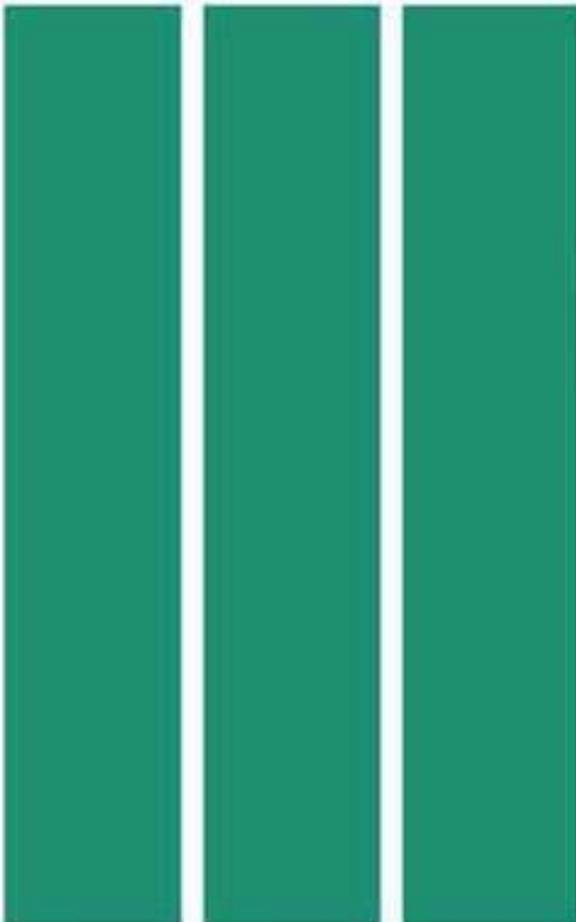
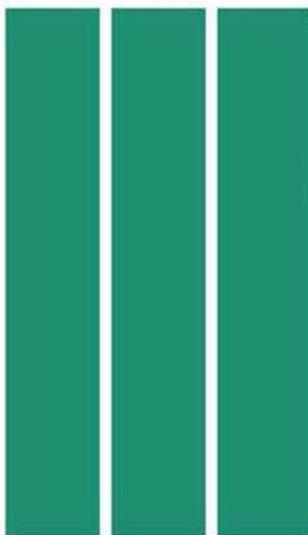




**PIC HELP NEWSBRIEF**

February 2003 Volume 2, Issue 2  
**REVISED & REISSUED**





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***Special Edition - Revised***  
**Portability & Action Codes**

The purpose of the PIC News Brief for the month of February will be to inform PIC Coaches, Field Offices, and PHA's about Portability & the appropriate Action Codes.

As always, we welcome suggestions to improve the newsletter and, if you have a suggestion or a special topic you think needs to be covered, please send an email to robert\_harmon@hud.gov and cc your response to tjones@mssi2000.com.

**Portability**

What is portability?

Portability is renting a dwelling unit with a Housing Choice Voucher outside the jurisdiction of the initial PHA. When the initial PHA issues a voucher, which the tenant uses in another jurisdiction, PIC needs to know about both halves of the transaction so that both PHAs are credited properly for reporting rates and SEMAP scoring.

***PORTABILITY (VOUCHERS ONLY)***

**Family Report, form HUD-50058 Action Codes**

**2a = 4      *Portability Move-in***

- A family is classified as a *Portability Move-in* if it moves into a receiving PHA's jurisdiction only after being previously assisted by an initial PHA.
- The receiving PHA classifies a family as a *1-New Admission* if the family exercises portability with its first admission into the voucher program. This family (generally off the waiting list) would have received a voucher for the first time from the initial PHA.
- Effective Date of Action (2b) is the effective date of the HAP contract for the family.

**2a = 5      *Portability Move-out***

- A family is classified as a *Portability Move-out* if it moves out of an initial PHA's jurisdiction, where it had been previously assisted, and into a receiving PHA's jurisdiction regardless of whether the receiving PHA bills the initial PHA or absorbs the family.
- The initial PHA submits a *Portability Move-Out* report only after the receiving PHA has executed a HAP contract on behalf of the family as recorded in Boxes 2 or 3 in Part II-B of the *Family Portability Information* (form HUD-52655).
- Effective Date of Action (2b) is the date entered in Box 2 or 3 of the HUD-52655.

