



**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing

Family Report

**Form HUD-50058**  
**Instruction Booklet**

**Effective January 1, 2024**



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## Introduction

The Form HUD-50058 Instruction Booklet will help you understand and complete the Form HUD-50058. Note that this Booklet applies only to the HOTMA-compliant version of the Form HUD-50058, effective January 1, 2024.

### **What is the purpose of the Form HUD-50058?**

The data collected on the form provides HUD with a picture of the people who participate in subsidized housing programs. Public Housing Agencies (PHAs) collect and electronically submit information contained on the Form HUD-50058 to HUD. The Housing Information Portal (HIP) system then captures this information, which is used to:

- analyze assisted housing programs,
- determine the occupancy level of public housing and calculate the operating subsidy in accordance with 24 CFR part 990,
- permit PHAs to monitor their own reporting to identify favorable and unfavorable trends,
- monitor PHAs and participants for compliance with program regulations and requirements,
- detect and prevent fraud via rent/income monitoring,
- manage housing inventory and development of program initiatives with emphasis on the housing of special needs groups, and
- make available accurate demographic information depicting tenant characteristics to Congress and other interested parties.

### **What is the purpose of the Form HUD-50058 Instruction Booklet?**

HUD prepared and distributed the Form HUD-50058 Instruction Booklet to help ensure the accuracy and consistency of the information collected. This booklet explains each line of the Form HUD-50058 and the information collected for each line item.

### **Where do I find information on field edits and flat file transmission requirements?**

To target audiences with appropriate information, HUD created a separate document that contains the field edits and flat file transmission requirements called the *Form HUD-50058 Technical Reference Guide*. Interested users can find the Guide on the [HUD Web site](#). The Technical Reference Guide contains response codes that vendors need for systems-related reasons but which PHAs will not need when submitting forms.

## Reporting Requirements

### **What are the Form 50058 reporting requirements?**

The Department relies on PHAs to submit accurate, complete and timely data in order to administer, monitor and report on the management of its rental assistance programs. In order to fully justify its budget requests to Congress, the Department needs full cooperation from all PHAs in meeting their reporting requirements in a timely manner.

PHAs must check HUD notices to find the current timely reporting requirements. Notice PIH 2011-65 (HA) required that reports be submitted no later than 60 calendar days from the effective date of any action recorded on line 2b of the form HUD-50058. HUD will monitor timeliness of reporting and may sanction a PHA for late reporting. PHAs are also required to submit a form HUD-50058 each time the PHA takes an action (particularly an interim reexamination) that corresponds to an applicable code in Section 2a of form HUD-50058. See PIH-2011-65 (HA) and successor notices for more information, and to find the current timely reporting deadline, which may be shorter than 60 calendar days.

## Privacy Act Advisory and Nondiscrimination Requirements

### **What is the Privacy Act Advisory?**

Collection of information on Form HUD-50058 is subject to the requirements of the Privacy Act of 1974. The Advisory is a general authorization form and does not replace specific forms that PHAs currently use to verify information about applicants or participants. PHAs must give a Form HUD-9886/Form HUD-9886-A, Authorization for the Release of Information/Privacy Act Advisory to all applicants at the time the PHA evaluates their eligibility for housing assistance. Families who sign and submit a consent form on and after January 1, 2024 will not be required to re-sign and re-submit a new consent form at each annual reexamination or interim reexamination, except under the following circumstances: (1) when any person 18 years or older becomes a member of the family; (2) when a



member of the family turns 18 years of age; and (3) as required by HUD or the PHA in administrative instructions.

PHAs filling out a form HUD-50058 on behalf of a family must ensure that the family receives the Paperwork Reduction Act and Privacy Statement.

### **What family members must sign the Privacy Act Advisory?**

Each member of the family of an assistance applicant or participant who is at least 18 years of age, and each family head and spouse regardless of age, must sign the Advisory at the time of the initial examination. It is **mandatory** that each additional adult member who lives in the household sign the Advisory. PHAs must also obtain signatures from any new adult who joins the household and from household members who have reached 18 years of age. **Failure of the applicant or participant to sign the Advisory constitutes grounds for denial of eligibility or termination of assistance or tenancy.** PHAs must keep a signed copy of the Authorization for the Release of Information/Privacy Act Advisory in the tenants' files.

### **Where can I find more information on the Privacy Act Advisory?**

For a copy of *Form HUD-9886/Form HUD-9886-A, Authorization for the Release of Information/Privacy Act Advisory*, see HUD's [Client Information Policy Systems](#). Starting on or after January 1, 2024, applicants and tenants will be required to sign a revised version of the form, the Form HUD-9886-A.

### **Where can I learn more about nondiscrimination requirements?**

PHAs may not deny assistance to persons in the Public Housing, Housing Choice Voucher, or Moderate Rehabilitation programs on the basis of race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, or disability. For more information on the fair housing rights and obligations relevant to the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, see [the resources provided by HUD's Office of Fair Housing And Equal Opportunity](#).

Note: Third-party vendor software that collects form data and submits to HUD may do some formatting work for PHAs. Consult vendor software manuals for details.

### **What are the data entry conventions for submitting data?**

- **Dates:** Enter the date in a standard format (i.e., MM/DD/YYYY). Include the 4-digit year for all fields that require the entry of a date. You must enter the year in its entirety.
- **"/"** means "or" unless otherwise noted.
- **Monetary figures:** Enter only whole dollar amounts. Do not show cents, commas, or dollar signs. Enter \$350.26 as 350.
- **Rounding:** Round each monetary amount *up* when a number is .50 or above; *down* when a number is .49 or below. Enter \$350.26 as 350 and \$351.59 as 352.
- **Calculation:** A scratch area where Public Housing Agencies may perform manual calculations. The column entries do not transmit to HUD.
- **Negative numbers:** When calculations result in negative numbers, enter 0 (zero), unless the form instructs otherwise.
- **PHA use only:** Use for your PHA tracking purposes.

### **What are the common acronyms used in the form and Instruction Booklet?**

- FMR** = Fair Market Rent
- FSS** = Family Self-Sufficiency program
- HAP** = Housing Assistance Payment
- HIP** = Housing Information Portal
- HQS** = Housing Quality Standards
- HUD** = Department of Housing and Urban Development
- IMS/PIC** = Inventory Management System/Public and Indian Housing Information Center
- ISA** = Individual Savings Account
- JP** = Jobs Plus
- OMB** = U.S. Office of Management and Budget
- PHA** = Public Housing Agency
- ROSS** = Resident Opportunity & Supportive Service Program
- SRO** = Single Room Occupancy
- SSA** = Social Security Administration
- SSDI** = Social Security Disability Insurance
- SSI** = Supplemental Security Income
- SSN** = Social Security Number
- SSP** = Supportive Services Program
- TANF** = Temporary Assistance for Needy Families

## **Form Conventions**



**TIN** = Taxpayer Identification Number  
**TTP** = Total Tenant Payment

***How are the fields at the top of each page (Head of household name, Social Security Number, Date modified) used?***

When the Form HUD-50058 needs to be completed on paper, these fields help identify the head of household if the pages of the form separate and note when the form was altered. Head of household name corresponds to fields in Section 3 (lines 3b, 3c, then 3d), and Social Security Number corresponds to the head of household's Social Security number (line 3n). In most circumstances today, PHAs will not need to manually enter this information.

### **Additional Resources**

***Where can I receive further technical and program assistance?***

Please direct additional questions to one of these resources:

- The ***PIH-REAC Technical Assistance Center (TAC)*** provides technical assistance with the completion and transmission of Form HUD-50058. The center is available Monday to Friday, between the hours of 7:00 AM and 8:30 PM, Eastern Standard Time (excludes Federal Holidays). For assistance, call: 1-888-245-4860. Users can also send email to PIC Help at REAC\_TAC@hud.gov.
- A HUD Field Office Representative.
- PIH Information Resource Center (IRC) for program related questions at 1-800-955-2232.

***Where can I find additional information on the Form HUD-50058?***

- The [Form HUD-50058 web site](#) is a source for information about the Form-50058 module. This site includes links to forms, guidebooks, tools, report guides, and frequently asked questions.
- The [Form HUD-50058 Technical Reference Guide](#) contains the Form HUD-50058 field edits and flat file transmission requirements.
- HUD's [Client Information Policy Systems](#), known as HUDCLIPS, is the source to download all HUD forms; including the Form HUD-50058.



## Section 1: Agency

### 1a. Agency Name:

Name of the Public Housing Agency (PHA) that completes the family's Form HUD-50058. Abbreviate the agency name as necessary but include essential identification information.

#### ***When does my PHA report family data under voucher portability?***

Under voucher portability, the receiving PHA should always report family data after the initial PHA submits their Port Out 50058. Use the receiving PHA's name and number in the first section of the form. The receiving PHA can bill the initial PHA.

### 1b. PHA Code:

Five-character code composed of the 2-letter postal state code and 3-digit PHA number. This state code indicates the location of the reporting PHA and the number identifies each PHA within a particular state.

*Example:* If a PHA is in Florida, and its PHA number is 12, this is how the PHA code should be recorded:

- State Code: FL for Florida;
- PHA Number: 012 (to convert it to a 3-digit number, add the appropriate number of zeros before the number);
- PHA code to be recorded: FL012

#### ***Where can I find standard state and territory codes?***

See Appendix 1, Federal Standard State and Territory Codes, for a list of state and territory postal state codes.

#### ***Which PHA code should be used when my PHA administers another PHA's Housing Choice Voucher or Mod Rehab program?***

If your PHA administers another PHA's voucher or Mod Rehab program, and the other PHA's Annual Contribution Contract (ACC) funds a family's assistance, use the PHA code for the PHA whose ACC funds the family's assistance. (This does *not* apply to portability.)

### 1c. Program:

Using the codes provided, indicate the housing assistance program in which the family participates. Enter a program code in the 2 boxes in line 1c from

*left to right.* If there is only 1 letter to enter, complete the *first* box (the one to the left) only; if there are 2 letters to enter, complete both (first and second) boxes.

- **P** = Public Housing
- **T** = Tenant-based Voucher
- **PR** = Project-based Voucher
- **H** = Homeownership Voucher
- **MR** = Section 8 Moderate Rehabilitation (Mod Rehab)

#### ***How do I code a voucher type that could be tenant-based or project-based?***

Most vouchers can be either tenant-based or project-based, including special purpose vouchers (e.g. HUD Veterans Affairs Supportive Housing (HUD-VASH), Family Unification Program (FUP), etc.). Review program rules governing the voucher type to determine the appropriate code. An enhanced voucher is considered a tenant-based voucher.

#### ***Given these program types, what section of the Form HUD-50058 should I fill out to calculate tenant rent?***

Sections 10, 11, 12, 13, and 15 of the Form HUD-50058 are used to calculate tenant rent. The PHA should fill out the one section of the form that corresponds to the program in which the tenant family participates. If the tenant family's program is:

- **Public Housing** – the PHA should fill out section 10 of the form.
- **Project-based Voucher** – the PHA should fill out section 11 of the form.
- **Tenant-based Voucher** – the PHA should fill out section 12 of the form.
- **Moderate Rehabilitation** – the PHA should fill out section 13 of the form.
- **Homeownership Voucher** – the PHA should fill out section 15 of the form.

### 1d. Project Number: (Public Housing Only)

The project number is composed of the 2-letter project state code, 3-digit PHA number, 3-digit development number, and 3-digit suffix (if applicable).

*Example:* If a PHA is in Florida, its PHA number is 12, and the development number is 5, this is how the Project Number should be recorded:

- State Code: FL for Florida



- PHA Number: 012 (to convert it to a 3-digit number, add appropriate number of zeros before the number)
- Development Number: 005 (to convert it to a 3-digit number, add appropriate number of zeros before the number)
- Project Number to be recorded: FL012005

**Suffix, if applicable:** (Public Housing Only)

HUD has assigned site numbers or suffixes to the project sites of some Public Housing Agencies. If the family lives in a project with a site number or suffix code, enter the 3-digit number or suffix here. If there is no site number or suffix, leave it blank.

**1e. Building number:** (Public Housing only)

Six-character code to capture the tenant's building number. All PHAs should use the building numbers that correlate with the data in the IMS/PIC and Housing Information Portal (HIP) systems. Once PHAs have completed the migration to HIP, HUD will use the HIP system to establish valid building numbers.

**1f. Building entrance number:** (Public Housing only)

Three-character code to capture the tenant's building entrance number. All PHAs should use the entrance numbers that correlate with HIP data. HUD will use the HIP system to establish valid building entrance numbers.

**1g. Unit number:** (Public Housing only)

Six-character code to capture the PHA designated tenant unit number. All PHAs should use the unit numbers that correlate with HIP data. HUD will use the HIP system to establish valid unit numbers.

**1h. Unit Real Estate ID Number:** (Public Housing Only)

The Unit Real Estate ID number (or RID) is a unique identifier generated for units by the HIP system. RIDs are composed of the PHA code, followed by a system-generated 7-digit number. (HUD may shift from conventional composite keys to RIDs in the future.)



## Section 2: Action

### 2a. Type of action:

Report the type of action. Use the action types that follow:

- **New Admission:** Use this transaction when the family has:
  - Signed a lease (or occupancy agreement) with the PHA for the first time to occupy a dwelling unit operated under the PHA's Public Housing program.
  - Signed a lease under the Voucher or Moderate Rehabilitation programs for the first time. This can include a portability move-in if the participants are not currently on the HCV Program.
  - Experienced an interruption of over one month between their occupancy of one Public Housing unit and another Public Housing unit.
  - Experienced an interruption of voucher assistance where the former PHA submitted an End Participation action.
  - Moved from one PHA program to another (e.g., moved from a Public Housing project to the voucher program). This does not include moves between voucher programs, which will instead use either Unit Change Only, PBV Transfer to Tenant-Based Voucher, or Portability Move-In.
  - Please note that a new admission will automatically create an End Participation for a family from a prior program.

#### ***Under what circumstances should a family not be reported as a New Admission?***

Do not report a New Admission for a transfer from one dwelling unit to another unit within the same PHA program. Use a reexamination code if the transfer is at the time of the regularly scheduled reexamination. Otherwise, report a Unit Change Only if the family moved within the PHA's jurisdiction, or report a Portability Move-in if the family is moving from another PHA into your PHA's jurisdiction.

#### ***Do I report a New Admission if a family exercises portability with its first admission?***

If a family exercises portability with its first admission into the voucher program, the

receiving PHA must classify this as a New Admission and not a Portability Move-in.

#### ***How do I indicate SSP participation during a New Admission?***

If the family is a New Admission and is enrolling/participating in an SSP, report a New Admission and complete the SSP Addendum (Section 17, Supportive Services Programs) that indicates the family as an SSP enrollment.

#### ***Do I report a New Admission when a family moves from Public Housing to the voucher program?***

If a family moves from a Public Housing project to HCV, report a New Admission for the Voucher Program, after submitting an End Participation for the Public Housing program. Likewise, families moving to Public Housing from the voucher program would receive an End Participation and New Admission.

- **Annual Reexamination:** The regularly scheduled annual reexamination of family income and circumstances.

When PHAs use the streamlined income determination process to adjust a family's income (24 CFR 5.609(c)(2)(i)), they still use the Annual Reexamination action type to report that determination.

#### ***Under what circumstances is a reexamination not conducted on an annual basis?***

For public housing families that select a flat rent, the PHA must conduct a reexamination of income at least once every three years, except in cases when the family is determined to be over-income. The PHA must no longer apply the three-year reexamination provision to families that select the flat rent once the PHA determines that the family is over-income. The PHA must conduct an income examination 12 months after the initial over-income determination to determine if the family remains over-income, unless the family's income fell below the over-income limit after the initial determination (24 CFR 960.507). The PHA must also conduct an income examination 24 months after the initial over-income determination, unless the family's income fell





below the over-income limit since the second determination. Note that when the initial determination that a family is over-income is made during an interim reexamination, rather than a regularly scheduled annual reexamination, the PHA still must conduct an income reexamination 12 and 24 months later, and they will use the Interim Reexamination action type for such reexaminations, when the required reexaminations do not coincide with regularly scheduled reexaminations. See 24 CFR 960.507 for more information.

- ***Interim Reexamination:*** The reexamination of family income and circumstances, other than at the regularly scheduled annual reexamination. An interim reexamination occurs as a result of a change in income status. PHAs must adopt policies that prescribe when and under what circumstances a tenant family must report a change in income or composition (24 CFR 960.257(b); 24 CFR 982.516(d)). See PIH guidance on the rules governing interim income reexaminations.

When changes need to be recorded but the family will not receive an interim income reexamination, the PHA should instead file with a different type of action, Other Change, Non-Income Threshold.

***Should I use the Interim Reexamination action code to report a payment standard change or contract rent change?***

No. Use the Interim Reexamination action code only when the family receives a full interim reexamination of income. Changes in payment standards, contract rent, special program change, or other changes that do not result in the family receiving an interim reexamination should be filed with Other Change, Non-Income Threshold.

- ***Portability Move-In (T and H only):*** Applicable to Housing Choice Vouchers only. Portability move into a new PHA jurisdiction.

***What is portability?***

Portability is renting a dwelling unit with Housing Choice Voucher assistance outside the jurisdiction of the initial PHA.

***When is a Portability Move-in classified as a New Admission?***

If a family exercises portability with its first admission into the voucher program, the receiving PHA must classify this as a New Admission and not a Portability Move-in.

***If a family is a Portability Move-in and they are bringing an FSS Contract of Participation (CoP) from the Initial PHA, how do I record that?***

When completing Section 17, indicate that the SSP report category (line 17b) is marked as a Progress Report, not an Enrollment Report.

- ***Portability Move-out (T and H only):*** Portability move-out of the initial PHA jurisdiction, regardless of whether the receiving PHA bills or absorbs the cost.

***When should a Portability Move-out be reported?***

Report a Portability Move-out only after the receiving PHA has executed a HAP contract on behalf of the family and returns the portability billing form to the initial PHA.

- ***End Participation:*** The transaction where the head of household and all family members discontinue participation in the PHA program. Report an End Participation if the family moves from one PHA program to another. This does not include moves between voucher programs, which will instead use either Unit Change Only, PBV Transfer to Tenant-Based Voucher, or Portability Move-In.

***Example:*** A family moves from a Public Housing project to the Housing Choice Voucher program. Report an End Participation for the Public Housing program, and a New Admission for the HCV program.

***Under what circumstances should I not report an End Participation?***

Do not report an End Participation for temporarily interrupted assistance (e.g., interrupted for one month or less for Public Housing program).

Do not report an End Participation if the family is between assisted units in the voucher program.



- **Unit Change Only:** (Formerly called “Other Change of Unit”.) Use this code to report a move to a different unit within the same PHA program at a time other than the family’s Annual Reexamination or an Interim Reexamination. Use this code to report a move into or out of the Homeownership program.
- **SSP Addendum Only:** Use this code when the family enrolls, reports program progress, or exits the Family Self-Sufficiency (FSS) program or another supportive services program included in Section 17 at a time other than the time of another reported action for the family. The family continues to receive housing assistance.
- **Annual Reexamination Searching:** The family is due for an annual reexamination but has moved from its former unit and is searching for a new unit.
- **Issuance of Voucher (T only):** Use this code when the PHA issues a tenant-based Voucher to the family and the family begins to search for housing.
- **Expiration of Voucher (T only):** The family fails to lease a unit and the Voucher expires. Report each voucher issuance and expiration, whether for a new admission or a participant who is moving with continued assistance.
- **Flat Rent Annual Update (P only):** Applicable only to public housing families who select flat rent. The regularly scheduled annual update for a public housing family that chooses a flat rent. HUD requires the PHA to update household composition information each year.
- **Inspection Only (T, PR, and MR only):** To report the unit inspection as a separate action if the inspection occurs at a time other than the time of another reported action for the family. This includes HQS inspections and alternative inspections. The PHA is responsible for ensuring that each inspection is reported in a timely manner.
- **Void:** For PHAs to update the status of the most recently submitted and accepted record to “Voided.”

***When should I use Void to remove records from the database?***

Use Void to indicate when the latest family record was submitted in error.

*Note:* If a PHA submits a Form HUD-50058 in March and an SSP Addendum to the same Form HUD-50058 in April then subsequently voids the Form HUD-50058 in May, the SSP Addendum will also be voided.

- **PBV Transfer to Tenant-Based Voucher:** For families transferring from a project-based voucher to a tenant-based voucher, to report when the family moves into a tenant-based unit. This follows submission of an Issuance of Voucher.
- **Other Change, Non-Income Threshold:** Use this code to report other changes, including changes in household composition, payment standard, special program codes, or contract rent, when the family will not receive an income reexamination. PHAs may use this type of action to record the beginning and ending of hardship exemptions. When the family receives an interim income reexamination, use Interim Reexamination instead.

*Example:* When a family is eligible to begin receiving or stop receiving a hardship exemption for health and medical care expenses (24 CFR 5.611(c)) that would not trigger an interim reexamination, and no other changes need to be recorded that would trigger an interim reexamination of income, use this type of action to apply or remove the hardship exemption to adjusted income and make corresponding changes to income-based TTP and rent calculation.

***When does my PHA use this action code?***  
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 a reexamination at least once every three years (except in the case of over-income families). This code allows PHAs to update household composition data for families who selected a flat rent. (See the instructions on field 2i for more details on the flat rent reexamination schedules.)



*Example:* The dependent in a three-person household moves out, but the family's adjusted annual income will not increase by 10 percent or more, so an interim reexamination will not be conducted. The PHA files an Other Change, Non-Income Threshold action to record just the change in household composition, without recording any corresponding changes to income or deductions. (In this example, the PHA has not established a lower percent threshold for interim reexaminations due to decreased income.) The dependent deduction for the family will be removed at the next income reexamination.

*Example:* When a tenant-based voucher participant vacates their unit and remains a program participant but does not immediately occupy a new unit, use this type of action to note the date the participant vacated the unit (line 2y).

*Example:* When a participant requests a minimum rent hardship exemption and is denied but no other action is taken, use this type of action to note that the participant was not qualified for a minimum rent hardship exemption (line 9m).

**2b. Effective date (mm/dd/yyyy) of action:**

Date the reported action becomes effective. The effective date cannot be earlier than the date of admission to the program (line 2h). Enter the date in the mm/dd/yyyy format. The appropriate effective date will depend on the type of action selected on line 2a:

- *New Admission.* The effective date of the Public Housing, PBV, or RAD-PBV lease. For tenant-based voucher units, it is the effective date of the assisted lease and HAP contract. For homeownership vouchers, the date of the initial assistance homeownership payment to either the family or lender.
- *Annual Reexamination.* Date that the reexamination takes effect. It is generally the same month and day each year.
- *Interim Reexamination.* Date that the reexamination takes effect.
- *Portability Move-in (T and H only).* The effective date of the lease and HAP contract.
- *Portability Move-out (T and H only).* Same date as the portability move-in as noted on the portability billing form (HUD-52665).
- *End Participation.* For Public Housing units, it is the date the lease terminates. For voucher families, it is the date the HAP contract terminates, or if the family is not in an assisted unit, the date that the voucher expires (whichever is later). The End of Participation effective date should be set to the date the HAP contract terminates. If the dates do not match (e.g., the HAP contract terminates on January 31 but the End of Participation effective date is set for February 1), this can cause discrepancies in collecting and reporting Unit Months Leased data.
- *Unit Change Only.* The effective date of the lease for the new unit. For tenant-based vouchers, this also needs to be the HAP effective date.
- *SSP Addendum only.* The effective date is the date on line 17c – SSP Effective Date of Action.
- *Annual Reexamination Searching.* The effective date of the annual reexamination for a family that is searching for a unit.
- *Issuance of Voucher (T only).* Date the PHA issues a voucher to the family (whether new to the program or moving with continued assistance).
- *Expiration of Voucher (T only).* Date the issued Voucher, including any term extensions, expired.
- *Flat Rent Annual Update (P only).* Date of the flat rent annual update. Use this to record the date of the yearly update, not the income reexamination. It is generally the same month and day each year.
- *Inspection Only (T, PR, and MR only).* Date the inspection was performed.
- *Void.* Date the PHA chooses to void the record.
- *PBV Transfer to Tenant-Based Voucher.* The effective date of the assisted lease for the tenant-based voucher.
- *Other Change, Non-Income Threshold.* The effective date of the changes being recorded.

**2c. Correction? (Y or N):**

Allows PHAs to correct fields previously transmitted in error on the last submitted Form HUD-50058. Use a correction for a change to the last submitted Form HUD-50058. Corrections to type of action and effective date cannot be made. If the majority of the



last submitted form is erroneous, use the Void action type.

**2d. If correction (check primary reason):**

Indicate the primary reason for the correction record. Requires PHAs to indicate the reason for a correction.

- *Family correction of income:* A family corrected its inaccurate income information.
- *Family correction (non-income):* A family corrected its inaccurate non-income information.
- *PHA correction of income:* The PHA corrected its errors in determining or reporting a family's income or rent.
- *PHA correction (non-income):* The PHA corrected its inaccurate reporting of a family's non-income information.

