



50058 Certification Manager User Manual

This user manual has been revised.
Please destroy all previous printed and saved copies.

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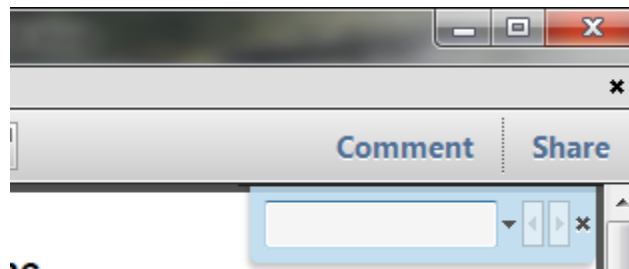
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Preface

Welcome to the **PHA-Web** User Manual. It is written in an easy to understand, narrative and with some exceptions non-technical format. Generally the User Manual is designed to provide **PHA-Web** software users with an overview of how to use the program and its features.

This User Manual is a “How To” guide to **PHA-Web** and is conceptual in nature. We have formatted the manual as a PDF document so Adobe Acrobat is used to view it. A PDF also allows you to easily print the document for use at workstations. Printing the document in color is recommended to maximize its effectiveness. You will find some sections of this document are longer than others so we also recommend selecting the printer option to print on both sides of a page. It should be noted you can also print selected pages one at a time. It is not necessary to print the whole document. If you have a two monitor work station, you can open this document in a separate window and place it on one monitor while working in **PHA-Web** in the other.

Searching for key words in this manual is also possible by using Adobe Acrobat’s Find function. Push Control + F to access it. Adobe Acrobat will put your cursor in the find text box. Then simply type a Key word for the information you want to search for and press enter. Find searches through the whole document for all instances of the key word you entered. If the first instance of the word does not contain the information you are searching for, click the “Find Next” button



Each **PHA-Web** component has its own User Manual. Within the manual there are major headings that correspond to each tab in that component. Under the major heading there are minor headings that correspond to each screen under that tab. Exceptions are made for very large tabs where there may be additional subsections. Any text that refers to a field or other screen is italicized.



*Tip: Light bulb icons in the User Manual denote tips for using **PHA-Web**. Tips are intended to provide helpful hints when working in **PHA-Web**. You will see them sprinkled throughout the document.*

Throughout the User Manuals you will find screen shots of pages. Screen shots are used to help you relate the User Manual text to the **PHA-Web** Manager it refers to. Screen shots of reports are included as well as some examples to help illustrate various topics.

User Manuals have a date located in the lower left side of each page with page numbers located in the lower right. The date is provided as a tool to show which version of the User Manual you are referring to.

Like **PHA-Web**, User Manuals are stored on our servers so they also are Internet based. This means every time you open a User Manual you get the most current version available because User Manuals are updated at the same time **PHA-Web** is updated. All updates are performed automatically for you. If you have a printed copy stored at your desk to refer to and you find the version stored in **PHA-Web** has a more recent date, you have an outdated copy and should reprint your reference copy.

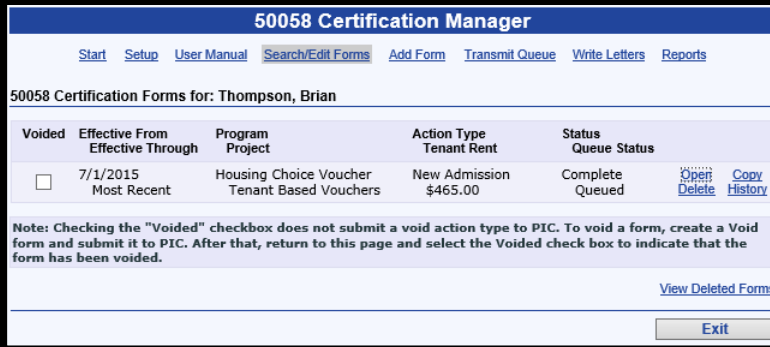
Finally, every housing authority is unique in how they use **PHA-Web** and how each agency operates. That fact makes it impossible to write a User Manual to cover every situation and answer every question. For that reason the MCS Support Team is still your primary source of help. So please use the User Manual to the fullest extent possible, but always feel free to contact the MCS Support Team for specific needs.

50058 Certification Manager

Overview

If your housing authority manages any federal 50058 programs, you will need to create 50058 forms and submit them to PIC. 50058 Certification Manager is **PHA-Web's** system for creating and submitting 50058 forms. You will use the 50058 Certification Manager for programs such as Federal Public Housing, Section 8 Mod Rehab and Section 8 Voucher.

Beyond just creating and submitting 50058 forms, the 50058 Certification Manager also performs a number of related functions. For example, you can maintain additional information not found on the 50058 form, produce various reports and write letters to tenants and landlords. The majority of the time spent in the 50058 Certification Manager is spent in the process of creating 50058 forms. The 50058 forms that are created are the foundation for several of the accounting components in **PHA-Web** including Public Housing Accounting Manager, HAP Accounting Manager and Portability Manager. For example, when tenants are billed for monthly rent, the billing amount is determined by looking at the 50058 forms for the desired program and determining which forms are effective for the month that rent is being billed.



The screenshot displays the '50058 Certification Manager' web application. At the top, there is a navigation bar with links: Start, Setup, User Manual, Search/Edit Forms (highlighted), Add Form, Transmit Queue, Write Letters, and Reports. Below the navigation bar, the title '50058 Certification Forms for: Thompson, Brian' is shown. A table lists the forms with columns: Voided, Effective From, Effective Through, Program Project, Action Type, Tenant Rent, Status, Queue Status, and a set of action links (Open, Delete, Copy, History). The first row shows a form that is not voided, effective from 7/1/2015, for Housing Choice Voucher Tenant Based Vouchers, with a new admission of \$465.00, and a status of Complete and Queue Status of Queued. A note at the bottom explains the 'Voided' checkbox functionality. An 'Exit' button is located at the bottom right.

Voided	Effective From	Effective Through	Program Project	Action Type	Tenant Rent	Status	Queue Status	
<input type="checkbox"/>	7/1/2015	Most Recent	Housing Choice Voucher Tenant Based Vouchers	New Admission	\$465.00	Complete	Queued	Open Delete Copy History

Note: Checking the "Voided" checkbox does not submit a void action type to PIC. To void a form, create a Void form and submit it to PIC. After that, return to this page and select the Voided check box to indicate that the form has been voided.

[View Deleted Forms](#)

[Exit](#)

One major departure from MCS's legacy 50058 systems is that **PHA-Web's** 50058 Certification Manager is completely historical. This means every 50058 form that is created is stored and viewable for an indefinite period of time. In addition to storing every 50058 form we also save every revision to every 50058 form.

This allows you to see, if a 50058 form was updated over a period of time, who updated the form, when it was updated and what the form looked like prior to being updated. The advantage is that an historical system allows you to see older information you may otherwise not be able to view and eliminates the need to refer to old printed documents.

User Permissions

Several assignable user permissions are available in the 50058 Certification Manager. The user permissions are listed below with a short description of what they allow. For help changing user permissions, please refer to the User Manager Help Manual or contact the support department.

View Public Housing Forms: Allows users to open and view a 50058 form for a family in a Public Housing program.

View Section 8 Forms: Allows a user to open and view a 50058 form for a family in a Section 8 program.

Add Public Housing Forms: Allows a user to create a new 50058 form for a family in a Public Housing program.

Add Section 8 Forms: Allows a user to create a new 50058 form for a family in a Section 8 program.

Edit Public Housing Forms: Allows a user to open and edit a 50058 form for a family in a Public Housing program.

Edit Section 8 Forms: Allows a user to open and edit a 50058 form for a family in a Section 8 program.



*Tip: Once a 50058 form has been included in a transmission file it cannot be reopened for edit. This is done to ensure that the information in **PHA-Web** is the same as the information that was submitted to PIC. If the information on a 50058 form that was submitted to PIC needs to be changed, copy the 50058 form and create a new form with the same effective date and action type. The new form can then be submitted to PIC. This way **PHA-Web** has an accurate history showing that a form was created, submitted and another form was submitted in its place.*

Delete Public Housing Forms: Allows a user to delete a 50058 form for a family in a Public Housing program.

Delete Section 8 Forms: Allows a user to delete a 50058 form for a family in a Section 8 program.



Tip: When a 50058 form is deleted the form is not truly deleted, it is simply marked as deleted. To view which forms have been deleted you can click the “View Deleted Forms” link that is displayed when viewing a family’s forms.

Add to Transmit Queue: Allows a user to add 50058 forms to the Transmission Queue.

Transmit Public Housing Forms: Allows a user to include 50058 forms with a Public Housing program type in a PIC submission file.

Transmit Section 8 Forms: Allows a user to include 50058 forms with a Section 8 program type in a PIC submission file.

Copy Family Certification Form: Allows a user to create a new 50058 form by copying a previous created 50058 form.

Setup: Allows a user to add or edit 50058 form setup information. This information includes the passbook rate, minimum total asset value for imputed asset income, medical/disability threshold percentage, elderly/disability allowance and the allowance per dependent.

Override Form Values: Allows a user to override certain values on the 50058 forms. These values include the minimum rent, payment standard and utility allowance.

Add/Edit Landlord: Allows a user to add or edit a landlord in the process of creating a 50058 form. Landlords can also be added or edited in the HAP Accounting Manager.

50058 Certification Sections

There are several sections in **PHA-Web's** 50058 Certification Manager. This document takes you through each section in detail beginning with this brief introduction to each section.

Setup: 50058 Certification options that don't apply to other **PHA-Web** certification components are setup here. Currently, there are only a few setup options, Setup Recert packets and Declaration of Citizenship setup, Flat Rent setup and Update Action Types for programs.

Search/Edit Forms: Search for families with 50058 forms. Once a family is found their 50058 forms can be displayed. All 50058 forms can be viewed but only the most recent form that has not been included in a submission file can be reopened for editing. The most recent form can also be copied to create a new form.

Add Form: Create a 50058 form by either starting with a blank form or by selecting an applicant from the Waiting List Manager.

Transmit Queue: Prior to submission to PIC, 50058 forms are placed in the transmit queue. From the transmit queue desired 50058 forms are selected to be included in a submission file. Previous submission files can also be viewed from the transmit queue.

Write Letters: The write letters option allows you to create a mass mailing to families. A variety of options can be used to select the group of families that will receive the mailing. These options include effective dates, recertification dates, inspection dates, project and a range of unit numbers.

Reports: Several reports are available to display various information about families with 50058 forms. Examples include the All Tenant report that shows which families participate in a selected program on a given date, the Next Recertification report that shows which families are due for a recertification within a given range of dates, the Rent Roll report that lists families and their rent amount and the Leased Unit Summary report which shows voucher utilization by voucher size.

Setup

Overview

50058 Certification Manager setup currently contains only a few options. Several other setup options, which are shared with other **PHA-Web** certification components, are found in the Program manager. In those cases you will need to go to the Program Manager to perform the setup. If you are setting up **PHA-Web** 50058 Certification programs for the first time, we recommend that you read both this manual and Program Manager user manual.



Setup Recert Packet: Select forms and letters to be printed in the recertification packet that is printed from the reports section of the 50058 Certification Manager.

Setup Form Options: Set and select form options that are used throughout the 50058 form.

Setup Flat Rent: Setup the Flat Rent Schedules for the different locations and types of Flat Rents.

Add Flat Rent Yearly Amounts: Enter a date range and amounts by bedroom size for each flat rent schedules. Prior to setup, enter the Fair Market Rent amounts for each project in the Program Manager under the select Program.

Setup Program Actions: Select an action prompt for the Program Action Types. The action prompts

Search/Edit Forms

Overview

The *Search/Edit Forms* option allows you to search for families with 50058 forms.

The screenshot shows the '50058 Certification Manager' web application. At the top, there is a navigation bar with links: [Start](#), [Search/Edit Forms](#) (which is highlighted), [Add Form](#), [Transmit Queue](#), [Write Letters](#), and [Reports](#). Below the navigation bar, the section is titled 'Search Forms'. It contains three input fields: 'Last Name:', 'First Name:', and 'Social Security #:'. The 'Social Security #' field has a small person icon and a '#' symbol next to it. Below these fields is a checkbox labeled 'Show Advanced Criteria' which is checked. At the bottom of the search section are two buttons: 'Search' and 'Clear'. A yellow banner at the bottom of the search section contains the text: 'Use this search page to find the most recent certification form for a family. Limit the results by using the criteria above.' At the very bottom right of the page is an 'Exit' button.

The primary criteria used to search for a family are last name, first name and social security number. Search criteria can be used by themselves or in conjunction with other search criteria. First and last name do not need to be entered in their entirety. The first few letters of the first or last name can be entered and any families matching those criteria will be found. For example, if the letters “smi” are entered in the last name field that will find any families with the last name of Smith.

Less commonly used search criteria are available and can be viewed by clicking the *Show Advanced Criteria* link.

The screenshot shows the '50058 Certification Manager' interface. At the top, there are navigation links: [Start](#), [Search/Edit Forms](#) (highlighted), [Add Form](#), [Transmit Queue](#), [Write Letters](#), and [Reports](#). Below this is the 'Search Forms' section with input fields for 'Last Name:', 'First Name:', and 'Social Security #:' (with a person icon and '#' symbol). A link 'Hide Advanced Criteria' is visible. The 'Advanced Criteria' section is collapsed, showing fields for 'Effective From:' and 'To:' (both with 'D' in the date picker), 'Program:' (dropdown), 'Project:' (dropdown), 'Action Type:' (dropdown), 'Case Worker:' (dropdown), 'County:' (dropdown), and 'Mailing Address:' and 'Unit:' text boxes. 'Search' and 'Clear' buttons are at the bottom of the criteria section. A yellow note at the bottom states: 'Use this search page to find the most recent certification form for a family. Limit the results by using the criteria above.' An 'Exit' button is at the very bottom right.

If you wish to clear your search criteria to begin a new search you can click on the *Clear* button.

After entering the desired criteria and clicking the *Search* button the results display in the Search Results section. Clicking *Show Forms* link displays the 50058 forms for the selected family.

