook 4350.3 REV-1 are applicable:  
Chapter 5, Paragraphs 5-1 through 5-6; Section 3 of Chapter 5  
Figure 5-2  
Exhibits 4-1 & 5-1  
Appendix H of the TRACS 2.0.2.D MAT Guide**

## **Section D. Income Information:**

**Item 66** Member Number This Item should only be filled in for family members who report income, and should match the number assigned to each family member in Item 33, 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. This Item cannot be "00".

(MAT 10 Section 4 Field 3)

**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, 18 years of age or older, who **is not** the Head, Co-Head, Spouse, Foster Child or Foster Adult is considered a Dependent. See the **Note** in Figure 5-2 of the 4350.3 REV-1 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 (Item 12) of this (re)certification.

(MAT 10 Section 4 Field 5 4350.3 REV-1: Paragraph 5-4)

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

**Item 69** SSN Benefits  
 Claim No.

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. Otherwise, leave blank.

**NOTE:** 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. **NOTE:** If the member has income under more than one Claim Number, enter one income per Claim Number.

(MAT 10 Section 4 Field 8)

**Item 70** Total Employment  
 Income

Include the total amounts of Employment income from Item 68 that have the following codes.

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.

PE = Pensions  
SI = Supplemental Security Income  
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.

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.

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 the  
HUD Handbook 4350.3 REV-1 are applicable:  
Chapter 5, Paragraph 5-7 & Section 3 of Chapter 5  
Exhibits 4-1 & 5-2  
Appendix H of the TRACS 2.0.2.D MAT Guide**

## **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 33 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. This Item cannot be “00”.

(MAT 10 Section 5 Field 3)

**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 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)

(MAT 10 Section 5 Field 5 4350.3 REV-1: Exhibit 5-2, Paragraph 5-7.G.8)

**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 REV-1: Paragraph 5-7.C and 5-7.D)

Note: When asset is a checking account, use the average 6 month balance. When asset is a savings account, use the current balance. TRACS will not accept a negative value.

Note: If assets are owned by more than one person, prorate the assets according to the percentage of ownership. If no percentage is specified or provided by a state or local law, prorate the assets evenly among all owners.

**Item 79** Actual Yearly  
Income

Enter the anticipated amount for the 12 month period following the effective date of this (re)certification. Note: TRACS will not accept a negative value.

(MAT 10 Section 5 Field 7 4350.3 REV-1: Paragraph 5-7.B)

- Item 80** Date Divested      If the status of an asset in Item 77 is “T”, enter the date the asset was disposed of for less than fair market value.  
  
(MAT 10 Section 5 Field 8    4350.3 REV-1: Paragraph 5-7.G.8)
- Item 81** Total Cash Value of Assets      Total the cash value of each asset amount listed in Item 78.  
  
(MAT 10 Section 2 Field 29)
- Item 82** Actual Income From Assets      Total the actual yearly income amount 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 in this Item if Item 81 is greater than \$5000. If Item 81 is less than or equal to \$5000, or this is a BMIR (re)certification, enter zero or leave blank.  
  
(MAT 10 Section 2 Field 31    4350.3 REV-1: Paragraph 5-7.F.1.b)
- Item 84** Imputed Income From Assets      If the Total Cash Value of Assets (Item 81) is less than or equal to \$5000, enter zero. However, if the Total Cash Value of Assets is more than \$5000, multiply the amount entered in Item 81 by the HUD Passbook Rate (Item 83) and enter the amount.  
  
(MAT 10 Section 2 Field 32    4350.3 REV-1: Paragraphs 5-7.B & 5-7.F)  
  
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      Enter the greater of Item 82 or Item 84.  
  
(MAT 10 Section 2 Field 38)

**For Items 86 through 118, the following general references in the HUD Handbook 4350.3 REV-1 are applicable:**  
**Chapter 3, Paragraph 3-6**  
**Figures 3-2 & 3-3**  
**Chapter 5, Sections 2, 3 & 4**  
**Exhibits 5-3 & 5-8**



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

**Item 86** Total Annual Income                      The sum of Item 74 plus Item 85.  
  
(MAT 10 Section 2 Field 39)

**Note:** For Items 87 through 89, the amounts entered are determined by family size. Read the text between Field 39 and Field 40 in the MAT 10 Section 2: Basic Record in Chapter 5 of the MAT User Guide 2.0.2.D, review Paragraph 3-6.E of the HUD Handbook 4350.3 REV-1 and refer to the web page, <http://www.huduser.org/portal/datasets/il.html>, 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.

