



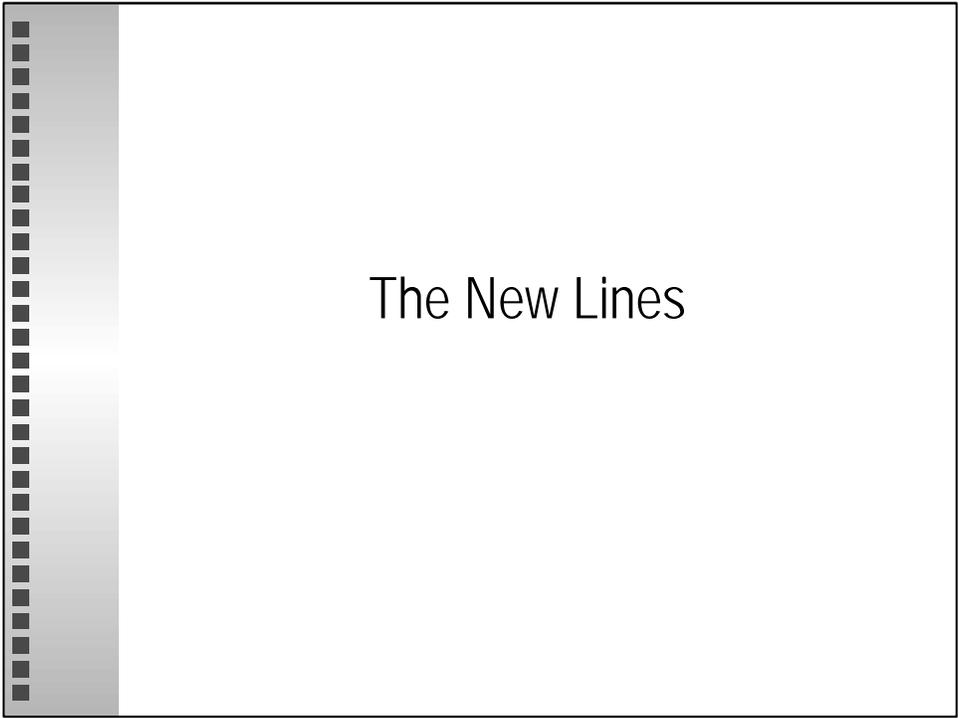
New Lines on the Revised Form HUD-50058

June 25, 2001



Objectives

- Review the key new lines added to the revised Form HUD-50058
- Learn when and how to complete the new lines
- Identify the lines added to implement the Public Housing Reform Act (PHRA)
- Understand the importance of accuracy for income integrity





Line 1e - 1g
Building and Unit Information

- Public/Indian Housing only
- Resident's building and unit information
- Information is validated against PIC Building and Unit sub-module

All PHAs should use building, entrance, and unit numbers that correlate with PIC data.

As of October 1997, PIH does not require Indian housing agencies to submit Form HUD-50058 data for families in Indian housing programs.



Line 2a
Type of Action

- 15 different types of actions to report to the Form 50058 module
- Seven of the action types are new
 - ◆ Action Types 9-15

Action Types

- 1 = New Admission
- 2 = Annual Reexamination
- 3 = Interim Reexamination
- 4 = Portability Move-in (Vouchers Only)
- 5 = Portability Move-out (Section 8 Only)
- 6 = End Participation
- 7 = Other Change of Unit
- 8 = FSS/WtW Voucher Only
- 9* = Annual Reexamination Searching (Voucher Only)
- 10* = Issuance of Voucher (Voucher Only)
- 11* = Expiration of Voucher (Voucher Only)
- 12* = Flat Rent Annual Update (Public Housing Only)
- 13* = Annual HQS Inspection Only (Section 8 Only)
- 14* = Historical Adjustment (Public Housing Only)
- 15* = Void

* Indicates new action type

Line 2a = 9

Annual Reexamination Searching

■ Section 8 Voucher only

■ Scenario

- ◆ Family is due for an annual reexamination
- ◆ Family has moved from its former unit (so has no address)
- ◆ Family is currently searching for a new unit
- ◆ When family finds unit, may submit either Annual Reexamination (2a=2) or Other Change of Unit (2a=7)