This screenshot shows the same interface as the previous one, but with 'Show Advanced Criteria' checked. The 'Search' button has been clicked, and the 'Search Results' section is now visible. It contains a table with the following data:

Head of Household Most Recent Action Date	Project Action	SSN Birth Date	
Bell, Mike 11/1/2010	Eastlake Towers (AMP1) New Admission		Show Forms
Bell, Tony 11/1/2010	ACC #001 Annual Reexamination		Show Forms

The 'Exit' button remains at the bottom right.

The 50058 forms are listed in descending order by effective date.

A form status and queue status are displayed for each form. Form statuses include complete and incomplete. Queue statuses include not queued, queued and transmitted. Forms that are not queued cannot be submitted to PIC. Forms that are queued will be available in the transmit queue to be included in a transmission file. Forms that are transmitted have already been included in a transmission file.

50058 Certification Manager					
Start Search/Edit Forms Add Form Transmit Queue Write Letters Reports					
50058 Certification Forms for: Bell, Tony					
Voided	Effective From Effective Through	Program Project	Action Type Tenant Rent	Status Queue Status	
<input type="checkbox"/>	11/1/2010 Most Recent	Housing Choice Voucher ACC #001	Annual Reexamination \$261.00	Complete Not Queued	Open Copy Delete History
<input type="checkbox"/>	2/1/2010	Housing Choice Voucher ACC #001	Interim Reexamination	Incomplete	Open Copy Delete History
<input type="checkbox"/>	2/1/2010 11/1/2010	Housing Choice Voucher ACC #001	Interim Reexamination \$586.00	Complete Transmitted	Open Copy Delete History
<input type="checkbox"/>	12/1/2009 2/1/2010	Housing Choice Voucher ACC #001	Interim Reexamination \$285.00	Complete Transmitted	Open Copy Delete History
<input type="checkbox"/>	11/1/2009 12/1/2009	Housing Choice Voucher ACC #001	Annual Reexamination \$545.00	Complete Transmitted	Open Copy Delete History
<input type="checkbox"/>	11/1/2008 11/1/2009	Housing Choice Voucher ACC #001	New Admission \$220.00	Complete Transmitted	Open Copy Delete History
Note: Checking the "Voided" checkbox does not submit a void action type to PIC. To void a form, create a Void form and submit it to PIC. After that, return to this page and select the Voided check box to indicate that the form has been voided.					
View Deleted Forms					
Exit					



Tip: Incomplete forms are not effective. That means that they will not be included in most reports and by the financial components. A list of incomplete forms can be found by running the Incomplete Forms report on the report page.

For each form there are 4 possible options that you can select. These options include *Open*, *Copy*, *Delete* and *History*.

Form Options

Open

The *Open* link allows you to open and possibly edit the 50058 form. The extent to which you can edit a 50058 form is determined by the forms status and queue status. An incomplete form can be edited with the exception of the effective date and action type. If you wish to change the effective date or the action type a new 50058 form must be created.

A completed 50058 form with a queue status of not queued or queued can be reopened for editing with the same limitations of an incomplete 50058 form in that the effective date and action type cannot be changed. If a queued 50058 form is reopened it is removed from the transmit queue. To add the 50058 form to the transmit queue again select the *Add to Transmit Queue* option on the *Finish* page.

A 50058 form with a Transmitted queue status cannot be reopened for editing. It is our goal to ensure that the information in **PHA-Web** is the same as the information in PIC. PIC does not allow a form that you have submitted to be edited. Similarly a transmitted 50058 form in **PHA-Web** cannot be edited.



Tip: If a form that was submitted to PIC needs to be changed it can be voided by submitting a void type 50058 form or it can be replaced with a 50058 form with the same effective date.

Copy


The *Copy* link allows a new 50058 form to be created by copying the values from a previous 50058 form. This way only the items that need to be updated have to be entered. The remaining values on the 50058 form that don't need to be changed do not need to be entered.

Copying a form is the preferred method for creating a new 50058 form. The *Copy* option is only available on the most recently created 50058 form. When a 50058 form is copied the most recently created composition of the family will be included on the 50058 form.

If you wish to create a 50058 form but one does not exist to be copied see the Add Form section of the manual.

Delete

The *Delete* option will delete the selected 50058 form. You can view deleted 50058 forms by clicking the *View Deleted Forms* link.

50058 Certification Manager						
Start Search/Edit Forms Add Form Transmit Queue Write Letters Reports						
50058 Certification Forms for: Bell, Tony						
Voided	Effective From Effective Through	Program Project	Action Type Tenant Rent	Status	Queue	Status
<input type="checkbox"/>	11/1/2010 Most Recent	Housing Choice Voucher ACC #001	Annual Reexamination \$261.00	Complete		Not Queued
						Open Delete Copy History
<input type="checkbox"/>	2/1/2010	Housing Choice Voucher ACC #001	Interim Reexamination	Incomplete		
						Open Delete Copy History
<input type="checkbox"/>	2/1/2010 11/1/2010	Housing Choice Voucher ACC #001	Interim Reexamination \$586.00	Complete	Transmitted	
						Open Delete Copy History
<input type="checkbox"/>	12/1/2009 2/1/2010	Housing Choice Voucher ACC #001	Interim Reexamination \$285.00	Complete	Transmitted	
						Open Delete Copy History
<input type="checkbox"/>	11/1/2009 12/1/2009	Housing Choice Voucher ACC #001	Annual Reexamination \$545.00	Complete	Transmitted	
						Open Delete Copy History
<input type="checkbox"/>	11/1/2008 11/1/2009	Housing Choice Voucher ACC #001	New Admission \$220.00	Complete	Transmitted	
						Open Delete Copy History
Note: Checking the "Voided" checkbox does not submit a void action type to PIC. To void a form, create a Void form and submit it to PIC. After that, return to this page and select the Voided check box to indicate that the form has been voided.						
						 View Deleted Forms
<div>Exit</div>						

Clicking the *View Deleted Forms* link will display any forms that have been deleted, their effective date, action type, date of deletion and the user that deleted the form. Forms that have been deleted cannot be undeleted.

50058 Certification Manager			
View Deleted Forms for: Bell, Tony			
Effective Date	Action Type	Deleted Date	Deleted By
11/01/2010	Annual Reexamination	03/03/2011	HSA, HSA
10/01/2008	New Admission	10/15/2008	Administrator
<div>Exit</div>			

History

In addition to storing every 50058 form created, **PHA-Web** also saves every revision to an individual 50058 form. You can view this history of a 50058 form by clicking the *History* link. After clicking the *History* link the following page will be displayed:


50058 Certification Manager				
View Form History				
Date	Time	Username	Event	
3/3/2011	12:29 PM	hsa	Family Cert Saved	Open
8/20/2010	10:16 AM	Administrator	Family Cert Saved	Open

Exit

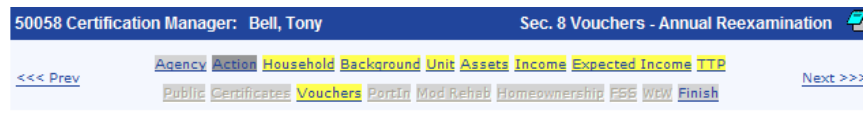
You can open a historical version of the 50058 form and view it as it appeared when it was saved. This allows you not only to see when a 50058 form was edited and which user edited the 50058 but you can also see what the form looks like before and after it was edited.

Form Sections

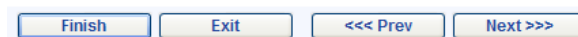
Overview

The 50058 form data entry pages are laid out to match HUD's 50058 form as closely as possible. Fields from the HUD 50058 form are preceded with a line number. Fields that are not present on the HUD 50058 form are present for convenience and are used for other purposes in **PHA-Web**. In addition to line numbers, fields from the HUD 50058 form will also have an informational circle  which contains text from HUD's 50058 instruction manual to help provide additional information about what a form is used for.


The various sections of the 50058 form are represented by different pages that can be navigated between using the tab strip at the top of the page.



In addition to navigating using the tab strip, *<<< Prev* and *Next >>>* links are available at the top of the page and *<<< Prev* and *Next >>>* buttons are available at the bottom of the page.



Not all sections of the 50058 form are available for any given program type. Those pages appear on the tab strip in a light gray color and are not accessible. Pages appearing on the tab strip with a red color are pages that contain errors that need to be addressed. Pages appearing on the tab strip with a yellow color do not have errors but the page has not been viewed during this session. Pages appearing on the tab strip in a dark gray color have no errors and have been viewed during this session. If all pages are dark gray every page has been viewed and contains no errors.

When a page is viewed that contains an error, a red flag  will be visible next to the field in error. If the mouse is moved over the red flag a description of the error is displayed.

Start

The *Start* page is available for all types of 50058 forms. The *Start* page contains additional setup information used to determine which sections of the 50058 form need to be filled out.


50058 Certification Manager


[Start](#) [Search/Edit Forms](#) [Add Form](#) [Transmit Queue](#) [Write Letters](#) [Reports](#)

Welcome to *PHA-Web 50058 Certification Manager*. This application allows users to perform various tasks dealing with 50058 certification forms.

- [Search/Edit Forms](#) This section allows users to view, edit, copy, or delete an existing 50058 form. The user can search for existing 50058 forms by Head of Household, Program Type, Social Security Number, and other various search criteria. **Note:** edit and delete options will only function if your authority's PHA-Web administrator has given you permission to these functions.
- [Add Form](#) This section allows users to add a new 50058 certification form to the PHA-Web database. This can be done by either entering all applicable fields, or by importing existing data from the PHA-Web "Waiting List Manager".
- [Transmit Queue](#) This section allows users to create submission files, which will be automatically uploaded to PIC.
- [Write Letters](#) This section allows users to create letters using existing templates created in the "Letter Manager".
- [Reports](#) This section allows users to create various reports.

This manager follows the structure of the paper 50058 certification form as much as possible. The user can navigate from page to page by using the "Next" or "Previous" buttons, or by using the menu strip across the top of each page. The "Finish" button at the bottom of each page will take you to the "Finish" page, where you can save the form, print it, write a letter to the Head of Household, and other various functions.

Located on the right of certain items you will see information icons: . If you have a question about what a particular field requires, move the mouse over the icon for assistance. Fields that do not pertain to the filing (or are calculated automatically) will not be available for editing.

As you move through the pages of the form, error-checking will be done automatically. If any errors are detected by the validation, the related fields will have a red flag shown on their left to alert the user: . When this occurs, move the mouse over the flag to display details of the error. On the "Finish" page, you can see a summary of the errors, with links back to the affected pages.

Color codes are used on the Section Tabs at the top of each page to indicate the following:

- Yellow signifies that the page currently has no errors and that the page has not been visited in this viewing session.
- Red signifies that the page currently has at least one error that needs attention.

Once the form is error free, it can be saved as "Complete". At this point, the user can print the 50058 form, add the file to the transmit queue or write a letter to the Head of Household using a letter template created in the "Letter Manager".

Agency

The *Agency* page is available for all types of 50058 forms. The *Agency* page contains basic information about the housing authority and the program type of the 50058 form.

50058 Certification Manager: Bell, Tony		Sec. 8 Vouchers - Interim Reexamination	
<div><<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>></div> <div>Public Certificates Vouchers Portin Mod Rehab Homeownership FSS WtW Finish</div>			
1. Agency			
2b.	Effective Date of Action	11/01/2010	
1a.	Agency Name	Demonstration	
1b.	PHA Code	DM999	
1c.	Program	Housing Choice Voucher	
	Case Worker	-- Select Case Worker --	
10u.	Public - Flat Rent	<input type="checkbox"/> Yes	
	Section 8 Vouchers - Homeownership	<input type="checkbox"/> Yes	
17a(1).	FSS participation now or in last year?	<input type="checkbox"/> Yes	
17a(2).	Participate in Welfare to Work Voucher (WtW)?	<input type="checkbox"/> Yes	
1d.	Project	ACC #001	
	Suffix/Site		
	Census Code		
1e.	Building	-- Not Applicable --	
1f.	Entrance		
1g.	Unit	-- Not Applicable --	
<div>Finish Exit <<< Prev Next >>></div>			

Action

The *Action* page is available for all types of 50058 forms. The *Action* page contains information about what type of action is being submitted, effective date of action, corrections and special programs that may apply for the family.

Not all action types are available for any given form. The available action types are determined by the program type selected on the *Agency* page.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Interim Reexamination

<<< Prev Agency Action **Household** Background Unit Assets Income Expected Income TTP Next >>>

Public Certificates **Vouchers** Portin Mod Rehab Homeownership FSS WCV Finish

2. Action

2a. Type of Action 3 - Interim Reexamination

Move Out Reason -- Select --

Previous Project ACC #001

2c. Correction? ☐ Yes

2d. If correction, select primary reason -- Select Reason --

2h. Date of admission to program 11/01/2008

2i. Projected effective date of next reexamination 11/01/2011

2j. Projected date of next flat rent annual update

2k. FSS participation now or in the last year? ☐ Yes

2m. Special Program: (Section 8 Voucher only) -- Select Special Program --

2n. Other Public Housing Programs

☐ EDSS (Economic Development and Supportive Services)

☐ ROSS (Resident Opportunities & Self Sufficiency)

☐ HOPE (Homeownership and Opportunity for People Everywhere)

☐ PHDEP (Public Housing Drug Elimination Program)

Other Section 8 Programs

☐ MS1 (Mainstream, 1 year) ☐ ROC (Regional Opportunity Counseling)

☐ MS5 (Mainstream, 5 years) ☐ MTO (Moving to Opportunity)

☐ PA (Project Access) ☐ FUP (Family Unification Program)

☐ LIT (Litigation) ☐ PHRR (Public Housing Relocation/Replacement)

☐ PHDES (Designated Public Housing) ☐ TCU (Tax Credit Unit)

☐ MFDES (Designated Multifamily Projects/Certain Developments) ☐ VASH (Veterans Affairs Supportive Housing)

☐ DHAPK (Disaster Housing Assistance Program) ☐ KATHU (Katrina Temporary Housing Unit)

☐ DHAPIK (DAHP-IKE Conversion) ☐ NED (2009 Nori-Elderly Disabled)

☐ NHT (2009 Nursing Home Transitional)

Finish Exit <<< Prev Next >>>

Household

The *Household* page is available for all types of 50058 forms. The *Household* page contains information about each member of the family.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Interim Reexamination

<<< Prev Agency Action **Household** Background Unit Assets Income Expected Income TTD Next >>>

30000 Certification Vouchers 30000 Medicaid Homeownership 30000 30000 Finish

3. Tenants in Household

No.	Name	Relation	SSN	Birth Date	
01	Bell, Tony	Head			Open
02	Bell, Sandra	Spouse			Open
03	Bell, Noah	Other Youth Under 18			Open
04	Bell, Rachel	Other Youth Under 18			Open

☐ Remind Me About This Note

Custom Fields

Requires Special Assistance	<input type="checkbox"/>
Contact Name	<input type="text"/>
Contact Number	<input type="text"/>
Appointment Date/Time	<input type="text"/>

Household Information

3t. Total number in household

3u. Family subsidy status under Noncitizens Rule ☐ Choose Different Status:

3v. Eligibility effective date if qualified for continuation of full assistance

3w. If new head of household, former head of household's SSN

Primary Phone

Secondary Phone

Click on a family member's name to edit their information. The following pop-up window is displayed:

The screenshot shows a 'Family Manager' window with a title bar. Below the title bar is a navigation bar with '<<< Prev', a dropdown menu showing 'Bell, Sandra', and 'Next >>>'. The main content area is divided into three sections: 'Basic Information', '50058 Certification and Rent Reasonableness Information', and 'Race and Ethnicity'. The 'Basic Information' section contains fields for Last Name (*), First Name (*), Social Security # (*), Birth Date, Relation (*), Former Name, Member #, and Current Age. The '50058 Certification and Rent Reasonableness Information' section contains fields for Gender (*), Driver's License #, Driver's License State, Community Service Requirement Met, Citizenship, Alien Registration #, ARN Expiration Date, and a checkbox for Disabled. The 'Race and Ethnicity' section contains fields for Primary Race, Hispanic, and Race (with checkboxes for White, Black, Indian, Asian, and Hawaiian). At the bottom of the window are two buttons: 'Add Another Member' and 'OK'.