**2h. Date (mm/dd/yyyy) of admission to program:**

Date the PHA initially admitted the family into the program reported in line 1c. If the family has moved between voucher types (e.g., tenant-based voucher to project-based voucher), date of the new admission. HUD uses this date to determine how long families participate in specific housing programs. Enter the date in the mm/dd/yyyy format. See below for the applicable dates for different scenarios.

- For new admissions, enter the Effective Date of Action from line 2b.
- If the family was converted from the Certificate to the Voucher program but the PHA continuously assisted the family, enter the date the PHA initially admitted the family to the rental Certificate program.
- The Date of Admission for the tenant-based voucher program is the effective date of the first assisted lease and HAP contract for the tenant. The date the tenant signed the lease may or may not be the effective date.

**2i. Projected effective date (mm/dd/yyyy) of next reexamination:**

Scheduled date for the next reexamination. Enter the date in the mm/dd/yyyy format. Enter a projected reexamination date if type of action (line 2a) is:

- New Admission
- Annual Reexamination
- Interim Reexamination
- Portability Move-in
- Unit Change Only
- Annual Reexamination Searching
- Flat Rent Annual Update
- PBV Transfer to Tenant-Based Voucher
- Other Change, Non-Income Threshold

***When should the reexamination be scheduled?***

For most families, the PHA must conduct a reexamination of the family's income and composition once a year. If the family is in the HCV program, Moderate Rehabilitation program, or Public Housing program, schedule the family's reexamination within 12 months from the effective date of action of the family's last reexamination or new admission. If the family is in Public Housing and chooses flat rent, the PHA must schedule the reexamination within three years from the effective date of action of the family's last reexamination or new admission. PHAs are not required to schedule the reexamination triennially and could reexamine income more frequently. However, if an initial over-income determination is made during an interim reexamination for a public housing family, the PHA must conduct an income reexamination for the family on that date 1 year later to determine if the family remains over-income, even if the family has chosen to pay the flat rent per 24 CFR 960.253(f). The PHA must also conduct an income examination 24 months after the initial over-income determination, unless the family's income fell below the over-income limit since the second determination.

***How often should reexaminations be scheduled for families who choose flat rent for Public Housing?***

Reexaminations of income and rent for families who choose flat rent do not have to be conducted on a yearly basis. The PHA must conduct reexaminations at least once every three years for families with flat rent, unless the family is determined to be over-income. In the 'off' years, the PHA must still collect information on the household composition through a Flat Rent Annual Update.

*Example:* Public Housing family chooses flat rent.  
 Year 1: New admission or Annual Reexamination  
 Year 2: Flat Rent Annual Update  
 Year 3: Flat Rent Annual Update  
 Year 4: Annual Reexamination



**2j. Projected date (mm/dd/yyyy) of next flat rent annual update (Public Housing flat rent only):**

The flat rent annual update is the annual update of household composition data for families who choose flat rent. The flat rent annual update is only conducted in the years that a reexamination is not conducted. Enter the date in the mm/dd/yyyy format.

**When should the flat rent annual update be scheduled?**

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 reexamination in 12 months, leave this line blank.

**2k. Supportive Service Program participation now or in the last year? (Y or N):**

Indicate if the family currently participates or participated in a Supportive Service program in the past year (see section 17 for Supportive Service Programs). Complete and submit the SSP Addendum if the family currently participates in the FSS program.

**What do I enter if the family exited FSS, but my agency did not complete an FSS exit report?**

If the family exited the FSS program and the PHA did not complete the FSS Exit form, indicate Y and complete the FSS Exit form at this time.

**What PHA completes the SSP Addendum if the family ported-in to my PHA?**

When a FSS participant (the only SSP eligible for porting) moves under portability, the receiving PHA must complete and submit the SSP Addendum. The receiving PHA must obtain the information, as necessary, from the initial PHA.

**2m. Special program (vouchers only) (check only one):**

Indicate if the family has Enhanced Voucher assistance.

**When do families receive Enhanced Vouchers?**

Enhanced Voucher assistance may be provided to families who stay at multifamily projects where the project meets criteria such as:

- The owner opted out of, or did not renew, a covered HUD subsidy contract,

- The owner prepaid a mortgage or voluntarily terminated a mortgage insurance contract on a preservation project, or
- In rare cases where HUD terminated or did not permit an owner to renew a Section 8 multifamily project contract. See Notice PIH 2001-41 and successor notices for detailed guidance.

**2n. Other special programs:**

Indicate if the family participates in a special program. The [list of available special program codes](#), which can be modified as new programs become available, is online. The website also provides the program codes to be entered on this line.

For example, here are prominent special programs that may be applicable for Housing Choice Voucher participants:

- Mainstream Voucher
- Non-elderly Disabled Voucher
- Family Unification Program (family or youth)
- Foster Youth to Independence
- HUD-VASH (Veterans Affairs Supportive Housing)

**2q, 2r, 2s, 2t, 2u. PHA use only:**

PHAs may use these lines for any information they wish to collect. HUD encourages PHAs to use lines 2q-2u for local initiatives. The information on these lines is transmitted to HUD so PHAs may later retrieve the information.

*Example:* PHAs may use 2q through 2u to capture Mailbox sub-ID numbers, PHA subcontractor codes or PHA tenant identification codes.

**2v. End of Participation reason:**

If filing an End Participation, use this field to indicate the **primary** reason why the family has ended participation. Unless directed otherwise (e.g., in the case of an eviction), select just one End of Participation reason.

*Note:* For guidance on terminations and evictions related to criminal records, please see Notice PIH 2015-19. For guidance on end of participation related to the Public Housing over-income limit, see Notice PIH 2023-03.



- **Changed program (non-RAD):** The primary reason the family ended participation is that they have changed programs, not related to a RAD conversion.
  - **Changed program due to RAD conversion:** The primary reason the family ended participation is that they have changed programs due to a RAD conversion.
  - **Death of sole family member:** The primary reason the family ended participation is that the sole member of the family died.
  - **Absence from unit:** The primary reason the family ended participation is that they were absent from the unit for an extended period of time (i.e., they abandoned the unit). Use this reason when families leave without notice. When the family leaves the unit after receiving a notice to vacate for nonpayment of rent, use “Nonpayment of rent” instead.
  - **Nonpayment of rent:** The primary reason the family ended participation is nonpayment of rent. When the family left the unit after receiving a notice to vacate for nonpayment of rent, before they were formally evicted from the unit, select just “Nonpayment of rent.” When a formal eviction was filed due to nonpayment of rent, select both “Nonpayment of rent” and “Evicted by landlord.”
  - **Evicted by landlord:** Select this reason any time the family leaves after a formal eviction has been filed by the PHA or landlord, whether or not the eviction was executed. When selecting “Evicted by landlord,” you may select additional other reasons as applicable (i.e., “Nonpayment of rent,” “PHA initiated – Criminal Activity,” or “PHA initiated – Other reasons”).
  - **PHA initiated – Criminal activity:** The primary reason the family ended participation is due to criminal activity. Always use this option if criminal activity was involved. This may be applicable if the PHA terminated tenancy at the expiration of a lease or pursued a formal eviction because of criminal activity. When the PHA initiates the end of participation due to criminal activity and a formal eviction is filed, select both “Evicted by landlord” and “PHA initiated – Criminal activity.”
  - **PHA initiated – Family is over-income (Public Housing) or exceeds 180 days of zero HAP (HCV):** The primary reason the family ended participation is that they are over-income (if in Public Housing) or that they exceeded 180 days of zero HAP (if in HCV).
  - **PHA initiated – Over asset limit:** The primary reason the family ended participation is that they exceed the asset limit (e.g., the total cash value of net family assets exceeds the current limit, or they own qualifying real property that renders them ineligible for further assistance).
  - **PHA initiated – Other reasons (e.g., violation of lease or program rules):** The primary reason the family ended participation is that the PHA initiated termination for reasons other than those listed above. For instance, the PHA initiated termination of tenancy because the family violated program rules. Do not use this response when criminal activity was involved. When a formal eviction is filed, select both “Evicted by landlord” and “PHA initiated – Other reasons.”
  - **Tenant initiated – Family financial situation improved:** The primary reason for the end of participation is that the tenant’s family financial situation improved.
  - **Tenant initiated – Dissatisfied with unit/PHA:** The primary reason for the end of participation is that the tenant was dissatisfied with their unit or the PHA.
  - **Tenant initiated – Other reasons:** The tenant ended participation for reasons other than those mentioned above.
- What if there are multiple reasons explaining the end of participation?**  
When a formal eviction has been filed, PHAs are permitted to select multiple responses, one of which should be “Evicted by landlord.” This applies whether or not the eviction was executed—if a family leaves after the eviction was filed but before the conclusion of the eviction process, “Evicted by landlord” should be selected. For example, if the PHA initiates the end of participation due to criminal activity and a formal eviction is filed, both “Evicted by landlord” and “PHA initiated – Criminal activity” should be selected.



In most circumstances, however, only one reason may be selected, and PHAs should select only the primary reason for the end of participation. The descriptions of the end of participation reasons above describe instances when one reason should take precedence.

For example, when the PHA initiates termination of assistance at the expiration of a lease because the family violated multiple program rules and engaged in criminal activity that threatened the health, safety, or welfare of other residents, while both “PHA initiated – Criminal activity” and “PHA initiated – Other reasons” appear to be relevant, PHAs should follow the instructions in the descriptions above and select “PHA initiated – Criminal activity.” Otherwise, if criminal activity was not involved, “PHA initiated – Other reasons” should be selected.

Another example would be when a family’s financial situation has improved and they move out without notifying the PHA. “Absence from unit” and “Tenant initiated – Family financial situation improved” may both be applicable, but the description above indicates that “Absence from unit” should be used when the family leaves without providing notice and no notice to vacate for nonpayment of rent has been previously issued.

In other cases, the descriptions of the reasons above do not require that one reason take strict precedence over another and do not explicitly instruct PHAs to select multiple responses. In these cases, the PHA should select one applicable reason if available. For example, when a family leaves the program of their own initiative, they may report multiple reasons (e.g., their financial situation has improved and they are dissatisfied with a program requirement). When it is not clear that one reason is primary, the PHA may select either.

*Note:* If 2v is completed for an active FSS program participant, an FSS Addendum (Section 17) with an FSS Exit report (2b = Exit) must be completed.

**2w. Interim Reexamination reason:**

If filing an Interim Reexamination, use this field to identify the reasons why an interim reexamination is being conducted. Select all that apply.

- *Decreased income:* The family’s adjusted annual income has decreased and the PHA

conducts an interim reexamination in accordance with its policies.

- *Increased income:* The family’s adjusted annual income has increased by 10% or more (unless HUD establishes another threshold amount by notice) (24 CFR 960.257(b)(3); 24 CFR 882.516(c)(3)) and the PHA conducts an interim reexamination. Increases in earned income may not be considered for the purposes of an interim reexamination, unless the family had previously received an interim reexamination during the certification period for a decrease.
- *Household composition change:* In addition to changes in adjusted annual income, the PHA is also recording changes in household composition.
- *Contract rent change:* In addition to changes in adjusted annual income, the PHA is also recording changes in contract rent.
- *Public housing over-income status:* The public housing family was first determined to be over-income between annual reexaminations, so the PHA is conducting an interim reexamination 12 or 24 months later to determine if the family remains over-income.

**2x. Type of voucher issuance (T only):**

If filing an Issuance of Voucher action type, select the type of situation that applies:

- New Participant
- Port-In
- Port-Out
- Transfer of Unit

*Example:* A PBV participant is issued a tenant-based voucher and intends to remain in the PHA’s jurisdiction. The voucher would be marked “Transfer of Unit.”

*Example:* If a family exercises portability with its first admission into the voucher program, the initial PHA must classify this as a New Participant. The receiving PHA must classify this as a “New Admission.”

*Example:* If an existing T or H participant exercises portability, the initial PHA must classify this as “Port



Out.” When the receiving PHA issues their voucher, it must be classified as “Port In.”

**2y. Date participant vacated unit (T only):**

Use this field to note when a family vacates a unit but remains an HCV program participant and is searching for a unit. Enter the date (MM/DD/YYYY) that the family vacated the unit. (Note: This field is used for funding calculations, so PHAs must submit this information when a program participant vacates their unit.)

**2z. Special purpose:**

PHAs should not use this field unless requested by HUD, for example in support of a specific research need.

**2aa. Special purpose:**

PHAs should not use this field unless requested by HUD, for example in support of a specific research need.





**Section 3: Household**

**General Rules:**

- Provide information in Section 3 for all household members.
- Note that “household” and “family” are not synonyms. The household includes everyone who lives in the unit, while the family includes all household members except live-in aides and foster children and adults. The number of household members is used to determine unit size. The number and characteristics of family members are used to calculate housing subsidies and payments.

**3a. Head of household/Member number 01:**

The Member number identifies the individual listed on that line of the form. You must list Member number 01 as the Head of the Household. List Member number 02 as the spouse or co-head (see relation codes, line 3h, for co-head definition). If there is no spouse or co-head, list other household members beginning with Member number 02 and continue in sequence until the form contains information about everyone who comprises the household.

**3b. Last name & Sr., Jr., etc.:**

Indicate the last name of each household member. If household member has a Social Security number, their name should appear exactly as it does on their Social Security card. Include name suffixes, such as Jr., and separate with a comma. Do not include name prefixes, such as Ms. or Mr.

*Examples:*

Williams  
Williams-Foster  
Smith, Jr.  
Doe, III

Please note that in the case where a tenant has only one name, enter the word Unknown for the first name field, leave the middle initial blank, and enter the single name in the last name field.

**3c. First name:**

Indicate the first name of each household member. Do not include name prefixes, such as Ms. or Mr.

As with last name, the first name of each household

member must appear exactly as it does on their Social Security card, as this is what is checked in the Enterprise Income Verification (EIV) system. At present, HUD does not collect a “Preferred Name” field on the 50058, but PHAs may elect to collect such information in their own systems, in order to ensure that correspondence with residents uses the name they prefer to use.

**3d. Middle initial (MI):**

Indicate the middle initial of each household member. If the household member does not have a middle initial, leave blank. If they have more than one middle initial, only enter the first.

**3e. Date of birth:**

Indicate the date of birth for each household member. Include all four digits of the year. Enter the date in the mm/dd/yyyy format.

*Example:* Write 11/15/1997 instead of 11/15/97.

**3f. Age on effective date of action:**

Indicate the age in years of each household member on the effective date of action (line 2b).

Use whole years only. Do not round.

*Example:* The effective date of action listed is 12/01/2020. Household Member Number 03 was born on August 8, 2001. This person’s age as of 12/01/2020 is 19 years.

**3g. Gender:**

Indicate the gender identity provided for each household member.

- Male
- Female
- Unspecified or another gender identity

**3h. Relation:**

Use the code that best categorizes the status of each household member.

- Head of household
- Spouse
- Co-head
- Foster child/adult
- Other youth under 18
- Full-time student 18+



- Live-in aide
- Other adult

**How are each of the codes defined?**

- **Head of household:** The one adult member of the household, designated by the family or by PHA policy as the head of household, who is wholly or partly responsible for rent payment.
- **Spouse:** The marriage partner of the head of household.
- **Co-head:** An individual in the household who is equally responsible for the lease with the head of household. Indicate either a spouse or a co-head, but not both. A co-head never qualifies as a dependent. However, a co-head may be under 18 years old if declared an “emancipated minor,” as many states will allow an emancipated minor to sign a lease.
- **Foster child/adult:**
  - **Foster child** – A member of the household who meets the definition of a foster child under State law. Generally, foster children are placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction.
  - **Foster adult** – A member of the household who is 18 years of age or older and meets the definition of a foster adult under State law. Generally, foster adults are unable to live independently due to a debilitating physical or mental condition and are placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.
- **Other youth under 18:** A member of the household (regardless of disability status), who is under 18 years of age on the effective date of action (line 2b), and who is not a foster child. This could include a biological child, some other relation under 18, or an unrelated child who is not a foster child.
- **Full-time student 18+:** A member of the household, other than the Head, spouse or co-head, or foster child or adult, 18 years of age or older on the effective date of action (line 2b)

who carries a subject load considered full-time for students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as a degree-granting institution.

- **Live-in aide:** A person who lives with an elderly or near-elderly person(s), or with person(s) with disabilities, and who:
  - is determined by the PHA to be essential to the care and well-being of the person(s);
  - is not obligated to support the person(s);
  - would not be living in the unit except to provide necessary supportive services.

**How do I categorize a child of a live-in aide?**

Categorize the child(ren) of a live-in aide as a live-in aide.

- **Other adult:** A member of the household (excludes foster adults), other than the head or spouse or co-head, who is 18 years of age or older on the effective date of action (line 2b), regardless of disability status.

**3i. Citizenship:**

Use code that indicates each family member’s United States citizenship status.

- **EC = Eligible citizen:** The family member is an eligible U.S. citizen or national.
- **EN = Eligible noncitizen:** The family member has been verified by USCIS as an eligible noncitizen, e.g., through verification of an alien registration number or other identifying documents input into the SAVE system, through secondary verification, or the appeals process. Or the family member (adult or child) has an eligibility/certification letter for benefits and services issued by HHS Office on Trafficking in Persons (OTIP).
- **IN = Ineligible noncitizen:** The family member fits one or more of the following descriptions:
  - the person is unable to verify registration at USCIS,
  - the person has not yet provided documentation of eligible status, or
  - the person elected not to contend eligibility status.



- PV = Pending verification: The family member has an alien registration that is pending verification by the USCIS. (Note: Applicants who are VAWA self-petitioners or have T visas with bona fide determinations have satisfactory immigration status and are eligible to receive assistance while their applications are pending verification.) If you do not know an individual's citizenship, enter 'PV'.
- Leave blank if the household member is a live-in aide or foster child/adult.

***What is the citizenship status used for?***

Each family member's citizenship status code, as listed above, will factor into the rent calculations for housing assistance eligibility. Generally speaking, a family's assistance is reduced on a prorated basis to reflect the presence of family members with ineligible immigration status (see 24 CFR 5.520).

**3j. Disability (Y/N):**

Indicate whether or not the household member has a disability as defined below.

***What conditions classify a person as having a disability for the purposes of this form?***

A person with disabilities means a person who:

- Has a disability, as defined in 42 U.S.C. 423;
- Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
  - Is expected to be of long-continued and indefinite duration;
  - Substantially impedes his or her ability to live independently, and
  - Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- Has a developmental disability as defined in 42 U.S.C. 6001.
- Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquire immunodeficiency syndrome;
- For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and
- Means "individual with handicaps", as defined in 24 CFR 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities.

Note that this definition does not apply when determining if a household member is eligible for a reasonable accommodation or modification under the Fair Housing Act, Section 504 of the Rehabilitation Act of 1974, or the Americans with Disabilities Act. These civil rights statutes define a person with disabilities as an individual who has: (1) a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) a record of having such an impairment; or (3) being regarded as having such an impairment.

**3k. Race:**

Use the option or options the family says best indicates each household member's race. Select as many options as appropriate. More than one race can be entered for each household member.

- White
- Black/African American
- American Indian/Alaskan Native
- Asian
- Native Hawaiian/Other Pacific Islander

***What do I enter if household members indicate they are mixed-race or that they do not identify with any of the categories?***

Since multiple options may be selected, household members who consider themselves mixed-race may wish to select multiple options.

**3m. Ethnicity:**

Use the option the family says best indicates each household member's ethnicity.

- Hispanic or Latino
- Not Hispanic or Latino

**3n. Social Security Number:**

Enter the 9-digit Social Security Number (SSN) issued to each household member by the Social Security Administration (SSA).

***Whose SSN needs to be reported?***

The family must report all SSNs of household members who are age six and over. If, for some reason, a household member has more than one SSN, record the number the individual currently uses.



**What do I enter if a household member does not have a SSN?**

If any household member does not have a SSN, the PHA must generate an alternate identification number. The PHA must access the Tenant ID Management Module in HIP to generate this number. This is necessary when: (1) a family member does not have an SSN (e.g., because they have an ineligible immigration status) and assistance is prorated to exclude that individual from receiving assistance; and (2) when the PHA temporarily cannot verify the SSN, an alternate ID will also be required (see 24 CFR 5.216(h)(2) and (3)). Do not enter other numbers besides SSNs or system-generated alternate IDs in this field (e.g., do not use this field to report Individual Taxpayer Identification Number (ITIN)).

**What do I enter if an individual receives Social Security benefits under an SSN other than their own?**

Regardless of whether an individual receives Social Security benefits under an SSN other than their own, enter the recipient individual's SSN in line 3n. Do not enter an SSN that has one or two alphanumeric characters that follow the basic 9-digit number. The presence of the suffix indicates that the number is actually a claim number – issued by the Social Security Administration to identify the relationship of the recipient to the person from whom the benefit is derived (i.e., the basis of the recipient's benefit is another person's social security record).

*Example:* Do not record xxx-xx-xxxxB or xxx-xx-xxxxW1 as an individual's valid SSN. A number in this format is actually a claim number.

**3o. Special Status Code:**

*Note: This field is in development and collection may be delayed until revisions to multiple systems are completed.*

Use this field to enter special status codes, only if applicable to the household member. If none of the special status codes apply to the household member, leave this field blank. Currently the only special status codes pertain to family members under age 18 who have joint custody arrangements:

- C = Child who lives in the unit less than 50% of the time
- JK = Child who lives in the unit at least 50%

of the time, for whom the family receives a dependent deduction

- CK = Child who lives in the unit at least 50% of the time, for whom the family does not receive a dependent deduction

**3p. Alien Registration Number:**

Enter the Alien Registration Number or A-number issued to each noncitizen household member, if applicable. Not all eligible noncitizens will have an alien registration number (e.g., individuals with HHS Child Eligibility letters), and in such situations PHAs should leave this field blank.

Verification of an individual's eligibility status is performed through the USCIS SAVE system, secondary verification, or the appeals process, not through what is submitted on the Form HUD-50058.

Each alien registration number is unique in that it pertains to one person or one document only; in many instances, the USCIS provides minors and infants in the United States with individual alien numbers. The A-number contains seven, eight or nine numerical digits preceded by the letter A, e.g., A72 735 827.

**How do I format the A-number?**

- Do not enter the letter A in any case.
- Enter the digits from left to right.
- If the alien registration number has seven digits, enter two zeros before the alien registration number.
- If the alien registration number has eight digits, enter one zero before the alien registration number.
- If the alien registration number has nine digits, enter the number without a leading zero.

*Example:*

- If the Alien Registration Number is A1234567, enter as 001234567.
- If the Alien Registration Number is A12345678, enter as 012345678.
- If the Alien Registration Number is A123456789, enter as 123456789.

**3q. Meeting community service or self-sufficiency requirement? (Public Housing only):**

Indicate whether the family member is meeting their



prior year requirements under the Community Service and Self-Sufficiency Requirement. Regulations for this provision are provided in 24 CFR part 960 subpart F. Further guidance is available in Notice PIH 2015-12 and Notice PIH 2016-06.

The community service or self-sufficiency requirement may be satisfied by performing 8 hours each month or by performing 96 hours across the year.

Select one of the options:

- Yes; the tenant is meeting their 8-hour monthly service requirement
- No; the tenant is not meeting their 8-hour monthly service requirement. If tenant is not satisfying this requirement, their lease should be terminated.
- Pending; the PHA needs to verify if the tenant is meeting their service or self-sufficiency requirements.
- Exempt; refers to tenants and their primary care givers, including live-in aides, who meet the exemptions listed in 24 CFR 960.601(b). (See question below for exemption criteria.)

***When do PHAs have to comply with the community service requirement?***

As of October 31, 2003, PHAs must ensure that all non-exempt residents are meeting their community service or self-sufficiency requirement in accordance with 24 CFR 960.603.

***When does my PHA assess community service compliance?***

Satisfaction of the requirement is usually assessed during the annual reexamination process and the flat rent annual update process. PHAs must review family compliance once a year, 30 days prior to the expiration of the resident's lease.

***What can an individual do if they do not meet the community service requirement?***

The regulation at 24 CFR 960.607 permits PHAs to renew the public housing lease if the noncompliant family member enters into a written agreement to cure such noncompliance or the noncompliant resident no longer resides in the unit. If a family member is found to be non-compliant at reexamination, that family member and the head of household will sign an agreement to make up the deficient hours over the next 12 months or certify that the non-compliant family member is no longer

in the household, and the "Pending" code should be used.

***What are the criteria for satisfying community service requirements under QHWRA and 24 CFR 960.603?***

To satisfy service requirements, every non-exempt adult resident of public housing must do one of the following:

- Contribute eight hours of community service not including political activities each month (may be aggregated to total 96 hours throughout the year),
- Participate in a self-sufficiency program for at least eight hours every month, or
- Perform eight hours of combined activities as stated above each month.

***What household members are exempt from the community service requirement under 24 CFR 960.601 and 24 CFR 960.603?***

Exemption criteria include but are not limited to the following:

- Persons who are 62 years of age or older.
- Persons under 18 years of age.
- Persons who are blind or disabled, as defined under Section 216(i)(1) or Section 1614 of the Social Security Act (42 USC 416(i)(1); 1382c), and who certifies that because of this disability they are unable to comply with the service provisions, or persons who serve as the primary caretaker of such individual.
- Persons engaged in work activities.
- Persons meeting the requirement for being exempted from engaging in work under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located.
- Members of a family receiving assistance, benefits or services under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located.