Line 2a = 10

Issuance of Voucher

- Section 8 Voucher only

- Scenario

- ◆ PHA issued a Voucher to family
- ◆ Family begins its search for housing
- ◆ If family finds unit, submit next appropriate action code
- ◆ If family does not find unit, submit Expiration of Voucher (2a=11)

Line 2a = 11

Expiration of Voucher

■ Section 8 Voucher only

■ Scenario

- ◆ Family fails to lease a unit and the Voucher expires
- ◆ PHA reports voucher expiration whether for a potential new admission or for a family that was trying to move units



Line 2a = 12
Flat Rent Annual Update

- Public Housing Flat Rent families only
- Scenario
 - ◆ PHRA states that flat rent families need an Annual Reexamination (2a=2) at least every three years
 - ◆ Conduct Flat Rent Annual Update in the year(s) that an Annual Reexamination is not conducted

The flat rent annual update is only conducted in the years that a reexamination is not conducted for families in public housing who choose flat rent. Families who select flat rent only require an annual reexamination up to once every three years. This code allows PHAs to update family data annually for families who selected a flat rent in between annual reexaminations.

Example: A public housing family selects flat rent. The PHA decides to conduct Annual Reexaminations every three years. The PHA would submit:

Year 1: New admission (2a=1) or Annual Reexamination (2a=2)

Year 2: Flat Rent Annual Update (2a=12)

Year 3: Flat Rent Annual Update (2a=12)

Year 4: Annual Reexamination (2a=2)

Line 2a = 13

Annual HQS Inspection Only

■ Section 8 only

■ Scenario

- ◆ Time for PHA to conduct the annual HQS inspection
- ◆ Not time to report any other action for family
- ◆ Submit just the annual HQS inspection information to PIC

Report as a separate action if the annual HQS inspection happens at a time other than the time of another reported action for the family. The PHA is responsible to ensure that each annual HQS inspection is reported in a timely manner to the Form 50058 sub-module.

Line 2a = 14 Historical Adjustment

- Public Housing only
- Scenario
 - ◆ PHA submitted an SSN to Building and Unit in PIC
 - ◆ The “old” MTCS does not have a family record for the SSN
 - ◆ Submit an Historical Adjustment (a baseline record) to the Form 50058 sub-module
 - ◆ Historical Adjustment must be submitted before any other action types are transmitted to the Form 50058 sub-module for the family
 - ◆

To capture information for households who did not have any record from the old MTCS transferred to the Form 50058 sub-module, and now require an action. Historical Adjustment serves as the baseline action for the household. This action establishes the first family record in the system before any other action can be processed.

Line 2a = 15

Void

- Public Housing and Section 8
- Use to delete:
 - ◆ Last record submitted because no longer correct between time submitted and date of effective action
 - ◆ Duplicate record
 - ◆ Erroneous SSN
- Be careful! Check in Viewer to confirm what record(s) you are deleting

Use void to delete last family record when it was submitted in error.



Line 2c and 2d Correction

- Public Housing and Section 8
- Scenario
 - ◆ Last family record transmitted contains error(s)
 - ◆ Make correction and re-submit record
- If majority of record contains errors, submit a Void (2a=15) instead of a Correction and then re-submit record

Indicate the primary reason for the correction record:

Family correction of income—Family corrected its inaccurate income information

Family correction (non-income)—Family corrected its inaccurate non-income information

PHA correction of income—PHA corrected its errors in determining or reporting a family's income or rent

PHA correction (non-income)—PHA corrected its inaccurate reporting of a family's non-income information

	Line 2f Repayment Agreement?
	<ul style="list-style-type: none">■ Public Housing and Section 8■ Indicate if the family has entered into a repayment agreement■ For families who underreported or misreported income

This field is only for tenants who have underreported or misreported income. Indicate if tenant has entered into a repayment agreement because they previously underreported or misreported income.



Line 2g

Monthly Amount of Repayments?