Family Manager	
<<< Prev Bell, Sandra Next >>>	
Basic Information	
Last Name: *	Bell
First Name: *	Sandra M.I.:
Social Security #: *	
Birth Date:	
Relation: *	S - Spouse
Former Name:	
Member #:	02
Current Age:	37
50058 Certification and Rent Reasonableness Information	
Gender: *	Female
Driver's License #:	
Driver's License State:	-- Select --
Community Service Requirement Met:	4 - exempt
Citizenship:	EC - Eligible Citizen
Alien Registration #: A-	
ARN Expiration Date:	
<input type="checkbox"/> Disabled	
Race and Ethnicity	
Primary Race:	1 - White
Hispanic:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Race: <input checked="" type="checkbox"/> White <input type="checkbox"/> Indian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Black <input type="checkbox"/> Asian	
Add Another Member OK	

To add new family members click the *Add Member* button. Once the family member's information has been entered click the *Finish Add* button to finish adding the new family member or the *Cancel Add* button to cancel adding the new family member.

To remove family members click the delete icon next to the desired family member.

If there is no family on the 50058 form you can select one by clicking the *Add Family* button. Clicking the *Add Family* button displays the following pop-up window:



The image shows a pop-up window titled "Family Manager". Below the title bar is a section labeled "Head of Household Search". This section contains five input fields: "Last Name:", "First Name:", "SSN:", "Birth Date:", and "Phone Number:". The "SSN:" field has a person icon and a hash symbol to its right. The "Birth Date:" field has a calendar icon to its right. Below the input fields is a checkbox labeled "Save Search Criteria" and a link labeled "Clear Values". At the bottom right of the window are two buttons: "Next >>>" and "Cancel".

Prior to adding a new family a search is performed to find out if the family already exists in ***PHA-Web***. If the family is found, select the family to continue. If the family is not found click the *Add New Family* button to continue.

Background

The *Background* page is available for all types of 50058 forms. The *Background* page contains information about the family's background prior to admission. This information is typically entered when the first 50058 form for the family is entered and not changed on future 50058 forms.

The screenshot displays the '50058 Certification Manager' interface for 'Bell, Tony' under the 'Sec. 8 Vouchers - Interim Reexamination' section. A navigation bar at the top includes tabs for Agency, Action, Household, Background (selected), Unit, Assets, Income, Expected Income, TTP, Public, Certificates, Vouchers, Portin, Mod Rehab, Homeownership, FSE, WCV, and Finish. The main heading is '4. Background at Admission'. A yellow box contains a disclaimer: 'The values on this page are taken from the initial New Admission filing for this Head of Household. Based on the Program and Action selected for this submission, this data will not be submitted to HUD. If you wish to alter the data for your own records, click the button at right.' An 'Edit Data' button is located to the right of this box. Below the disclaimer, there are six data entry fields: 4a. Date entered waiting list (09/01/2008), 4b. Zip code before admission (54601), 4c. Homeless at admission? (Yes/No), 4d. Does family qualify for admission over the very low-income limit? (Yes/No), 4e. Continuously assisted? (Yes/No), and 4f. Is there a HUD approved income targeting disregard? (Yes/No). Each field has an information icon. At the bottom, there are four buttons: Finish, Exit, <<< Prev, and Next >>>.

50058 Certification Manager: Bell, Tony		Sec. 8 Vouchers - Interim Reexamination	
<div><<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>></div> <div>Public Certificates Vouchers Portin Mod Rehab Homeownership FSE WCV Finish</div>			
4. Background at Admission			
<div>The values on this page are taken from the initial New Admission filing for this Head of Household. Based on the Program and Action selected for this submission, this data will not be submitted to HUD. If you wish to alter the data for your own records, click the button at right.</div> <div>Edit Data</div>			
4a.	Date entered waiting list	09/01/2008	[D] ⓘ
4b.	Zip code before admission	54601	- ⓘ
4c.	Homeless at admission?	<input type="checkbox"/> Yes ⓘ	
4d.	Does family qualify for admission over the very low-income limit?	<input type="checkbox"/> Yes ⓘ	
4e.	Continuously assisted?	<input type="checkbox"/> Yes ⓘ	
4f.	Is there a HUD approved income targeting disregard?	<input type="checkbox"/> Yes ⓘ	
<div>Finish Exit <<< Prev Next >>></div>			

Unit

The *Unit* page is available for all types of 50058 forms. The *Unit* page contains information about the unit to be occupied by the family.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Interim Reexamination

<<< Prev Agency Action Household Background **Unit** Assets Income Expected Income TTP Next >>>

Public Certificates **Vouchers** Portin Mod Rehab Homeownership FBS WCV Finish

5. Unit to be Occupied on Effective Date of Action

UNIT
51 33rd Street, La Crosse, WI 54601 [Open](#) [Change](#)

LANDLORD
South Shore Realty 250 North Street, Rochester, MA 02770 [Open](#) [Change](#)

5a. Unit address
51 33rd Street Unit: [i](#)
La Crosse WI 54601 - [i](#)

5c. Mailing address
51 33rd Street Unit: [i](#)
La Crosse WI 54601 - [i](#)
If the mailing address shown is incorrect:
- Use the Clear Address button to clear all address fields.
- To update the mailing address to the current Unit address, click Copy Unit Address.
[Print Label](#) [Zip Code Lookup](#)
[Clear Address](#) [Copy Unit Address](#)

5d. Number of bedrooms in unit: 3 [i](#)

5e. Has the PHA identified this unit as an accessible unit?(Public Housing only) ☐ Yes [i](#)

5f. Has the family requested accessibility features? ☐ Yes [i](#)

5g. Has the family received requested accessibility features? -- Select -- [i](#)

5h. Date unit last passed HQS inspection 10/01/2008 [D](#) [i](#)

5i. Date of last annual HQS inspection 12/01/2010 [D](#) [i](#)

5j. Year unit was built 2000 [i](#)

5k. Structure type Single family detached [i](#)

Income Limit Type Default Income Limit [i](#)

[Finish](#) [Exit](#) [<<< Prev](#) [Next >>>](#)

Not all action types are in occupancy action types. If a 50058 form is for an action type that is not in occupancy, Issuance of Voucher for example, a unit will not be listed.

In addition to the information required by HUD's 50058 form, information is also collected for section 8 programs on the utilities and appliances present in the unit. This information is used to calculate a utility allowance (if a utility allowance schedule has been selected) as well as to complete the Utilities and Appliances of the HUD 52641 that can be printed from the *Finish* page.

Assets

The *Asset* page is available for all types of 50058 forms. The *Asset* page contains information about the family's assets as well as calculations for income from those assets.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - New Admission

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

Public Certificates Vouchers PortIn Mod Rehab Homeownership FSS WtW Finish

6. Assets

Type	Value	Anticipated Income	Member	
checking	\$500.00	\$0.00	Bell, Tony	Open Delete
savings	\$800.00	\$8.00	Bell, Tony	Open Delete
CD	\$2,000.00	\$80.00	Bell, Sandra	Open Delete
	\$3,300.00	\$88.00		

[Add Asset](#)

6f. Total Value of Assets \$3,300 ⓘ

6g. Total Anticipated Income \$88 ⓘ

6h. Passbook Rate 0% ⓘ

6i. Imputed Asset Income ⓘ

6j. Final Asset Income \$88 ⓘ

Finish Exit <<< Prev Next >>>

To edit an existing asset, click on the desired family member and the following pop-up window displays:

Edit Asset

<<< Prev savings; 800; 8; Bell, Tony Next >>>

Asset Information

Member: Bell, Tony Asset Type: savings Account Number:

Asset Value: \$800.00 ⓘ Interest Rate: 1% Anticipated Income: \$8.00 ⓘ

Contact Information

No contact has been entered for this asset yet. Click the "Add Contact" button to add one.

[Add Contact](#)

[Add Asset](#) [OK](#)

[Cancel Add](#) [Finish Add](#)

Optionally, a contact can be added to an asset so that an asset verification letter can be produced. To add contacts click the *Add Contact* button. Prior to adding the contact a search is performed to find if the contact already exists in **PHA-Web**. If the contact is found you should select the contact to continue. If the contact is not found click the *Add New Contact* button to continue.

To add new assets click the *Add Assets* button. Once the asset information has been entered click the *Finish Add* button to finish adding the new asset or the *Cancel Add* button to cancel adding the new asset.

To remove an asset click the delete icon next to the desired asset.



Tip: Field 6h, passbook rate, can be adjusted if necessary. The passbook rate is set on a project by project basis and is found while editing a project in the Program Manager.

Income

The *Income* page is available for all types of 50058 forms. The *Income* page contains information about the family's income as well as calculations for total income and total income including asset income.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - New Admission

<<< Prev Agency Action Household Background Unit Assets **Income** Expected Income TTP Next >>>

Public Certificates **Vouchers** PortIn Mod Rehab Homeownership FSS WtW Finish

7. Income

Type	Dollars Per Year	Applicable Exclusions	Member	
General Assistance	\$6,845.00	\$0.00	Bell, Tony	Open Delete
Other Wage	\$5,200.00	\$0.00	Bell, Tony	Open Delete
Other Wage	\$10,400.00	\$0.00	Bell, Sandra	Open Delete
	\$22,445.00	\$0.00		

[Add Income](#)

7g. Column Total \$22,445 [i](#)

7i. Total Annual Income \$22,533 [i](#)

[Finish](#) [Exit](#) [<<< Prev](#) [Next >>>](#)

To edit an existing income, click on the desired family member and the following pop-up window displays:

Edit Income

<<< Prev Other Wage; 5200; Bell, Tony Next >>>

Member: [Bell, Tony](#) Type: [W - Other Wage](#) Description: [Walmart](#)

Per Period: [\\$100.00](#) Periods: [52](#) Per Year: [\\$5,200.00](#)

Exclusion: [\\$](#) Exclusion From: [D](#) Through: [D](#)

Contact Information

No contact information has been entered for this income source. Click the "Add Contact" button to add one.

[Add Contact](#)

[Add Income](#) [OK](#)

[Cancel Add](#) [Finish Add](#)

Optionally, a contact can be added to an income so that an income verification letter can be produced. To add contacts click the *Add Contact* button. Prior to adding the contact a search is performed to find if the contact already exists in **PHA-Web**. If the contact is found you should select the contact to continue. If the contact is not found click the *Add New Contact* button to continue.

To add new incomes click the *Add Income* button. Once the income information has been entered click the *Finish Add* button to finish adding the new income or the *Cancel Add* button to cancel adding the new income.

To remove an income, click the delete icon next to the desired income.

Expected Income

The *Expected Income* page is available for all types of 50058 forms. The *Expected Income* page contains information about the family's expenses as well as calculations for the annual adjusted income.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Interim Reexamination

<<< Prev Agency Action Household Background Unit Assets Income **Expected Income** TTP Next >>>

Public Certificates Vouchers PortIn Mod Rehab Homeownership FSS WCV Finish

8. Expected Income Per Year

Type	Description	Dollars Per Year	Member
Medical	medical	\$480.00	Bell, Tony Open
Medical		\$600.00	Bell, Sandra Open
Disability		\$2,400.00	Bell, Rachel Open
		\$3,480.00	

8a. Total Annual Income (copy from 7i) \$22,533

8e. Total Permissible Deductions (Public Housing Only) \$

If head/spouse/co-head is under 62 and no family member is disabled, skip to 8q

8f. Medical / Disability Threshold \$676

8g. Total Annual Unreimbursed Disability Assistance Expense \$2,400

8h. Maximum Disability Allowance \$1,724

8i. Earnings in 7d made possible by disability assistance expense \$

8j. Allowable disability assistance expense \$

8k. Total annual unreimbursed medical expenses \$

8m. Total annual disability assistance and medical expense \$

8n. Medical / disability Assistance Allowance \$

8p. Elderly / disability allowance \$

8q. Number of dependents 2

8r. Allowance Per Dependent \$480

8s. Dependent Allowance \$960

8t. Total Annual Unreimbursed Childcare Costs \$

8x. Total Allowances \$960

8y. Adjusted Annual Income \$21,573

Calculate

Finish Exit <<< Prev Next >>>

To edit an existing expense, click on the desired family member and the following pop-up window displays:

Optionally, a contact can be added to an expense so that an expense verification letter can be produced. To add contacts click the *Add Contact* button. Prior to adding the contact a search is performed to find if the contact already exists in **PHA-Web**. If the contact is found, select the contact to continue. If the contact is not found click the *Add New Contact* button to continue.