## Action Codes



### **2a = 10      *Issuance of Voucher***

- A family is classified as an *Issuance of Voucher* when a PHA (1) issues a voucher to a family that is not currently assisted under the voucher program (including public housing and moderate rehabilitation families) or (2) to a family currently assisted under the voucher program that wants to, or has to, move to another unit.
- If a family exercises portability, the receiving PHA must issue the family its own voucher, but must **not** submit a report for the family as an *Issuance of Voucher*.
- Effective Date of Action (2b) is the date entered on line 2 of the voucher (form HUD-52646).
- If the newly admitted family finds a unit, or a currently assisted family finds a new unit, the applicable PHA submits a report under the next appropriate action code (*1-New Admission, 2-Annual Reexamination, 3-Interim Reexamination, 4-Portability Move-in or 7-Other Change of Unit*).

### **2a = 11      *Expiration of Voucher***

- Any family that was issued a voucher that fails to find a new unit (which does not include new families that lease in place) or a different unit before the voucher expires is classified as *6-Expiration of Voucher*.
- Effective Date of Action (2b) is the date entered on line 3 of the voucher (form HUD-52646)

### **Additional Clarification:**

1. When a family ports to another jurisdiction, the initial PHA should submit a report for action *11-Expiration of Voucher* if the HUD-52665 is not returned by the receiving PHA by the date on line 10 of Part I, or the receiving PHA returns the portability form timely with a check in Part II-B, Box 1.
2. If a family is issued a voucher (regardless of portability), but is not in an assisted unit (categorized as “currently assisted”) and fails to find a unit by the end of the “currently assisted” time period defined in the PHA’s administrative plan, the family is also categorized as a *6-End of Participation*. In this case, the PHA should submit a report for *11-Expiration of Voucher* before submitting a *6-End of Participation*.
3. If a family was previously assisted in the initial PHA’s jurisdiction and leases up in the receiving PHA’s jurisdiction after the date on line 10 of Part 1 of the portability form and the initial PHA has submitted a *6-End of Participation* for the family, the receiving PHA must enter the family as a *1-New Admission* not as a *4-Portability Move-in*

## Detailed Instructions for PHAs to Update their Unit/Mailing Addresses in PIC for RASS Survey Purposes

### UPDATING UNIT ADDRESSES IN PIC

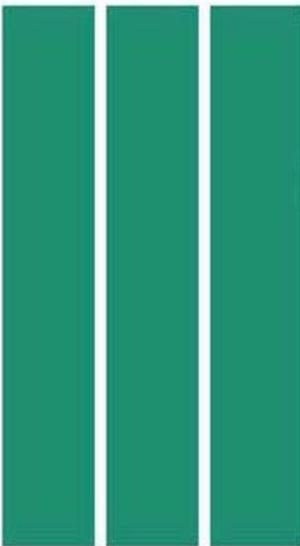
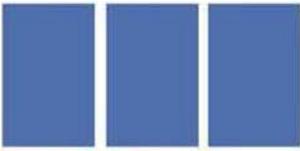
As an important first step in the survey administration process, PHAs are responsible for ensuring that PIH-REAC has correct unit address information for all public housing residents.

PIC stores these addresses in three fields:

- The building physical address in the PIC Development submodule for **Public Housing**.
- The tenant physical address in the PIC Form 50058 submodule for Section 8.
- The tenant mailing address in PIC Form 50058 for Section 8 and **Public Housing**.

For Public Housing Addresses (used by RASS):

1. Access PIC unit address information by logging into:  
<https://pic.hud.gov/PIC/Logon/userlogon.asp>
2. NOTE: "Door Numbers" (which are different from Unit Numbers) should only be filled in for a unit in a multi-unit building (Elevator Structures and Walkups). Row houses, town homes, semi-detached and single-family units should NOT have a door number.
3. Print the RASS report. This report displays the unit address and the mailing address (if provided) side-by-side. This report displays the unit address and the mailing address (if provided) side-by-side...
  - a. If tenants use the physical address of the unit to receive mail, you should edit the appropriate building entrance address in the PIC development submodule if needed. When you are done, you (the PHA) must "submit" the revised data to the field office for concurrence. If it is a multi-unit building, include the door number.
  - b. If tenants use a "mailing address" (e.g. PO Box), then the mailing address must be submitted by uploading a Form 50058 with the correct mailing address in Line 5c via the PIC Form 50058 submission submodule. Line 5b in Form 50058 ("Is the mailing address the same as the unit address?") must be marked "No". Then submit the Form 50058 as you normally do. Ensure that the form is accepted--correct errors if needed.
  - c. The address database will be updated the following morning.