- Public Housing and Section 8
- Amount tenant pays each month per repayment agreement

	Line 2j Projected Date of Next Flat Rent Annual Update
	<ul style="list-style-type: none">■ Public Housing <u>flat rent</u> families only■ Projected date for next flat rent annual update■ Only conducted in the years that an annual reexamination is not conducted

Schedule the flat rent annual update for no more than 12 months from the Effective Date of Action (line 2b). If the flat rent family is due for their annual reexamination in 12 months, leave this line blank.



Line 2n
Other Special Programs

- Public Housing and Section 8
- Five lines to indicate if the family participates in special programs
- Instruction Booklet lists codes for eligible special programs

These lines allow PHAs to track participation in special programs. PHAs can use the data to assess the outcome of the programs.

Section 8 programs:

- ROC (Regional Opportunity Counseling)
- MTO (Moving to Opportunity)
- FUP (Family Unification Program)
- PHRR (Public Housing Relocation/Replacement)

Public housing programs:

- EDSS (Economic Development and Supportive Services program)
- ROSS (Resident Opportunities & Self Sufficiency program)
- HOPE (Homeownership and Opportunity for People Everywhere) VI Resident Service Program
- PHDEP (Public Housing Drug Elimination Program)



Line 2q - 2u
PHA use only

- Optional use by the PHA
- PHAs may use these lines for any information they wish to collect
- Information transmitted so PHAs can retrieve it from PIC

PHAs may use these lines for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives.

Example: PHAs may use the lines to capture:

- Mailbox sub-ID numbers
- PHA subcontractor codes
- PHA tenant identification codes
- Staff names/ID's to identify who inputted the data
-



Line 3k Race

- Public Housing and Section 8
- New Race code (Number 5 = Native Hawaiian/Other Pacific Islander) added
- Family members now able to select more than one Race
- Codes match the ones used in the Census

Race Codes

1 = White

2 = Black/African American

3 = American Indian/ Alaskan Native

4 = Asian

5 = Native Hawaiian/Other Pacific Islander

	Line 4e Continuously Assisted under the 1937 Housing Act?
	<ul style="list-style-type: none">■ Public Housing and Section 8■ Indicate if family is continuously assisted under or currently enrolled in any 1937 Housing Act program at the time of admission

Example: Indicate “yes” if family moves from Public Housing to Section 8 voucher program

Line 4f

Is there a HUD approved income targeting disregard?

- Section 8 and WtW families
- Indicate families not subject to targeting:
 - ◆ Continuously assisted
 - ◆ HUD approved waiver for income targeting
- Use data to assess progress toward meeting income targeting goals
- PHRA related change (Public Housing: 24 CFR 960.202 and Section 8: 24 CFR 982.201(b)(2))

Qualification for an income targeting disregard

If approved by HUD, the admission of a portion of very low income welfare-to-work (WTW) families that are not extremely low income families may be disregarded in determining compliance with the PHA's income-targeting obligations under paragraph (b)(2)(i) of 24 CFR 982.201(b)(2)(iii).

HUD will grant such approval only if and to the extent that the PHA has demonstrated to HUD's satisfaction that compliance with such targeting obligations with respect to such portion of WTW families would interfere with the objectives of the Welfare-to-Work Voucher program.

If HUD grants such approval, admission of that portion of WTW families is not counted in the base number of families admitted to a PHA's tenant-based Voucher program during the fiscal year for purposes of income targeting.

Public housing

At least 40 percent of new families must have incomes at or below 30 percent of the area median income. Other admissions must be at or below 80 percent of the area median.

Tenant-Based Section 8

At least 75 percent of new families must have income at or below 30 percent of the area median income. Other admissions generally must be at or below 50 percent of the area median, or up to 80 percent for families that meet eligibility criteria specified by a PHA.

Project-Based Section 8

Like public housing requirements, at least 40 percent of new families must have income at or below 30 percent of the area median income.

Fungibility

Limited fungibility exists between **public housing** and **tenant-based Section 8** program targeting requirement. To the extent that the PHA exceeds the income targets in the tenant-based program by up to 10 percent of that program's size, the PHA may



Line 5b

Is mailing address same as unit address?