To add new expenses click the *Add Expense* button. Once the expense information has been entered click the *Finish Add* button to finish adding the new expense or the *Cancel Add* button to cancel adding the new expense.

To remove an expense, click the delete icon next to the desired expense.

Starting with field 8a various deductions are calculated to determine the families' adjusted annual income.

TTP

The *TTP* page is available for all types of 50058 forms. The *TTP* page contains calculations for the family's TTP.

50058 Certification Manager: Bell, Tony		Sec. 8 Vouchers - Interim Reexamination	
<<< Prev		Agency Action Household Background Unit Assets Income Expected Income TTP	Next >>>
Public Certificates Vouchers PortIn Mod Rehab Homeownership FBS WDW Finish			
9. Total Tenant Payment (TTP)			
9a. Total monthly income:		\$1,878	\$ ⓘ
9c. TTP if based on annual income:		\$188	\$ ⓘ
9d. Adjusted monthly income:		\$1,798	\$ ⓘ
9e. Percentage of adjusted monthly income: (use 30% for section 8)	30	%	ⓘ
9f. TTP if based on adjusted annual income:		\$539	\$ ⓘ
9g. Welfare rent per month: (If none put 0)			\$ ⓘ
9h. Minimum rent: (if waived put 0)	<input type="checkbox"/> Override		\$ ⓘ
9i. Enhanced voucher minimum rent:			\$ ⓘ
9j. TTP, highest of lines 9c, 9f, 9g, 9h or 9i:		\$539	\$ ⓘ
9k. Most recent TTP:		\$260	\$ ⓘ
9m. Qualify for minimum rent hardship exemption?	<input type="checkbox"/> Yes		ⓘ
Calculate			
Finish		Exit	<<< Prev Next >>>

Public

The *Public* page is available for 50058 forms with a Public Housing program type. The *Public* page contains the flat rent amount for families who have a flat rent or the calculation of the rent if they have an income based rent calculation.

50058 Certification Manager: Bell, Tony		Public Housing - New Admission	
<<< Prev		Agency	Action
		Household	Background
		Unit	Assets
		Income	Expected Income
		TTP	
		Public	Certificates
		Vouchers	PortIn
		Mod Rehab	Homeownership
		FBS	WdW
		Finish	
10. Public Housing, Indian Rental, and Turnkey III			
10a. TTP		\$539	\$
Security Deposit		\$200	\$
Pet Deposit			\$
Key Deposit			\$
Flat Rent			
10b. Unit's flat rent			\$
Income Based Rent Calculation			
10c. Ceiling rent, if any			\$
10d. Lowest of TTP or ceiling rent		\$539	\$
10e. Utility allowance, if any		\$50	\$
10f. Tenant rent		\$539	\$
Income Based Prorated Rent Calculation			
10h. Public Housing maximum rent			\$
10i. Family maximum subsidy			\$
10j. Total number eligible			
10k. Total number in the family			
10n. Eligible Subsidy			\$
10p. Mixed family TTP			\$
10r. Utility allowance, if any			\$
10s. Mixed family tenant rent			\$
Type of Rent			
10u. Type of rent selected		Income Based	
Calculate			
Finish Exit <<< Prev Next >>>			

If a family contains an ineligible non-citizen the prorated rent calculation section will be filled out automatically.

50058 Certification Manager: Bell, Tony		Public Housing - New Admission	
<div> Agency Action Household Background Unit Assets Income Expected Income TTP </div> <div> Public Certificates Vouchers Portin Mod/Rehab Homeownership FSS WOW Finish </div>			
10. Public Housing, Indian Rental, and Turnkey III			
10a. TTP		\$539	\$
Security Deposit		\$200	\$
Pet Deposit			\$
Key Deposit			\$
Flat Rent			
10b. Unit's flat rent			\$
Income Based Rent Calculation			
10c. Ceiling rent, if any			\$
10d. Lowest of TTP or ceiling rent			\$
10e. Utility allowance, if any			\$
10f. Tenant rent			\$
Income Based Prorated Rent Calculation			
10h. Public Housing maximum rent			\$
10i. Family maximum subsidy		(\$539)	\$
10j. Total number eligible		3	
10k. Total number in the family		4	
10n. Eligible Subsidy		(\$404)	\$
10p. Mixed family TTP		\$404	\$
10r. Utility allowance, if any			\$
10s. Mixed family tenant rent		\$404	\$
Type of Rent			
10u. Type of rent selected		Income Based	
<div>Calculate</div>			
<div> <div>Finish</div> <div>Exit</div> <div><<< Prev</div> <div>Next >>></div> </div>			

Certificates

The *Certificates* page is available for 50058 forms with a Certificate program type or Voucher program type where the voucher is project based. The *Certificates* page contains calculations for determining the total HAP, tenant rent and HAP to owner as well as information about the owner.

50058 Certification Manager: Bell, Tony Sec. 8 Certificates - New Admission

[Agency Action](#)
[Household](#)
[Background](#)
[Unit](#)
[Assets](#)
[Income](#)
[Expected Income](#)
[TTP](#)

[Public](#)
[Certificates](#)
[Voucher](#)
[Form](#)
[Household](#)
[Homeownership](#)
[Exit](#)
[New](#)
[Finish](#)

11. Section 8: Pre-merger certificates* and PHA project based assistance only
*(except manufactured home owner renting the space)

11a. Number of bedrooms on Certificate: ⓘ

11b. Is family now moving to this unit? ☐ Yes ⓘ

11d. Did family move into your PHA jurisdiction under portability? (If no, skip to 11g) ☐ Yes ⓘ

Absorbed ☐ Yes ⓘ

11e. Cost billed per month: ⓘ

11f. PHA-Code billed: ⓘ

11g. 1. Project Based Certificate Program Unit Indicator: ☐ Yes ⓘ

2. Group Home Indicator: ☐ Yes ⓘ

3. Single Room Occupancy (SRO) Indicator: ☐ Yes ⓘ

11h. Owner name: ⓘ

11i. Owner SSN/TIN: ⓘ

11k. Contract rent to owner: (If unit has other subsidy, enter subsidized rent) ⓘ

11m. Utility allowance, if any: ☒ Override ⓘ

11n. Gross rent of unit: ⓘ

11q. TTP: ⓘ

Rent Calculation (if prorated rent, skip to 11aa)

11r. Total HAP: ⓘ

11s. Tenant rent: ⓘ

11t. HAP to owner: ⓘ

Prorated Rent Calculation

11aa. Normal total HAP: ⓘ

11ae. Total number eligible: ⓘ

11af. Total number in family: ⓘ

11ag. Proration percentage: % ⓘ

11ah. Prorated total HAP: ⓘ

11ai. Mixed family TTP: ⓘ

11aj. Utility allowance: ⓘ

11ak. Mixed family tenant rent: ⓘ

11an. Prorated HAP to owner: ⓘ

[Finish](#)
[Exit](#)
[<<< Prev](#)
[Next >>>](#)

If a family contains an ineligible non-citizen the prorated rent calculation section will be filled out automatically.

50058 Certification Manager: Bell, Tony Sec. 8 Certificates - New Admission

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

Public Certificates Vouchers Portin Mod Rehab Homeownership FES WPS Finish

11. Section 8: Pre-merger certificates* and PHA project based assistance only
*(except manufactured home owner renting the space)

11a. Number of bedrooms on Certificate: ⓘ

11b. Is family now moving to this unit? ☐ Yes ⓘ

11d. Did family move into your PHA jurisdiction under portability? (If no, skip to 11g) ☐ Yes ⓘ

Absorbed ☐ Yes ⓘ

11e. Cost billed per month ⓘ

11f. PHA-Code billed: ⓘ

11g. 1. Project Based Certificate Program Unit Indicator: ☐ Yes ⓘ

2. Group Home Indicator: ☐ Yes ⓘ

3. Single Room Occupancy (SRO) Indicator: ☐ Yes ⓘ

11h. Owner name: ⓘ

11i. Owner SSN/TIN: ⓘ

11k. Contract rent to owner: (If unit has other subsidy, enter subsidized rent) ⓘ

11m. Utility allowance, if any: ☒ Override ⓘ

11n. Gross rent of unit: ⓘ

11q. TTP: ⓘ

Rent Calculation (if prorated rent, skip to 11aa)

11r. Total HAP: ⓘ

11s. Tenant rent: ⓘ

11t. HAP to owner: ⓘ

Prorated Rent Calculation

11aa. Normal total HAP: ⓘ

11ae. Total number eligible: ⓘ

11af. Total number in family: ⓘ

11ag. Proration percentage: % ⓘ

11ah. Prorated total HAP: ⓘ

11ai. Mixed family TTP: ⓘ

11aj. Utility allowance: ⓘ

11ak. Mixed family tenant rent: ⓘ

11an. Prorated HAP to owner: ⓘ

Finish Exit <<< Prev Next >>>

Voucher

The *Voucher* page is available for 50058 forms with a *Voucher* program type. The *Voucher* page contains calculations for determining the total family share, HAP to owner, tenant rent to owner and utility reimbursement to family as well as information about the owner. Additionally the *Voucher* page includes a calculation of the tenant burden.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Interim Reexamination

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

PUBLIC Certification Voucher Martin Mod/Panel Homeownership SES WFO Finish

12. Section 8 Vouchers

12a.	Number of bedrooms on voucher	3	
12b.	Is family now moving to this unit?	<input type="checkbox"/> Yes	
12c.	Does the family qualify as a hard to house family?	<input type="checkbox"/> Yes	
12d.	Did family move into your PHA jurisdiction under portability?	<input type="checkbox"/> Yes	
	Absorbed	<input type="checkbox"/> Yes	
12e.	Cost billed per month		
12f.	PHA code billed	-- Select --	
	When you select the PHA, the default admin fee for the selected PHA will be automatically copied into line 9b of the Port In page.		
12g(1).	Group Home	<input type="checkbox"/>	
12g(2).	Own Manufactured Home, Lease Space	<input type="checkbox"/>	
12g(3).	Single Room Occupancy (SRO)	<input type="checkbox"/>	
12h.	Owner Name	South Shore Realty	
12i.	Owner TIN/SSN		
12j.	Payment standard for the family	Default Payment Standard	
	<input checked="" type="checkbox"/> Override	\$1,100	
12k.	Rent to owner	\$700	
12m.	Utility allowance, if any	<input checked="" type="checkbox"/> Override \$40	
12p.	Gross rent of unit	\$740	
12q.	Lower of 12j or 12p	\$740	
12r.	TTP	\$539	
12s.	Total HAP	\$201	

Non-Prorated Rent Calculation

12t.	Total family share	\$539	
12u.	HAP to owner	\$201	
12v.	Tenant rent to owner	\$499	
12w.	Utility reimbursement to family		

Prorated Rent Calculation			
12ab.	Normal total HAP	<input type="text"/>	\$ ⓘ
12ac.	Total number eligible	<input type="text"/>	ⓘ
12ad.	Total number in family	<input type="text"/>	ⓘ
12ae.	Proration percentage	<input type="text"/>	ⓘ
12af.	Prorated total HAP	<input type="text"/>	\$ ⓘ
12ag.	Mixed family total family contribution	<input type="text"/>	\$ ⓘ
12ai.	Mixed family tenant rent to owner	<input type="text"/>	\$ ⓘ
12aj.	Prorated HAP to owner	<input type="text"/>	\$ ⓘ

Applicant Rent Burden Estimate			
12ah.	Payment Standard	<input type="text" value="\$1,100"/>	\$ ⓘ
12ai.	Total Tenant Payment	<input type="text" value="\$539"/>	\$ ⓘ
12aj.	Maximum Subsidy	<input type="text" value="\$561"/>	\$ ⓘ
12ak.	Maximum Subsidy	<input type="text" value="\$561"/>	\$ ⓘ
12an.	Adjusted Monthly Income	<input type="text" value="\$1,798"/>	\$ ⓘ
12ap.	40% Monthly Adjusted Income	<input type="text" value="\$719"/>	\$ ⓘ
12aq.	Maximum Allowable Gross Rent	<input type="text" value="\$1,280"/>	\$ ⓘ
12ar.	Rent to Owner	<input type="text" value="\$700"/>	\$ ⓘ
12as.	Utility Allowance	<input type="text" value="\$40"/>	\$ ⓘ
12at.	Gross Rent	<input type="text" value="\$740"/>	\$ ⓘ
12au.	Lower of 12ah or 12at	<input type="text" value="\$740"/>	\$ ⓘ
12av.	Total Tenant Payment	<input type="text" value="\$539"/>	\$ ⓘ
12aw.	Total HAP	<input type="text" value="\$201"/>	\$ ⓘ
12ax.	Total Family Share	<input type="text" value="\$539"/>	\$ ⓘ
12ay.	Actual Rent Burden	<input type="text" value="30%"/>	ⓘ

If the family contains an ineligible non-citizen the prorated rent calculation section will be filled out automatically.