**3t. Total number in household:**

The total number of people in the household. Count all persons, include foster children or adults, live-in aides, and other non-family members (who reside with the family as part of the household). Also include persons who are members of the household but temporarily absent from the home.



The total count of household members should equal the number of individuals listed separately in Section 3 (line 3a).

**3u. Family subsidy status under Noncitizens Rule:**

The code that indicates the housing assistance eligibility for family members based on 24 CFR part 5, subpart E. The Noncitizens Rule allows PHAs to provide financial assistance to U.S. citizens, U.S. nationals, and non-U.S. citizens with eligible immigration status.

Use the following status codes:

- C = Qualified for continuation of full assistance
- E = Eligible for full assistance
- F = Eligible for full assistance pending verification of status
- P = Prorated assistance

**What does each code mean?**

- *C = Qualified for continuation of full assistance:* Applies to a mixed family, which is composed of both eligible and ineligible members. A mixed family may be qualified for continued assistance if it meets all of the following conditions:
  - The family was receiving assistance under a Section 214 covered program on June 19, 1995, which is when the Noncitizens rule became effective.
  - The head of household or the spouse has eligible immigration status. See 24 CFR 5.506.
  - The family does not include any person without eligible immigration status other than the Head of Household, spouse, and parents or children of the Head or spouse.

A family granted continued assistance before Nov. 29, 1996 is entitled to receive non-prorated assistance. A family granted assistance after Nov. 29, 1996 must receive prorated assistance (Section 5.518(a)(2)).

- *E = Eligible for full assistance:* Applies when the entire family provides documentation of U.S. citizenship, U.S. national status, or eligible immigrant status and the USCIS verified this status or documentation.
- *F = Eligible for full assistance pending verification of status:* Applies when the family

provides documentation of eligible immigrant status and the PHA is waiting for USCIS verification or the family currently participates in the hearing process in reference to their ineligible noncitizen status. This applies if the PHA did not know the citizenship of any family member, as indicated by 'PV=Pending Verification' in line 3i. This also applies for instances of temporary deferral of termination of assistance.

- *P = Prorated assistance:* This applies if one or more family members do not provide acceptable documentation of their citizenship or eligible immigrant status, or they do not contend eligibility for the housing assistance. The PHA gives an assistance amount based on the percentage of the family that provided acceptable documentation of citizenship or eligible immigrant status. The PHA must establish at least one family member's acceptable degree of eligibility (through documentation) to make assistance available.

**When can a family have ineligible members and still receive full assistance?**

Mixed families who are qualified for continuation of full assistance (3u=C) or those who are eligible to receive temporary deferral of termination (3u=F), can still receive full assistance. The aggregate temporary deferral period for deferrals provided after November 29, 1996 should not exceed 18 months (24 CFR 5.518(b)(3)). The initial deferral is granted for a period of 6 months, and renewed for 6-month periods thereafter.

**What is a Termination of Assistance and how long does it last?**

If a family member knowingly permits an ineligible individual to reside in an assisted housing unit, the family member's assistance must be terminated for at least 24 months, according to 24 CFR 5.514 (c)(1)(iii).

**3v. Eligibility effective date (mm/dd/yyyy) if qualified for continuation of full assistance (3u = C):**

Date the family originally qualified for the continuation of full assistance (3u=C).

**3w. If family has new head of household, former head of household's SSN:**



If the designated head of household changed due to discontinued occupancy or another cause such as death, marriage, or remarriage and there are family members who remain in the household, enter the former head of household's SSN.

Only enter an SSN in this field if the family changed its head of household. If the former head of household did not possess a Social Security Number, enter the Alternate Identification number that was previously generated for the former head of household in the Tenant ID Management module.



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**Section 4: Background at Admission**


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**4a. Date (mm/dd/yyyy) entered waiting list:**

Date the PHA placed the family on the waiting list for the program for which they were first admitted and began receiving housing assistance. If the PHA admitted the family as a special admission (not on waiting list; 24 CFR 982.203) to the tenant-based voucher program, leave blank. This date must not be later than the Effective Date of Action (line 2b).

**What do I enter if the family's application was temporarily inactive?**

If the family's application was inactive at some point, enter the date the PHA used to determine the family's position on the waiting list.

**4b. Date (mm/dd/yyyy) selected from waiting list:**

Date the PHA selected the family from the waiting list for the program for which they were first admitted and began receiving housing assistance.

**4c. ZIP code before admission:**

The 5-digit ZIP code where the family lived before admission to an assistance program. If known, enter the full 9-digit ZIP code (ZIP + 4).

**What ZIP code should I enter if the family was homeless prior to admission?**

If the family was categorized as "homeless" prior to admission, enter the post office ZIP code for the area or location where the family usually slept immediately prior to admission.

**4d. Homeless at admission? (Y or N):**

Indicate whether or not the family was homeless at the time the PHA admitted the family to a housing assistance program. See PIH Notice 2023-13 and successor notices for guidance on the definition of homelessness.

**4e. Formerly homeless? (Y or N):**

Indicate whether the family was formerly homeless and living in a permanent or temporary housing situation following homelessness.

**4f. Does family qualify for admission over the very low-income limit? (vouchers only) (Y or N):**

Indicate whether or not the family qualified for program admission even though their income exceeds the very low-income limit (50% of the area's median income).

**What are the criteria for a family to qualify for admission over the very low-income limit?**

A family qualifies for admission over the very low-income limit if one or more of the following apply:

- A low-income family that is "continuously assisted" under the 1937 Housing Act.
- A low-income family that meets additional eligibility criteria specified in the PHA administrative plan.
- A low-income non-purchasing family who resides in a HOPE 1 or HOPE 2 project.
- A low-income non-purchasing family who resides in a project subject to a resident homeownership program under 24 CFR 248.173.
- A low-income or moderate-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.101.
- In the case of the expiration of a covered Section 8 contract under 515(c) of the Multifamily Housing Reform and Affordability Act of 1997 only, all families assisted under the expiring contract are considered income-eligible for enhanced voucher assistance.
- A low-income family, or a moderate-income family residing in a low-vacancy area, or a moderate-income elderly or disabled family who qualifies for enhanced voucher assistance in a preservation eligible project.

**4g. Continuously assisted? (Y or N):**

Indicate whether or not the family is continuously assisted under or currently enrolled in any 1937 Housing Act program at the time of admission.

*Example:* Indicate yes if a family moves from public housing to the Housing Choice Voucher or Moderate Rehabilitation program or if a family moves from a Section 8 subsidized multifamily project to the HCV program.





**4h. Transitioning out of institutional setting? (Y or N):**

Indicate whether the family is transitioning out of an institutional setting.

Institutional or other segregated settings include, but are not limited to:

- Congregate settings populated exclusively or primarily with individuals with disabilities;
- Congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living; or
- Settings that provide for daytime activities primarily with other individuals with disabilities.

Examples of institutional settings include nursing facilities, intermediate care facilities (ICF), psychiatric hospitals, board and care homes, and long-term hospitals, and rehabilitation hospitals.

**4i: Is this a special admission (non-waiting list admission)? (Y or N):**

Indicate whether the family was a special admission.



**Section 5: Unit to be Occupied on Effective Date of Action**

**5a. Unit address:**

The complete address of the housing unit that the household occupies on the effective date of action (line 2b).

**What is included in a complete address?**

- Number and street: Street address of the unit.
- Apt: Apartment or unit number, if applicable.
- City: City in which the unit is physically located.
- Urbanization: For Puerto Rican addresses only. This can distinguish addresses that have identical street names and address numbers within the same ZIP Code.
- State: State in which the unit is physically located (use 2-character postal codes).
- ZIP code (+4): 5-digit ZIP code in which the unit is physically located (if known, include the full 9-digit ZIP code: ZIP + 4).

**5b. Is mailing address same as unit address? (Y or N) (if yes, skip to 5d):**

Indicate whether the mailing address is the same as the unit address indicated in line 5a.

**5c. Family's mailing address:**

The complete address where the family receives mail, if it is different than the unit address indicated in line 5a. Complete only if the answer to the previous question (5b) is no.

**When do I enter a mailing address?**

- Use when tenant would like to receive mail at a different address.
- Use when the individual has a "guardian" that handles correspondence.
- Use when the family receives mail at a Post Office box.

**When do I leave the field blank?**

Leave this field blank if the mailing address is the same as the unit address.

**What is included in a complete address?**

- Number, street, or PO box - Street address or post office box number where the family receives mail
- Apt. - Apartment or unit number, if applicable, where the family receives mail
- City - City where the family receives mail

- Urbanization – (Puerto Rico only)
- State - State where the family receives mail (use two-character postal code)
- ZIP code (+ 4) - 5-digit ZIP code where the family receives mail (if known, include the full 9-digit ZIP code: ZIP + 4)

**5d. Number of bedrooms in unit:**

Total number of bedrooms in the unit that the household will occupy on the effective date of action (line 2b).

**What number do I enter if the unit is an efficiency or Single Room Occupancy (SRO)?**

If the unit is an efficiency or Single Room Occupancy (SRO), enter 0 (zero) in this field.

**What number do I enter if two or more families share the unit?**

If two or more families share the unit (i.e., shared housing unit) under the voucher program, enter the number of bedrooms in the family's private living space.

**5e(1). PHA identified accessible unit (PR only). Has the PHA identified this unit as an accessible unit? (Y or N):**

Indicate whether or not the unit that the family occupies on the effective date of action (line 2b) is an accessible unit. If the unit does not meet the requirements for any of the options in 5(e)2, select No.

**5e(2). If yes, what type of accessibility features does the unit have? (PR only)**

Select the option that matches the type of unit the family occupies:

- *Hearing/Visual Impairment – Section 504:* These are units that comply with the accessibility requirements specified in 24 CFR part 8 and HUD's accessibility standard including UFAS, HUD's Deeming Notice, or alternative accessibility standards articulated in 24 CFR part 8 as applicable to units for persons with hearing or vision impairments.
- *Mobility Impairment – Section 504:* These are



units that comply with the accessibility requirements specified in 24 CFR part 8 and HUD’s accessibility standard including UFAS, HUD’s Deeming Notice, or alternative accessibility standards articulated in 24 CFR part 8 as applicable to units for persons with mobility impairments.

- *Both:* The unit meets the standards for Hearing/Visual Impairment and Mobility Impairment units specified above.
- *Partially Accessible:* The term “Partially Accessible” refers to a unit that is located on an accessible route and has some accessibility features but does not meet either the Hearing/Visual Impairment or Mobility Impairment standards specified above. For example, a Partially Accessible unit may include a unit located on an accessible route that has grab bars in the bathroom but lacks other accessibility features sufficient for designation as an accessible unit under the standards described above. See Notice PIH 2022-03 for further information on Accessible Designation categories.

**5f(1). Has the family requested accessibility features? (P and PR only) (Y or N):**

Indicate whether or not the family requested disability amenities or accessibility features.

**5f(2). If yes, what type of accessibility features have they requested?**

If the family requested accessibility features, select the type of unit that corresponds to the features requested.

- *Hearing/Visual Impairment – Section 504:* These are units that comply with the accessibility requirements specified in 24 CFR part 8 and HUD’s accessibility standard including UFAS, HUD’s Deeming Notice, or alternative accessibility standards articulated in 24 CFR part 8 as applicable to units for persons with hearing or vision impairments.
- *Mobility Impairment – Section 504:* These are units that comply with the accessibility requirements specified in 24 CFR part 8 and HUD’s accessibility standard including UFAS, HUD’s Deeming Notice, or alternative accessibility standards articulated in 24 CFR part 8 as applicable to units for persons with mobility impairments.
- *Both:* The unit meets the standards for

Hearing/Visual Impairment and Mobility Impairment units specified above.

- *Partially Accessible:* The term “Partially Accessible” refers to a unit that is located on an accessible route and has some accessibility features but does not meet either the Hearing/Visual Impairment or Mobility Impairment standards specified above. For example, a Partially Accessible unit may include a unit located on an accessible route that has grab bars in the bathroom but lacks other accessibility features sufficient for designation as an accessible unit under the standards described above. See Notice PIH 2022-03 for further information on Accessible Designation categories.

**5g. Has the family received the requested accessibility features? (P and PR only):**

Indicate the status of the family’s request for disability amenities and/or accessibility features (line 5f) on the effective date of action (line 2b).

- Yes, fully: the PHA fulfilled the request fully.
- Yes, partially: the PHA fulfilled the request partially.
- No, not at all: the PHA did not fulfill the request in any way.
- Action pending: the request is currently pending (can be checked in combination with “Yes, partially” or “No, not at all”).

*Example:* If the household requested a unit with disability features and on the effective date of action, the household did not receive any features, but the unit is scheduled to receive an upgrade in the next month, mark the status as Action pending.

**5h. Date (mm/dd/yyyy) unit last passed inspection (Section 8 only, except Homeownership Vouchers):**

*For Initial Inspections:*

Do not submit HUD-50058 for move-in until an HQS inspection has been completed. Do not enter the date the unit passed an Alternative Inspection.

*For inspections after the initial inspection, i.e.*



*periodic inspections (annual, biennial, triennial):*  
The last date the unit was inspected, including Alternative Inspection.

Enter the date in the mm/dd/yyyy format.

**Is this date always the same as the last inspection recorded in 5i?**

No, this date may or may not be the same date as the last inspection, depending on whether or not the unit passed the inspection.

**5i. Date (mm/dd/yyyy) of last inspection (Section 8 only, except Homeownership Vouchers):**

*For Initial Inspections:*

The last date the unit received a full HQS inspection (not an Alternative Inspection).

Notes for PHAs that have adopted policy flexibilities:

- If using an Alternative Inspection, do not put the date of the Alternative Inspection in this field. Leave blank if the HQS inspection has not yet occurred.
- If using an HQS inspection where non-life threatening deficiencies were found and the PHA has signed the HAP Contract and began paying on the unit and is still waiting to do a follow-up inspection to confirm the NLT have been resolved, enter the date of the HQS inspection.

*For inspections after the initial inspection, i.e. periodic inspections (annual, biennial, triennial):*

The last date the unit was inspected, including Alternative Inspection. Enter the date in the mm/dd/yyyy format.

**Can this date be different from the date the unit last passed inspection (line 5h)?**

This date may be different from the date reported in 5h if the unit failed the last inspection.

*Example 1:* The unit failed the initial full HQS inspection on 2/20/2024. When the unit was re-inspected on 3/15/2024, it passed. In this situation:  
Line 5h = 3/15/2024  
Line 5i = 2/20/2024

The date of the last 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 failed item, he/she is not re-inspecting the entire unit, thus not doing a full inspection.

*Example 2:* The unit passed inspection on 3/15/2024. However, the unit failed the next full inspection on 2/20/2025. In this situation:  
Line 5h = 3/15/2024  
Line 5i = 2/20/2025

**5j. Was the last passed inspection an alternative inspection? (Y or N):**

For initial inspections, enter “Y” if PHA used an alternative inspection or an HQS inspection with non-life threatening deficiencies to enter into a HAP Contract.

For periodic inspections, enter “Y” if PHA used these flexibilities to comply with the periodic inspections requirement.

**5k. Year (yyyy) unit was built (Section 8 only):**

Indicate the year that the unit was built. This date can be found on the request for tenancy approval form. If the owner does not know the exact year the unit was built, enter the owner’s best estimate of the year the unit was built. Enter the year in the yyyy format.

**5l. Structure Type (check only one) (Section 8 only):**

Indicate the building structure type.

- *Single family detached* includes building structures that house only one family under one roof.
- *Semi-detached* includes units in duplexes and two-family homes.
- *Low-rise* includes multifamily apartment buildings of five or more units and up to four stories. Also include five or six story buildings without an elevator as low-rise structures.
- *High-rise with elevator* includes buildings of five stories or more with elevators.



- *Rowhouse/townhouse* includes structures with three or more units side-by-side and under one roof.
- *Manufactured home* includes mobile homes.



## Section 6: Assets

**General Rules:**

- Do not include assets for live-in aides or foster children or foster adults.
- Use a separate line for each family member and asset source.
- Report each asset source on lines 6a through 6e. Enter line information for each family member from *left to right*.
- Include all net family assets and any assets excluded from net family assets for which the family must report actual asset income.
- If the PHA accepts a family's certification that their net family assets do not exceed the current threshold for self-certification (\$50,000 in 2024, adjusted annually for inflation and published on HUD's website), the family must state the amount of income the family expects to receive from such assets (24 CFR 5.618(b)). The PHA would enter the income total as Total Actual Income (6h) and Final Asset Income (6k), without needing to provide information on particular assets. If the PHA asks for the value of net family assets when families self-certify, the PHA may also enter that in Total Net Family Assets (6g). If not, this field may be left blank.

**6a. Family member name / No.:**

The name of each family member in the household that has assets and their Member number (line(s) 3a) that corresponds to the asset information reported.

**6b. Type of asset:**

List all assets included in net family assets, as well as any excluded asset for which the family receives actual income, in column 6a. Currently this field (6b) is not transmitted to HUD.

***What items are and are not considered net family assets?***

Please refer to the definition of "net family assets" in 24 CFR 5.603.

**6c. Is this asset included in net family assets? (Y or N):**

For each asset, indicate whether the asset is included in net family assets.

***When would I list assets that are excluded from net family assets?***

All actual income derived from an asset that is not specifically excluded by 24 CFR 5.609(b) must be included, whether or not the asset itself is included in net family assets. When the family has actual income from an asset to report, it will be included in the Assets section, whether or not the asset is included in net family assets.

The most common example may be when the combined value of all non-necessary items of personal property does not exceed \$50,000 (adjusted for inflation) and so the combined value of all non-necessary items of personal property is excluded from net family assets, per 24 CFR 5.603. In that circumstance, the family's savings account, an item of non-necessary personal property, would be excluded from net family assets because the combined value of all non-necessary items of personal property does not exceed \$50,000. If the family earns interest on the savings account, however, they would still need to report the income derived from that asset.

**6d. Cash value of asset:**

The estimated, known, or calculated dollar value of each asset listed.

***How do I determine an asset's value?***

In order to calculate the net cash value of the listed asset, subtract the reasonable cost to sell the asset from the asset's value (i.e., net cash value equals the asset value minus the reasonable cost to sell it). If the expenses incurred to sell the asset are greater than its value, the asset has a value of \$0.

***Do I include assets that have been sold?***

Include the value of any business or family asset that an applicant or tenant disposes of, for less than fair market value (include a disposition in trust, but not a foreclosure or bankruptcy sale) during the 2 years that precede the effective date of action (line 2b) in excess of the consideration received for the asset. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives consideration not measurable in dollar terms.



**6e. Actual income:**

Total actual income produced by the asset during the 12-month period under examination from the listed asset.

*Example:* At new admission, the family reports a savings account with a balance of \$100, which has an annual interest rate of 3%. The actual income anticipated for the next 12-month period is \$3.

**6f. Imputed income:**

Estimated imputed income for the 12-month period under examination from the asset listed. Only enter imputed income for any given asset when three conditions are met.

First, imputed asset income is only calculated when the total cash value of net family assets (line 6g) exceeds the current threshold. In 2024, the threshold was set at \$50,000. The threshold value of net family assets above which imputed asset income must be calculated for the family will be annually adjusted for inflation, and the current inflation-adjusted level will be published on HUD’s website.

Second, imputed asset income is only calculated on net family assets. Imputed asset income is never calculated on assets excluded from net family assets.

Third, imputed asset income for any given asset is only calculated when actual asset income cannot be calculated for that particular asset. When actual asset income can be calculated for a particular asset (e.g., the interest rate on a checking account is known), do not calculate imputed income for that asset.

In all cases where income is to be imputed for some or all net family assets, the current passbook savings rate, as determined by HUD, must be used. To calculate imputed income for any given asset, multiply the cash value of that asset by the passbook savings rate.

*Example:* The total cash value of all family assets exceeds \$50,000, and actual asset income for a piece of jewelry held as an investment cannot be calculated. HUD’s specified passbook rate at the time of examination is 0.06%, and the cash value of the jewelry is \$10,000. The imputed income for the jewelry is \$6.

**6g. Total net family assets:**

Total of the values listed in column 6d, excluding any values for assets that are excluded from net family assets. Note that this means the value in 6g may not be equal to the sum of all values listed in column 6d.

**6h. Total actual income:**

Total of the values listed in column 6e. The value in 6h should always equal the sum of all values that are listed in column 6e.

**6i. Total imputed income:**

Total of the values listed in column 6f. The value in 6i should always equal the sum of all values that are listed in column 6f.

**6j. Passbook rate (written as decimal):**

Beginning with submissions with an effective date of January 1, 2024, PHAs will no longer need to submit passbook-rate information, and submitted 50058s will be validated against the HUD-specified passbook savings rate. The HUD-specified passbook savings rate will be published annually online, on HUDUser. The field is being retained on the form for PHAs’ calculative purposes since the passbook rate must be used in the determination of imputed asset income.

***What is a Passbook rate?***

The Passbook rate is the interest rate used to determine the imputed (estimated) income of an asset(s) that cannot otherwise be calculated. HUD will annually publish a passbook rate based on the Federal Deposit Insurance Corporation (FDIC) National Deposit Rate for savings accounts, which is an average of national savings rates published monthly. PHAs/MFH Owners must use the HUD-published passbook rate when calculating imputed asset income when net family assets exceed \$50,000 (a figure that is annually adjusted for inflation).

***How does HUD determine the Passbook rate?***

To determine the passbook rate for the next calendar year, HUD will average three months of FDIC updates to the National Deposit Rate for savings accounts, rounded to the nearest hundredth of one percent. The HUD-published passbook rate will be posted to a dataset on the



HUDUser website, alongside annual inflation adjustments.

**6k. Final asset income:**

The total amount of household income derived from assets. Add the total value of actual income from all assets (6h) to the total value of imputed income (6i) for all assets.

Remember that for each particular asset, only actual income or imputed income will be calculated—in no circumstances will a PHA calculate actual income and imputed income for the same asset.





**Section 7: Income**

**General Rules:**

- Do not include income for live-in aides or foster children or foster adults (24 CFR 5.609(b)(8)).
- Use a separate line for each family member and income source.
- Use the columns in section 7 to report each income source that contributes to the family's income. Enter line information for each family member from left to right.
- If the family members do not have any income from sources other than assets and do not expect any other income or have other income to report for the 12-month period under examination, leave the income section blank (except for total annual income (line 7i), which is the total of the asset income).
- Do not double count asset income as another income type in this section.
- Do not consider income exclusions in the determination of eligibility for housing assistance. Consider income deductions in the determination of eligibility for housing assistance.
- The Code of Federal Regulations (CFR) lists the income items to exclude as "income" for the various Public Housing and Section 8 housing programs. Please see 24 CFR 5.609(b) for further guidance. Note that 24 CFR 5.609(b)(24) excludes nonrecurring income, which is income that will not be repeated in the coming year based on information provided by the family.

- PHAs are required to report all sources of income and all sources of exclusion amounts.
- The Earned Income Disregard (EID) will not apply to any family who was not eligible and already participating in the disallowance as of December 31, 2023. Families who were receiving the EID benefit as of December 31, 2023 may continue to receive the standard benefit until the remaining time frame for an individual family's EID expires.
- Families eligible to receive the Jobs Plus Earned Income Disregard pursuant to the FY2022 NOFO or earlier may continue to receive the disregard under the terms of the NOFO.
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**7a. Family member name/No.:**

The name and member number (line(s) 3a) of each family member in the household that corresponds to the income information reported.

**7b. Income code:**

Select the category of income that represents the type of income for a family member. Please refer to the Income and Exclusions chart when completing Income code (line 7b) and Income exclusions (line 7e).