(MAT 10 Section 2 Field 40 4350.3 REV-1: Paragraph 3-6, Figure 3-2 and Figure 3-3)

Note: Refer to the 4350.3 REV-1: Paragraphs 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 REV-1: Paragraph 3-6, Figure 3-2 and Figure 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 REV-1: Paragraph 3-6, Figure 3-2, Figure 3-3 and 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

**For Items 90 through 93, read the text between Field 42 and Field 43 in the MAT 10 Section 2: Basic Record in Chapter 5 of the 2.0.2.D MAT User Guide as an additional reference.**

**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 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

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(Post 1981), enter the code of “2” for this Item.

(MAT 10 Section 2 Field 43 4350.3 REV-1: Paragraph 3-7.A and 3-7.B)

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

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.

(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”. 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 as described in the 4350.3 REV-1: Paragraph 3-7.D.

EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception.

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 as described in the 4350.3 REV-1: Paragraph 3-7.D.

(MAT 10 Section 2 Field 46 4350.3 REV-1: Paragraph 3-7.D)

**Item 94** Police/Security  
Tenant?

If the owner has received permission from HUD to admit over-income police or security personnel, enter “Y”. Otherwise, leave blank. 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 REV-1: Paragraph 3-8.D and 5-27)

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

**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”. Otherwise, leave blank.

(MAT 10 Section 2 Field 87 4350.3 REV-1: Paragraph 3-16)

**Item 96** Household  
Citizenship  
Eligibility

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.

The valid codes for this Item are:

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 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 (Citizenship 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 the 4350.3 REV-1: 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.

(MAT 10 Section 2 Field 79 4350.3 REV-1: Paragraph 3-12 and Glossary)

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

**Item 97** Deduction for Dependents

Multiply the Number of Dependents listed in Item 55 by \$480.

(MAT 10 Section 2 Field 47 4350.3 REV-1: Paragraph 5-10.A)

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 entered in Item 42 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 cannot exceed the amount earned as the result of the child care provided.

(MAT 10 Section 2 Field 83 4350.3 REV-1: Paragraph 5-10.B)

Note: If an amount greater than zero is entered in this Item, a “C” should be entered in Item 49.

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, under the age of 13, can be included.

(MAT 10 Section 2 Field 84 4350.3 REV-1: Paragraph 5-10.B)

**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 12. This enables a family member 18 years of age or older (see Item 53), 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 102.

(MAT 10 Section 2 Field 50 4350.3 REV-1: Paragraph 5-10.C)

Note: If an amount has been entered in this Item, enter “H” in Item 49.

**Item 102** Disability  
Deduction

The Disability Deduction is the eligible amount that **exceeds** 3% of the family’s annual income. See Paragraph 5-10.C.3. If Item 101(Disability Expense) is less than Item 100(3% of Income), enter zero.

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

(Item 101 – Item 100) **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 5-10.C.6.

**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 5-10.C.7.

(MAT 10 Section 2 Field 51 4350.3 REV-1: Paragraph 5-10.C)

**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 (re)certification 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 (see Item 53). If not, enter zero.

Medical expenses include all **unreimbursed** expenses the family anticipates to incur during the 12 months following the (re)certification. The O/A may use the ongoing expenses the family paid in the 12 months preceding the (re)certification to estimate anticipated medical expenses.