- Public Housing and Section 8
- Indicate whether the mailing address is different from the unit address (line 5a)



Line 5h
Date Unit Last Passed HQS Inspection

- Section 8 only, except Homeownership
- The last date the unit passed a full housing quality standards (HQS) inspection
- This date could be different from the date recorded in line 5i (date of last annual HQS inspection) if the unit did not pass the HQS inspection

Example: The unit failed the initial full HQS inspection on 2/20/2001. When the unit was re-inspected on 3/15/2001 it passed. In this situation:

Line 5h = 3/15/2001

Line 5i = 2/20/2001

The date of the last annual HQS inspection (5i) is the date the inspector conducted a full inspection of the unit. When the inspector returns to re-inspect for the correction of a fail item, they are not re-inspecting the entire unit, thus not doing a full HQS inspection.



Line 5j Year Unit was Built

- Section 8 only
- Date is found on the request for tenancy approval form
- If exact year the unit was built unknown, enter the owner's best estimate



Line 5k Structure Type

- Section 8 only
- Indicate the building structure type
 - ◆ Single family detached
 - ◆ Low-rise
 - ◆ Semi-detached
 - ◆ High rise with elevator
 - ◆ Rowhouse/townhouse
 - ◆ Manufactured home

Definition of Structure types:

Semi-detached—Includes units in duplexes, three plexes, and four-plexes

Low-rise—Includes multifamily apartment buildings of five or more units and up to four stories, and five or six story buildings without and elevator

High rise with elevator—Includes buildings of five stories or more with elevators

Lines 7a - 7f (Income table) Use for Decreases in Welfare Income

- Public Housing and Section 8
- Use income table (7a-7f) to report decreases in welfare income
 - ◆ Report actual welfare income under TANF (T) income code
 - ◆ Report annual imputed welfare income under new income code (IW)
 - ◆ PHRA related change (24 CFR 5.615)

For public housing and tenant-based Section 8 programs, a resident's monthly contribution to rent will not be decreased where a decrease in income is the result of non-compliance with the condition of public assistance, or where public assistance is decreased due to an act of fraud by a member of a covered family. Neither a reduction of public assistance due to the expiration of a time limit for a family, nor inability to obtain a job after complying with welfare work requirements, is considered noncompliance with the conditions of public assistance.

These requirements will not apply until a PHA receives written notification from the relevant welfare or public assistance agency specifying that a family's benefits have been reduced because of non-compliance with economic self-sufficiency program or work activities requirements, or fraud, and the level of the reductions.

Families residing in public housing will have the right to review, if any determinations are made, through the administrative grievance procedures.



Line 7e (Income Exclusions)
Use for Earned Income Disallowances

- Public housing and disabled voucher participants only
- Use income exclusions line to report earned income disallowances
- Required to collect and transmit the earned income disallowances to HUD
- PHRA related change (24 CFR 960.255)
- Also see 24 CFR 5.609 (F) & 24 CFR 5.617 (c)

Per PHRA, Income Exclusions are income excluded from annual income calculations. Effective April 20, 2001, HUD added a disallowance of earned income for voucher participants with disabilities (see 5.617(c)).

Initial 12 months

A PHA cannot increase a public housing participant or disabled voucher participant's rent for the first 12 months if the source of the increased income is from a family member who meets certain criteria:

- Gains employment after previously unemployed for one or more years
- Participates in a self-sufficiency or job training program
- Received welfare in the previous six months

Second 12 months

After the first (cumulative) 12 months, PHAs may phase-in the rent increase, but must ensure that the phased-in rent does not increase the tenant's rent by more than 50 percent for the next year (12 months).

Note: The 24 (cumulative) month period must occur within a 48 month (4 year) period.

Line 8b - 8e Permissible Deductions

- Public Housing only
- Optional income deductions for PHA to offer in place of optional income exclusions
- Collect data on permissible deductions:
 - ◆ Family member
 - ◆ Type of permissive deduction
 - ◆ Amount
- Transmit only total amount
- PHRA related change (24 CFR 5.611(b))

For public housing participants only, PHRA gives PHAs the flexibility to implement a diverse array of income deductions, called “permissible deductions”. These permissible deductions replace optional income exclusions for public housing participants.

PHAs can adopt these deductions provided the amounts are not already deducted from annual income or reimbursed to the family from other sources.