50058 Certification Manager: Bell, Tony		Sec. 8 Vouchers - Interim Reexamination	
<<< Prev		Agency Action Household Background Unit Assets Income Expected Income TTP	
		PHAs Certification Vouchers Portin Modular Homeownership FEE NYC Finish	
12. Section 8 Vouchers			
12a.	Number of bedrooms on voucher	3	
12b.	Is family now moving to this unit?	<input type="checkbox"/> Yes	
12c.	Does the family qualify as a hard to house family?	<input type="checkbox"/> Yes	
12d.	Did family move into your PHA jurisdiction under portability?	<input type="checkbox"/> Yes	
	Absorbed	<input type="checkbox"/> Yes	
12e.	Cost billed per month		
12f.	PHA code billed	- Select -	
When you select the PHA, the default admin fee for the selected PHA will be automatically copied into line 9b of the Port In page.			
12g(1).	Group Home	<input type="checkbox"/>	
12g(2).	Own Manufactured Home, Lease Space	<input type="checkbox"/>	
12g(3).	Single Room Occupancy (SRO)	<input type="checkbox"/>	
12h.	Owner Name	South Shore Realty	
12i.	Owner TIN/SSN		
12j.	Payment standard for the family	Default Payment Standard	
	<input checked="" type="checkbox"/> Override	\$1,100	
12k.	Rent to owner	\$700	
12m.	Utility allowance, if any	<input checked="" type="checkbox"/> Override \$40	
12p.	Gross rent of unit	\$740	
12q.	Lower of 12j or 12p	\$740	
12r.	TTP	\$539	
12s.	Total HAP	\$201	
Non-Prorated Rent Calculation			
12t.	Total family share		\$
12u.	HAP to owner		\$
12v.	Tenant rent to owner		\$
12w.	Utility reimbursement to family		\$

Prorated Rent Calculation			
12ab.	Normal total HAP	\$201	\$
12ac.	Total number eligible	3	
12ad.	Total number in family	4	
12ae.	Proration percentage	75%	
12af.	Prorated total HAP	\$151	\$
12ag.	Mixed family total family contribution	\$589	\$
12ai.	Mixed family tenant rent to owner	\$549	\$
12aj.	Prorated HAP to owner	\$151	\$

Applicant Rent Burden Estimate			
12ah.	Payment Standard	\$1,100	\$
12ai.	Total Tenant Payment	\$539	\$
12aj.	Maximum Subsidy	\$561	\$
12ak.	Maximum Subsidy	\$561	\$
12an.	Adjusted Monthly Income	\$1,798	\$
12ap.	40% Monthly Adjusted Income	\$719	\$
12aq.	Maximum Allowable Gross Rent	\$1,280	\$
12ar.	Rent to Owner	\$700	\$
12as.	Utility Allowance	\$40	\$
12at.	Gross Rent	\$740	\$
12au.	Lower of 12ah or 12at	\$740	\$
12av.	Total Tenant Payment	\$539	\$
12ar.	Rent to Owner	\$700	\$
12as.	Utility Allowance	\$40	\$
12at.	Gross Rent	\$740	\$
12au.	Lower of 12ah or 12at	\$740	\$
12av.	Total Tenant Payment	\$539	\$
12aw.	Total HAP	\$201	\$
12ax.	Total Family Share	\$539	\$
12ay.	Actual Rent Burden	30%	

Calculate Rent Burden

[Finish](#)
[Exit](#)
[<<< Prev](#)
[Next >>>](#)



*Tip: Payment standards and utility allowances can be calculated automatically if schedules have been setup in **PHA-Web**. Payment standard and utility allowance schedules are setup in the Program Manager. Payment standards can be entered while editing a program and utility allowance schedules can be entered while editing a project. If you prefer, payment standard and utility allowance amounts can be entered manually by clicking override.*

Port In

The *Voucher* page is available for 50058 forms with a *Voucher* program type and an action type of portability move-in or where field 12d (did the family move into your PHA jurisdiction under portability?) is yes. The *Port In* page contains questions used to complete the HUD 52665 form.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Portability Move In

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

Public Certificates Vouchers PortIn Mod Rehab Homeownership ESS WOV Finish

Portability In

1. Family has failed to submit request for lease approval ☐ Yes

2. Executed a HAP contract and are absorbing family into this program ☐ Yes

2a. Effective date family was absorbed

3. Billing former agency ☒ Yes

3a. Date HAP contract effective 10/01/2008

4. HAP amount has changed ☐ Yes

4a. Date changed

Reasons for change (Check all applicable items)

4b. ☐ annual recertification

4c. ☐ interim/special recertification

4d. ☐ change in payment standard

4e. ☐ the family moved to another unit in the receiving PHA jurisdiction.

4f. ☐ other:(specify)

5. The HAP payments: (Check one)

5a. ☐ Have been abated, effective

Please suspend the HAP to owner effective

5b. ☐ Were abated beginning

and resumed effective

6. Your agency will no longer be billed ☐ Yes

Billing arrangement termination effective date

7. The family is being absorbed onto our program ☐ Yes

Billing arrangements will be terminated effective

8. HAP contract has been terminated ☐ Yes

Effective termination date

The Family:(Check one)

8a. Will not remain in our jurisdiction and has been referred to your agency ☐ Yes

8b. Intends to remain in our jurisdiction ☐ Yes

The family's voucher expires

Name of Certifying PHA Official

9. Regular Billing Amount Information			
Display Billing Information			<input checked="" type="checkbox"/>
9a. Monthly HAP amount due from		\$201.00	
9b. Ongoing administration fee	<input checked="" type="checkbox"/> Override	\$65.50	
9c. Total regular monthly billing amount		\$266.00	
Additional Amount Due, If Applicable			
Prorate From	12/01/2010	to 12/31/2010	Number of Days in Month 31
9d. Prorated HAP to owner		\$201.00	
		<input type="button" value="Calculate"/>	
9e. Hard-to-house fee			
9f. Other (Administrative Fee)		\$65.00	
		<input type="button" value="Calculate"/>	
Other (Utility Reimbursement)			
		<input type="button" value="Calculate"/>	
Other (Total)			
9g. Total additional amount		\$201.00	
		<input type="button" value="Calculate"/>	
Total Billing Amount			
9h. Payment due this billing submission		\$266.00	
<div> <input type="button" value="Finish"/> <input type="button" value="Exit"/> <input type="button" value="<<< Prev"/> <input type="button" value="Next >>>"/> </div>			

Mod Rehab

The *Mod Rehab* page is available for 50058 forms with a Mod Rehab program type. The *Mod Rehab* page contains calculations for determining the tenant rent and HAP to owner as well as information about the owner.

50058 Certification Manager: Bell, Tony Sec. 8 Mod Rehab - New Admission

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

Public Certificates Vouchers Porth Mod Rehab Homeownership FFS WdW Finish

13. Section 8: Moderate Rehabilitation (Mod Rehab)

13a. HAP contract number:

13b. Mod Rehab SRO Program for homeless? ☐ Yes

13c. Mod Rehab SRO unit (not homeless program)? ☐ Yes

13d. Owner name:

13e. Owner TIN/SSN: #

13f. Current base rent:

13g. Rehabilitation debt service:

13h. Contract rent to owner:

13i. Utility allowance, if any: ☐ Override

13j. TTP: (copy from 9j)

Rent Calculation (if prorated, skip to 13p)

13k. Tenant rent:

If positive or 0, put tenant rent:

If negative, credit tenant:

13m. HAP to owner:

Prorated Rent Calculation

13p. Gross rent:

13q. Normal total HAP:

13r. Total number eligible:

13s. Total number in family:

13t. Proration percentage: %

13u. Prorated total HAP:

13v. Mixed family TTP:

13w. Utility allowance: (copy from 13i)

13x. Mixed family tenant rent:

If positive or 0, put tenant rent:

If negative, credit tenant or CR:

13z. Prorated HAP to owner:

Finish Exit <<< Prev Next >>>

If a family contains an ineligible non-citizen the prorated rent calculation section will be filled out automatically.

50058 Certification Manager: Bell, Tony Sec. 8 Mod Rehab - New Admission

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

Public Certificate Voucher Portia Mod Rehab Homeownership POC WFO Finish

13. Section 8: Moderate Rehabilitation (Mod Rehab)

13a. HAP contract number:

13b. Mod Rehab SRO Program for homeless? ☐ Yes

13c. Mod Rehab SRO unit (not homeless program)? ☐ Yes

13d. Owner name:

13e. Owner TIN/SSN: #

13f. Current base rent:

13g. Rehabilitation debt service:

13h. Contract rent to owner:

13i. Utility allowance, if any: ☐ Override

13j. TTP: (copy from 9j)

Rent Calculation (if prorated, skip to 13p)

13k. Tenant rent:

If positive or 0, put tenant rent:

If negative, credit tenant:

13m. HAP to owner:

Prorated Rent Calculation

13p. Gross rent:

13q. Normal total HAP:

13r. Total number eligible:

13s. Total number in family:

13t. Proration percentage: %

13u. Prorated total HAP:

13v. Mixed family TTP:

13w. Utility allowance: (copy from 13i)

13x. Mixed family tenant rent:

If positive or 0, put tenant rent:

If negative, credit tenant or CR:

13z. Prorated HAP to owner:

Finish Exit <<< Prev Next >>>

Homeownership

The *Homeownership* page is available for 50058 forms with a Voucher program type and the voucher is a homeownership voucher. The *Homeownership* page contains calculations for determining the HAP and total family share.

50058 Certification Manager: Bell, Tony		Sec. 8 Vouchers - Interim Reexamination	
Agency Action Household Background Unit Assets Income Expected Income TTP			
Public Certificates Vouchers PortIn Mod/Rehab Homeownership FOS WdW Finish			
15. Section 8: Homeownership			
15a.	Is family now moving to this home?	<input type="checkbox"/> Yes	
15b.	Date of initial HQS inspection:	11/01/2010	
15c.	Did family move into your PHA jurisdiction under portability? (if no, skip to 15f)	<input type="checkbox"/> Yes	
	Absorbed	<input type="checkbox"/> Yes	
15d.	Cost billed per month:		
15e.	PHA code billed:		
	Monthly Principle and Interest on 1st Mortgage:	\$1,100.00	
	Monthly Principle and Interest on 2nd Mortgage:		
	Monthly Real Estate Taxes and Public Assessment:		
	Monthly Homeownership Insurance:		
15f.	Monthly Homeownership Payment: (PITI & MIP if applicable)	\$1,100	
15g.	Utility allowance:	\$75	
15h.	Monthly maintenance allowance:		
15i.	Monthly major repair/replacement allowance:		
15j.	Monthly Co-op/Condominium assessments:		
15k.	Monthly principal and interest on debt for improvements, if any:		
15m.	Gross homeownership expense:	\$1,175	
15n.	Payment standard for family:	\$1,200	
15p.	Lower of 15m and 15n:	\$1,175	
15q.	TTP:	\$539	
15r.	HAP:	\$636	
Subsidy Calculation (if prorated, skip to 15aa)			
15s.	Total family share:	\$539	

Prorated Subsidy Calculation			
15aa.	Normal total HAP:	<input type="text"/>	\$
15ab.	Total number eligible:	<input type="text"/>	
15ac.	Total number in family:	<input type="text"/>	
15ad.	Proration percentage:	<input type="text"/>	%
15ae.	Prorated HAP:	<input type="text"/>	\$
15af.	Mixed family total family share:	<input type="text"/>	\$

Send Separate Checks			
Check here to send a separate Utility Reimbursement Check to Tenant			<input type="checkbox"/> Yes
HAP to Owner: (check amount to landlord/owner)		<input type="text" value="\$636"/>	\$
Utility Reimbursement: (check amount to tenant)		<input type="text"/>	\$

If a family contains an ineligible non-citizen the prorated rent calculation section will be filled out automatically.

50058 Certification Manager: Bell, Tony		Sec. 8 Vouchers - Interim Reexamination	
<div style="display: flex; justify-content: space-between;"> <<< Prev <div> Agency Action Household Background Unit Assets Income Expected Income TTP </div> Next >>> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Public Certificates Vouchers PortIn Mod Rehab Homeownership FSS WOW Finish </div>			
15. Section 8: Homeownership			
15a.	Is family now moving to this home?	<input type="checkbox"/> Yes	
15b.	Date of initial HQS inspection:	<input type="text" value="11/01/2010"/>	D
15c.	Did family move into your PHA jurisdiction under portability? (if no, skip to 15f)	<input type="checkbox"/> Yes	
	Absorbed	<input type="checkbox"/> Yes	
15d.	Cost billed per month:	<input type="text"/>	\$
15e.	PHA code billed:	<input type="text"/>	
	Monthly Principle and Interest on 1st Mortgage:	<input type="text" value="\$1,100.00"/>	\$
	Monthly Principle and Interest on 2nd Mortgage:	<input type="text"/>	\$
	Monthly Real Estate Taxes and Public Assessment:	<input type="text"/>	\$
	Monthly Homeownership Insurance:	<input type="text"/>	\$
15f.	Monthly Homeownership Payment: (PITI & MIP if applicable)	<input type="text" value="\$1,100"/>	\$
15g.	Utility allowance:	<input type="text" value="\$75"/>	\$
15h.	Monthly maintenance allowance:	<input type="text"/>	\$
15i.	Monthly major repair/replacement allowance:	<input type="text"/>	\$
15j.	Monthly Co-op/Condominium assessments:	<input type="text"/>	\$
15k.	Monthly principal and interest on debt for improvements, if any:	<input type="text"/>	\$
15m.	Gross homeownership expense:	<input type="text" value="\$1,175"/>	\$
15n.	Payment standard for family:	<input type="text" value="\$1,200"/>	\$
15p.	Lower of 15m and 15n:	<input type="text" value="\$1,175"/>	\$
15q.	TTP:	<input type="text" value="\$539"/>	\$
15r.	HAP:	<input type="text" value="\$636"/>	\$

Subsidy Calculation (if prorated, skip to 15aa)		
15s.	Total family share:	<input type="text"/> \$
Prorated Subsidy Calculation		
15aa.	Normal total HAP:	<input type="text"/> \$636 \$
15ab.	Total number eligible:	<input type="text"/> 3
15ac.	Total number in family:	<input type="text"/> 4
15ad.	Proration percentage:	<input type="text"/> 75 %
15ae.	Prorated HAP:	<input type="text"/> \$477 \$
15af.	Mixed family total family share:	<input type="text"/> \$698 \$
Send Separate Checks		
Check here to send a separate Utility Reimbursement Check to Tenant		<input type="checkbox"/> Yes
HAP to Owner: (check amount to landlord/owner)		<input type="text"/> \$477 \$
Utility Reimbursement: (check amount to tenant)		<input type="text"/> \$
<div> <input type="button" value="Finish"/> <input type="button" value="Exit"/> <input type="button" value="<<< Prev"/> <input type="button" value="Next >>>"/> </div>		

Additionally if a family qualifies for a utility reimbursement you can select who the utility allowance will be sent to.