Income and Exclusions Chart			
Income code	Description	Include	Income Exclusions
<b>WAGES</b>			
<b>Own business</b>	Net income from a professional or business operation (24 CFR 5.609(b)(28)(i)).	<ul style="list-style-type: none"> <li>· Withdrawals of cash or assets from the professional or business operation (24 CFR 5.609(b)(28)(ii)).</li> <li>· Do not deduct for expenditures for business expansion (24 CFR 5.609(b)(28)(i)).</li> <li>· Do not deduct for amortization of capital indebtedness in determining net income (24 CFR 5.609(b)(28)(i)).</li> </ul>	<ul style="list-style-type: none"> <li>· Withdrawals of cash or assets from the professional or business operation, if the withdrawal is a reimbursement for cash or assets invested in the operation by the family (24 CFR 5.609(b)(28)(ii)).</li> <li>· Allowance for depreciation of assets used in a business may be deducted, based on straight line depreciation, as provided in Internal Revenue Service (IRS) regulations (24 CFR 5.609(b)(28)(i)).</li> </ul>
<b>Federal wage</b>	Compensation received from federal government employment, which includes federal government agencies and instrumentalities.	<ul style="list-style-type: none"> <li>· Wages from federal government employment.</li> </ul>	<ul style="list-style-type: none"> <li>· Income from employment of children under 18 years old (24 CFR 5.609(b)(3)).</li> <li>· Earnings in excess of the amount of the deduction for a dependent for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(b)(14)).</li> <li>· Amounts earned by temporary Census employees; terms of employment may not exceed 180 days for the purposes of the exclusion (24 CFR 5.609(b)(24)(i)).</li> </ul>
<b>PHA wage</b>	Compensation earned through work performed for the Public Housing Agency (PHA).	<ul style="list-style-type: none"> <li>· Wages paid to any family member from the PHA.</li> </ul>	<ul style="list-style-type: none"> <li>· Income from employment of children under 18 years old (24 CFR 5.609(b)(3)).</li> <li>· Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by the resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. (24 CFR 5.609(b)(12)(iii)).</li> <li>· Earnings in excess of the amount of the deduction for a dependent for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(b)(14)).</li> </ul>



Income and Exclusions Chart			
Income code	Description	Include	Income Exclusions
<b>WAGES</b>			
<b>Military Pay</b>	All regular pay, special pay and allowances of a member of the Armed Forces (including the Coast Guard, National Guard, and Reserve units).	<ul style="list-style-type: none"> <li>· The full amount of the head of household's or spouse's military pay, not just the amount sent home, regardless of whether the head of household or spouse or co-head is on the lease.</li> <li>· Subsistence allowances.</li> <li>· Uniform allowances.</li> <li>· Other allowances.</li> </ul>	<ul style="list-style-type: none"> <li>· Income from employment of children under 18 years old (24 CFR 5.609(b)(3)).</li> <li>· The special pay to a family member serving in the Armed Forces who is exposed to hostile fire (24 CFR 5.609(b)(11)).</li> <li>· Earnings in excess of the amount of the deduction for a dependent for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(b)(14)).</li> <li>· Other pay specifically excluded by law.</li> </ul>



Income and Exclusions Chart			
Income code	Description	Include	Income Exclusions
<b>WAGES</b>			
<b>Other wage</b>	Wages and salary received from private or public sources (other than military pay and federal wages). Also include income in lieu of earnings in this category.	<ul style="list-style-type: none"> <li>· Overtime pay.</li> <li>· Commissions.</li> <li>· Fees.</li> <li>· Tips.</li> <li>· Bonuses.</li> <li>· Other compensation for personal services.</li> <li>· Severance pay.</li> <li>· Termination pay.</li> </ul>	<ul style="list-style-type: none"> <li>· Income from employment of children under 18 years old (24 CFR 5.609(b)(3)).</li> <li>· Income of a live-in aide, foster child, or foster adult, as defined in 24 CFR 5.403 and 5.603 (24 CFR 5.609(b)(8)).</li> <li>· Earnings and benefits from employment training programs funded by HUD (24 CFR 5.609(b)(12)(iv)).</li> <li>· Reimbursement for out-of-pocket expenses while attending a public assisted training program (24 CFR 5.609(b)(12)(ii)).</li> <li>· Incremental earnings and benefits from participation in qualifying Federal, State, Tribal, or local employment training programs and training of a family member as resident management staff (24 CFR 5.609(b)(12)(iv)).</li> <li>· Earnings in excess of the amount of the deduction for a dependent for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(b)(14)).</li> <li>· See generally 79 Fed. Reg. 28,938 (May 20, 2014) and updated Federal Register Notice to be published June 2023 on federally mandated exclusions (24 CFR 5.609(b)(22)).</li> <li>· Any amounts in an “individual development account” as provided by the Assets for Independence Act, as amended in 2002 (Public Law 107-110, 42 U.S.C. 604(h)(4)).</li> </ul>



Income and Exclusions Chart			
Income code	Description	Include	Income Exclusions
<b>WELFARE</b>			
<b>General assistance</b>	Payments made under a financial or medical assistance program(s) provided by a state, tribe, or local government jurisdiction.	<ul style="list-style-type: none"> <li>Payments provided by a state, tribe or local government for medical or financial assistance</li> </ul>	<ul style="list-style-type: none"> <li>Amounts paid by or authorized by a State Medicaid agency (including through a managed care entity) or other State or Federal agency to a family to enable a family member who has a disability to reside in the family's assisted unit (24 CFR 5.609(b)(19)).</li> <li>The value of allotment provided to an eligible household under the Food Stamp Act of 1977 (7 USC 2017b), 24 CFR 5.609(b)(22)).</li> <li>Incremental earnings and benefits from participation in qualifying Federal, State, Tribal and local employment training programs (24 CFR 5.609(b)(12)(iv)).</li> <li>Any amount received under the Richard B. School Lunch Act U.S.C.1760(e) and the Children Nutrition Act of 1966 (42 U.S.C. 17809(b)) including reduced priced lunches and food under the Special Supplemental Food Program for Women, Infants and Children (WIC).</li> </ul>
<b>Annual Imputed Welfare Income</b>	The annual income not received by a family because of a welfare benefit reduction, but is included in the family's annual income for determining rent.	<ul style="list-style-type: none"> <li>The dollar amount by which the family's welfare benefits were reduced by a TANF agency because of fraud or noncompliance (24 CFR 5.615).</li> </ul>	<ul style="list-style-type: none"> <li>The amount by which the family's welfare benefits were reduced, if the family was not an assisted resident at the time of sanction (24 CFR 5.615(c)(5)).</li> </ul>
<b>TANF assistance</b>	Temporary Assistance to Needy Families (TANF) is a benefit designed to meet a family's ongoing basic needs. Not all states refer to this income as TANF. A state may have a different name (other than TANF) for this type of income. See 45 CFR 260.31 for additional information on TANF assistance and exclusions.	<ul style="list-style-type: none"> <li>TANF assistance funded from federal or state dollars. The term assistance includes cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses) .</li> <li>Payments to individual recipients by a TANF agency, or other agency on its behalf.</li> <li>Benefits based on participation in work experience or community service (or any other work activity in 45 CFR 261.30).</li> <li>Supportive services such as transportation and childcare provided to families who are <i>not</i> employed.</li> </ul>	<ul style="list-style-type: none"> <li>Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member (24 CFR 5.609(b)(6)).</li> <li>For purposes of the FSS program only, see 24 CFR 984.103 for the definition of "welfare assistance."</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>SS/SSI/PENSIONS</b>			
<b>Pension</b>	A periodic distribution paid for retirement benefits.	<ul style="list-style-type: none"> <li>· Pensions.</li> <li>· Annuities.</li> <li>· Retirement or profit-sharing plans.</li> <li>· Individual Retirement Accounts (IRAS).</li> <li>· Simplified Employee Pensions (SEPS).</li> <li>· Life insurance and endowment policies.</li> </ul>	<ul style="list-style-type: none"> <li>· Lump-sum benefits payable as a death benefit. (24 CFR 5.609(b)(24)(vii) and (26))</li> </ul>
<b>SSI</b>	The Supplemental Security Income (SSI) program provides cash assistance to family members who have limited income and resources, are 65 or older, blind, or disabled. Family members under 18 can also receive SSI if they have an impairment that prohibits an adult family member from working.	<ul style="list-style-type: none"> <li>· Periodic amounts received from the SSI program.</li> <li>· State supplements to SSI.</li> </ul>	<ul style="list-style-type: none"> <li>· Deferred periodic amounts from SSI benefits that the family member received in a lump sum amount or in prospective monthly amounts (24 CFR 5.609(b)(16)).</li> <li>· Amounts received by a person with a disability that are disregarded for a limited time for purposes of SSI eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS) (24 CFR 5.609(b)(12)(i)).</li> </ul>
<b>Social Security</b>	Benefits from the Social Security Administration.	<ul style="list-style-type: none"> <li>· Child's benefits.</li> <li>· Divorced wife's insurance benefits.</li> <li>· A widow(er) entitled to mother's or father's insurance benefits.</li> <li>· Parent's, brother's, or sister's benefits.</li> <li>· Retirement insurance benefits.</li> <li>· Spouse's benefits.</li> <li>· Surviving divorced spouse's benefits.</li> <li>· Widow(er)'s benefits.</li> <li>· Spouse's benefits.</li> <li>· Comparable benefits under the Railroad Retirement Act.</li> </ul>	<ul style="list-style-type: none"> <li>· Deferred periodic amounts from Social Security benefits that the family member received in a lump sum amount or in prospective monthly amounts (24 CFR 5.609(b)(16)).</li> </ul>
<b>SSDI</b>	The Social Security Disability Insurance program	<ul style="list-style-type: none"> <li>· Disabled workers' benefits.</li> <li>· Disabled widow(er)'s benefits.</li> </ul>	<ul style="list-style-type: none"> <li>· Deferred periodic amounts from Social Security benefits that the family member received in a lump sum amount or in prospective monthly amounts (24 CFR 5.609(b)(16)).</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>OTHER INCOME SOURCES</b>			
<b>Child support</b>	Financial or medical assistance that a parent provides voluntarily or by court order for upkeep and general well-being of their child(ren).	<ul style="list-style-type: none"> <li>· Payments from a parent for child rearing</li> <li>· Regular contributions toward support from a public or private welfare agency</li> </ul>	<ul style="list-style-type: none"> <li>· The value of any childcare provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);</li> </ul>
<b>Health and Medical Care reimbursement</b>	Any income received to reimburse medical expenses.		<ul style="list-style-type: none"> <li>· Amounts received by the family that are specifically for, or in reimbursement of, the cost of health and medical care expenses for any family member (24 CFR 5.609(b)(6)).</li> </ul>
<b>Indian trust/per capita</b>	Judgment funds awarded by the Indian Claims Commission, the Court of Claims, or funds held in trust for an Indian tribe by the Secretary of the Interior.	<ul style="list-style-type: none"> <li>· Amounts over the first \$2,000 of per capita shares received from judgment funds</li> </ul>	<ul style="list-style-type: none"> <li>· Certain payments received under the Alaska Native Claims Settlement Act (43 USC 1626(c), 24 CFR 5.609(b)(22)).</li> <li>· Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 USC 459(e), 24 CFR 5.609(b)(22)).</li> <li>· Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat 2503-04, 24 CFR 5.609(b)(22)).</li> <li>· The first \$2,000 of per capita shares from judgment funds awarded by Indian Claims Commission or the US Court of Claims, the interests of individual Indians in trust or restricted lands, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-08, 24 CFR 5.609(b)(22)).</li> <li>· Payments received under the Maine Indian Claims Settlement Act of 1980 (25 USC 1721, 24 CFR 5.609(b)(22)).</li> <li>· Payments received by the Indian Claims Commission to the Confederate Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (Pub. L. 95-433, 24 CFR 5.609(b)(22)).</li> <li>· Payments, funds or distributions authorized, established or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C. 1774f(b), 24 CFR 5.609(b)(22))</li> <li>· Compensation received by or on behalf of a veteran for service-connected disability, death, dependency, or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Public Law 111-269; 25 U.S.C. 4103(9)) to the definition of income applicable to programs authorized under NAHASDA and administered by the Office of Native American Programs (24 CFR 5.609(b)(22)).</li> <li>· A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled <u>Elouise Cobell et al. v. Ken Salazar et al.</u>, 816 F.Supp.2d 10 (Oct. 5, 2011 D.D.C.), as provided in the Claims Resolution Act of 2010 (Public Law 111-291, 24 CFR 5.609(b)(22)).</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>OTHER INCOME SOURCES</b>			
<b>Other non-wage sources</b>	Any other income source not otherwise specified.		<ul style="list-style-type: none"> <li>· Payments received for the care of foster children (including kinship payments for residents) or foster adults, or State or Tribal kinship or guardianship care payments (24 CFR 5.609(b)(4)).</li> <li>· Any assistance that 479B of the Higher Education Act of 1965, as amended (20 U.S.C. 1087uu) requires be excluded from family income (24 CFR 5.609(b)(9)). (For Section 8 heads of households, spouses, and co-heads, the appropriations dictate. See PIH supplemental HOTMA notice.)</li> <li>· Student financial assistance for tuition, books, and supplies, room and board, and other fees required and charged to a student by an institution of higher education and, for a student who is not the head of household or spouse, the reasonable and actual costs of housing while attending the institution of higher education and not residing in an assisted unit (24 CFR 5.609(b)(9)). (For Section 8 heads of households, spouses, and co-heads, the appropriations dictate. See PIH supplemental HOTMA notice.)</li> <li>· Income and distributions from any Coverdell education savings account under section 530 of the Internal Revenue Code of 1986 or any qualified tuition program under section 529 of such Code; and income earned by government contributions to, and distributions from, "baby bond" accounts created, authorized, or funded by Federal, State, or local government (24 CFR 5.609(b)(10)).</li> <li>· Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era (24 CFR 5.609(b)(13)).</li> <li>· Adoption assistance payments for a child in excess of the amount of the deduction for a dependent (24 CFR 5.609(b)(15)).</li> <li>· Refunds or rebates under state or local law for property taxes paid on dwelling unit (24 CFR 5.609(b)(18)).</li> <li>· Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(b) apply (24 CFR 5.609(b)(22)).</li> <li>· Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended) comparable disaster assistance provided by States, local governments, and disaster assistance organizations shall not be considered as income or a resource when determining eligibility for or benefit levels under federally funded income assistance or resource-tested benefit programs (42 U.S.C. 5155(d), 24 CFR 5.609(b)(22)).</li> </ul>





			<ul style="list-style-type: none"> <li>• Payments or allowances under DHHS' low-income home energy assistance program (LIHEAP) (42 USC 8624(f), 24 CFR 5.609(b)(22)).</li> <li>• Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 USC 3056(f), 24 CFR 5.609(b)(22)).</li> <li>• Deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amountsd (24 CFR 5.609(b)(16)).</li> <li>• Payments related to aid and attendance under 38 USC 1521 to veterans in need of regular aid and attendance (24 CFR 5.609(b)(17)).</li> <li>• Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any fund established pursuant to the settlement in the Agent Orange product liability litigation (M.L.D. No.381, 24 CFR 5.609(b)(22)).</li> <li>• Earned Income Tax Credit refund tax payments received on or after on or after January 1, 1991, for programs administered under the United States Housing Act of 1937, title V of the Housing Act of 1949, section 101 of the Housing and Urban Development Act of 1965, and sections 221(d)(3) 235, and 236 of the National Housing Act (26 U.S.C. 32(j), 24 CFR 5.609(b)(22)).</li> <li>• Any allowance paid under the provisions of 38 U.S.C. 8133(c) to children of Vietnam veterans born with spina bifida (38 U.S.C. 1802-05), children of women Vietnam veterans born with certain birth defects (38 USC 1811-16), and children of certain Korean and Thailand service veterans born with spina bifida (38 U.S.C. 1821-22, 24 CFR 5.609(b)(22)).</li> <li>• Any amount of crime victim compensation that the applicant (under the Victims Crime Act) receives through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims Crime Act because of the commission of a crime against the applicant ((34 U.S.C. 20102(c)), 24 CFR 5.609(b)(22)).</li> <li>• Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998 reauthorized as the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128 section 181(a)(2), 29 U.S.C. 3241(a)(2), 24 CFR 5.609(b)(22)).</li> <li>• Payments made under the Emergency Rental Assistance Program pursuant to the Consolidated Appropriations Act, 2021 (Public Law 116-260), and the American Rescue Plan Act of 2021 (Public Law 117-2) (24 CFR 5.609(b)(22)).</li> <li>• Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d), 24 CFR 5.609(b)(22)).</li> <li>• Distributions of the principal or corpus of a trust, or distributions of income from a trust when the distributions are used to pay the costs of health and medical care expenses for a minor, for irrevocable trusts or revocable trusts outside the control of the family or household that are excluded from net family</li> </ul>
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			<ul style="list-style-type: none"> <li>assets under 24 CFR 5.603(b) (24 CFR 5.609(b)(2).</li> <li>· Insurance payments and settlements for personal or property losses, including but not limited to payments through health insurance, motor vehicle insurance, and workers' compensation (24 CFR 5.609(b)(5)).</li> <li>· Any amounts recovered in any civil action or settlement based on a claim of malpractice, negligence, or other breach of duty owed to a family member arising out of law, that resulted in a member of the family becoming disabled (24 CFR 5.609(b)(7)).</li> <li>· Loan proceeds received by the family or a third party (24 CFR 5.609(b)(20)).</li> <li>· Payments received by Tribal members as a result of claims relating to the mismanagement of assets held in trust by the United States, to the extent such payments are also excluded from gross income under the Internal Revenue Code or other Federal law (24 CFR 5.609(b)(21)).</li> <li>· Replacement housing "gap" payments made in accordance with 49 CFR part 24 that offset increased out of pocket costs of displaced persons that move from one federally subsidized housing unit to another Federally subsidized housing unit. Such replacement housing "gap" payments are not excluded from annual income if the increased cost of rent and utilities is subsequently reduced or eliminated, and the displaced person retains or continues to receive the replacement housing "gap" payments (24 CFR 5.609(b)(23)).</li> <li>· Civil rights settlements or judgments, including settlements or judgments for back pay (24 CFR 5.609(b)(25)).</li> </ul>
<b>Unemployment benefits</b>	Periodic payments in lieu of earnings.	<ul style="list-style-type: none"> <li>· All payments in place of earnings, such as unemployment compensation, unless some other income exclusion is applicable.</li> </ul>	<ul style="list-style-type: none"> <li>· See income exclusions at 5.609(b) to determine if any are applicable. See generally 79 Fed. Reg. 28,938 (May 20, 2014) and updated Federal Register Notice to be published June 2023 on federally mandated exclusions (24 CFR 5.609(b)(22)) to determine if any are applicable.</li> </ul>
<b>Safe harbor determination</b>	When the PHA uses a safe harbor determination of family income, drawing on the total income as indicated by an approved Federal means-tested form of public assistance.	<ul style="list-style-type: none"> <li>· The entire family income provided by the annual income determination made by administrators of means-tested forms of Federal public assistance may be provided on one line.</li> </ul>	



**7d. Dollars per year:**

The yearly income amount the family member receives from the income source(s) listed.

Please refer to the Income and Exclusions chart, for guidance on:

- what income to include, and
- how to match income to the correct income code.

**7e. Income exclusions:**

Income excluded from annual income calculations. Amounts of money that are prohibited from being included in a family’s income for rent determination purposes. Income exclusions are described in 24 CFR § 5.609(b), and as provided by HUD notices for the federally mandated income exclusions.

Please refer to the Income and Exclusions chart as stated above, in accordance with 24 CFR 5.609(b), given above, for guidance on:

- what income to exclude, and
- how to match exclusions to the correct income code.

**What is the EID (Earned Income Disallowance/Disregard)?**

The EID is a mandatory temporary income exclusion for residents who are working and qualify. **The EID is being eliminated.** If a family is receiving a disallowance of increase of earned income through the EID before January 1, 2024, they will be able to continue to benefit from EID for their full 24 months. However, the EID will be available only to qualifying families receiving the disallowance before January 1, 2024; no new families may be added.

**Who qualifies for the EID?**

See 24 CFR 5.617 for eligibility in the Housing Choice Vouchers program.

For the public housing program, see 24 CFR 960.255 and the following. More than one household member in a single household can qualify for the EID. A resident may qualify for the EID if 1) that resident’s earnings increased either due to new work or an increase in pay and 2) that resident:

- Was unemployed for the past 12 months (note: unemployed means earning at or less than what would be received for 10 hours of work at the minimum wage for 50 weeks), OR
- Participated in any economic self-sufficiency or other job training program (e.g., FSS or other SSP, community college, work placement, English proficiency) when earnings increased, OR
- During or within the six months before earnings increased, received temporary assistance for needy families (TANF) monthly income maintenance of any amount or at least \$500 in other TANF benefits or services.

**How much EID should a person receive?**

For the first twelve months of EID, 100% of the person’s earnings above their past year’s earned income is excluded. For the second twelve months, at least 50% is excluded. Note: A person is no longer eligible for the EID, if they have already received a full 24 months of EID or if their first EID exclusion began more than 48 months ago. For more information see 24 CFR § 960.255.

**7f. Income after exclusions (7d minus 7e):**

The family’s total income minus any exclusions. Subtract income exclusions (line 7e) from dollars per year (line 7d).

**7g. Column Total:**

The total of the dollar amounts listed in column 7f (Income after exclusions).

**7h. Reserved:**

Reserved for future HUD use. HUD may have future directions about how to use this line. It is a placeholder for possible future changes.

**7i. Total annual income: 6k + 7g:**

The family’s total annual income. Add the final asset income (line 6k) and the total income after income exclusions (line 7g).

**What amounts are included in total annual income?**

Total annual income means all amounts, not



specifically excluded in 24 CFR 5.609(b), received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household. It also includes the unearned income by or on behalf of each dependent who is under 18 years of age. When the value of net family assets exceeds \$50,000 (as adjusted for inflation) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the HUD-specified passbook savings rate are also included in annual income.

**7j. What is the applicable over-income limit for families of this size?**

(Public Housing Only.) The public housing over-income limit is set by multiplying the applicable area's very low-income level for the family size by a factor of 2.4. See notice PIH-2023-03 (HA) or successor notice(s) for more information.

**7k. Is the family's annual income greater than the over-income limit? (Y or N):**

(Public Housing Only.) Indicate if the family's total annual income (line 7i) exceeds the over-income limit.

**7l. If the family is over-income, note the start date of the 24 consecutive month grace period.**

(Public Housing Only.) Line 7l should only be completed if "Y" is selected in 7k. Indicate when the family first began the 24 consecutive month grace period outlined in the Housing Opportunity through Modernization Act of 2016 (HOTMA) and related guidance. Note that if the family falls below the over-income limit at any time during the grace period and subsequently exceeds it again, the grace period starts over.



## Section 8: Deductions and Allowances

**8a. Total annual income: Copy from 7i:**

The total annual family income.

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**Permissive Deductions (If the PHA does not have a written policy for permissive deductions, skip to 8f or 8q):**

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Complete if the PHA has established a written policy for permissive deductions.

**IMPORTANT:** Permissive deductions are deductions that PHAs have adopted. PHAs can adopt these deductions provided the amounts are not already deducted from annual income or reimbursed to the family from other sources. For public housing, a PHA that adopts permissive deductions will not be eligible for an increase in Capital Fund and Operating Fund formula grants based on the application of such deductions. For HCV, a PHA that adopts permissive deductions must have sufficient funding to cover the increased HAP costs of the deductions. See 24 CFR § 5.611(b).

**8b. Household member name/No.:**

The name of each household member in the household, and their individual member number as indicated in line(s) 3a that corresponds to the income information reported.

**8c. Type of permissive deduction:**

The type of permissive deduction as determined by the PHA. This line is not transmitted to HUD.

**8d. Amount:**

The amount of the permissive deduction. This line is not transmitted to HUD.

**8e. Total permissive deductions:**

The total of the dollar amounts listed in column 8d (Amount).

**If the head of household and spouse or co-head are under age 62, and there are no family members with a disability, skip to line 8i. If the family qualifies as an elderly or**

**disabled family, enter all unreimbursed health and medical care expenses for the entire family (not including foster children and foster adults). If the family has a family member with a disability, enter all unreimbursed disability assistance expenses.**

**8f. Health and medical care/attendant care and auxiliary apparatus expenses deduction threshold: 8a x 0.10:**

Amount of unreimbursed health and medical care and attendant care and auxiliary apparatus expenses (also referred to as “disability” expenses in this form) that the family must pay before the PHA can deduct an allowance for such expenses from their income. Multiply 0.10 by total annual income (line 8a). Health and medical expenses for foster children and foster adults cannot be deducted from annual income because they are household members, not family members.

*Example:* The total annual income in line 8a for a family is \$7,000, and the standard health and medical care/disability percentage is 10%. The health and medical care/disability threshold for the family will be:  $\$7,000 \times 0.10 = \$700$ . Hence the family would need to have more than \$700 in unreimbursed health and medical care and/or disability expenses for the deduction to be applicable.

**Exceptions to 10% Threshold**

**Phased-in Relief:** All families that received a deduction for unreimbursed health and medical care and/or disability expenses on their most recent income review prior to January 1, 2024, and continue to have these unreimbursed expenses, will automatically receive phased-in relief at their next reexamination after January 1, 2024. Phased-in relief will gradually increase to provide a deduction for unreimbursed health and medical care and/or disability expenses that exceed 5 percent of the participant’s annual income for 12 months. Then, the relief will increase to provide a deduction for unreimbursed health and medical care and/or disability expenses that exceed 7.5 percent of the participant’s income for 12 months, and finally increase to provide a deduction for unreimbursed



health and medical expenses and/or disability expenses that exceed 10 percent of the participant's annual income thereafter to comply with the hardship relief requirement at 24 CFR 5.611(c). The threshold will then remain at 10 percent of the participant's annual income unless the family qualifies for relief under the hardship relief provision.

If the family qualifies for a threshold lower than 10 percent, do not provide the product of line 8a and ten percent on line 8f. Instead, multiply line 8a by the appropriate percentage (5% or 7.5%).

For example, in the first 12 months of the phased-in relief, if the total annual income in line 8a is \$7,000, the health and medical care/disability threshold will be:  $\$7,000 \times 0.05 = \$350$ . Hence the family would need to have more than \$350 in unreimbursed health and medical care and/or disability expenses for the deduction to be applicable.