Types of permissible deductions:

- Excess travel expenses (maximum of \$25 weekly) to employment, training, or education
- All earned income of the family
- All earned income of particular family members
- Amounts earned by particular family members with certain characteristics
- Amount earned by families or particular members during certain periods of time or from certain sources

	Line 9m Qualify for Minimum Rent Hardship Exemption?
	<ul style="list-style-type: none">■ Public Housing and Section 8■ Indicate if family qualifies for exemption■ Family does not have to pay minimum rent if they qualify for a financial hardship exemption■ PHRA related change (24CFR 5.630(b))

Under PHRA, a family does not have to pay the PHA established minimum rent if they qualify for a financial hardship exemption.

After the family requests a financial hardship exemption, the PHA must promptly determine whether the family is unable to pay the minimum rent because of financial hardship as described in the PHA's written policies.

Line 10b

Unit's Flat Rent

- Public Housing only
- Flat rent is set by unit size and building
- If PHA uses ceiling rent for flat rent, input ceiling rent in this line
- PHRA related change (24 CFR 960.253)

Annually, public housing participants can choose between an income-based or flat rent. For flat rents, PHAs can base them on the rental value of the unit or the reasonable market rent of the unit. For income-based rents, PHAs can charge up to the highest of:

- 10 percent of monthly income
- 30 percent of adjusted monthly income
- Welfare rent

PHAs must establish a hardship policy to allow tenants who meet the hardship requirements to switch from a flat rent to an income-based rent. Hardship policies must include situations where:

- Family's income decreases because of loss or reduction of employment
- Death in the family or loss of assistance
- Increase in family's expenses for child care, medical costs, transportation, or education

PHAs can retain current ceiling rents instead of flat rents for three years beginning October 1, 1999. However, if the PHA chooses to retain ceiling rents, it must ensure that families not pay more than it would with an income-based rent. PHAs that administer ceiling rent policies must conduct annual reexaminations of such participants.

Appendix III of the Instruction Booklet contains the Mixed Family Flat Rent Worksheet.

PHAs use Line 10u to indicate if the resident selects a flat rent.



Line 10u

Type of Rent Selected

- Public Housing only
- Indicate whether family pays flat rent or income-based rent
- PHRA related change (24 CFR 960.523)



Line 12g
Housing Type

- Section 8 Vouchers only
- Check the housing type of the family's housing unit
 - ◆ Own manufactured home, lease space
 - ◆ Group home (prorate gross rent)
 - ◆ SRO: 1 room occupied by 1 person

Definitions of Housing Types:

Own manufactured home—A family who owns and occupies a manufactured home as its principle place of residence and leases, but does not own, the home space

Group home (prorate gross rent)—A state-approved group home where 2 to 12 elderly or disabled individuals reside in a single unit

SRO—A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person

Line 15f
Monthly Homeownership Payment

- Section 8 Homeownership only
- Monthly homeownership cost
- Includes (if applicable):
 - ◆ Principal and interest on initiative mortgage debt, taxes, and insurance (PIT)
 - ◆ Mortgage insurance premium (MIP)

For homeownership in a cooperative, enter the monthly cooperative charge under the occupancy agreement, including real estate taxes and public assessments, and any principal and interest on initial debt to finance purchase of cooperative shares.



Line 15g
Utility Allowance

- Section 8 Homeownership only
- PHA's utility allowance for unit



Line 15h

Monthly Maintenance Allowance

- Section 8 Homeownership only
- PHA's monthly maintenance allowance for unit



Line 15i

Monthly Major Repair/Replacement Allowance

- Section 8 Homeownership only
- PHA's allowance for major home repairs and replacement

Line 15j

Monthly Co-op/Condominium
Assessments

- Section 8 Homeownership only
- The amount of co-op or condominium association operation and maintenance assessments, if applicable



Lines 15k

Monthly Principal and Interest on Debt for Improvements

- Section 8 Homeownership only
- Monthly principal and interest on debt associated with major repairs, replacements, or improvements to the unit



Line 17a

Participate in Special Programs?