(MAT 10 Section 2 Field 52 4350.3 REV-1: Paragraph 5-10.D, 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 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 is greater than or equal to Item 100, enter the amount from Item 103 in this Item. (See 4350.3 REV-1: Paragraph 5-10.D.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 (See 4350.3 REV-1: Paragraph 5-10.D.9)

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

(MAT 10 Section 2 Field 53 4350.3 REV-1: Paragraph 5-10.D)

**Item 105** Elderly Family  
Deduction

If the Head, Co-Head, or Spouse has a Special Status code listed in Item 42 of "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 REV-1: Paragraph 5-10.E)

**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 or leave blank.

**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 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.

(MAT 10 Section 2 Field 64 4350.3 REV-1: Paragraph 5-25, Figure 5-6, Exhibit 5-8)

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. **Pro-ration procedures are listed after the instructions for Item 118.**

**Item 109** TTP Before  
Override

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. Otherwise, leave blank. See 2.0.2.D MAT Guide: Chapter 4, Section 4.30, Rent Overrides, and Appendix K.

**NOTE:** For a RAD rent phase-in, on the first certification in which the TTP Before Override equals the Total Tenant Payment, enter the amounts in this Item and Item 32. The fact that TTP Before Override = Total Tenant Payment signals that the phase-in is complete. For future transactions (those with effective dates after the one that ends the rent phase-in), leave this Item and Item 32 blank.

(MAT10 Section 2 Field 102)

**Item 110** Tenant Rent

For Section 8/RAP/Rent Supplement/Section 202/162 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 all, or part, of the utilities are paid by the tenant, the TR and TTP will not be the same amount. The TR will equal the 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).

For Section 236 and BMIR tenants: Refer to HUD Handbook 4350.3 REV-1: Exhibit 5-8 for calculating Tenant Rent

(MAT 10 Section 2 Field 65 4350.3 REV-1: Paragraph 5-26 and 5-29)

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 Pro-ration procedures.

**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, enter zero or 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

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, 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 or (75)). For all other tenants, enter zero or leave blank.

(MAT 10 Section 2 Field 67 4350.3 REV-1: Paragraph 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. See Pro-ration procedures.

**Item 113** Welfare Rent

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. If not applicable, enter zero.

(MAT 10 Section 2 Field 60 4350.3 REV-1: Paragraph 5-6.J and 5-26.E)

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

**Item 114** Rent Override

Enter “Y” if the normal rent calculations have been overridden for this (re)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

(MAT10 Section 2 Field 61 MAT Guide: Chapter 4, Section 4.30)

**Item 115** Hardship  
Exemption

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

(MAT 10 Section 2 Field 63 4350.3 REV-1: Paragraph 5-26.D)

Note: If the hardship is determined to be long term, the Owner/Agent must

**recertify** the tenant every 90 days while the hardship lasts to verify that circumstances have not changed.

**Item 116** 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)

**Item 117** Eligibility Check  
Not Required

**Applies only to Move-in or Initial certifications.**

If this certification is not a MI or IC or Eligibility is being checked, leave blank. Otherwise, enter “Y”, meaning Eligibility is not required to be checked on this certification.

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

1. If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (4350.3 REV-1: Paragraph 2-32.C.1.a), eligibility is not checked on Move-in certification or in response to VAWA for Section 8 housing.
2. For a contract combination, the tenant is first terminated from the old contract (Termination Code = CC) and an Initial Certification is done for the new contract. Eligibility is not checked on the Initial Certification.
3. Under the 4350.3 REV-1: 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, their rent must be reduced (IC). Eligibility is not checked on this Initial Certification.
4. 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.
5. PDD—Presidentially Declared Disaster
6. Other

**These are not Eligibility Waivers, as indicated for Item 116.**

(MAT10 Section 2 Field 100)

**Item 118** Extenuating  
Circumstances  
Code

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

1 = Medical

2 = Late annual (re)certification due to accommodation or extenuating circumstances.

3 = Late annual (re)certification due to owner/agent delay

4 = Late annual (re)certification due to third party delay (For example a Guardian)

5 = Military Deployment

6 = Eviction In Progress. Must be for a valid HUD Handbook reason.

7 = Court order

8 = 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 202D MAT Guide: Chapter 7, Paragraph 9-8

9 = 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.

10 = Other

When 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.

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.