**Hardship Exemption:** If the family has demonstrated that the family's unreimbursed health and medical care and/or disability expenses increased or that the family has a financial hardship as a result of a change in circumstances (as defined by PHA policy) that would not otherwise trigger an interim reexamination, the family may be eligible to receive a deduction for the sum of the eligible expenses that exceed 5 percent of annual income. This deduction is temporary. The deduction ends when the circumstances that made the family eligible for the deduction are no longer applicable or after 90 days, whichever comes earlier, if not extended by the PHA at its discretion.

**8g. Total annual unreimbursed disability assistance expense (if no disability expenses, skip to 8k):**

The family's total annual unreimbursed disability expenses.

***What are attendant care and auxiliary apparatus expenses?***

Attendant care and auxiliary apparatus expenses are reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of

the family nor reimbursed by an outside source (24 CFR 5.603).

**If all family members indicated no disability in line 3j or if the family has no disability expenses, skip to line 8k.**

**8h. Maximum disability allowance: If 8g minus 8f is positive or zero, put amount:**

The amount the PHA may potentially deduct for the family's disability expenses. Subtract the calculated health and medical care/disability threshold amount (line 8f) from the total annual unreimbursed disability assistance expenses (line 8g). If the calculation results in a positive number or zero, enter the amount.

**If negative and head/spouse/co-head is under 62 and not disabled, put 0:**

If the calculation results in a negative number and head/spouse/co-head are under 62 and not disabled, enter zero.

**If negative and head/spouse/co-head is elderly or disabled, copy from 8g:**

If calculation results in a negative number and head/spouse/co-head are elderly or disabled, enter total annual unreimbursed disability assistance expense (line 8g).

**8i. Earnings in 7d made possible by disability assistance expense:**

Of a family's dollars per year (line 7d), determine the earned amount made possible by the unreimbursed disability expenses the family incurs. This amount may not exceed the total family income after exclusions (column total 7g).

*Example:* The head of household spends \$1,000 to overhaul their van to accommodate their wheelchair. The van allows the head of household to travel to their job, where they earn \$10,000. The unreimbursed disability assistance expense makes possible the \$10,000 of earnings.

**8j. Allowable disability assistance expense: lower of 8h or 8i (if 8g is less than 8f and head/spouse/co-head elderly or disabled, copy from 8h):**

The total disability assistance expense amount the



family may deduct. Enter the lower of the maximum disability allowance (line 8h) or the earnings made possible by disability assistance expense (line 8i). If the total annual unreimbursed disability assistance expense (line 8g) is less than the health and medical care/disability threshold (line 8f) and the Head, spouse or co-head is elderly (age 62 or over) or disabled, copy the amount from the maximum disability allowance (line 8h).

**8k. Total annual unreimbursed health and medical care expenses (if head/spouse/co-head under 62 and not disabled, put 0):**

The amount of the total family's health and medical care expenses that another source does not reimburse (e.g., co-payments for medical insurance). **Note:** Include health and medical care expenses of family members who are not elderly or disabled but live in a household in which the head/spouse/co-head is elderly or disabled. If the head, spouse or co-head are under age 62 and not disabled, enter 0 (zero).

**8l. Family is eligible for medical or child care expense hardship or both?:**

Indicate whether the family is eligible for any of the following hardship exemptions: health and medical care expenses including reasonable attendant care and auxiliary apparatus expenses, a hardship exemption to continue childcare expenses, both, or neither. Choose from the following exemptions:

- Health and Medical Care Hardship
- Childcare Hardship
- Health and Medical Care and Childcare Hardships
- Not Applicable

**8m. Total annual disability assistance and health and medical care expense: 8j + 8k (if no disability expenses, copy from 8k):**

The amount of the family's total disability assistance (line 8j) and health and medical care expenses (line 8k). If the family has no disability assistance expenses, enter total annual unreimbursed health and medical care expenses (line 8k).

**8n. Health and medical care/disability assistance allowance:**

The amount of the family's allowance for health and

medical care expenses and disability assistance expenses.

**If no disability assistance expenses or if 8g is less than 8f, put 8m minus 8f (if 8m minus 8f is negative, put 0):**

If the family has no disability expenses or if total annual unreimbursed disability assistance expense (line 8g) is less than the health and medical care/disability threshold (line 8f), calculate health and medical care/disability assistance allowance (line 8n) as total annual disability assistance/health and medical care expense (line 8m) minus the health and medical care/disability threshold (line 8f). If total annual disability assistance/health and medical care expense (line 8m) minus the health and medical care/disability threshold (line 8f) is negative, enter 0 (zero).

**If disability assistance expenses and 8g is greater than or equal to 8f, copy from 8m:**

If the family has disability expenses and the total annual unreimbursed disability assistance expense (line 8g) is greater than or equal to the health and medical care/disability threshold (line 8f), enter the total annual disability assistance/health and medical care expenses (line 8m).

**8p. Elderly/disability allowance (See HUD website for annually adjusted allowance amount):**

The family's standard allowance amount if the head of household, spouse or co-head is elderly (age 62 or over) or disabled. The allowance is adjusted periodically to reflect inflation. See the HUD website for the current allowance level.

**Does the elderly/disability allowance double if both head and spouse or co-head are elderly or disabled?**

No, if both the head of household and spouse or co-head are elderly or disabled, the allowance is not doubled.

**8q. Number of dependents (people under 18, or with disability, or full-time student. Do not count head of household, spouse, co-head, foster child/adult or live-in aide):**

The total number of dependents who live in the household and are under 18 years of age, have a



disability, or are full-time students of any age. Include dependents who are temporarily absent from the home but listed on the lease (i.e., family members).

**What household members qualify as dependents?**

Include all members of the household with the following relation code (line 3h)

- other youth under 18,
- full time student 18+, or
- other adult (if disabled).

**What household members do not qualify as dependents?**

Do not include the head of household, spouse or co-head, foster children or adults, live-in aides, and other adults who are not disabled.

**8r. Allowance per dependent (See HUD website for annually adjusted allowance amount):**

Enter the standard allowance amount for each dependent in the household. The allowance per dependent is adjusted periodically to reflect inflation. See the HUD website for the current allowance level.

**8s. Dependent allowance: 8q x 8r:**

The amount of the family's dependent allowance. Multiply the number of dependents (line 8q) in the household by the standard allowance per dependent (line 8r).

**8t. Total annual unreimbursed childcare costs:**

The household's total yearly unreimbursed childcare expenses. This is the estimated amount a family expects to pay for childcare during the annual income period. The amount deducted may not exceed the amount of income that the employment generates. The amount deducted must also not exceed reasonable childcare charges.

**What childcare expenses should I include under annual unreimbursed childcare costs?**

- Only include childcare expense for children under the age of 13.
- Only include childcare expenses that are necessary for a family member to be employed or to further their education OR if the family has received a hardship exemption to continue childcare expenses (line 8l).

**8x. Total allowances: 8e + 8n + 8p + 8s + 8t:**

The total amount of all of the family's allowances. Enter the sum of total permissible deductions (line 8e), health and medical care/disability assistance allowance (line 8n), elderly/disability allowance (line 8p), dependent allowance (line 8s), and total annual unreimbursed childcare costs (line 8t).

**8y. Adjusted annual income: 8a minus 8x (if 8x is larger, put 0):**

The family's adjusted annual income. Subtract total allowances (line 8x) from total annual income (line 8a). If total allowances (line 8x) are larger than or equal to total annual income (line 8a), enter 0 (zero).





## Section 9: Total Tenant Payment (TTP)

**What is the total tenant payment?**

Total tenant payment (line 9j) is the highest of the following amounts, rounded to the nearest dollar:

- 10 percent of the family's monthly income (line 9c);
- 30 percent of the family's monthly adjusted income (line 9f);
- A portion of the family's welfare assistance, specifically designated for the family's housing costs, determined by a public welfare agency (line 9g);
- The minimum rent of the unit (line 9h); or
- Enhanced Voucher minimum rent (line 9i).

**9a. Total monthly income:  $8a \div 12$ :**

Divide total annual income (line 8a) by 12 to get total monthly income.

*Example:* If the annual income in line 8a is \$12,000, the calculation reads:  $\$12,000 \div 12 = \$1,000$ .

**9c. TTP if based on annual income:  $9a \times 0.10$ :**

Multiply total monthly income (line 9a) by 0.10.

*Example:* If the family has a total monthly income of \$750 as indicated in line 9a, the calculation reads:  $\$750 \times 0.10 = \$75$ .

**9d. Adjusted monthly income:  $8y \div 12$ :**

Divide adjusted annual income (line 8y) by 12.

*Example:* If the family has an adjusted annual income of \$2400 as indicated in line 8y, the calculation reads:  $\$2400 \div 12 = \$200$ .

**9e. Percentage of adjusted monthly income: Use 30% for Vouchers or Moderate Rehabilitation:**

Percentage of adjusted monthly income used to determine TTP. The maximum percentage for this calculation is 30%. Use 30% for tenants that participate in a voucher or moderate rehabilitation program.

**What do I enter for families in Public Housing?**

Enter a number up to 0.30 for families in Public

Housing.

**9f. TTP if based on adjusted annual income:  $(9d \times 9e) \div 100$ :**

Multiply the adjusted monthly income (line 9d) by percentage of adjusted monthly income (line 9e) and divide by 100.

*Example:* If the family has an adjusted monthly income of \$673, as indicated in line 9d, and is in a voucher or moderate rehabilitation program, the calculation reads:  $(\$673 \times 30) \div 100 = \$202$ .

**9g. Welfare rent per month (if none put 0):**

If the family receives welfare assistance, include the amount that the welfare assistance agency specifically designates for shelter and utilities. The welfare assistance agency may adjust this amount in accordance with the actual cost of shelter and utilities. If the family does not receive welfare rent, enter 0 (zero).

**9h. Minimum rent (if the family has received a hardship exemption of minimum rent, put 0):**

The PHA-established minimum rent amount per month. The PHA may require the tenant to pay a minimum rent amount up to \$50.

**In case of financial hardship, how do I enter minimum rent?**

Enter zero for a family that has requested a financial hardship exemption and for whom the PHA has suspended the minimum rent. If the PHA then does not grant the family a hardship exemption because it determines the hardship is only temporary, submit an Other Change, Non-Income Threshold with the reinstated minimum rent.

**9i. Enhanced Voucher minimum rent:**

Enhanced Vouchers only. Enter the monthly rent that the family was paying on the date of the eligibility event for the project. Families assisted with Enhanced Voucher assistance have a special statutory minimum rent requirement. The law requires that a family receiving Enhanced Voucher assistance must pay a rent amount that is no less



than the rent that the family was paying on the date of the "eligibility event" for the project in question.

***What is the date of the eligibility event?***

In the case of an owner opt-out, the date of the eligibility event is the expiration date of an expiring project-based contract. For preservation prepayments, the date of the eligibility event is the effective date of the prepayment of the mortgage, or voluntary termination of the mortgage insurance. See Notice PIH 2001-41 and successor notices for detailed information.

***How do I calculate Enhanced Voucher minimum rent if the family income changes?***

The method for calculating the Enhanced Voucher minimum rent changes if the family's income subsequently decreases significantly (15 percent or more) from the family's gross income on the effective date of the prepayment. Guidance on recalculating minimum rent in cases where a family's income significantly decreases is discussed in detail in Notice PIH 2019-12.

**9j. TTP, highest of lines 9c, 9f, 9g, 9h or 9i:**

The total tenant payment (TTP). Indicate the highest of the amounts listed in lines 9c, 9f, 9g, 9h, or 9i. (see 24 CFR 5.628)

**9k. Most recent TTP:**

The most recent total tenant payment (TTP) amount for the family. This amount is only available if the family previously lived in subsidized housing.

**9m. Qualify for minimum rent hardship exemption?:**

A family does not have to pay the PHA-established minimum rent (identified on line 9h) if it qualifies for a financial hardship exemption. (See 24 CFR 5.630(b)).

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.

If the family has not requested a minimum rent hardship exemption, put No Request. If the family requested a minimum rent hardship exemption and was determined to not qualify for such an

exemption, put No. If the family requested a minimum rent hardship exemption and was determined to qualify for such an exemption, put Yes.



## Section 10: Public Housing

### General Rules:

- Complete if the family's program type is Public Housing and the type of action is New Admission, Annual Reexamination, Interim Reexamination, Other Change of Unit, or Other Change, Non-Income Threshold (as needed).
- Do not complete for ineligible police officers or families who reside in Public Housing but were admitted as an over-income family per 24 CFR 960.503. If the family was admitted as a Public Housing participant and now exceeds the over-income limit as defined at 24 CFR 960.102, and they are in the 24 consecutive month grace period (i.e., they remain a program participant), this section should be completed.

### 10a. TTP: Copy from 9j:

The total tenant payment (TTP). This is the amount per month the PHA may require the family to pay the unit owner unless the family pays a flat or ceiling rent.

### 10b. Unit's flat rent (see Appendix II for Mixed Family Flat Rent calculation):

Indicate the flat rent dollar amount. Flat rent is set by the unit size and building type. When authorized to administer ceiling rents, PHAs must set ceiling rents at the level required for flat rents and input them in this line.

As noted in Notice PIH 2022-23, when the flat rent amount exceeds an applicable LIHTC maximum rent, PHAs should set flat rents so as not to exceed the LIHTC maximum rent.

### How do I calculate flat rent for a mixed family?

See Appendix II for the Mixed Family Flat Rent calculation to compute the mixed family flat rent to enter in line 10b. Use Appendix II when one or more family members are ineligible noncitizens or not contending eligibility (as noted on line 3i). Enter the amount from line 7 in the appendix in line 10b as the mixed family's flat rent amount.

**Complete line 10d - 10f if the family receives full rental subsidy.**

### 10d. Income Based Rent (Lower of 10a or 10b if authorized to use ceiling rents; or if not, put 10a):

Indicate the lesser amount of either the TTP (line 10a) or flat rent, if the PHA is authorized to administer a ceiling rent (line 10b). If the PHA is not authorized to administer a ceiling rent, do not compare 10a and 10b; enter the TTP (line 10a).

### 10e. Utility allowance, if any:

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the unit. If there is no utility allowance, enter 0 (zero).

### 10f. Tenant rent: 10d minus 10e:

The rent amount the family pays to the owner after deducting the utility allowance (line 10e) from the lower rent (line 10d); or the total credit amount the family receives to pay utilities.

### What does it mean when tenant rent is positive?

If the lower of TTP or ceiling rent (line 10d) minus the utility allowance (line 10e) results in a positive number or 0 (zero), this line reflects the tenant's rent to the PHA.

*Example:* The utility allowance amount in line 10e is \$100 per month, and the lower rent in line 10d is \$450. The calculation reads: \$450 - \$100 = \$350. The tenant pays \$350 to the PHA.

### What does it mean when tenant rent is negative?

If the result is a negative number, this line reflects a credit to the tenant, commonly referred to as the utility reimbursement.

*Example:* The utility allowance in line 10e is \$100, and the lower rent in line 10d is \$75. The calculation reads: \$75 - \$100 = -\$25. The tenant receives a \$25 credit (i.e., utility reimbursement).

## Income Based Rent Calculation

## Income Based



### Prorated Rent Calculation

**Complete lines 10h – 10s if the family receives a prorated rental subsidy (i.e., one or more family members indicated ineligible noncitizen or not contending eligibility (IN) in line 3i).**

#### 10h. PHA-established flat rent:

Indicate the flat rent that the PHA (owner) can charge for the unit.

#### 10i. Family maximum subsidy: 10h minus 10a:

The maximum amount of rent subsidy available to the family. Subtract total tenant payment (TTP) (line 10a) from the PHA-established flat rent (line 10h).

#### 10j. Total number eligible:

Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children or adults. Eligible family members have citizenship codes in line 3i of:

- Eligible citizen
- Eligible noncitizen
- Pending verification

#### 10k. Total number in family:

Total number of family members in the household. Include all family members, including ineligible noncitizen family members and family members not contending eligibility (as noted on line 3i). Do not include live-in aides or foster children/adults.

#### 10n. Eligible subsidy: $(10i \div 10k) \times 10j$ :

The total amount of rent subsidy for which the family is eligible. Divide the family maximum subsidy (line 10i) by the total number in family (line 10k) and multiply the result by the total number of eligible family members (line 10j).

*Example:* The family maximum subsidy (line 10i) is \$500 and the family consists of 4 members (line 10k) of which 3 members are eligible for rent subsidy (line 10j). The calculation reads  $(\$500 \div 4) \times 3 = \$375$ . The family's eligible subsidy is \$375.

#### 10p. Mixed family TTP: 10h minus 10n:

Indicate the mixed family total tenant payment (TTP) for the unit based on the proration calculation. The mixed family TTP is the PHA-established flat rent (line 10h) minus eligible subsidy (line 10n).

#### 10r. Utility allowance, if any:

If the payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

#### *What do I enter if there is no utility allowance?*

If there is no utility allowance, enter 0 (zero).

#### 10s. Mixed family tenant rent: 10p minus 10r:

The rent amount the family pays to the PHA after deducting the utility allowance (line 10r) from the mixed family total tenant payment (TTP) (line 10p); or the total credit amount the family receives to pay for utilities.

#### *What does it mean when the mixed family tenant rent is positive?*

If mixed family total tenant payment (line 10p) minus the utility allowance (line 10r) results in a positive number or 0 (zero), this line reflects the tenant's rent to the PHA.

*Example:* The utility allowance amount in line 10r is \$100 per month, and the mixed family total tenant payment in line 10p is \$450. The calculation reads:  $\$450 - \$100 = \$350$ . The tenant pays \$350 to the PHA.

#### *What does it mean when the mixed family tenant rent is negative?*

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as a utility reimbursement.

*Example:* The utility allowance in line 10r is \$100, and the mixed family total tenant payment in line 10p is \$75. The calculation reads:  $\$75 - \$100 = -\$25$ . The tenant receives a \$25 credit (i.e., utility reimbursement).



**Type of Rent**

**10u. Type of rent selected:**

Indicate whether the tenant selected an income-based rent or a flat rent.

- Income based - Check this box if the family selected income-based rent.
- Flat - Check this box if the family selected flat rent.



## Section 11: Project-Based Vouchers

**General Rules:**

- Complete for families that receive project-based assistance, where the PHA has a HAP contract with the project owner to subsidize the owner's project.
- Complete if the family's program type is Project-based Voucher.
- Complete if the type of action is New Admission, Annual Reexamination, Interim Reexamination, Unit Change Only, or Other Change, Non-Income Threshold (as needed).

**11b. Is family now moving to this unit? (Y or N):**

Indicate Y (Yes) if the family is moving into the unit in connection with the reported action. If the family leases in-place or if the family will remain in the same unit at the time of the reported action, enter N.

**11d. Reserved.****11e. Reserved.****11f. Reserved.****11g. Housing type:**

Check the housing type that applies to the family's housing unit, if applicable.

- *Group home (prorate contract rent and utility allowance):* A state-approved group home where 2 to 12 elderly or disabled individuals live in a single unit.
- *SRO: One room occupied by one person:* A single room unit, usually without food preparation or sanitary facilities, occupied by only one person.

**11h. Owner name:**

The unit owner's legal name.

**11i. Owner TIN/SSN:**

Taxpayer identification number (TIN) or Social Security Number (SSN) of the legal unit owner.

**11j. HAP Contract ID Number:**

The housing assistance payment (HAP) Contract Identification Number. This HAP Contract ID number is auto-generated in the HIP system through the PBV HAP Contract module. Include the HAP Contract ID for the family's relevant housing unit. The HAP Contract ID identifies the PHA Code, year the HAP contract became effective and an auto-generated number sequence that serves as a unique identifier for that HAP contract as designated by the HIP system.

*Example:* The HAP Contract ID is AR097-2021-0000046. The HAP Contract ID is PHA Code – Effective Year of the HAP Contract – autogenerated number sequence for a unique HAP Contract ID. The PHA would enter the entire HAP Contract ID in field 11j.

**11k. Contract rent to owner:**

Total monthly rent amount paid to the unit owner under the lease.

**11l. Security deposit paid by the PHA on behalf of the family, if any:**

Indicate the amount (\$) the PHA paid for a security deposit on behalf of the family. If the PHA did not provide a security deposit, enter \$0.

**11m. Utility allowance, if any:**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant-supplied utilities that apply to the family-occupied unit.

***What do I enter when there is no utility allowance?***

If there is no utility allowance, enter 0 (zero).



**11n. Gross rent of unit: 11k + 11m:**

The unit's total monthly rent amount. Add the contract rent to owner (line 11k) to the utility allowance (line 11m).

**11q. TTP: Copy from 9j:**

The total tenant payment (TTP). Copy from line 9j.

**Rent Calculation (if prorated assistance (line 3u=p), skip to 11aa)**

**Complete if family receives full subsidy.**

**11r. Total HAP: 11n minus 11q. If 11q is larger, put 0:**

Total housing assistance payment (HAP) equals the gross rent of unit (line 11n) minus total tenant payment (TTP) (line 11q).

**11s. Tenant rent: 11k minus 11r:**

The rent amount the family pays to the owner is the contract rent to owner (line 11k) minus the total HAP (line 11r); or the credit amount the family receives to pay for utilities.

**What if the tenant rent is positive or zero?**

If the contract rent to owner (line 11k) minus the total HAP (line 11r) results in a positive number or 0 (zero), this line reflects the rent amount that the tenant pays to the owner.

*Example:* The total HAP amount in line 11r is \$100 per month, and the contract rent to owner in line 11k is \$450. The calculation reads:  $\$450 - \$100 = \$350$ . The tenant pays \$350 to the owner.

**What if the tenant rent is negative?**

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as a utility reimbursement.

*Example:* The total HAP in line 11r is \$475, and the contract rent to owner in line 11k is \$450. The calculation reads:  $\$450 - \$475 = -\$25$ . The tenant receives a \$25 credit (i.e., utility reimbursement).

**11t. HAP to owner: lower of 11k or 11r:**

The amount of the housing assistance payment to

the unit owner. Indicate the lower of the contract rent to owner (line 11k) or the total HAP (line 11r).

**Prorated Rent Calculation**

**Complete if one or more family members indicated ineligible noncitizen or not contending eligibility (IN) in line(s) 3i.**

**11aa. Normal total HAP: 11n minus 11q:**

Amount of the normal total housing assistance payment. Subtract total tenant payment (TTP) (line 11q) from gross rent (line 11n).

**11ae. Total number eligible:**

Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children and foster adults. Eligible family members have citizenship codes in line 3i of:

- Eligible citizen
- Eligible noncitizen
- Pending verification

**11af. Total number in family:**

Total number of family members in household. Do not include live-in aides or foster children and foster adults. Include ineligible noncitizen family members and family members not contending eligibility as part of the total number in the family.

**11ag. Proration percentage: 11ae ÷ 11af:**

Percentage of family eligible for rent subsidy. Divide total number eligible (line 11ae) by total number in family (line 11af). A family with ineligible family members is only eligible for a percentage of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

*Example:* There are four family members eligible for housing assistance (line 11ae), and five total family members (line 11af; 1 is ineligible for rent subsidy). The calculation reads:  $4 \div 5 = 0.8$  (or 80%).

**11ah. Prorated total HAP: 11aa x 11ag:**

Total prorated housing assistance payment (HAP). Multiply normal total HAP (line 11aa) by the



proration percentage (line 11ag).

**11ai. Mixed family TTP: 11n minus 11ah:**

Total tenant payment (TTP) for the unit based on the proration calculation. Gross rent of unit (line 11n) minus the prorated total housing assistance payment (HAP) (line 11ah).

*Example:* If the gross rent (line 11n) is \$450, and the prorated total HAP (line 11ah) is \$200, the mixed family TTP is  $\$450 - \$200 = \$250$ . This is the amount the PHA may require the mixed family to pay.

**11aj. Utility allowance: Copy from 11m:**

Monthly allowance amount for tenant-supplied utilities if the rent does not include all utilities. Copy from line 11m.

**What if there is no utility allowance?**

If there is no utility allowance, enter 0 (zero).

**11ak. Mixed family tenant rent: 11ai minus 11aj:**

The rent amount the family pays to the owner after deducting the utility allowance (line 11aj) from the mixed family total tenant payment (TTP) (line 11ai); or the total credit amount the family receives to pay utilities.

**What does it mean when the mixed family tenant rent is positive?**

If the mixed family total tenant payment (line 11ai) minus the utility allowance (line 11aj) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

*Example:* The utility allowance amount in line 11aj is \$100 per month, and the mixed family TTP in line 11ai is \$450. The calculation reads:  $\$450 - \$100 = \$350$ . The tenant pays \$350 to the owner.

**What does it mean when the mixed family tenant rent is negative?**

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as a utility reimbursement.

*Example:* The utility allowance in line 11aj is \$100,

and the mixed family TTP in line 11ai is \$75. The calculation reads:  $\$75 - \$100 = -\$25$ . The tenant receives a \$25 credit (i.e., utility reimbursement).