- Indicate whether family participates in
 - ◆ Family Self Sufficiency (Public Housing and Section 8)
 - ◆ Welfare to Work Voucher (Section 8 only)
- Section 8 families can participate in both programs



	Line 17c FSS Effective Date of Action
	<ul style="list-style-type: none">■ Public Housing and Section 8■ The effective date of the FSS action reported in line 17b (FSS report category)

The effective date may be different from the effective date of action indicated in line 2b (effective date of action).

The FSS Addendum can be submitted separately from Form HUD-50058 via a FSS/WtW Addendum Only action type (2a=8).



Lines 17e

Welfare to Work Report Category

- Section 8 only
- Welfare to Work (WtW) report category (select one):
 - ◆ New enrollment in WtW program
 - ◆ Progress - update to family's WtW status
 - ◆ Exit from WtW program

	Lines 17f Welfare to Work Effective Date of Action
	<ul style="list-style-type: none">■ Section 8 only■ Date of WtW voucher program action

Since the Addendum can be submitted separately from the Form HUD-50058 via a FSS/WtW Addendum Only action type (2a=8), this may be different from the effective date of action indicated in line 2b.



Line 17g (1-2) PHA Code

- Section 8 only
- 17g (1) PHA Code of PHA that issued the WtW Voucher
- 17g (2) PHA Code of PHA counting the family as enrolled in its WtW Voucher program
 - ◆ Only complete if this PHA code differs from 17g(1)
 - ◆

	Line 17h(3) General Information
	<ul style="list-style-type: none">■ Benefits in current employment<ul style="list-style-type: none">◆ Health◆ Retirement Account◆ Other■ Check all that apply

Definition of Benefits:

Health—Does the head of household’s current employer provide health insurance?

Retirement Account—Does the head of household’s current employer provide a retirement account?

Other—Does the head of household’s current employer provide other benefits aside from health insurance and retirement accounts?



Line 17i

Family Services Table

- Section 8 only
- Optional for WtW Voucher
- For each service, indicate if:
 - ◆ Family needs service
 - ◆ Family's needs met through program
 - ◆ The service provider

The family services table includes a list of different services and blank columns to complete. The columns indicate whether the participants need the services, whether the PHA provides the services to the participants, and whether the services are provided to the participants through other means.

For FSS participants, enter the information provided in the Individual Training and Services Plan(s) of the family's contract of participation

17m (3)

FSS Exit Information

- Public Housing and Section 8
- Complete only if submitting FSS Exit Report
- Indicate primary reason why family exits program and did not complete FSS contract
- Five reasons for why family exits program
 - ◆ One new reason: Portability move-out

Select primary reason family did not complete the FSS contract:

- Left voluntarily
- Asked to leave program
- Portability move-out*
- Left because essential service was unavailable
- Contract expired but family did not fulfill obligations

* New reason

17p

If Assisted in Different Unit, Reason(s)

- Section 8 only
- Complete for WtW enrollment report only
- Check all reasons that apply:
 - ◆ Closer to day care
 - ◆ Pre-program units would not meet HQS
 - ◆ Owner of pre-program unit unwilling to participate
 - ◆ Transportation
 - ◆ Pre-program unit above payment standard, tenant rent too high
 - ◆ Closer to other services

If assistance occurred in a different unit, check all of the reasons that apply:

- Closer to day care—The family needed to move closer to day care facilities.
- Pre-program unit would not meet HQS—The family needed to move because their previous unit did not meet HQS standards.
- Owner of pre-program unit unwilling to participate—The family needed to move because the owner of their previous unit was unwilling to participate in the Section 8 program.
- Employment—The family needed to move closer to the employer.
- Transportation—The family needed to move for better transportation services.
- Pre-program unit rent above payment standard, tenant rent too high—The family needed to move because the rent at their previous unit was too high.
- Closer to other services—The family needed to move so other needs could be met.
-

17q

Welfare to Work Exit Information

- Section 8 only
- Complete for WtW exit report only
- 17q(1)—Is the family moving to homeownership?
- 17q(2)—Primary reason for leaving the WtW voucher program
 - ◆ Select one of six reasons

Information about why the family is leaving the WtW Voucher program.