FSS

The *FSS* page is available for 50058 forms where line 2k (FSS participation now or in the last year?) is yes. The *FSS* page contains calculations for determining FSS monthly escrow as well as other FSS program information.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Interim Reexamination

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

Public Certificates Vouchers PortIn Mod Rehab Homeownership FSS WCV Finish

17. Family Self-Sufficiency (FSS) Addendum

17a. Participate in special programs ☒ FSS ⓘ

17b. FSS report category Enrollment (E) ⓘ

Initial Earned Income \$15,600 ⓘ

Initial TTP \$539 ⓘ

17c. FSS effective date of action 12/01/2010 ⓘ

17d. PHA code of PHA administering FSS contract MI121 ⓘ

17h. General Information

(1) Current employment status of Head of Household Part-time ⓘ

(2) Date current employment began 02/01/2005 ⓘ

(3) Benefits in current employment Check all that apply ⓘ

☐ Health

☐ Retirement Account

☐ Other

(4) Years of school completed by Head of Household 12 ⓘ

(5) Assistance received by the family Check all that apply ⓘ

☐ TANF Income Assistance

☐ Medicaid/Children's Health Insurance Program

☒ General Assistance

☐ Earned Income Tax Credit

☐ Food Stamps

(6) Number of children receiving child care services 0 ⓘ

17i. Family services table			
	(1) Need	(2) Needs Met	(3) Service Provider
Education/Training			
GED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-- Select --
High School	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Post Secondary	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Vocational/Job Training	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Job Search/Job Placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-- Select --
Job Retention	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Health Services	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Alcohol and other Drug Abuse Prevention Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-- Select --
Mentoring	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Homeownership Counseling	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Individual Development Account (IDA)	<input type="checkbox"/>	<input type="checkbox"/>	-- Select --
Child Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-- Select --
None	<input type="checkbox"/>		

17j. FSS Contract Information			
(1) Initial start date of contract of participation	12/01/2010 D i		
(2) Initial end date of contract of participation	12/01/2015 D i		
(3) Contract extension date (if applicable)	D i		
(4) Number of family members with Individual Training and Services Plan	1 i		
(5) Did the family receive selection preference because of a FSS related service program participation?	<input type="checkbox"/> Yes i		

17k. FSS account information			
(1) Current FSS account monthly credit	\$ i		
(2) Current FSS account balance	\$ i		
(3) FSS account amount disbursed to the family	\$ i		

17m. FSS exit information			
(1) Did the family complete contract of participation?	<input type="checkbox"/> Yes i		
(2) If (1) is yes, did family move to homeownership?	<input type="checkbox"/> Yes i		
(3) If (1) is no, primary reason for exit	-- Select -- i		

Finish Exit <<< Prev Next >>>



Tip: In order for FSS monthly credit to be calculated income limits must first be setup. Income limits are setup on a project by project basis and are found while editing a project in the Program Manager.

WtW

The *WtW* page is available for 50058 forms where *WtW* is selected for field 17a and contains *WtW* program information.

50058 Certification Manager: Bell, Tony Sec. 8 Vouchers - Interim Reexamination

<<< Prev Agency Action Household Background Unit Assets Income Expected Income TTP Next >>>

Public Certificate Vouchers Portin Mod Rehab Homeownership FSS WtW Finish

17. Welfare to Work (WtW) Voucher Addendum

17a. Participate in special programs ☒ Welfare to Work Voucher

17e. WtW report category Enrollment (E)

17f. WtW effective date of action 12/01/2010

17g.

(1) PHA code of PHA that issued the WtW voucher MI121

(2) PHA code of PHA counting the family as enrolled in its WtW Voucher program -if different from 17g (1)

17h. General Information

(1) Current employment status of Head of Household Part-time

(2) Date current employment began 02/01/2005

(3) Benefits in current employment

Check all that apply

☐ Health

☐ Retirement Account

☐ Other

(4) Years of school completed by Head of Household 12

(5) Assistance received by the family

Check all that apply

☐ TANF Income Assistance















☐ Medicaid/Children's Health Insurance Program






☐ General Assistance


☒ Earned Income Tax Credit




☐ Food Stamps

(6) Number of children receiving child care services 0

17i. Family services table (optional) 			
	(1) Need	(2) Needs Met	(3) Service Provider
Education/Training			
GED	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
High School	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Post Secondary	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Vocational/Job Training	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Job Search/Job Placement	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Job Retention	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Health Services	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Alcohol and other Drug Abuse Prevention Services	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Mentoring	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Homeownership Counseling	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Individual Development Account (IDA)	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	-- Select -- 
None	<input type="checkbox"/>		

17n. WtW Program Information	
(1) Date Voucher issued	12/01/2010  
(2) Date of request for lease approval (RFLA) for a unit leased	12/01/2010  
(3) Help in housing search from	<div>Check all that apply</div> <input type="checkbox"/> TANF Agency  <input type="checkbox"/> Other

17p. If assisted in a different unit, reason(s)	<div>Check all that apply</div> <input type="checkbox"/> Closer to daycare  <input type="checkbox"/> Pre-program unit would not meet HQS <input type="checkbox"/> Owner of pre-program unit unwilling to participate <input type="checkbox"/> Employment <input type="checkbox"/> Transportation <input type="checkbox"/> Pre-program unit rent above payment standard, rent too high <input type="checkbox"/> Closer to other services
--	--

17q. Welfare to Work exit information	
(1) Is the family moving to homeownership?	<input type="checkbox"/> Yes 
(2) Primary reason for leaving the WtW Voucher program	-- Select --  

Finish
Exit
<<< Prev
Next >>>

Finish

The *Finish* page is available for all types of 50058 forms. The *Finish* page is where a summary of errors or warnings is displayed, a comparison of rent amounts is made, the 50058 form is saved, various actions can be performed and reports are printed.

50058 Certification Manager: Bell, Tony
Sec. 8 Vouchers - Annual Reexamination

Agency Action Household Background Unit Assets Income Expected Income TTP
Public Certificates Vouchers Portin Mod Rehab Homeownership FSS WdW Finish

50058 Form Error(s)

This certification has passed validation. You can now add it to the transmit queue.

Warning: The date of the unit's last passed HQS is less than a year prior to the date of action.

Warning: The date of the unit's last annual HQS inspection is greater than the date that it last passed an HQS inspection.

Rent Amounts

	Hap to Owner	Utility Reimbursement	Tenant Rent to Owner	Effective Date
Previous	\$114.00	\$0.00	\$586.00	02/01/2010
New	\$439.00	\$0.00	\$261.00	11/01/2010

Save Form

☐ Save as Incomplete - Allows Changes to be Made Later
☒ Save as Complete
Form Saved.

Form Actions

A form must be saved as complete to do these actions.

☐ Add to Transmit Queue
☐ Write Letter to Head of Household
☐ Write Income Verification Letter to Head of Household
☐ Write Expense Verification Letter to Head of Household
☐ Write Asset Verification Letter to Head of Household
☐ Write Envelope to Head of Household
☐ Write Envelope to Landlord
☐ Create Mail Merge File
☐ Transfer to Vacated Tenant Manager [View Vacated Tenant Record](#)

Form Reports

A form must be saved as complete to print these reports.

☐ Select All
☐ Print 50058 Form
☐ Print Certification Statement
☐ Print Privacy Act
☐ Print Voucher (Only Available for Issuance of Voucher Forms)
☒ Print HAP Contract (Only Available for New Admission, Annual Reexam., Port. Move-In, and Change of Unit)
☐ Print HAP Contract Addendum
☐ Print FSS Escrow Worksheet (Only Available for FSS Progress Forms)
☐ Print HUD 52665 Form
☐ Print Rent Verification/Calculation Worksheet
☐ Print Rent Computation Worksheet
☐ Print Section 8 Utility Allowances
☐ Block SSN On 50058 Certification Form

Print

Exit to Family Forms Exit

Form Actions

If the 50058 form contains errors it cannot be saved as complete. Form actions can only be taken and form reports printed after a 50058 form has been saved as complete.

The form actions that are available vary based on action type and other factors. The following form actions may be available after the form has been saved as complete:

Add to Transmit Queue – This action will place the 50058 form in the transmission queue for later submission to PIC.

Write Letter to Head of Household – This action will allow you to select a letter to be written to the head of household. Letters setup in the Letter Manager with a type of 50058 Certification: Section 8 or 50058 Certification: Public Housing will be available for use when writing a letter to the head of household.

Write Income Verification Letter – This action will allow you to select an income verification letter to be written for any incomes that have the contact information completed. Letters setup in the Letter Manager with a type of Income Verification will be available for use when writing an income verification letter.

Write Expense Verification Letter – This action will allow you to select an expense verification letter to be written for any expense with contact information specified. Letters setup in the Letter Manager with a type of Expense Verification will be available for use when writing an expense verification letter.

Write Asset Verification Letter – This action will allow you to select an asset verification letter to be written for any asset with contact information specified. Letters setup in the Letter Manager with a type of Asset Verification will be available for use when writing an asset verification letter.

Write Envelope to Head of Household – This action will produce an envelope addressed to the head of household.

Write Envelope to Landlord – This action will produce an envelope addressed to the landlord. This action is only available for section 8 programs.



Tip: Envelopes can optionally contain the housing authority's return address. The return address can be enabled or disabled as well as modified on the Setup page in the Letter Manager.

Create Mail Merge File – This action will produce a Microsoft Excel spreadsheet containing information from the 50058 form that can be used as a Microsoft Word mail merge data source.

Transfer to Vacated Tenant Manager – This action, which is only available for 50058 forms with an action type of end of participation, will transfer the selected family to the Vacated Tenant Manager. If the family has already been transferred to the Vacated Tenant Manager a link to view the vacated tenant record will be available.

Form Reports

The form reports that are available vary depending on the program type, action type and other factors. The SSN on the 50058 form report can be masked optionally by checking the Block SSN on 50058 Certification Form checkbox.

The following form reports may be available after the form has been saved as complete:

50058 Form – This option will print the HUD 50058 form with the family's information stamped on the form.

Certification Statement – This option will print the certification statement which can be signed to certify that the information provided for the 50058 form is true and complete.

Privacy Act – This option will print the HUD 9886 form with the family's information stamped on the form.

Voucher – This option will print the HUD 52646 form with the family's information stamped on the form. The report is only available for 50058 forms with an action type of issuance of voucher.

HAP Contract – This option will print the HUD 52641 form with the family's information stamped on the form. The report is only available for 50058 forms with a section 8 program type.

HAP Contract Addendum – This option will print the HUD 52641-A form. This report is only available for 50058 forms with a section 8 program type.

FSS Escrow Worksheet – This option will print the HUD 52652 form with the family's information stamped on the form. This report is only available for 50058 forms in which the family is participating in the FSS program.

HUD 52665 Form – This option will print the HUD 52665 form with the family's information stamped on the form. This report is only available for 50058 forms with a section 8 program type.

Rent Verification/Calculation Worksheet – This option will print the rent verification/calculation worksheet which can be used to view family composition, asset, income and expense information.

Rent Computation Worksheet – This option will print the rent computation worksheet which shows step-by-step how the rent and other form values were calculated.

Section 8 Utility Allowance – This option will print the section 8 utility allowance schedule which displays which utilities are paid for by the tenant and how the utility allowance was calculated. This report is only available for 50058 forms with a section 8 program type where a utility allowance schedule has been selected on the unit page of the 50058 form.

To run the form reports check the desired reports and click the *Print* button.

To exit the 50058 form click the *Exit* or *Exit to Family Forms* button. The *Exit* button will bring you to the *Search/Edit Forms* page. The *Exit to Family Forms* button will bring you to a page displaying all of the selected family's 50058 forms.

Add Form

Overview

If the preferred method of creating a 50058 form, copying a previous 50058 form, is not an option the Add Form page will present you with two additional methods for creating a 50058 form.

The screenshot shows the '50058 Certification Manager' interface. At the top is a blue header bar with the title '50058 Certification Manager'. Below the header is a navigation bar with links: 'Start', 'Search/Edit Forms', 'Add Form' (which is highlighted), 'Transmit Queue', 'Write Letters', and 'Reports'. The main content area is titled 'Create New 50058 Certification Form'. It contains a yellow box with instructions: 'To create a new 50058 certification form starting with a completely blank form, click the "New Form" button.', 'To transfer an applicant from a waiting list to the 50058 certification form, click the "Get Applicant" button.', and 'To copy an existing form, click the "Search Certifications" link above and search for the tenant. In the search results, click the "Show Forms" link of the desired tenant, which will take you to a list of 50058 certification forms for that user. Locate the desired form and click the corresponding "Copy" link.' Below the instructions are two buttons: 'New Form' and 'Get Applicant'. At the bottom right of the page is an 'Exit' button.

The first button, *New Form*, will create a new blank 50058 form can be filled out as needed. This method is primarily used entering section 8 tenants who have ported into your jurisdiction or enter new tenants that are not present on a waiting list.

The second button, *Get Applicant*, will create a 50058 form using the family composition, income, assets and expenses from an applicant currently on a waiting list. After you click the *Get Applicant* button the following page is displayed:

50058 Certification Manager

[Start](#) [Search/Edit Forms](#) [Add Form](#) [Transmit Queue](#) [Write Letters](#) [Reports](#)

Search Applications

Last Name:

First Name:

Social Security #:

Application Status: ☒ Select All

☒ Eligible ☒ Requested

☒ Pending ☒ Voucher Expired

☒ Housed ☒ Voucher Issued

☒ Ineligible ☒ Withdrawn

☒ Show Advanced Criteria

Search Results

Applicant	SSN		
Adams, Jan		Create Form	Application Summary
Adams, James		Create Form	Application Summary
Adams, John		Create Form	Application Summary

This page will allow you to search and find the desired applicant. When an applicant has been found, you can click the *Create Form* link to create the 50058 form using the select applicant or you can click the *Application Summary* link to view more information about the applicant.

Once an applicant has been selected the following page is displayed:

50058 Certification Manager

[Start](#) [Search/Edit Forms](#) [Add Form](#) [Transmit Queue](#) [Write Letters](#) [Reports](#)

Select the waiting list that you would like to use to create a new 50058 form for this applicant. Changes to the waiting list status may also be made here. Click the "OK" button to save status changes and create the 50058 form.

Waiting List	Current Status	Status Date
Public Housing	Withdrawn	06/14/2007 <input type="button" value="D"/>
Housing Choice Voucher	Eligible	06/04/2007 <input type="button" value="D"/>
State 705	Housed	06/14/2007 <input type="button" value="D"/>

OK

This page will allow you to update the applicant's status on the waiting lists they have applied for.