(MAT10 Section 2 Field 99)

**Regarding required signatures on Section A of this completed form, refer to the TRACS 202D MAT Guide: Chapter 7, Paragraphs 9-5.A.7.f and 9-8.B.**

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

**Refer to the Excel® file, 202DNonCitizenRuleProration, located in the TRACS 202D Final Industry Specification Documents as indicated on the TRACS web page. Also refer to Exhibits 3-12 through 3-14 of the 4350.3 REV-1 for guidance.**

CR = Contract Rent (Item 29)  
BR = 236 Basic/BMIR Rent (Item 27)  
GR = Gross Rent (Item 31)  
MR = Market Rent (Item 28)  
UA = Utility Allowance (Item 30)  
UR = Utility Reimbursement (Item 111)  
TR = Tenant Rent (Item 110)  
AP = Assistance Payment (Item 112)  
TTP = Total Tenant Payment (Item 108)

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

### A) Calculate TTP and resulting AP without pro-rations

- 1) \_\_\_\_\_ Enter GR (Item 31 of the HUD-50059)
- 2) \_\_\_\_\_ From the income amounts (Total Annual Income and Adjusted Annual Income) calculated on the family's most recent full (re)certification (MI, AR, IR, IC), use the appropriate rent formula, based on subsidy type, in Exhibit 5-8 to determine the TTP, without pro-ration.
- 3) \_\_\_\_\_ Subtract TTP from GR and enter the amount. This is the AP the 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., 5 family members and only 3 family members eligible for assistance Fraction is  $3/5$ )
- 6) \_\_\_\_\_ Multiply Line 3 by the fraction in Line 5 and enter the amount in Item 112 of the HUD-50059.. This is the Prorated AP for the family.

### C) Calculate **prorated TTP**

- 7) \_\_\_\_\_ Enter GR (Item 31 of the HUD-50059)
- 8) \_\_\_\_\_ Subtract Line 6 from Line 7 and enter the amount in Item 108 of the HUD-50059. This is the Prorated TTP for the family.

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

- 9) \_\_\_\_\_ Enter UA (Item 30 of the HUD-50059)
- 10) \_\_\_\_\_ Subtract Line 9 from Line 8 and enter the amount in Item 110 of the HUD-50059. This is the Prorated TR for the family.

If Line 10 is zero and in Item 110 of the HUD-50059, complete Line 11

- 11) \_\_\_\_\_ If Line 9 is greater than Line 8, enter the difference in Item 111 (Utility Reimbursement) of the 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 28 of the HUD-50059)
- 2) \_\_\_\_\_ Enter BR (Item 27 of the 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., 5 family members of which 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 31 of the HUD-50059)
- 8) \_\_\_\_\_ From the income amounts (Total Annual Income and Adjusted Annual Income) calculated on the family's most recent full (re)certification (MI, AR, IR, IC), use the appropriate rent formula, based on subsidy type, in Exhibit 5-8 to determine the TTP, without pro-ration.
- 9) \_\_\_\_\_ Subtract Line 8 from Line 7. This amount is the AP the family would receive without being subject to pro-ration 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 the amount in Item 108 of the HUD-50059. This is the Prorated TTP for the family.

E) Calculate the **prorated AP**

12) \_\_\_\_\_ Enter GR (Item 31 of the HUD-50059)

13) \_\_\_\_\_ Subtract Line 11 from Line 12 and enter the amount in Item 112 of the HUD-50059. This is the Prorated AP for the family.

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

14) \_\_\_\_\_ Enter the UA (Item 30 of the HUD-50059)

15) \_\_\_\_\_ Subtract Line 14 from Line 11 and enter the amount in Item 110 of the HUD-50059.. This amount is the Prorated TR for the family.

If Line 15 is zero and in Item 110 of the HUD-50059, complete Line 16.

16) \_\_\_\_\_ If Line 14 is greater than Line 11, enter the difference in Item 111 (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 pro-rations

- 1) \_\_\_\_\_ Enter MR (Item 28 of the HUD-50059)
- 2) \_\_\_\_\_ From the income amounts (Total Annual Income and Adjusted Annual Income) calculated on the family's most recent full (re)certification (MI, AR, IR, IC), use the appropriate rent formula, based on subsidy type, in Exhibit 5-8 to determine the TR, without pro-ration.
- 3) \_\_\_\_\_ Subtract Line 2 from Line 1 and enter the amount.

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., 5 family members of which 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 the amount in Item 110 of the HUD-50059. This is the Prorated TR for the family.