4. Reprint the RASS report the following morning and check your work. All addresses should be correct. If not, go back to step 3a.
5. Then go to the PIH-REAC RASS system to certify addresses by logging into: <http://www.hud.gov/react/products/prodrass.cfm>
6. Select "online systems"
7. Select "log in" located at top of page
8. Log in using your PHA User Name (begins with "M") and password
9. Select the "Resident Assessment Subsystem" link.
10. Select the "Unit Address & Language" link.
11. Update language information for all projects, where appropriate.
12. Certify RASS language information and unit address information previously updated in PIC (Step 2 above)

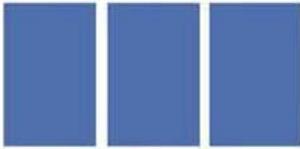
**Any units listed as vacant in PIC will be ignored by RASS. This means that units scheduled for demolition that are vacant in PIC will not receive a survey and will not be considered included in your certification.**

Please note that the instructions above direct you to update your unit address information in PIC **before** logging into RASS. Do not "certify" unit address information in RASS until you have updated your unit address information in PIC and checked that the changes are reflected in a new RASS Report (the next day).

**If you need additional assistance accessing the PIC system or in updating your addresses in PIC, contact PICHelp at 1-800-366-6827.**

If you need additional assistance using the RASS system, please access RASS User Manual on the RASS web page at [www.hud.gov/react/products/prodrass.cfm](http://www.hud.gov/react/products/prodrass.cfm) or contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.

## RASS Report and the Development sub-module



The definitions provided in the B&U Job Aid were written for a different purpose. They were taken from the Public Housing Development Handbook (7417.1).

Because of the way PIC handles address information (as described in the field descriptions in the job aid), buildings with multiple outside entrances with their own addresses, must be classified so they do NOT use the door number field. The door number field is used as part of the address for buildings listed as "WU" (walkup) or "ES" (elevator structure) and the door number is NOT used for "SF" (single family), "SD" (semi-detached) or "RW" (row/townhouse).

Here is a chart that summarizes the various address attributes:

Bldg Type	Description	No. of entrances	No. of units in bldg	No. of unites per entrance	Source of physical address
SF	Single Family	1	1	1	Bld.entrance address
SD	Semi-detached	2	2	1	Bld entrance address
RW	Row/town House	Many	Many	1	Bld entrance address
WU	Walk up/ multi-family unit	1	Many	Many	Bld entrance Address + door number
ES	Elevator structure	1	Many	Many	Bld entrance Address + door number
ND	Non-dwelling structure	1	0	0	Bld entrance address

When a PHA gets problem results from their RASS report, please try top analyze whether it is caused by incorrect classification of building type.

For example:

- An elevator structure where all of the physical addresses are shown as the same in the RASS report, means they did not input door numbers in the unit table for that building.
- A row or townhouse with 8 entrances and all showing the same address means that either (1) they classified it as a walk-up with one entrance, or (2) they did not list the separate entrances (no. 1-8) in the building table with separate addresses.



# PIC ANNOUNCEMENTS

## I. Two new HA Contact Roles have been added to the PIC system:

### Contact Name Intended Use

- HA Public Contact Primary choice for listing as public contacts on web pages; use Exec. Dir. if this role is not assigned.
- HA PIC Contact Primary choice for sending PIC operational information: use Exec Dir. if this role is not assigned

PHAs may begin assigning these roles immediately. We will use them if they are assigned. If they are not, we will attempt to use the Executive Director (unless blank) or the Executive Director (Acting) (unless blank) or the Assistant Executive Director (in this order of priority). These are assigned using the HA Contacts tab in the Housing Authority submodule in PIC.

## II. New Tentative Procedure for DERS

- Hitesh Doshi is no longer responsible for processing DERS issues/problems.
- PIC users should report their issues/problems to PICHelp.
- PICHelp passes the request to the PIC Change Control Board (CCB) and informs the requestor of the status.
- The CCB approves the request and passes it to the PIC maintenance contractor to develop a corrective action.
- The PIC maintenance contractor develops the tools/procedures required to fulfill the request and presents them to the CCB for final approval.
- The CCB reviews the proposed action and approves it for implementation.
- The HUD staff submits a HARTS request to implement the proposed actions.
- The HUD Test Center tests the procedures for accuracy and, if testing is successful, passes the procedure to ISG for implementation in production.
- ISG will report completion to the maintenance contractor and PICHelp.
- PICHelp will inform the requestor that the request has been implemented.
- Note: Bob Harmon will inform all PIC Coaches of the finalization for the new procedure.



### Please submit comments/suggestions regarding content and format to:

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