**11an. Prorated HAP to owner: 11k minus 11ak (if 11ak is negative, put 11k):**

The prorated housing assistance payment (HAP) to the unit owner. Subtract the mixed family tenant rent (line 11ak) from the contract rent to owner (line 11k). If the mixed family tenant rent in line 11ak is negative, enter the contract rent to owner (line 11k).

**Additional Payments and Services (not HAP)**

**11ap(1). Did the family receive mobility-related services (Y or N)**

Indicate whether the family received housing mobility-related services, provided or funded by the PHA, intended to help access lower poverty, opportunity neighborhoods.

**11ap(2). If yes, date the family began receiving mobility-related services (mm/dd/yyyy)**

Enter the date the family first began receiving housing mobility-related services.

**11aq. Additional financial support for project-based voucher family, if any:**

Indicate the amount (\$) of any additional financial support the PHA provided to, or on behalf of the family. Do not include any security deposit amount already entered in line 11l. If the PHA did not provide any additional financial support, enter 0 (zero).





## Section 12: Housing Choice Vouchers: Tenant Based Vouchers

### General Rules:

- Complete if program type is tenant-based Voucher and type of action is New Admission, Annual Reexamination, Interim Reexamination, Portability Move-in, Unit Transfer Only, or Other Change, Non-Income Threshold (as needed).

### 12a. Number of bedrooms on voucher:

The unit size (number of bedrooms) listed on the voucher issued to the family. This may be different from the number of bedrooms listed in line 5d (Number of bedrooms in the unit). Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit.

### 12b. Is family now moving to this unit? (Y or N):

Indicate if the family is moving into the unit in connection with the reported action. If the family leases in-place or if the family is remaining in the same unit at the time of the reported action, enter N.

### 12d. Did family move into your PHA jurisdiction under portability? (Y or N) (If no, skip to 12g):

Indicate whether or not the household has moved into the PHA's jurisdiction under portability. If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

### *What do I enter if my PHA absorbed the family?*

If a portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program.

### 12e. Cost billed per month (put 0 (zero) if absorbed):

Under portability, the monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount and applicable administrative fee, which includes any utility reimbursement. See 24 CFR 982.355(e).

### *What do I enter if my PHA absorbed the family?*

Enter 0 (zero) if the family was absorbed by the receiving PHA.

### 12f. PHA code billed:

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

### 12g. Housing type:

Check the housing type that applies to the family's housing unit, if applicable.

- Group home (prorate gross rent):* A state-approved group home where 2 to 12 elderly or disabled individuals reside in a single unit.
- Own manufactured home, lease space:* A family who occupies a manufactured home (e.g., mobile home) as its principal place of residence and leases, but does not own, the home space or pad.
- SRO: One room occupied by one person:* A single room unit, usually without food preparation or sanitary facilities, occupied by only one person.

### 12h. Owner name:

The unit owner's legal name.

### 12i. Owner TIN/SSN:

Taxpayer identification number (TIN) or Social Security Number (SSN) of the legal unit owner.

### 12j. Payment standard for family:

Enter the payment standard for the family. See 24 CFR 982.505(c) and Notice PIH 2016-02, "Enhanced Voucher Requirements for over-housed Families".

### *What do I enter for Enhanced Vouchers?*

For a family who stays at the multifamily project and who is not over-housed, the payment standard is the gross rent of the family's unit.



**What do I enter when the family has an Enhanced Voucher and is over-housed?**

If the family qualifies for a smaller family unit size based on the PHA's subsidy standards than the unit it occupies at the multifamily project, and if no appropriate size unit is available in the project, enter the gross rent of the oversized unit. The payment standard remains at the gross rent unless and until an appropriate or smaller size unit becomes available and the family refuses to move to the unit or does not move to the unit within the established timeframe. If the family refuses to move or does not move timely, enter the payment standard normally applicable for the family under the voucher program. See PIH 2016-02, "Enhanced Voucher Requirements for over-housed Families."

**What do I enter for shared housing?**

If the family shares the unit with another family, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the shared housing unit size. To get the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing.

**What do I enter for a group home?**

If an elderly person or a person with disabilities resides in group home, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the group home size. To derive the family's prorated portion, divide the number of persons in the assisted household (usually one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

**12k. Rent to owner:**

Total monthly rent payable to the unit owner under the lease for the unit. For rental of a manufactured home space, enter the rent to owner for the space, including any owner maintenance or management charges for the space. In a section 236, 221(d)(3) BMIR, 202, or 515 project, the rent to owner is the subsidized rent as determined in accordance with the requirements for those programs.

**12l. Reasonable Accommodation Payment Standard (Y or N):**

Indicate whether the PHA is providing a higher payment standard to the family as a reasonable accommodation. This includes exception payment standard requests approved by the PHA or HUD.

**12m. Utility allowance, if any:**

If the rent does not include all utilities, indicate the monthly allowance amount for tenant-supplied utilities that apply to the family-occupied unit.

**What do I enter if there is no utility allowance?**

If there is no utility allowance, enter 0 (zero).

**How do I prorate the utility allowance for shared housing?**

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

**How do I prorate the utility allowance for a group home?**

If an elderly person or a person with disabilities resides in a group home, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

**12n. Security deposit paid by the PHA on behalf of the family, if any:**

Indicate the amount (\$) the PHA paid for a security deposit on behalf of the family. If the PHA did not provide a security deposit, enter 0 (zero).

**12o(1). Did the family receive mobility-related services (Y or N)**

Indicate whether the family received housing mobility-related services, provided or funded by the PHA, intended to help access lower poverty, opportunity neighborhoods.



**12o(2). If yes, date the family began receiving mobility-related services (mm/dd/yyyy)**

Enter the date the family first began receiving housing mobility-related services.

**12p. Gross rent of unit: 12k + 12m (or Space Rent):**

Gross rent of unit or space rent. Add rent to owner (line 12k) to the utility allowance (line 12m).

**12q. Lower of 12j or 12p:**

Lower of Voucher payment standard for family (line 12j) or gross rent of unit (line 12p).

**12r. TTP (copy from 9j):**

Total tenant payment (TTP). Copy from 9j.

**12s. Total HAP: 12q minus 12r:**

Total housing assistance payment (HAP). Subtract total tenant payment (TTP) (line 12r) from line 12q. If the TTP (line 12r) is larger, enter 0 (zero).

**Rent Calculation  
(If prorated assistance, skip to 12ab)**

Complete if family receives full subsidy.

**12t. Total family share: 12p minus 12s:**

Amount the family contributes toward rent and utilities. Subtract total housing assistance payment (HAP) (line 12s) from gross rent of unit (line 12p). If the total HAP (line 12s) is larger than the gross rent (line 12p), enter 0 (zero).

**12u. HAP to owner: lower of 12k or 12s:**

The amount of the housing assistance payment (HAP) to the unit owner. Indicate the lower of the rent to owner (line 12k) or total HAP (line 12s).

**12v. Tenant rent to owner: 12k minus 12u:**

Rent amount the family pays to the owner after deducting the housing assistance payment (HAP) to owner (line 12u) from the rent to owner (line 12k).

**12w. Utility reimbursement to the family: 12s minus 12u, but do not exceed 12m:**

The utility reimbursement to the family from the PHA. Subtract housing assistance payment (HAP) to owner (line 12u) from total HAP (line 12s), but do not exceed the utility allowance (line 12m).

**Prorated Rent Calculation**

Complete if one or more family members indicated ineligible noncitizen or not contending eligibility (IN) in line(s) 3i.

**12ab. Normal total HAP: copy from 12s, but do not exceed 12p:**

The amount of the normal total housing assistance payment (HAP). Copy from 12s, but do not exceed the amount in 12p (gross rent).

**12ac. Total number eligible:**

Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children and foster adults. Eligible family members have citizenship codes in line 3i of:

- Eligible citizen
- Eligible noncitizen
- Pending verification

**12ad. Total number in family:**

Total number of family members in household. Include all family members, including ineligible noncitizen family members and family members not contending eligibility. Do not include live-in aides or foster children or foster adults.

**12ae. Proration percentage: 12ac ÷ 12ad:**

The percentage of the family eligible for rent subsidy. A family with ineligible family members is only eligible for a percentage of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy. Divide the total number eligible (line 12ac) by the total number in family (line 12ad).

*Example:* There are four family members eligible for housing assistance (line 12ac), and five total family



members (line 12ad; 1 is ineligible for rent subsidy), the calculation reads:  $4 \div 5 = 0.8$  (or 80%).

**12af. Prorated total HAP: 12ab x 12ae:**

The prorated housing assistance payment. Multiply the normal total HAP (line 12ab) by the proration percentage calculated in line 12ae.

**12ag. Mixed family total family contribution: 12p minus 12af:**

Indicate the mixed family total family contribution based on the proration calculation. Take the gross rent of unit (line 12p) minus prorated total housing assistance payment (HAP) (line 12af).

*Example:* If the gross rent (line 12p) is \$450, and the prorated total HAP is \$200 (line 12af), the mixed family total family contribution is:  $\$450 - \$200 = \$250$ . This is the total amount the mixed family must pay toward rent and utilities.

**What if the mixed family contribution is negative?**

If negative, put 0 (zero)

**12ah. Utility allowance: copy from 12m:**

If the payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

**What do I enter if there is no utility allowance?**

If there is no utility allowance, enter 0 (zero).

**What do I enter for shared housing?**

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

**12ai. Mixed family tenant rent to owner: 12ag minus 12ah:**

The rent amount the family pays to the owner after subtracting the utility allowance (line 12ah) from the mixed family total family contribution (line 12ag); or the total credit amount the family receives to pay for utilities.

**What does it mean when the mixed family tenant rent to owner is a positive number?**

If the mixed family total family contribution (line 12ag) minus the utility allowance (line 12ah) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

*Example:* The utility allowance amount in line 12ah is \$100 per month, and the mixed family total family contribution in line 12ag is \$450. The calculation reads:  $\$450 - \$100 = \$350$ . The tenant pays \$350 to the owner.

**What does it mean when the mixed family tenant rent to owner is a negative number?**

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as a utility reimbursement.

*Example:* The utility allowance in line 12ah is \$100, and the mixed family total family contribution in line 12ag is \$75. The calculation reads:  $\$75 - \$100 = -\$25$ . The tenant receives a \$25 credit (i.e., utility reimbursement).

**12aj. Prorated HAP to owner: 12k minus**

**12ai. If 12ai is negative, put 12k:**

The total prorated amount of the housing assistance payment (HAP) to the unit owner. Subtract the mixed family tenant rent to owner (line 12ai) from the rent to owner (line 12k). If the mixed family tenant rent to owner (line 12ai) is negative, enter the rent to owner (line 12k).

**Additional Payments (not HAP)**

**Complete if additional payments were made to or on behalf of family or property owner.**

**12ap. Additional financial support for tenant-based voucher family, if any:**

Indicate the amount (\$) of any additional financial support the PHA provided to, or on behalf of the family. Do not include any security deposit amount already entered in line 12n. If the PHA did not provide any additional financial support, enter 0 (zero).



**12aq. Additional financial incentive for property owner, if any:**

Indicate the amount (\$) of any additional financial incentive the PHA provided to the property owner. Do not include any security deposit amount already entered in line 12n. If the PHA did not provide any additional financial incentive, enter 0 (zero).



## Section 13: Section 8: Moderate Rehabilitation (Mod Rehab)

**General Rules:**

- Complete if program type is Moderate Rehabilitation and type of action is New Admission, Annual Reexamination, Interim Reexamination, Other Change of Unit, Other Change, Non-Income Threshold (as needed).
- Do not complete for ineligible police officers or security personnel occupying a unit in the project.

**13a. HAP contract number:**

The housing assistance payment (HAP) contract number. Include the sequence number for each HAP contract. The HAP contract sequence number identifies the particular project (funding increment) under which the HAP contract is funded.

**How do I enter the HAP contract number?**

Break down the contract number into the pieces that follow. This is the contract number format based on the Housing and Urban Development Central Accounting Program System (HUDCAPS) format:

- *State code* - The first 2 boxes, indicate the Federal standard code of the state where the project is located
- *PHA code* - The next 3 boxes, indicate the 3-digit PHA number that HUD assigned
- *Program code* - The next 2 boxes, indicate the program (e.g., MR or SR)
- *Increment number* - The next 4 boxes, allow up to 4 numbers for the project (funding increment)
- *Sequence number* - The final 4 boxes, allow up to 4 numbers for the HAP contract sequence number.

*Example:* The project number is WI-439-MR-0002. The PHA uses funding under this project number for three separate HAP contracts with three different owners and three different buildings. The HAP contract sequence numbers are: WI-439-MR-0002-0001; WI-439-MR-0002-0002; and WI-439-MR-0002-0003.

**Do I enter a sequence number even if there is only one HAP contract under the project?**

Add the sequence number to the project number even if there is only one HAP contract under the

project. If the PHA uses all of the project funding for only one HAP contract, the HAP contract number is: WI-439-MR-0002-0001.

**13b. Mod Rehab SRO Program for homeless? (Y or N):**

Indicate whether the family's unit is in a Single-Room Occupancy (SRO) project under the SRO Program for Homeless Individuals (24 CFR Part 882, Subpart H).

**13c. Mod Rehab SRO unit (not homeless program) (Y or N):**

Indicate whether the family's unit is an SRO unit, but not under the SRO Program for Homeless Individuals.

**What do I enter if the tenant participates in the Mod Rehab SRO Program for the Homeless?**

If the tenant participates in the Mod Rehab SRO Program for the Homeless, enter N (No).

**13d. Owner name:**

The unit owner's legal name.

**13e. Owner TIN/SSN:**

Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner.

**13f. Current base rent:**

The amount of the current base rent for the unit that reflects the most recent rent adjustment. *If the initial term of the HAP contract has expired, the base rent amount is no longer applicable for purposes of determining the Contract rent to owner.*

**13g. Rehabilitation debt service:**

The amount of the owner's current monthly rehabilitation debt service payment for the unit. If the initial term of the HAP contract has expired, the rehabilitation debt services is no longer applicable for purposes of determining the Contract rent to owner.



**What do I enter if the owner paid off the loan?**

If the owner paid off the rehabilitation loan, enter 0 (zero) here.

**13h. Contract rent to owner: 13f + 13g:**

The monthly rent amount paid to the Mod Rehab unit owner as specified in the housing assistance payment (HAP) contract. Add the current base rent (line 13f) to any monthly rehabilitation debt service payment (line 13g).

**13i. Utility allowance, if any:**

If the contract rent to owner does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

**What do I enter if there is no utility allowance?**

If there is no utility allowance, enter 0 (zero).

**13j. TTP: Copy from 9j:**

The total tenant payment (TTP). Copy from line 9j.

The calculation reads:  $\$450 - \$100 = \$350$ . The tenant pays \$350 to the owner.

**What does it mean when the tenant rent is a negative number?**

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as a utility reimbursement.

*Example:* If the utility allowance in line 13i is \$100, and the TTP in line 13j is \$75. The calculation reads:  $\$75 - \$100 = -\$25$ . The tenant receives a \$25 credit (i.e., utility reimbursement).

**13m. HAP to owner: 13h minus 13k (If 13k is negative, put 13h):**

The amount of the housing assistance payment (HAP) to the unit owner. Subtract the tenant rent (line 13k) from the contract rent to owner (line 13h). If the tenant rent indicated in line 13k is negative, enter the contract rent to owner (line 13h).

*Example:* The contract rent is \$400, and the tenant rent is \$200. The calculation reads:  $\$400 - \$200 = \$200$ . The \$200 balance is the housing assistance payment that the PHA pays to the unit owner.

**Rent Calculation  
(If prorated, skip to 13p)**

**13k. Tenant rent: 13j minus 13i (if 13j is greater than 13h + 13i, put 13h):**

The rent amount the family pays to the owner after deducting the utility allowance (line 13i) from the total tenant payment (TTP) (line 13j); or the total credit amount the family receives to pay for utilities. If the TTP (line 13j) is greater than the gross rent (line 13h plus line 13i) enter the contract rent to owner (line 13h).

**What does it mean when the tenant rent is a positive number?**

If the total tenant payment (line 13j) minus the utility allowance (line 13i) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

*Example:* The utility allowance amount in line 13i is \$100 per month, and the TTP in line 13j is \$450.

**Prorated Rent Calculation**

Complete if one or more family members indicated ineligible noncitizen or not contending eligibility in line(s) 3i.

**13p. Gross rent: 13h + 13i:**

The unit's total monthly rent amount. Add the contract rent to owner (line 13h) to the utility allowance (line 13i).

**13q. Normal total HAP: 13p minus 13j:**

The amount of the normal total housing assistance payment (HAP). Subtract total tenant payment (TTP) (line 13j) from the gross rent (line 13p).

**13r. Total number eligible:**

Total number of family members eligible for rent subsidy based on the Noncitizens Rule. Family



members do not include live-in aides or foster children or foster adults. Eligible family members have citizenship codes in line 3i of:

- Eligible citizen
- Eligible noncitizen
- Pending verification

**13s. Total number in family:**

Total number of family members in household. Include all family members, including ineligible noncitizen family members and family members not contending eligibility. Do not include live-in aides or foster children or foster adults.

**13t. Proration percentage:  $13r \div 13s$ :**

Percentage of family eligible for rent subsidy. Divide the total number eligible (line 13r) by the total number in family (line 13s). A family with ineligible family members is only eligible for a percentage of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

*Example:* There are four family members eligible for housing assistance (line 13r), and five total family members (line 13s; 1 is ineligible for rent subsidy), the calculation reads  $4 \div 5 = 0.8$  (or 80%)

**13u. Prorated total HAP:  $13q \times 13t$ :**

The prorated housing assistance payment (HAP). Multiply the normal total HAP (line 13q) by the proration percentage (line 13t).

**13v. Mixed family TTP:  $13p$  minus  $13u$ :**

Indicate the mixed family total tenant payment (TTP). Subtract the prorated total housing assistance payment (HAP) (line 13u) from the gross rent (line 13p).

*Example:* If the gross rent is \$450, and the prorated HAP is \$200, the mixed family TTP is:  $\$450 - \$200 = \$250$ . This is the amount the PHA may require the tenant to pay.

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

If the payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

***What do I enter when there is no utility allowance?***

If there is no utility allowance, enter 0 (zero).

**13x. Mixed family tenant rent:  $13v$  minus  $13w$ :**

The rent amount the family pays to the owner after deducting the utility allowance (line 13w) from the mixed family total tenant payment (TTP) (line 13v); or the total credit amount the family receives to pay for utilities.

***What do I enter if the mixed family tenant rent is a positive number?***

If mixed family total tenant payment (line 13v) minus the utility allowance (line 13w) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

*Example:* The utility allowance amount in line 13w is \$100 per month, and the mixed family TTP in line 13v is \$450. The calculation reads:  $\$450 - \$100 = \$350$ . The tenant pays \$350 to the owner.

***What do I enter if the mixed family tenant rent is a negative number?***

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as a utility reimbursement.

*Example:* The utility allowance in line 13w is \$100, and the mixed family TTP in line 13v is \$75. The calculation reads:  $\$75 - \$100 = -\$25$ . The tenant receives a \$25 credit (i.e., utility reimbursement).

**13z. Prorated HAP to owner:  $13h$  minus  $13x$  (If  $13x$  is negative, put  $13h$ ):**

The total prorated amount of the housing assistance payment (HAP) that the PHA pays to the unit owner. Subtract the mixed family tenant rent (line 13x) from the contract rent to owner (line 13h). If the mixed family tenant rent indicated in line 13x is negative, enter the contract rent to owner (line 13h).





## Section 15: Homeownership Vouchers

### General Rules:

- Complete if program type is Homeownership Voucher and type of action is New Admission, Annual Reexamination, Interim Reexamination, Portability Move-in, Other Change of Unit, or Other Change, Non-Income Threshold (as needed).

### 15a. Is family now moving to this home? (Y or N):

Indicate if the family is now moving into the home. If the family will remain in the same home at the time of the reported action, enter N.

### 15b. Date (mm/dd/yyyy) of initial HQS inspection:

Date of the initial housing quality standards (HQS) inspection.

### 15c. Did family move into your PHA jurisdiction under portability? (Y or N) (if no, skip to 15f):

Indicate whether the household has moved into the PHA's jurisdiction under portability, regardless of whether the PHA bills the initial PHA or absorbs the family into its own voucher homeownership program. If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

### 15d. Cost billed per month (put 0 if absorbed):

Monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, and any utility reimbursement to the family. Enter 0 (zero) if the family was absorbed by the receiving PHA.

### 15e. PHA code billed:

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

### 15f. Monthly homeownership payment (PITI & MIP if applicable):

The monthly homeownership cost. Includes principal and interest on initial mortgage debt, taxes and insurance (PITI) and any mortgage insurance premium (MIP). See 24 CFR 982.635(c) and (d).

### What do I enter for homeownership in a cooperative (co-op)?

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.

### 15g. Utility allowance:

The PHA's utility allowance for the unit.

### 15h. Monthly maintenance allowance:

The amount of PHA's allowance for the monthly routine maintenance costs.

### 15i. Monthly major repair/replacement allowance:

The amount of the PHA's allowance for major home repairs and replacements.

### 15j. Monthly co-op/condominium assessments:

If applicable, enter the amount of co-op or condominium association operation and maintenance assessments.

### 15k. Monthly principal and interest on debt for improvements, if any:

The amount of principal and interest for debt associated with major repairs, replacements, or improvements to the unit.



**15m. Gross homeownership expense: 15f + 15g + 15h + 15i + 15j + 15k:**

Calculation of tenant's total cost of homeownership. Sum of 15f through 15k.

**15n. Payment standard for the family:**

Enter the lower of the payment standard for the family unit size or the payment standard for the unit size that the family actually owns. See 24 CFR 982.503 and 24 CFR 982.635(b).

**15p. Lower of 15m and 15n:**

The lower of gross homeownership expense (15m) and the payment standard for the family (15n).

**15q. TTP: copy from 9j:**

Total tenant payment (TTP). Copy from line 9j.

**15r. HAP: 15p minus 15q (if 15q is larger, put 0):**

The amount of monthly homeownership assistance payment (HAP). Subtract the total tenant payment (TTP) (line 15q) from the lower of 15m and 15n (line 15p). If the TTP (line 15q) is larger, enter 0 (zero).

**Family Share Calculation  
(If prorated, skip to 15aa)**

Complete if family receives full subsidy.

**15s. Total family share: 15m minus 15r:**

The total amount the family contributes toward homeownership is equal to the gross homeownership expense (line 15m) minus the HAP (line 15r).

**Prorated Subsidy Calculation**

Complete if one or more family members indicated ineligible noncitizen or not contending eligibility in line(s) 3i.

**15aa. Normal total HAP: copy from 15r:**

The amount of the normal total homeownership assistance payment (HAP).

**15ab. Total number eligible:**

Total number of family members eligible for homeownership subsidy based on the Noncitizens Rule. Family members do not include live-in aides or foster children or foster adults. Eligible family members have citizenship codes in line 3i of:

- Eligible citizen
- Eligible noncitizen
- Pending verification

**15ac. Total number in family:**

Total number of family members in the household. Include all family members, including ineligible noncitizen family members and family members not contending eligibility. Do not include live-in aides or foster children or foster adults.

**15ad. Proration percentage: 15ab ÷ 15ac:**

Percentage of family eligible for homeownership subsidy. Divide the total number eligible (line 15ab) by the total number in family (line 15ac). A family with ineligible family members is only eligible for a percentage of the homeownership subsidy. Use the proration percentage to determine the family's total prorated homeownership subsidy.

**15ae. Prorated HAP: 15aa X 15ad:**

The total prorated amount of the homeownership assistance payment (HAP) to the homeowner. Multiply normal total HAP (line 15aa) by the proration percentage (line 15ad).

**15af. Mixed family total family share: 15m minus 15ae:**

Indicate the mixed family total family contribution based on the proration calculation. Subtract the prorated homeownership assistance payment (HAP) (line 15ae) from the gross homeownership expense (line 15m).



## Section 17: Supportive Services Programs (SSP)

### General Rules:

- Complete this section if the family participates in a supportive services program (i.e., Family Self Sufficiency, Resident Opportunity and Self-Sufficiency (ROSS) Program, Jobs Plus).
- Failure to submit FSS graduations will impact Mandatory FSS program size obligations (where applicable).
- If you complete Form HUD-50058 for a family that has an SSP action only, file an SSP Addendum Only action type, complete the required fields in the first three sections on the Form HUD-50058, and then skip to the SSP Addendum.

### 17a. Participate in a Supportive Services Program?

Identify if the family participates in a supportive services program. Select the applicable program. Do not report data in this section if the family does not participate in one of these specified supportive services programs. Choose only one per family.

- *Family Self-Sufficiency (FSS)*
- *Resident Opportunity and Self-Sufficiency (ROSS)*
- *Jobs Plus*

### 17b. SSP report category (check no more than one):

If the family participates in an SSP, check one category to indicate the purpose of the Addendum.

- *Enrollment Report* - New enrollment in the SSP program.
- *Progress Report* - Update to family's SSP status.
- *Exit Report* - Exit from the SSP program.

### 17c. SSP effective date (mm/dd/yyyy) of action:

The effective date of the SSP action being reported in line 17b.