Transmit Queue

Overview

The *Transmit Queue* is where 50058 forms are held prior to submission to PIC. The *Transmit Queue* allows you to control when 50058 forms are submitted to PIC. It's a common practice to not submit 50058 forms until after their effective date. This dramatically decreases the need to void 50058 forms.

The *Transmit Queue* also keeps record of all prior 50058 transmission files and which 50058 forms are contained within those submissions.

Create Transmission File

The *Create Transmission File* page allows you to search and select those 50058 forms that you wish to include in the transmission file you are creating.

50058 Certification Manager

[Start](#) [Search/Edit Forms](#) [Add Form](#) [Transmit Queue](#) [Write Letters](#) [Reports](#)

[Create Transmission File](#) [View Transmission Files](#) [WASS Login Page](#)

Search Options

Action Date To:

Case Worker: -- All Case Workers --

County: -- All Counties --

Hide Programs

- ☒ Housing Choice Voucher
- ☒ Mod Rehab
- ☒ Public Housing
- ☒ Section 8 Certificate

Hide Actions

<input checked="" type="checkbox"/> New Admission	<input checked="" type="checkbox"/> Annual Reexamination	<input checked="" type="checkbox"/> Interim Reexamination
<input checked="" type="checkbox"/> Portability Move-in	<input checked="" type="checkbox"/> Portability Move-out	<input checked="" type="checkbox"/> End Participation
<input checked="" type="checkbox"/> Other Change of Unit	<input checked="" type="checkbox"/> FSS/WW Addendum Only	<input checked="" type="checkbox"/> Annual Reexamination Searching
<input checked="" type="checkbox"/> Issuance of Voucher	<input checked="" type="checkbox"/> Expiration of Voucher	<input checked="" type="checkbox"/> Flat Rent Annual Update
<input checked="" type="checkbox"/> Annual HQS Inspection Only	<input checked="" type="checkbox"/> Historical Adjustment	<input checked="" type="checkbox"/> Void

Search criteria include the effective date, case worker, program, and action type. Enter the desired criteria and click the Search button. The resulting 50058 forms are displayed below.

The screenshot shows the '50058 Certification Manager' web application. At the top, there is a navigation bar with links: Start, Search/Edit Forms, Add Form, Transmit Queue, Write Letters, and Reports. Below this is a sub-navigation bar with links: Create Transmission File, View Transmission Files, and WASS Login Page. The main section is titled 'Search Options' and contains three search criteria: 'Action Date To:' with a date input field showing '5/4/2010', 'Case Worker:' with a dropdown menu showing '-- All Case Workers --', and 'County:' with a dropdown menu showing '-- All Counties --'. There are two checkboxes: 'Show Programs' and 'Show Actions', both of which are checked. A 'Search' button is located below these options. The 'Search Results' section displays a table with the following data:

Unselect All	Head of Household SSN	Action Type Action Date	Program Last Updated	
<input checked="" type="checkbox"/> Yes	Davis, Tom	New Admission 7/1/2011	P 5/4/2010 10:59:52 AM	Dequeue
<input checked="" type="checkbox"/> Yes	Davis, Tom	Annual Reexamination 7/1/2012	P 5/4/2010 11:07:10 AM	Dequeue
<input checked="" type="checkbox"/> Yes	Davis, Tom	Interim Reexamination 10/1/2012	P 5/4/2010 11:14:34 AM	Dequeue
<input checked="" type="checkbox"/> Yes	Kirkendoll, Jason T	New Admission 4/1/2011	VO 1/24/2011 4:22:52 PM	Dequeue
<input checked="" type="checkbox"/> Yes	Smith, Mary C	Annual Reexamination 3/1/2011	VO 3/7/2011 3:11:12 PM	Dequeue
<input checked="" type="checkbox"/> Yes	Sedar, Ed	Annual Reexamination 9/6/2008	VO 3/7/2011 3:12:45 PM	Dequeue

Below the table is a 'Create Submission File' button. At the bottom right of the interface is an 'Exit' button.

By default all 50058 forms that match the search criteria will be selected for inclusion in the submission file. If you do not wish to include a specific 50058 form in the transmission file uncheck the *Yes* checkbox. The 50058 form will remain in the transmit queue and be available for submission in a future transmission file. If you wish to remove a 50058 form from the transmit queue without transmitting the 50058 form to PIC, click the *Dequeue* link.

Once only the desired 50058 forms are selected click the *Create Submission File* button. If the 50058 forms selected are all from the same program you will be brought directly to the *Transmission File* page.

If the 50058 forms selected are from different programs you will be brought to a page listing Transmission Files. There will be one transmission file per program located at the top of the list of transmission files. Separate files are created because it's possible to setup programs with different PHA codes in ***PHA-Web*** for those agencies that manage programs for multiple housing authorities.

View Transmission Files

The *View Transmission Files* page will list all of the transmission files created in **PHA-Web**.

50058 Certification Manager

[Start](#) [Search/Edit Forms](#) [Add Form](#) [Transmit Queue](#) [Write Letters](#) [Reports](#)

[Create Transmission File](#) [View Transmission Files](#) [WASS Login Page](#)

Transmission File Listing

Date Created	Time	Program	Forms	Last Submission Attempt	Ticket
3/3/2011	11:28 AM	S	18	Not Automatically Submitted	Open
3/3/2011	11:28 AM	P	5	Not Automatically Submitted	Open
2/23/2011	12:59 PM	P	1	Successful Submission	Open
2/23/2011	12:59 PM	S	1	Not Automatically Submitted	Open
2/23/2011	12:58 PM	S	1	Not Automatically Submitted	Open
10/1/2010	12:43 PM	S	1	Successful Submission	Open
8/26/2010	3:23 PM	P	1	Not Automatically Submitted	Open
8/26/2010	3:23 PM	S	3	Successful Submission	Open
5/19/2010	11:25 AM	S	1	Not Automatically Submitted	Open
5/19/2010	11:25 AM	P	3	Not Automatically Submitted	Open

12345678910...

Exit

The most recently created transmission files are located at the top of the list. Click the *Open* link to view a transmission file.

50058 Certification Manager								
Start Search/Edit Forms Add Form Transmit Queue Write Letters Reports								
Create Transmission File View Transmission Files WASS Login Page								
Selected Transmission File								
User Created	Nick Bessey							
Date Created	3/3/2011							
Time Created	11:28 AM							
Program Type	P							
Number of Forms Included	5							
Last Submission Attempt	Set Status to Submitted Not Automatically Submitted							
Forms Included in this File								
Head of Household	SSN	Action Date	Program	Action Type				
Geralds, Susan		5/1/2010	P	Interim Reexamination	Open			
Adams, John		5/1/2010	P	Annual Reexamination	Open			
Adams, John		5/1/2010	P	Annual Reexamination	Open			
Download File								
Print Exit								

This page lists information about the transmission file including which user created the transmission file, when it was created and which 50058 forms are included in the transmission file. In addition you can print the 50058 Audit report which will list the 50058 forms included in the transmission file.

To download the transmission file for submission to PIC, click the *Download File* button. You will be prompted to save the transmission file. Click on the *WASS Login Page* link located at the page to be directed to the WASS login page so that you can send the transmission file to PIC.



*Tip: After submitting the transmission file to PIC the file can be deleted. It is not necessary to save transmission files. **PHA-Web** retains a record of every transmission file created and will allow you to download the file as needed.*

Write Letters

Overview


The *Write Letters* option allows you to write letters to families and landlords. Letters can be written to groups of families and landlords based on common criteria such as project, effective dates, next recertification dates, range of unit numbers, bedroom size and HQS inspection dates.

Setup

Before you use the *Write Letters* option in the 50058 Certification Manager, you will need to setup your letter templates. Letters setup using the type “50058 Certification: Public Housing” and “50058 Certification: Section 8” will be available to use with this *Write Letters* option. For information on how to do this, please refer to the Letter Manager.

Write Letters

Start by clicking on the *Write Letters* option in the 50058 Certification Manager. You will see the following screen:



The screenshot shows the '50058 Certification Manager' application window. At the top is a blue header bar with the title '50058 Certification Manager'. Below the header is a navigation bar with several tabs: 'Start', 'Search/Edit Forms', 'Add Form', 'Transmit Queue', 'Write Letters' (which is currently selected and highlighted), and 'Reports'. The main content area is titled 'Write Letters' and contains a section labeled 'Select Program Type:'. Under this label, there are two radio button options: 'Public Housing 50058' and 'Section 8 50058'. At the bottom right of the main content area, there are two buttons: 'Next' and 'Exit'.

If you select the Public Housing 50058 type and click the *Next* button the following screen is displayed:

50058 Certification Manager

[Start](#) [Search/Edit Forms](#) [Add Form](#) [Transmit Queue](#) [Write Letters](#) [Reports](#)

Write Letters: Public Housing

Project:

-- All Projects --

Case Worker:

-- Select Case Worker --

Effective Date From:

To:

Recertification Date From:

To:

Building Number From:

To:

Range of Units From:

To:

Bedroom Size:

Search Options:

☒ Show Active Tenants Only

☐ Show FSS Tenants Only

☐ Show Flat Rate Tenants Only

☐ Order by Next Recertification Date

Use this page to create a list of familes you want to send a letter to.
Enter criteria into some, all, or none of the fields above, then click 'Next'.

BackNext

Exit

If you select the Section 8 50058 type and click the *Next* button the following screen is displayed.

50058 Certification Manager

[Start](#) [Search/Edit Forms](#) [Add Form](#) [Transmit Queue](#) [Write Letters](#) [Reports](#)

Write Letters: Section 8

Project: -- All Projects --

Case Worker: -- Select Case Worker --

Portability Housing Authority: -- All Housing Authorities --

Effective Date From: [] To: []

Recertification Date From: [] To: []

Last HQS Inspection From: [] To: []

Bedroom Size: []

Landlord Last Name: []

Landlord First Name: []

Landlord Business Name: []

Landlord SSN/TIN: []

Search Options:

- ☒ Show Active Tenants Only
- ☐ Show FSS Tenants Only
- ☐ Show Landlords Receiving Direct Deposits Only
- ☐ Print One Envelope Per Landlord Only
- ☐ Order by Last Inspection Date

Use this page to create a list of families you want to send a letter to.
Enter criteria into some, all, or none of the fields above, then click 'Next'.

[Back](#) [Next](#)

[Exit](#)

After entering the desired criteria and clicking the *Next* button the matching families will be displayed. By default letters will be written for the families listed. If you wish to not produce a letter for certain families, uncheck the checkbox for the desired families. Click *Next* button to continue.

After clicking *Next* button the following page will be displayed to allow for a letter to be selected:

Letter Manager

[Start Page](#) [Setup](#) [View/Edit Existing Letters](#) [Create New Letter](#) [Sample Letters](#)

Select Letter Type

Letter Type: 50058 Certification: Public Housing

Available Letters

Description	Last Modified			
Annual Inspection Notification Letter	03/07/2011	View	Edit	Delete
Eviction Letter	03/07/2011	View	Edit	Delete
PH Notice of Rent Adjustment	01/27/2011	View	Edit	Delete
Tenant Update Letter	03/07/2011	View	Edit	Delete

Exit

After clicking the *Next* button you will be asked if you wish to produce envelopes. Select the desired option and click the *Next* button. A progress bar will be displayed showing the progress of the letters being created. Once the progress bar has reached 100 percent click the *Finish* button. The next page will contain the links to open the completed letters and envelopes.

Reports

Overview

In addition to the reports available on the *Finish* page of the 50058 form, there are a variety of other reports located on the *Report* page as well. Each report is listed on the *Report* page with a brief description.

50058 Certification Manager	
Start Search/Edit Forms Add Form Transmit Queue Write Letters Reports	
50058 Certification Manager: Reports	
All Tenants	View / Print a report of your PHA's 50058 families. Select the project to print and select whether you want all, active only, or inactive only tenants. Report may be ordered by tenant name, ssn, city, effective date, or action type.
Annual Income Limit	View / Print a report of the number of families within the low, very low and 30% median income ranges by household size.
Birth Date	View / Print a report of your PHA's family's birth dates. Select the program, project, month, and age range of the family members you are looking for. This report can be ordered by family member name, social security, or age. A summary total is included to show how many family members are in each age category.
Custom Questions	View / Print a report for family who have custom questions
Duplicate SSN	View / Print a report of your PHA's 50058 family members that have the same social security number.
Family Members	View / Print a report of all family members grouped by family. This report contains members names, relation, gender, date of birth, age, mailing address, and telephone number.
File Folder Labels	View / Print file folder labels for your PHA's families. Select the program, project, beginning and ending recertification dates, and select whether you want all, active only, or inactive only families. (Avery Standard 5160 Only)
Food Stamp Submission File	Download food stamp submission file that can be submitted. Select the program, project, tenant status, and date as of that you are looking for. The text file will be generated based on the search criteria.
Forms History	View / Print a report of your PHA's 50058 family's form history. Select a date range, program, project, and status you would like to see.
FSS Escrow	View / Print a report for FSS Escrow Transactions.
FSS Progress	View / Print a report that show FSS participated applicants. The report can be run by program, project, effective date, FSS report categories, assistance received by the family, and Family Services.
Income By Bedroom	View / Print a report of your PHA's 50058 families. Select the project to print and select whether you want all, active only, or inactive only tenants. Report will list the family's annual, monthly, adjusted annual, and adjusted monthly incomes.
Income Exclusions	View / Print a report that shows the family member who have income exclusions
Income Type	View / Print a report of your PHA's 50058 family's incomes. Select the program, project, and income types you would like included on the report. This report prints incomes for all members of active families.
Incomplete Forms	View / Print a report that shows all of the 50058 forms that are incomplete.
Invalid SSN	View / Print a report of your PHA's active 50058 family members that have invalid social security numbers.