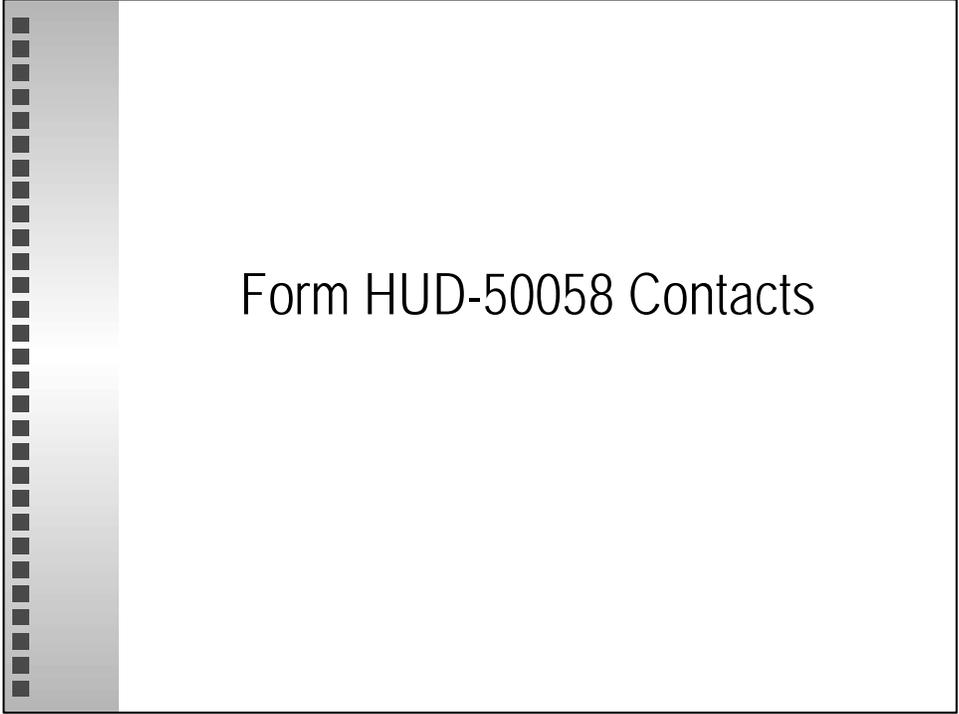
Line 17q (1)

Is the family moving to Homeownership? (Y or N): Indicate whether or not the family withdrew from the Section 8 WtW program to buy a home.

Line 17q(2)

Primary reason for leaving the WtW Voucher program: Identify the reason why the family is leaving the WtW program. Select only one:

- Portability move-out—The family exercised a portability move-out to another PHA’s jurisdiction.
- Family no longer needs subsidy—The family no longer needs housing assistance.
- Subsidy terminated for Section 8 program violation, other than WtW voucher program obligations—The family violated a Section 8 program rule.
- Subsidy terminated for violation of WtW voucher program obligations—The family violated a WtW Voucher Program rule.
- Family voluntarily withdrew from Section 8 program—The family withdrew from the Section 8 program.

The image shows a rectangular frame representing a document page. On the left side of the frame, there is a vertical grey bar with a series of small black squares, resembling a binding or a scanning artifact. The main area of the page is white and contains the text "Form HUD-50058 Contacts" centered horizontally.

Form HUD-50058 Contacts

General:		
Charles Victor Bell	Charles_V._Bell@hud.gov	202-708-0614 x4897
Sarah Gibson	Sarah_W._Gibson@hud.gov	202-708-0614 x5387
Dana Adler	Dana_C._Adler@hud.gov	202-708-0614 x3936
Occupancy (Overall):		
Patricia Arnaudo	Patricia_S._Arnaudo@hud.gov	202-708-0744 x4250
Section 8:		
Susan Loritz	Susan_M._Loritz@hud.gov	202-708-0477 x4068
Systems:		
Thomas Williams	Thomas_J._Williams@hud.gov	202-708-0517 x6069
Other Resources:		
PICHelp: PICHELP@hud.gov		
PIC Coaches		
Hotline: 1-800-FON MTCS		
PIC Web site: pic.hud.gov		
MTCS Web site: www.hud.gov/pih/systems/mtcs/pihmtcs.html		