### Can the SSP Effective date be different from the effective date of action (line 2b)?

If the action type of the submitted 50058 is anything

except "SSP Addendum Only" and answers are provided in Section 17, the effective date in line 2b may be different from the effective date of line 17c. When the FSS report is submitted as an SSP Addendum Only (Action Type 8), the effective date in 2b must be the same as the date reported in 17c.

### 17d. PHA code of PHA administering FSS Contract of Participation (FSS only):

The PHA code of the PHA that is counting the family in its FSS program.

#### *Contract of Participation*

#### *How do I find the administering PHA's identification number?*

For help obtaining the administering PHA's identification number, contact the appropriate HUD field office.

*Example 1:* A family executed an FSS Contract of Participation with HA001 and then moved into HA002's jurisdiction. HA001 is still administering the FSS Contract of Participation (regardless of whether HA002 absorbed or administers the voucher) while the family resides in HA002's jurisdiction. Enter the PHA code for HA001 in line 17d in this situation because HA001 is still responsible for providing the coaching/case management for the family's FSS Contract of Participation of the family.

*Example 2:* A family executed an FSS Contract of Participation with HA001 and then moved to HA002's jurisdiction. HA002 also had an FSS program and the family is now being served by HA002's FSS program (regardless of whether HA002 absorbed or administers the voucher). Enter the PHA code for HA002 in line 17d in this situation because HA002 is providing the coaching/case management for the family's FSS Contract of Participation.

### 17e. PHA code of PHA that is managing the rental assistance for this FSS participant

**(May be different from 17d) (FSS only):** The PHA code for the PHA that is managing the rental



assistance for this FSS participant. May be different from 17d.

**17h. General information:** General information about the family. **For FSS, where Head of Household is referenced, use the FSS Head of Household even if different from the Head of Household for rental assistance purposes.**

**17h(1). Current employment status of head of household. Check the box to indicate the head of household's employment status at the time addendum is completed:** Indicate the head of household's current employment status.

- *Full-time (32 hours per week or more)* - Head of household works 32 hours or more per week at one or more jobs.
- *Part-time* - Head of household works less than 32 hours per week at one or more jobs.
- *Not employed* - Head of household is not employed.

**17h(2). Date (mm/dd/yyyy) current employment began:** The date the head of household began their current job.

**17h(3). Benefits in current employment (check all that apply):** Indicate the benefits received through the head of household's current employment. Check all that apply:

- *Health* - Head of household's current employer provides health insurance
- *Retirement Account* - Head of household's current employer provides a retirement account
- *Other* - Head of household's current employer provides other benefits aside from health insurance and retirement accounts.

**17h(4). Years of school completed by the head of household. Enter the highest grade of education or years of formal schooling the head of household completed at the time Addendum is submitted. (0-25):** Enter the highest grade or the full years of formal schooling that the head of household completed (0-25). Years of schooling begin with 1st grade (do not count kindergarten or pre-school).

*Example:* If the head of household completed school through 7th grade, enter 7 in the box. This indicates 7 full years of formal schooling. If the head

of household completed high school and 2 years of college, vocational, technical, or other 2 - 4 year accredited school, enter 14 in the box.

*Example:* If the head of household attended but did not finish 8th grade, enter 7 in the box.

*Example:* If the head of household received a GED, enter 12 in the box (indicating the completion of high school).

**17h(5). Assistance received by the family (check all that apply):** Indicate whether the family receives additional assistance, such as food stamps, Medicaid/Children's Health Insurance Program, TANF assistance, general assistance, or the earned income tax credit.

- *TANF Income Assistance*
- *General Assistance*
- *Food Stamps/SNAP*
- *Medicaid/Children's Health Insurance Program*
- *Earned Income Tax Credit (EITC)*
- *Social Security Disability Insurance (SSDI) or Interim Disability Assistance (IDA)*
- *Supplemental Security Income (SSI)*

**17h(6). Number of children receiving childcare services:** Indicate the number of children in the household who receive childcare services. Count only childcare for purposes of participating in self-sufficiency activities.

**17i. Family services table:**

The family services table includes a list of services and blank columns to complete. The columns indicate whether the participants need the services, and whether the need for services was met during participation in the SSP.

**17i(1). Need (Y/N):** Indicate whether the PHA identified individual training and service needs for any of the family members.

*Education/Training*

- *GED/High School* - remedial education; education for completion of high school or attainment of a high school equivalency certificate.
- *Post-secondary* - education in pursuit of a post-secondary degree or certificate



- *ESL* – English for speakers of other languages

*Employment Supports*

- *Job search/job placement* - Program participants need services to help them to search for employment or to use current employment networks for placement in a permanent position with adequate pay and benefits.
- *Job retention* - services to help retain employment, once obtained.
- *Vocational/job training* - vocational or technical school (e.g., may obtain a license or certificate but not a degree), or participate in job training classes (e.g., computer skills courses, etc.).
- *Job Readiness* – soft skills/preparedness for working, unrelated to the specific skills needed for a particular job.
- *Transportation* - transportation necessary to enable a participating family member to receive available services, or to commute to their place(s) of employment.
- *Child care* - child care assistance in order to allow to access self-sufficiency activities

*Personal Welfare*

- *Health services* - health services to overcome health-related barriers that hinder educational, professional, and self-sufficiency goals, or well-child and well-family regular services and check-ups. Additionally, health promotion activities.
- *Alcohol and substance abuse prevention and treatment services* - prevention and/or intervention services designed to help rehabilitate or help with drug-related problems.
- *Mental Health* - mental and behavioral health services.
- *Dental* - dental cleanings and other services including cosmetic.
- *Health Insurance* - connecting residents without health insurance to health insurance benefits or private health insurance.

*Financial Empowerment*

- *Homeownership and Housing counseling* – services to help participants understand housing rights and prepare for moves out of assisted housing including but not limited to homeownership.
- *Connected to Banking Services at a*

*Mainstream Financial Institution (Checking or Savings)*

- *Financial Empowerment/Coaching* - training in financial literacy, such as financial coaching, training in financial management, asset building, and money management, including engaging in mainstream banking, reviewing and improving credit scores, etc.
- *Digital Inclusion* - programs to help residents access affordable Internet in their homes, affordable devices, and the necessary digital literacy training.
- *Elderly/Persons with Disabilities* - services to enable residents to reach and maintain their desired level of independence and to help them continue aging/remaining in place thereby avoiding more costly forms of care.
- *Other*

**17i(2). Need Met During Participation in Program (Y or N):** If the PHA identified certain needs for family members, indicate whether or not the needs listed in 17i(1) were met while the family participated in the SSP.

**Family Self Sufficiency (FSS) Program (if not in FSS program, skip to 17n)**

**17j. FSS Contract of Participation Information:**

Contract information related to the participating family.

**17j(1). Initial start date (mm/yyyy) of Contract of Participation (FSS enrollment report only):** The effective date of the family’s FSS Contract of Participation (the first of the month after the date of Contract of Participation execution). Include all four digits of the year (i.e., 06/2023).

**17j(2). Initial end date (mm/yyyy) of Contract of Participation (CoP) (to be entered on the first Progress Report after the execution date of the CoP – Do not enter on Enrollment):** The expiration date of the family’s FSS Contract of Participation; the date the family is initially expected to exit the FSS program. The Contract of Participation term is for a period of five years from the first recertification after the execution date of the



Contract of Participation. Include all four digits of the year (i.e., 06/2028).

**17j(3). Contract of Participation end date extended to (mm/yyyy) (if applicable):** If applicable, the date to which the PHA has extended the family's FSS Contract of Participation. If the PHA did not extend the family's end date, leave this field blank. Include all four digits of the year (i.e., 06/2030).

**How long can a contract be extended?**

Pursuant to 24 CFR 984.303(d), the FSS Contract of Participation cannot be extended more than two years beyond the original expiration date.

**17j(4). Number of family members with Individual Training & Services Plan:** The number of family members in the household who have current Individual Training and Services Plans under the FSS Contract of Participation. Must be at least one—the FSS Head of Household. Must not exceed the number of adult family members in the household.

**17k. FSS Escrow Account Information:**

Information about the family's FSS account.

**17k(1). Current FSS escrow account monthly credit:** The current dollar amount credited to the family's FSS account due to increases in earned income by the family. Calculate the amount of the escrow credit with Sample Form HUD-52652, or another document which incorporates the procedures in Sample Form HUD-52652. For more information, please review the webinar that can be found [online](#). If there are no contributions to the family's FSS account, enter 0 (zero).

**17k(2). Current FSS escrow account balance:** The current dollar amount of the family's FSS account based on the most recent report of account funds and activity. Include the amounts paid into the account for the family, as well as the prorated investment income credited to the account. If there is no established FSS account, enter 0 (zero). This amount should equal the amount disbursed at graduation, but before any reductions for amounts owed to the PHA/owner.

**17k(3). FSS escrow account amount disbursed**

**to the family (cumulative as of end of reporting period):** Total dollar cumulative amount, if any, of all interim FSS escrow disbursements ever made to the family. If there are no interim disbursed funds, enter 0 (zero).

17k(2) + 17k(3) = total amount escrowed through the life of the CoP.

**17m. FSS exit information (FSS exit report only):**

Information about the family leaving the FSS program. Complete this section only if the family is exiting the FSS program (i.e., FSS Exit Report). The family may still be a public housing resident or a Housing Choice Voucher program participant.

NOTE: If the family is porting and will continue their CoP either with the initial or receiving PHA, do NOT complete an FSS Exit at this time.

**17m(1). Did family complete Contract of Participation (aka Graduate)? (Y or N):** Indicate 'Y' if the family fulfilled all of its obligations under the Contract of Participation during the contract of Participation term.

**17m(2). If (1) is Yes, did family move to homeownership? (Y or N):** Indicate if the family completed the Contract of Participation and is moving to homeownership. Homeownership includes families that participate in the voucher homeownership option as well as those moving to other homeownership opportunities.

**17m(3). If (1) is No, reason for exit:** Indicate why the family did not complete its FSS Contract of Participation. Select one of the following reasons:

- *Left voluntarily* -- terminated Contract of Participation through mutual consent of the family and the PHA, or the family decided to withdraw.
- *Asked by the PHA to leave program* -- the PHA terminated the Contract of Participation because a family member failed to meet obligations required under the FSS Contract of Participation, or because the family's housing assistance program participation was terminated.
- *Portability move-out* -- the family exercised a portability move-out to another PHA's



jurisdiction and is NOT taking their FSS CoP with them.

- *Termination with Escrow Disbursement*
  - Essential Service was Unavailable
  - Port for Good Cause
  - FSS HoH became disabled
- *Contract of Participation expired but family did not fulfill obligations* – the term of the Contract of Participation, including any extensions, expired but the family did not meet all Contract of Participation obligations.



## Appendix I

### Federal Standard State and Territory Codes

#### States

AL = Alabama	MA = Massachusetts	TX = Texas
AK = Alaska	MI = Michigan	UT = Utah
AZ = Arizona	MN = Minnesota	VT = Vermont
AR = Arkansas	MS = Mississippi	VA = Virginia
CA = California	MO = Missouri	WA = Washington
CO = Colorado	MT = Montana	WV = West Virginia
CT = Connecticut	NE = Nebraska	WI = Wisconsin
DE = Delaware	NV = Nevada	WY = Wyoming
DC = District of Columbia	NH = New Hampshire	
FL = Florida	NJ = New Jersey	
GA = Georgia	NM = New Mexico	
HI = Hawaii	NY = New York	
ID = Idaho	NC = North Carolina	
IL = Illinois	ND = North Dakota	
IN = Indiana	OH = Ohio	
IA = Iowa	OK = Oklahoma	
KS = Kansas	OR = Oregon	
KY = Kentucky	PA = Pennsylvania	
LA = Louisiana	RI = Rhode Island	
ME = Maine	SC = South Carolina	
MD = Maryland	SD = South Dakota	
	TN = Tennessee	

#### Territories

AS = America Samoa
FM = Federated States of Micronesia
GQ = Guam
MH = Marshall Islands
MP = Northern Mariana Islands
PW = Palau
RQ/PR = Puerto Rico
VQ/VI = Virgin Islands





**Appendix II****Section 10, line 10b: Mixed Family Flat Rent Instructions**

**Complete these steps for mixed families that reside in Public Housing (1c = P). A mixed family is a family that includes both citizens/eligible immigrants and noncitizens/ineligible immigrants.**

1. Determine the total tenant payment in accordance with 24 CFR §5.628. (Annual income includes income of all family members, including any family member who has not established eligible immigration status.)

2. Family maximum rent is equal to the applicable flat rent for the unit size to be occupied by the family.

3. Subtract the total tenant payment from the family maximum rent. The result is the maximum subsidy for which the family could qualify if all members were eligible ("family maximum subsidy").

4. Divide the family maximum subsidy by the number of persons in the family (all persons) to determine the maximum subsidy per each family member who has citizenship or eligible immigration status ("eligible family member"). The subsidy per eligible family member is the "member maximum subsidy."

5. Multiply the member maximum subsidy by the number of family members who have citizenship or eligible immigration status ("eligible family members"). The product of this calculation is the "eligible subsidy."

6. The mixed family TTP is the maximum rent minus the amount of the eligible subsidy.

7. Subtract any applicable utility allowance from the mixed family TTP. The result of this calculation is the mixed family tenant rent.

When the mixed family's TTP is greater than the maximum rent, the PHA must use the TTP as the mixed family TTP.



## Appendix III

### Form 50058 Glossary

**Use this glossary as a reference document only. Refer to the Code of Federal Regulations (as referenced after each definition) and HUD Notices for official program descriptions and definitions.**

1937 Act: the United States Housing Act of 1937.

Absorption: in voucher portability, the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA's Consolidated Annual Contributions Contract (ACC). (24 CFR 982.4)

Accessible units: units that meet the requirement of accessibility with respect to dwellings. (24 CFR 945.105)

Accessible: when used with respect to the design, construction, or alteration of a facility, or a portion of a facility other than an individual dwelling unit, so that the facility or portion of the facility can be approached, entered, and used by individuals with physical handicaps. The phrase "accessible to and usable by" is synonymous with accessible. (24 CFR 8.3)

Act: the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100) Also see 1937 Act.

ADA: the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) (24 CFR 5.100)

Adjusted income: annual income (as determined by the responsible entity) of the members of the family residing or intending to reside in the dwelling unit, after making the applicable deductions. (24 CFR 5.611)

Administrative fee: Fee paid by HUD to the PHA for administration of the program. (24 CFR 982.4)

Administrative plan: the plan that describes PHA policies for administration of the tenant-based programs. (24 CFR 982.4)

Admission: the point when the family becomes a participant in a program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term). (24 CFR 982.4)

Annual Contributions Contract (ACC) (Indian Housing): a contract under the 1937 Act between HUD and an IHA containing the terms and conditions under which HUD assists the IHA in providing decent, safe, and sanitary housing for low-income families. (24 CFR 1000.10) Also see 1937 Act.

Annual contributions contract (ACC): the written contract between HUD and a PHA, under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program. (24 CFR 5.403) Also see 1937 Act.

Annual income: all amounts, not specifically excluded, received from all sources by each member of the family who is 18 years of

age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and when the value of net family assets exceeds \$50,000 (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD. (24 CFR 5.609)

Applicant: a person or a family that has applied for housing assistance. (24 CFR 5.403)

Assisted lease (or lease): a written agreement between an Owner and a Family for the leasing of a unit by the Owner to the Family, with housing assistance payments under a Housing Assistance Payments Contract between the Owner and the PHA. (24 CFR 882.102)

Child care expenses: amounts anticipated to be paid by the family for the care of children under 13 years of age, during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent that such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603)

Child: a member of the family other than the family head or spouse who is under 18 years of age.

Citizen: a citizen or national of the United States. (24 CFR 5.504)

Community service: the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. (24 CFR 960.601)

Consent form: any consent form approved by HUD, to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and State Wage Information Collection Agency (SWICAs), return information from the Social Security Administration (including wages, net earnings from self-employment, and payments of retirement income), and return information for unearned income from the Internal Revenue Service. Consent forms expire after a certain time and may authorize the collection of other information from assistance applicants or participants to determine eligibility or level of benefits. (24 CFR 5.100)



**Continued Presence:** a temporary form of protection provided to certain victims of a severe form of trafficking. Continued presence is technically not an immigration status, but rather refers to the government's use of a variety of mechanisms, such as deferred action and parole, to protect a victim from removal in the short-term. Victims cannot directly request Continued Presence, but rather it must be requested by federal law enforcement officials on behalf of the victim. Continued Presence allows the victim to receive work authorization as well as certification through HHS for access to public benefits and social services. Adult trafficking victims with continued presence will receive adult certification letters from the Office of Trafficking in Persons (OTIP) – see definition of "Office of Trafficking in Persons (OTIP) child and adult eligibility/certification letters."

**Continuously assisted:** an applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to a voucher program. (24 CFR 982.4) Also see 1937 Act.

**Contract of Participation:** a contract in a form approved by HUD, entered into between a participating family and a PHA operating an SSP, that sets forth the terms and conditions governing participation in the SSP. The Contract of Participation includes all individual training and services plans entered into between the PHA and all members of the family who will participate in the SSP, and which plans are attached to the Contract of Participation as exhibits. (24 CFR 984.103)

**Cooperative (includes mutual housing):** housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. (24 CFR 982.4)

**Covered families (for welfare benefit reduction):** families who receive welfare assistance or other public assistance benefits (welfare benefits) from a State or other public agency (welfare agency) under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance. (24 CFR 5.615)

**Day laborer:** an individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future. (24 CFR 5.603)

**Department:** the Department of Housing and Urban Development (HUD). (24 CFR 5.100)

**Dependent:** a member of the family (which excludes foster children and foster adults) other than the family head or spouse who is under 18 years of age, or is a person with a disability, or is a full-time student. (24 CFR 5.603)

**Disability assistance expenses:** reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603)

**Disabled family:** a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403)

**Disallowance:** exclusion from annual income. (24 CFR 960.255)

**Earned income:** income or earnings from wages, tips, salaries, other employee compensation, and self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), any cash or in-kind benefits, or funds deposited in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family. (24 CFR 984.103)

**Economic enterprise:** any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except that Indian ownership must constitute not less than 51 percent of the enterprise. Section 3 of the Indian Financing Act of 1974 (24 CFR 1000.48)

**Economic self-sufficiency program:** any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities. (24 CFR 5.603)

**Effective date of SSP Contract of Participation:** the first day of the month following the month in which the SSP family and the PHA entered into the Contract of Participation. (24 CFR 984.103)

**EHPA:** the Earned Home Payments Account. (24 CFR 982.401)

**Elderly family:** a family whose head, spouse, co-head or sole member is a person who is at least 62 years of age. (24 CFR 5.403)

**Elderly Person:** an individual who is at least 62 years of age. (24 CFR 5.100)

**Elevated blood lead level (EBL):** excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart. (24 CFR 982.401)

**Eligible noncitizen:** Eligible noncitizens are:

- Lawful permanent residents (8 U.S.C. 1101(a)(15) and (20); 42 U.S.C. 1436a(1), (2), & (6)); Section 431 of PRWORA (8 U.S.C. 1641(b)(1).
- Persons lawfully admitted for temporary residence under section 1255a of title 8, sometimes also called conditional permanent residents (8 U.S.C. 1101(a)(15) and (20); 42 U.S.C. 1436a(1), (2), & (6)); Section 431 of PRWORA (8 U.S.C. 1641(b)(1). This includes Special Immigrant Conditional Permanent Residents admitted pursuant to the Afghan Allies and Protection Act of 2009 (as amended) (Afghan Allies and Protection Act of 2009, 8 U.S.C.S. § 1101(b)(8) (Section 602. Protection for Afghan allies))
- VAWA self-petitioner applicants with pending or approved applications for immigration protections for certain spouses, former spouses, intended spouses, children, and stepchildren (when they or their children were subjected to battering or



extreme cruelty); and certain parents and stepparents subjected to battering or extreme cruelty (8 U.S.C. 1641(c); 8 U.S.C. § 1101(a)(51), 62 Fed. Reg. 61344, 61367 (Nov. 17, 1997)); HUD Memorandum, “Eligibility of Battered Noncitizen Self-Petitioners for Financial Assistance Under Section 214 of the Housing and Community Development Act of 1980” (Dec. 15, 2016));

- Victims of human trafficking (sex or labor) (Trafficking Victims Protection Act of 2000 (as amended), 22 U.S.C. § 7105(b)(1)(A)) who are: T visa holders (8 U.S.C. 1641(c)(4)) – this includes people who have been granted derivative T-2 through T-6 nonimmigrant status by U.S Customs and Immigration Enforcement (USCIS)); T visa applicants with bona fide (prima facie) determinations and Office of Trafficking in Persons (U.S Department of Health and Human Services certifications (8 U.S.C. 1641(c)(4); 22 U.S.C. 7105(b)(1)(A) & (C)(ii)); or noncitizen minors who have received a Child Eligibility Letter from the Office of Trafficking in Persons (U.S. Department of Health and Human Services) (22 U.S.C. 7105(b)(1)(A) & (C)(i));

- Refugees (42 U.S.C. 1436a(a)(3); Section 431 of PRWORA (8 U.S.C. 1641(b)(3));

- Asylees (42 U.S.C. 1436a(a)(3); Section 431 of PRWORA (8 U.S.C. 1641(b)(2).);

- Humanitarian parolees (42 U.S.C. 1436a(a)(4));

- Immigrants granted withholding of removal (42 U.S.C. 1436a(a)(5));

- Citizens of the Freely Associated States (the Marshall Islands, the Federated States of Micronesia, and Palau) lawfully residing in the United States, its territories and possessions (42 U.S.C. 1436a(a)(7));

- Special Immigrant (SI) parolees admitted as part of Operation Allies Welcome (OAW) or Operation Allies Refuge (OAR) (Afghan Allies and Protection Act of 2009, 8 U.S.C.S. § 1101(b)(8) (Section 602. Protection for Afghan allies.));

- Non-Special Immigrant parolees (often referred to as “humanitarian parole” or “OAR parole”) who are Afghan nationals: paroled into the United States between July 31, 2021, and September 30, 2022; OR paroled into the U.S. after September 30, 2022, and is the spouse or child of an individual paroled into the U.S. between July 31, 2021 and September 30, 2022; or is the parent or legal guardian of an unaccompanied child who was paroled into the United States between July 31, 2021; and parole has not been terminated by the Secretary of Homeland Security (Afghanistan Supplemental Appropriations Act, 2022, Pub. L. No. 117-43 § 2502, 135 Stat. 377 (8 U.S.C. § 1101 note). <https://www.congress.gov/117/plaws/publ43/PLAW-117publ43.pdf>);

- Ukrainian citizens and nationals, as well as certain non-Ukrainians who last habitually resided in Ukraine, who were paroled into the United States between Feb. 24, 2022 and Sept. 30, 2023 (Additional Ukraine Supplemental Appropriations Act, 2022 P.L. 117-128, Title IV, Section 401).

Evidence of citizenship or eligible status: the documents, which must be submitted to evidence citizenship or eligible immigration status. (24 CFR 5.504)

Extremely low-income family: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

Family rent to owner: in the voucher program, the portion of rent to owner paid by the family. (24 CFR 982.4)

Family Self-Sufficiency (FSS) program: program to promote the development of local strategies to coordinate the use of public housing assistance and housing assistance under the voucher program with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. (24 CFR 984.101)

Family share: the portion of rent and utilities paid by the family. (24 CFR 982.4)

Family unit size: The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards. (24 CFR 982.4)

Family: includes but is not limited to, regardless of actual or perceived sexual orientation, gender identity, or marital status, the following (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; an otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act (42 U.S.C. 675(5)(H)), and is homeless or at risk of becoming homeless at age 16 or older; or (2) A group of persons residing together, and such group includes, but is not limited to:

(i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);

(ii) An elderly family;

(iii) A near-elderly family;

(iv) A disabled family;

(v) A displaced family; and

(vi) The remaining member of a tenant family. (24 CFR 5. 403)

FHA: the Fair Housing Act (42 U.S.C. 3601 et seq.) (24 CFR part 100).

Foster adult: A member of the household who is 18 years of age or older and meets the definition of a foster adult under State law. In general, a foster adult is a person who is 18 years of age or older, is unable to live independently due to a debilitating physical or mental condition and is placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. (24 CFR 5.603)

Foster child: A member of the household who meets the definition of a foster child under State law. In general, a foster child is placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction. (24 CFR 5.603)

FSS account: the FSS escrow account (24 CFR 984.103)

FSS credit: the amount credited by the PHA to the participating family's FSS escrow account. (24 CFR 984.103)



FSS family: a family that resides in public housing or receives assistance under the rental voucher programs, and that elects to participate in the FSS program, and whose designated head of the family has signed the Contract of Participation. (24 CFR 984.103)

FSS related service program: any program, publicly or privately sponsored, that offers supportive services. (24 CFR 984.103)

Full-time student: a person who is attending school or vocational training on a full-time basis. (24 CFR 5.603)

FUP: Family Unification Program. The Housing Choice Voucher–FUP is designed to provide housing assistance to households whose lack of adequate housing is a primary cause of the separation or imminent separation of a child or children from their families. FUP accomplishes this by providing funding to public housing agencies that allocate the money to special housing choice vouchers for the families in danger of separation. Recipients of the vouchers must otherwise be eligible for the voucher program. The local public welfare agency must also certify that the lack of adequate housing is a primary reason that the family's child(ren) may be placed in out-of-home care or may be prevented from returning to the family.