Mail Merge	Get your PHA's families and/or landlords information into MS Excel.
Mailing Labels	View / Print labels for your PHA's families and/or landlords. Select the project, beginning and ending recertification dates, and select whether you want all, active only, or inactive only tenants. (Avery Standard 5160 or 5162 Only)
Maintenance Log	View / Print a report of the closed 50058 forms and what times they were last saved, along with what the previous form's information.
MCS Interactive Info	View / Print report of your PHA's 50058 families and their corresponding MCS file, project, tenant, and landlord numbers.
Move In/Move Out	View / Print a report of your PHA's families that have moved in, moved out, or transferred within the dates specified and for the selected project.
Next Recertification	View / Print a report of your PHA's families due for recertification. Select the program, project and beginning and ending recertification dates.
Occupied Units	View / Print a summary or detail listing of the units in occupancy for a specific month or range of months up to a year.
Percentage of Income	View / Print a report of your PHA's families to see the percentage of their income they are paying in rent. Select the project and sort order for the report.
Race and Ethnicity	View / Print a report that show race and ethnicity
Special Programs	View / Print a report that shows the special programs.
Statistical Summary	View / Print a tenant statistical summary report of all your active families for a specific project and within a specified date range.
Transaction Summary	View / Print a report of your PHA's 50058 transactions. Select a date range, program, project, and action types you would like to see.
Unit Address	View / Print a report of your PHA's units and the unit's family information. Select the project to print and select whether you want all, active only, or inactive only tenants.
Unit VS Mailing	View / Print a comparison of unit and mailing addresses. This report will be helpful for RASS certifications.
WL Status Audit	View / Print a report that show waiting list applicants that already housed but their waiting list status has not yet been update

Public Housing Reports

Ceiling Rent	View / Print a report of your PHA's Ceiling Rent families for a selected project.
Community Service	View / Print a report of your PHA's public housing families to determine who has met their community service requirements. Select whether you want head of household only and select whether you want all, active only, or inactive only families. Report may be run for a specific community service status.
Daily Vacancy	View / Print report showing all vacant units for a particular project for a specific day and how many days the unit has been vacant.
Flat Rent	View / Print a report of your PHA's Flat Rent families for a selected project.
Income Based Rent	View / Print a report of your PHA's Income Based Rent families for a selected project.
PH AP Accounting Roll	View / Print a report that shows a preview of what Public Housing Accounts Payable recurring will generate for the next financial period.
PH AR Accounting Roll	View / Print a report that shows a preview of what Public Housing Accounts Receivable recurring will generate for the next financial period.
PH Occupied Units	View / Print a report that shows all occupied Public Housing units for a selected date range.
Rent Roll	View / Print a report of your PHA's Public Housing family rental information. Select the program and financial period you are looking for. The information is compiled from the certification forms effective on the first day of the selected financial period.

Unoccupied Units	View / Print a report of your PHA's unoccupied units for a selected project.
Section 8 Reports	
Connecticut Hap Roll	View / Print a report that shows a one-line-per-family preview of all the anticipated payments for the upcoming check run.
Contract Rent	View / Print a report of your PHA's Section 8 family rent amounts. Select the project and/or county to print and how you want the report ordered.
Hap Accounting Roll	View / Print a report that shows a preview of what HAP recurring will generate for the next financial period.
HAP Contract Register	View / Print report of your PHA's Section 8 HAP contract register. Select the project and/or county to print and how you want the report ordered.
Hard To House	View / Print a report of your PHA's Section 8 hard to house families. Select the project to print and select whether you want all, active only, or inactive only families. Report may be ordered by head of household name, social security, family, voucher, or bedroom size.
Inspection	View / Print a report of your PHA's Section 8 families for inspection purposes. Select the effective, next recertification, last inspection, and/or last inspection passed dates and whether you want all or failed inspections only.
Leased Unit Summary	View / Print report of your PHA's Section 8 family rental information. Select the program and financial period you are looking for. The information is compiled from the certification forms effective on the date of the selected financial period.
PMSA Summary	View / Print a report the PMSA Summary Report.
RI Health Download	View / Download an electronic data file that can be sent to the RI Department Of Health as part of a data-sharing agreement. This agreement allows for the matching of addresses of children with elevated blood lead level against addresses of Section 8 housing units.
SEMAP Active Family	View / Print a report of your PHA's Section 8 families to do random selecting for SEMAP indicators. This report lists all active families for the date range and project specified.
SEMAP Selector	View / Print a report of a random selection of your PHA's Section 8 families for SEMAP indicators. Select an active date range, project, number of random families required, and how you wish the information ordered.
SEMAP Transfer	View / Print a report of your PHA's Section 8 families to do a random selecting for SEMAP indicators. This report lists all active transferred families for the fiscal year end.
Tenants By Landlord	View / Print a report of your PHA's Section 8 families grouped by landlord. Select the section 8 project. Report is ordered by landlord name.
VMS Submission	View / Print a report of your PHA's Section 8 Voucher Management System reporting information. You must be using the HAP Accounting and Portability Managers to use this report. Select the Financial Period you would like to run the report for.
Voucher Issuance	View / Print a report that shows all of your PHA's most recent 50058 families that have been issued a voucher for a Section 8 unit.
<div>Exit</div>	

Report Descriptions

All Tenants: This report lists all families with 50058 forms. The report can be run for a desired program or project, case worker and effective date.

Annual Income Limit: This report lists the number of families that fall into low, very low and 30% of median ranges grouped by family size.

Birth Date: This report lists families and optionally family members whose birth date falls within a desired month and age falls within a range of years. The report can be run for a desired program or project and effective date.

Custom Fields: This report lists families who have custom fields filled out. The report can be run for a desired program or project.

Duplicate SSN: This report lists families with 50058 forms that have the same SSN as other family members.

Family Members: Similar to the *All Tenants* report, this report lists all families with 50058 forms. Additionally, it lists all of the members in each household. The report can be run for a desired program or project, case worker and effective date.

File Folder Labels: This report produces labels in an Avery 5160 format. The report can be run for a desired program or project and range of next recertification dates.

Food Stamp Submission File: Download food stamp submission file that can be submitted. Select the program, project, tenant status, and date as of that you are looking for. The text file will be generated based on the search criteria.

Forms History: This report lists all 50058 forms that were modified within a specified range of dates. The report also lists the user that modified the 50058 form and when it was modified. The report can be run for a program or project as well as by form and queue status.

FSS Escrow: This report lists families that participate in the FSS program. The report also lists training and service needs, TTP information and monthly credit amount. The report can be run for a program or project and an FSS report category.

FSS Progress: This report lists families that participate in the FSS program. The report also lists contract information, FSS escrow amounts and service information. The report can be run for a program or project, FSS report category, assistance type, and service needs.

Income by Bedroom: This report lists families by bedroom size with income information. The income information includes annual income, annual adjusted income, monthly income and monthly adjusted income. The report can be run for a program or project and effective date.

Income Exclusions: This report lists families that have income exclusions. The report includes information about the exclusion such as exclusion amount, start date and end date. The report can be run for a program or project and an effective date.

Income Type: This report lists all family members with a desired income type. The report can be run for a program or project, an effective date and various income types.

Incomplete Forms: This report lists all 50058 forms that are currently saved as incomplete. The report can be run for a program or project and case worker.

Invalid SSN: This report lists all family members that have invalid social security numbers. The report can be run for a program or project.

Mail Merge: This report produces a Microsoft Excel spreadsheet containing families and their 50058 form information. This spreadsheet can be used as a Microsoft Word mail merge data source. The report can be run for program or project, an effective date, a range of recertification dates and a range of last annual HQS inspection dates.

Mailing Labels: This report produces landlord and family mailing labels as well as a Microsoft Word mail merge data source. The labels can be produced in an Avery 5160 or Avery 5162 format. Additional mailing label formats are available using the Microsoft Word mail merge data source. The report can be run for a program or project, case worker, a range of admission dates, a range of next recertification dates and a range of last inspection dates.



*Tip: In order to print mailing labels that are aligned properly margins must be entered. To determine your printers margins click the [margin pdf](#) link and print the PDF. Follow the instructions on screen to determine the margin size. Once entered **PHA-Web** will retain that margin information.*

Maintenance Log: This report lists families with a new 50058 created within the specified date range. In addition the report lists the previous 50058 form for each family. The report can be run for a program and range of dates.

MCS Interactive Info: This report lists families and their corresponding MCS file, project, tenant and landlord numbers. This report is only applicable for those housing authorities converting to **PHA-Web** from **Visual MCS**. The report can be run for a program or project.

Move In/Move Out: This report lists families who have had a move in, move out, transfer, port in or port out action within a specified range of dates. The report can be run for a program or project as well as a case worker.

Next Recertification: This report lists families whose most recent 50058 form has a next recertification date within the specified range of dates. The report can be run program or project, county, census tract and case worker.

Occupied Units: This report lists units that are occupied as of the first of every month within a specified range of months. The report can be run for program or project.

Percentage of Income: This report lists the rent burden percentage for each active family. The report breaks families in three categories: less than or equal to 30 percent, 30 to 40 percent, 40 to 50 percent and over 50 percent.

Race and Ethnicity: This report lists a count of how many households fall into different race and ethnicity categories and is grouped by city/town or zip code group. The report can be run by program or project.

Special Programs: This report lists each family that participates in a selected special program. The information is taken from fields 2m and 2n on the 50058 form. The report can be run by program or project and the desired special program.

Statistical Summary: This report lists active families and provides various statistical and demographic information about those families. The report can be run for a program or project, a range of admission dates, a county, census tract, case worker and an effective date.

Transaction Summary: This report lists 50058 forms within a specified range of effective dates including selected action types. The report can be run for a program or project, a range of effective dates, desired action types, case worker and queue status.

Unit Address: This report lists families and their unit address. The report can be run for a program or project, county and census tract.

Unit VS Mailing: This report lists families and their unit and mailing address. The report can be sorted by PIC building number, entrance number and unit number to help unit address information in PIC for RASS certification. The report can be run by program or project and case worker.

WL Status Audit: This report lists families with 50058 forms that also have a specified status on a waiting list. The report is used to list families that have been placed as tenants but still have an undesired status on a waiting list. The report can be run for program or project and a waiting list.

Ceiling Rent: This report lists families participating in a public housing program that have a rent amount equal to the ceiling rent. The report can be run for a project and case worker.

Community Service: This report lists family members with one of the following community service statuses: yes, no, pending, exempt. This report is used to determine which family members are meeting community service requirements. The report can be run by project.

Daily Vacancy: This report lists units that are vacant and how many days they have been vacant. The report can be run by program or project and an effective date.

Flat Rent: This report lists families participating in a public housing program that have a flat rent. The report can be run by project, case worker and a range annual update dates.

Income Based Rent: This report lists families participating in a public housing program that has an income based rent calculation. The report can be run project, county and an effective date.

PH AP Accounting Roll: This report lists families participating in a public housing program that have a negative rent amount (utility refund). The report will show amounts effective for the next month that billing has not been run for. The report will also compare this amount to the prior months billed rent amount. The report can be run program or project and case worker.

PH AR Accounting Roll: This report lists families participating in a public housing program that have a positive rent amount. The report will show amounts effective for the next month that billing has not been run for. The report will also compare this amount to the prior months billed rent amount. The report can be run program or project and case worker.

PH Occupied Units: This report lists units that were occupied within a range of months. The report can be run for a program or project.

Rent Roll: This report lists families participating in a public housing program and their rent amount for a selected month. The report also lists an FSS escrow amount if applicable. The report can be run for a program or project and a financial period.

Unoccupied Units: This report shows units that are vacant as of a specified date. The report can be run by project.

Connecticut HAP Roll: This report was created to mimic a cash basis HAP roll for the state of Connecticut. The report lists families participating in a section 8 program with their anticipated HAP amount, accrued HAP adjustments and previous monthly HAP amounts that have not been paid. The report can also show utility reimbursements and FSS escrow. The report can be run for a program or project and an effective date.

Contract Rent: This report lists families participating in a section 8 program. Included on the report are various fields used in the family's rent calculation including: contract rent, utility allowance, gross rent, TTP, tenant rent and HAP amount. The report can be run for program or project, county, census tract and an effective date.

HAP Accounting Roll: This report lists families participating in a section 8 program that have a HAP amount greater than zero. The report will show amounts effective for the next month that billing has not been run for. The report also compares this amount to the prior months HAP amount. The report can be run for a program or project and case worker.

HAP Contract Register: This report lists families participating in a section 8 program. The report also lists landlord information, lease date, contract rent, TTP, and HAP amount. The report can be run for a program or project, county, census tract and an effective date.

Hard To House: This report lists families that are marked as hard to house on their 50058 form. The report can be run for a project, a range of admission dates and a range of effective dates.

Inspection: This report lists families participating in a section 8 program and provides information used for inspection purposes. The report lists the family's name and address, their landlord's name and address, the effective date, next recertification date, last inspection date, the date the last inspection passed and how many days since the last inspection failed. The report can be run by program or project, a range of effective dates, a range of next recertification dates, a range of last inspection dates and a range of dates that inspections last passed.

Leased Unit Summary: This report lists units that are currently leased. The report groups by voucher size and lists the total and average HAP, utility reimbursement, utility allowance, contract rent, tenant rent and FSS escrow. The report can be run for a program and an effective date.

PMSA Summary: This report lists the number of vouchers leased by PMSA. The report can be run for a program and an effective date.

RI Health Download: This report produces an electronic data file that can be sent to the RI Department of Health as part of a data-sharing agreement. This agreement allows for the matching of addresses of children with elevated blood lead level against addresses of Section 8 housing units. The report can be run for a program and an effective date.

SEMAP Active Family: This report lists families that are participating in a section 8 program that have been active in the program within a range of specified dates. The report can be run for program or project, range of active dates and a census tract type.

SEMAP Selector: This report lists a specified number of families at random that are participating in a section 8 program. The report can be program or project and a range of active dates.

SEMAP Transfer: This report lists families participating in a section 8 program that have transferred from a high poverty census tract to a low poverty census tract. The report can be run for a program or project and a fiscal year.

Tenants by Landlord: This report lists landlords and the families associated each landlord. The report can be run for a project and case worker.

VMS Submission: This report lists information used for VMS submission purposes. This report has been made obsolete the VMS Summary and VMS Tenants report in the HAP Accounting Manager. The report can by run for a program and financial period.

Voucher Issuance: This report lists those families that currently have a voucher issued to them. The report can be run for a program or project.