Gross rent: the sum of contract rent to owner plus any utility allowance. (24 CFR 982.4, 24 CFR 882.102)

Group home: a dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). (24 CFR 982.4)

HAP contract: housing assistance payments contract. (24 CFR 982.4) Also see Housing assistance payment (HAP).

Head of household: the adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504)

Health and medical care expenses: Health and medical care expenses are any costs incurred in the diagnosis, cure, mitigation, treatment, or prevention of disease or payments for treatments affecting any structure or function of the body. Health and medical care expenses include medical insurance premiums and long-term care premiums that are paid or anticipated during the period for which annual income is computed. (24 CFR 5.603)

Homeless: A family experiencing homelessness may be characterized as:

Category 1: An individual or family who **lacks a fixed, regular, and adequate nighttime residence**, meaning:

- i. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; **or**
- ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs); or
- iii. Is exiting an institution where the individual resided for 90 days or less and who resided in an emergency shelter or place not meant for human

habitation immediately before entering that institution.

Category 2: Individual or family who will imminently lose their primary nighttime residence, provided that:

- i. Residence will be lost within 14 days of the date of application for homeless assistance;
- ii. No subsequent residence has been identified; and
- iii. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Category 3: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- i. Are defined as homeless under the other listed federal statutes;
- ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- iv. Can be expected to continue in such status for an extended period of time due to certain special needs or barriers.

Category 4: Any individual or family who:

- i. Is fleeing, or is attempting to flee, domestic violence, sexual assault, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- ii. Has no other residence; and
- iii. Lacks the resources or support networks to obtain other permanent housing.

(Notice PIH 2023-13)

Homeowner: a family of which one or more members owns the title to the home. (24 CFR 982.401)

HOPE VI: the HOPE VI program was developed as a result of recommendations by National Commission on Severely Distressed Public Housing, which was charged with proposing a National Action Plan to eradicate severely distressed public housing. The Commission recommended revitalization in three general areas: physical improvements, management improvements, and social and community services to address resident needs.

Household: includes everyone who lives in the unit, including foster children/adults and live-in aides. Household members are used to determine unit size.

Housing agency (HA): a state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. (Also referred to as a Public Housing Agency or PHA.) (24 CFR 5.100)

Housing assistance payment (HAP): the monthly assistance payment by a PHA, which includes a payment to the owner for rent owed to the owner under the family's lease; and an additional payment to the family if the total assistance payment exceeds the rent to owner. (24 CFR 982.4)



Housing quality standards (HQS): the HUD minimum quality standards for assisted housing under the tenant-based programs. (24 CFR 982.4)

Imputed welfare income: the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Independent contractor: An individual who qualifies as an independent contractor instead of an employee in accordance with the Internal Revenue Code Federal income tax requirements and whose earnings are consequently subject to the Self-Employment Tax. In general, an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. (24 CFR 5.603)

Indian Housing Authority (IHA): an entity that is authorized to engage or assist in the development or operation of low-income housing for Indians under the 1937 Act; and is established: (1) by exercise of the power of self-government of an Indian tribe independent of state law; or (2) by operation of state law providing specifically for housing authorities for Indians, including regional housing authorities in the State of Alaska. (24 CFR 1000.10)

Individual Training and Services Plan (ITSP): a written plan that is prepared for the head of the FSS family, and each adult member of the FSS family who elects to participate in the FSS program, by the PHA in consultation with the family member, and which sets forth the supportive services to be coordinated for the family member, the activities to be completed by that family member; and the agreed upon completion dates for the services and activities. Each individual training and services plan must be signed by the PHA and the participating family member, and is attached to, and incorporated as part of the Contract of Participation. An individual training and services plan must be prepared for the head of the FSS family. (24 CFR 984.103)

Initial PHA: in Housing Choice Voucher portability, the term refers to both a PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA, and a PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA. (24 CFR 982.4)

IRS: the Internal Revenue Service. (24 CFR 5.100)

Jurisdiction: the area in which the PHA has authority under State and local law to administer the program. (24 CFR 982.4)

Lease: a written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA. In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's cooperative dwelling unit by the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the PHA. (24 CFR 982.4)

Live-in aide: a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) Is determined to be essential to the care and well-being of the persons; (2) Is not obligated for the support of the

persons; and (3) Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403)

Low-income family: a family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

Manufactured home: a manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the Housing Quality Standards (HQS). (24 CFR 982.4)

Manufactured home space: in manufactured home space rental, a space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. (24 CFR 982.4)

Medical expenses: Medical expenses, including medical insurance premiums, anticipated during the period for which annual income is computed, and not covered by insurance. (24 CFR 5.603)

Minor: a member of the family, other than the head of family or spouse, who is under 18 years of age. (24 CFR 5.603)

Mixed family: a family whose members include those with citizenship or eligible immigration status, as well as those without citizenship or eligible immigration status. (24 CFR 5.504)

Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals: rehabilitation involving a minimum expenditure of \$3,000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe, and sanitary conditions to comply with the Housing Quality Standards (HQS) or other standards approved by HUD, from a condition below those standards (improvements being of a modest nature and other than routine maintenance). (24 CFR 882.802)

Moderate rehabilitation: rehabilitation involving a minimum expenditure of \$1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe and sanitary conditions to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance) or to repair or replace major building systems/components in danger of failure. (24 CFR 882.102)

Monthly adjusted income: one twelfth of adjusted annual income. (24 CFR 5.603)

Monthly income: one twelfth of annual income. (24 CFR 5.603)

Mutual Help Occupancy Agreement (MHOA): a lease with option to purchase contract between an IHA and a homebuyer under the 1937 Act. (24 CFR 1000.302)

MSA: a metropolitan statistical area. (24 CFR 5.100)

National: a person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504)



Net family assets: (1) Net cash value of all assets owned by the family, after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment. (24 CFR 5.603)

Noncitizen: a person who is neither a citizen nor national of the United States. (24 CFR 5.504)

Non-elderly disabled person: a person with a disability who is less than 62 years of age. (24 CFR 945.105)

Office of Native American Programs (ONAP): the office of HUD, which has been delegated authority to administer programs for Native Americans. An Area ONAP is an ONAP field office. (24 CFR 1000.10)

Office of Trafficking in Persons (OTIP) child and adult eligibility/certification letters: Foreign national adults in the United States who have been subjected to a severe form of trafficking in persons are eligible for certain benefits and services under the Trafficking Victims Protection Act. Certification letters let individuals who have experienced trafficking and meet certain eligibility rules apply for the same benefits and services as refugees. Foreign national minors in the United States, including unaccompanied children, who have experienced a severe form of trafficking in persons (forced labor or commercial sex), are eligible for benefits and services under the Trafficking Victims Protection Act (TVPA) of 2000, as amended through the issuance of an Eligibility or Interim Assistance Letter from the HHS Office on Trafficking in Persons (OTIP). These benefits and services include access to trafficking-specific case management services, medical services, food assistance, cash assistance, health insurance, and other needs to the same extent as a refugee.

Officer: a professional police officer or other professional security provider. Police officers and other security personnel are considered professional if they are employed full time, i.e., not less than 35 hours per week, by a governmental unit or a private employer and compensated expressly for providing police or security services. (24 CFR 960.503)

OMB: the Office of Management and Budget. (24 CFR 5.100)

Over-income family: A family whose income exceeds the over-income limit. (24 CFR 960.102) Also see low-income family.

Over-income limit: The over-income limit is determined by multiplying the applicable income limit for a very low-income family, as defined in 24 CFR 5.603(b) by a factor of 2.4. See 24 CFR 960.507(b).

Owner: the person or entity (or employee of an owner) that leases an assisted dwelling unit to an eligible family and includes, when applicable, a mortgagee. (24 CFR 5.100)

Participant (participant family): a family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term). (24 CFR 982.4)

Participant: for Section 8 of the 1937 Act, a family receiving rental assistance under the program. For the public housing program, a family or individual that is assisted under the program. (24 CFR 5.100)

Payment standard: the maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family). (24 CFR 982.4)

Person with disabilities: a person who has a disability, as defined in (A) 42 U.S.C. 423 and is determined to have a physical, mental, or emotional impairment that is expected to (1) be of long-continued and indefinite duration, (2) substantially impede his or her ability to live independently, and (3) be of such a nature that the ability to live independently could be improved by more suitable housing conditions, or (B) has a developmental disability as defined in 42 U.S.C. 6001. This definition includes persons who have the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. For purposes of qualifying for low-income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence; and means "individual with handicaps", for purposes of reasonable accommodation and program accessibility for persons with disabilities. (24 CFR 5.403). This definition is different than the definition used for reasonable accommodation and modification decisions under the Fair Housing Act, Section 504 of the Rehabilitation Act of 1974, and the Americans with Disabilities Act.

PHA: a Housing Agency--either a Public Housing Agency (PHA) or an Indian Housing Authority (IHA). (24 CFR 984.103)

PIC: stands for Public and Indian housing information center. PIC was designed to facilitate a more timely and accurate exchange of data between PHAs and local HUD offices by allowing the PHAs to submit information to HUD over the Internet.

Police officer: a person employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. (24 CFR 5.661)

Portability: renting a dwelling unit with tenant-based voucher assistance outside the jurisdiction of the initial PHA. (24 CFR 982.4)

Previously unemployed: a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage. (24 CFR 960.255)

Private space: in shared housing: The portion of a contract unit that is for the exclusive use of an assisted family. (24 CFR 982.4)

Project-based assistance: The subsidy is attached to the unit.

Project owner: The person or entity that owns the housing project containing the assisted dwelling unit. (24 CFR 5.504)

Public Housing Agency (PHA): any state, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

Public Housing programs: the public housing programs administered by the Assistant Secretary for Public and Indian Housing under title I of the United States Housing Act of 1937. (24 CFR 5.306)



Public housing: housing assisted under the 1937 Act, other than under Section 8. Public housing includes dwelling units in a mixed finance project that are assisted by a PHA with capital or operating assistance. (24 CFR 5.100)

Real property: has the same meaning as that provided under the law of the State in which the property is located. (24 CFR 5.100)

Reasonable rent: a rent to owner that is not more than rent charged for comparable units in the private unassisted market and for comparable unassisted units in the premises.

Receiving PHA: in voucher portability, a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family. (24 CFR 982.4)

Rent to owner: the total monthly rent payable to the owner under the lease for the unit. Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for. (24 CFR 982.4)

ROSS: Resident Opportunities and Self Sufficiency Program links services to Public and Indian housing residents by providing grants for supportive services, resident empowerment activities and activities to assist residents in becoming economically self-sufficient.

Seasonal worker: An individual who is hired into a short-term position and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry. (24 CFR 5.603)

Section 8: section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f). (24 CFR 5.100)

Section 504: Section 504 of the Rehabilitation Act of 1974 (29 U.S.C. 794) (24 CFR part 8).

Security personnel means: A police officer, or a qualified security professional, with adequate training and experience to provide security services for project residents. (24 CFR 5.661)

Self-sufficiency: FSS family is no longer receiving Section 8, Public Housing assistance, or any Federal, State, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS account funds. (24 CFR 984.103)

Service provider: a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by state or local law for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis. (24 CFR 945.105)

Service requirement: the obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic self-sufficiency program required in accordance with Sec. 960.603. (24 CFR 960.601)

Shared housing: a unit occupied by two or more families where at least one of the families is assisted. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. (24 CFR 982.4)

Single person: a person who lives alone or intends to live alone, who is not an elderly person, a person with disabilities, a displaced person, or the remaining member of a tenant family. (24 CFR 945.105)

Single room occupancy housing (SRO): a unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. (24 CFR 982.4)

Social Security Number (SSN): the nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary. (24 CFR 5.100)

Special admission: admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position. (24 CFR 982.203)

Specified welfare benefit reduction: a reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program. (24 CFR 5.615)

SSA: the Social Security Administration. (24 CFR 5.100)

SSI: means Supplemental Security Income.

Subsidy standards: standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions. (24 CFR 982.4)

Supportive services (SSP Family): those appropriate services that a PHA will make available, or cause to be made available to an SSP family under a Contract of Participation. (24 CFR 984.103)

Suspension: stopping the clock on the term of a family's voucher, for such period as determined by the PHA, from the time when the family submits a request for PHA approval of the tenancy, until the time when the PHA approves or denies the request. (24 CFR 982.4)

T visa: This visa is available to individuals who are victims of severe forms of trafficking in persons and who are willing to assist in the investigation and prosecution of their traffickers. Severe forms of trafficking include sex trafficking and transporting, harboring, or obtaining a person for labor by force, fraud, or coercion. A T-visa applicant under 21 years of age can apply for T-visas for their spouse, children, parents, and unmarried siblings under 18. T-visa applicants 21 years of age or older can apply for T-visas for their spouse and children. The T visa lasts for four years. After three years, T-visa recipients can apply for lawful permanent residency. If the Attorney General certifies that the investigation has concluded, T-visa recipients can apply for lawful permanent residency sooner than three years. When T-visa applicants receive a bona fide determination or a T visa, they are eligible for Section 214 housing benefits. Adult T-visa applicants and holders will also receive adult certification letters for the Office of Trafficking in Persons (OTIP) – see definition of "Office of Trafficking in Persons (OTIP) child and adult eligibility/certification letters."





Tenant rent: the amount payable monthly by the family as rent to the unit owner (Section 8 owner or PHA in public housing). (This term is not used in the Section 8 voucher program.) (24 CFR 5.603)

Tenant: an individual or a family renting an assisted dwelling unit. (24 CFR 5.504)

Tenant: the person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit. (24 CFR 982.4)

TIN: Tax Identification Number.

Title VI: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (24 CFR part 1).

Unearned income: any annual income, as calculated under 24 CFR 5.609, that is not earned income. (24 CFR 5.100)

Unit size or size of unit: the number of bedrooms in a dwelling unit. (24 CFR 984.103)

USCIS: The Bureau of U.S. Citizenship and Immigration Services, formerly the Immigration and Naturalization Service (INS). (24 CFR 5.504)

Utility allowance: if the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, utility allowance is an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility reimbursement (income based public housing): the amount, if any, by which the utility allowance for a unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Utility reimbursement (vouchers): in the voucher program, the portion of the housing assistance payment which exceeds the amount of the rent to owner. (24 CFR 982.4)

VAWA self-petitioner: Under the Violence Against Women Act, certain abused spouses, children, or parents or parents of abused children can file their own petitions to obtain lawful permanent resident status confidentially and without the cooperation of an abusive spouse, parent, or son or daughter, if the abuser is a U.S. citizen or lawful permanent resident. Victims of elder abuse, battered spouse waiver applicants, VAWA Cuban adjustment applicants, VAWA HRIFA (Haitian), VAWA NACARA (Nicaraguans, Cubans, Salvadorans, Guatemalans, Former Soviet Union nationals) are included in the category of VAWA self-petitioners. Children of the self-petitioner can also obtain legal immigration status by being included in their parent's self-petition. Undocumented immigrant children included in their parent's self-petition are called "derivatives" because they derive a benefit from their parent's application for legal immigration status.

Very low-income family: a family whose annual income does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median income for the area if

HUD finds that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

Voucher (rental voucher): a document issued by a PHA to a family selected for admission to the voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program. (24 CFR 982.4)

Voucher holder: a family holding a voucher with an unexpired term (search time). (24 CFR 982.4)

Waiting list admission: an admission from the PHA waiting list. (24 CFR 982.4)

Welfare assistance: income assistance from Federal or State welfare programs, and includes assistance provided under the Temporary Assistance to Needy Families (TANF) Program, Supplemental Security Income (SSI) that is subject to an income eligibility test; Medicaid, food stamps, general assistance, or other assistance provided under a Federal or State program directed to meeting general living expenses, such as food, health care, child care, but does not include assistance solely directed to meeting housing expenses, and does not include transitional welfare assistance provided to JOBS participants. (24 CFR 984.103)

Welfare assistance: welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments. (24 CFR 5.603)



What sections of the Form do I fill out for each action type?

Use the following chart to help you determine which sections of the Form to fill out for each action type.

**Required 50058 Sections by Action Type**

Section	1: Agency	2: Action	3: Household	4: Background at Admission	5: Unit to be Occupied	6: Assets	7: Income	8: Deductions	9: TTP	10, 11, 12, 13, or 15: Rent Calculation	17: SSP
<b>Action Type</b>											
New Admission	√	√	√	√	√	√	√	√	√	√	Optional
Annual Reexam	√	√	√	No	√	√	√	√	√	√	Optional
Interim Reexam	√	√	√	No	√	√	√	√	√	√	Optional
Portability Move-in	√	√	√	No	√	√	√	√	√	√	Optional
Portability Move-out	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	No
End Participation	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	Optional
Unit Change Only	√	√	√	No	√	√	√	√	√	√	Optional
SSP Addendum Only	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	√
Annual Reexam Searching	√	√	√	No	No	√	√	√	√	No	Optional
Issuance of Voucher	√	√ (Partial)	√	√ (4c, 4d, 4e only)	No	No	No	No	No	No	No
Expiration of Voucher	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	No
Flat Rent Annual Update	√	√	√	No	√	No	No	No	No	No	Optional
Inspection Only	√	√ (Partial)	√ (HOH only)	No	√ (5h, 5i only)	No	No	No	No	No	No
Void	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No	No	No



Section	1: Agency	2: Action	3: Household	4: Background at Admission	5: Unit to be Occupied	6: Assets	7: Income	8: Deductions	9: TTP	10, 11, 12, 13, or 15: Rent Calculation	17: SSP
<b>Action Type</b>											
PBV Transfer to TBV	√	√	√	No	√	√	√	√	√	√	Optional
Other Change, Non-Income Threshold	√	√	√	No	Optional	Optional	Optional	Optional	Optional	Optional	Optional



*What section of the Form do I complete to determine the family's rent?*

The following table indicates which of the sections of the form should be completed when calculating rent, based on the program type and the housing type or participation in other special programs.

**Rent Calculation Sections**

<b>Program</b>	<b>Housing Type or Special Program Participation</b>	<b>Rent Section</b>
<b>Public Housing</b>	Income-based Rent	10
	Flat Rent	10
<b>Sec 8 Vouchers</b>	Project-based Voucher Assistance	11
	Tenant-based Vouchers	12
	Homeownership Vouchers	15
<b>Sec 8 Mod Rehab</b>	All	13



**Appendix V****Form 50058 MTW Family Report**

**Form HUD-50058, MTW, Family Report, applies to Moving to Work Public Housing and Section 8. MTW Agencies should follow the general HUD-50058 Instruction Booklet except where provided for in this Appendix V Addendum.**

**Note:** Form HUD-50058 MTW does not contain any sections labeled Section 6 through Section 17. Sections with these numbers were excluded to ensure that data elements on the regular Form HUD-50058 and Form HUD-50058 MTW have unique numerical labels. However, the method for completing those sections should be consistent with the Form HUD-50058 Instruction Booklet, as follows:

**Section 1. MTW Agency**

**MTW Agencies should complete Section 1. MTW Agency by following the Form-50058 Instruction Booklet Section 1. Agency.**

**Section 2. MTW Action**

**MTW Agencies should complete Section 2. MTW Action by following the Form-50058 Instruction Booklet Section 2. Action, with the following exceptions:**

**2v. MTW self-sufficiency program participation now or in last year? (Y or N):**

Indicate if the family currently participates or participated in an MTW self-sufficiency program in the past year.

The fields 2w, 2x, 2y, 2z, 2aa, and 2ab on the Form-50058 MTW are labeled 2v, 2w, 2x, 2y, 2z, and 2a on the Form 50058.

**Section 3. MTW Household**

**MTW Agencies should complete Section 3. MTW Household by following the Form-50058 Instruction Booklet Section 3. Household.**

**Section 4. MTW Family Background at Admission**

**MTW Agencies should complete Section 4. MTW Family Background at Admission by following the Form-50058 Instruction Booklet Section 4. Background at Admission.**

**Section 5. MTW Unit to be Occupied on Effective Date of Action**

**MTW Agencies should complete Section 5. MTW Unit to be Occupied by Effective Date of Action by following the Form-50058 Instruction Booklet Section 4. Unit to be Occupied on Effective Date of Action.**

**Section 18. MTW Asset Income**

**MTW Agencies should complete Section 18. MTW Asset Income by following the Form-50058 Instruction Booklet Section 6. Assets.**



### Section 19. MTW Income

MTW Agencies should complete Section 19. MTW Income by following the Form-50058 Instruction Booklet Section 7. Income, with the following exceptions. Line 19b will also allow for an additional Income Code for “MTW income”.

#### 19j. Deductions:

Total amount of money that is deducted from a family’s income for rent determination purposes.

#### 19k: Adjusted annual income: 19i minus 19j:

The family’s adjusted annual income. Take total annual income (line 19i) minus deductions (line 19j).

### Section 20. MTW Public Housing

**Note:** Complete if the family’s program type is MTW Public Housing (line 1c=P) and the type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), or Unit Change Only (2a=7).

MTW Agencies should complete Section 20. MTW Public Housing as follows:

#### 20a. Type of rent selected:

Indicate whether the tenant selected an income-based rent or a flat rent.

- Income based - Check this box if the family selected income-based rent.
- Flat - Check this box if the family selected flat rent.

#### 20b. Tenant Rent:

The rent amount the family pays to the owner.

#### 20c. Mixed family tenant rent:

The rent amount the mixed family pays to the owner.

#### 20d. Utility allowance/estimate:

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the unit. If there is no utility allowance, enter 0 (zero).

#### 20e. Ceiling rent?

Indicate if the family is paying the ceiling rent for this unit.

#### 20f. Reserved.

Reserved for future HUD use. HUD may have future directions about how to use this line. It is a placeholder for possible future changes.

### Section 21. MTW Tenant-Based or Project-Based Voucher

**Note:** Complete if the family’s program type is (1c=PR) for Project-Based Voucher or (1c=T) for Tenant-Based Voucher and type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), Portability Move-in (2a=4), or Unit Change Only (2a=7).

MTW Agencies should complete Section 21. MTW Tenant-Based or Project-Based Voucher as follows:



**21a. Type of subsidy selected:**

Indicate whether family pays a flat subsidy or income-based subsidy.

- Income based - Check this box if the family selected income-based subsidy.
- Flat - Check this box if the family selected flat subsidy.

Note: Flat subsidies are not set by the family's income.

**21b. Number of bedrooms on voucher:**

The unit size (number of bedrooms) listed on the voucher issued to the family. This may be different from the number of bedrooms listed in line 5d (Number of bedrooms in the unit). Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit.

**21c. Is family now moving to this unit? (Y or N):**

Indicate if the family is moving into the unit in connection with the reported action. If the family leases in-place or if the family is remaining in the same unit at the time of the reported action, enter N.

**21d. Did family move into your PHA jurisdiction under portability? (Y or N)**

Indicate whether or not the household has moved into the PHA's jurisdiction under portability. If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

***What do I enter if my PHA absorbed the family?***

If a portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program.

**21e. Cost billed per month (put 0 if absorbed):**

Under portability, the monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, which includes any utility reimbursement.

***What do I enter if my PHA absorbed the family?***

Enter 0 (zero) if the family was absorbed by the receiving PHA.

**21f. PHA code billed:**

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

**21g. Owner name:**

The unit owner's legal name.

**21h. Owner TIN/SSN:**

Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner.

**21i. Rent to owner:**

Total monthly rent payable to the unit owner under the lease for the unit. For rental of a manufactured home space, enter the rent to owner for the space including any owner maintenance or management charges for the space. In a section 236, 221(d)(3) BMIR, 202, or 515 project, the rent to owner is the subsidized rent as determined in accordance with the requirements for those programs.

**21j. Utility allowance, if any:**

If the rent does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

***What do I enter if there is no utility allowance?***

If there is no utility allowance, enter 0 (zero).

***How do I prorate the utility allowance for shared housing?***

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

***How do I prorate the utility allowance for a group home?***

If an elderly person or a person with disabilities resides in a group home, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is



a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

**21k. Gross rent of unit: (or Space Rent):**

Gross rent of unit or space rent. Add rent to owner (line 21i) to the utility allowance (line 21j).

**21m. Flat Rent Subsidy amount:**

Amount of monthly flat subsidy that the PHA provides to unit owner, if any, if line 21a=F.

**21n. Tenant Rent to owner:**

Rent amount the family pays to the owner.

**21p. Mixed family tenant rent to owner:**

Rent amount the mixed family pays to the owner.

**21q. Ceiling Rent:**

Indicate if the family is paying the ceiling rent for this unit.

**21r. Total HAP:**

Total housing assistance payment (HAP).

**21s. HAP Contract ID Number: (Project-based Voucher Only)**

The housing assistance payment (HAP) Contract Identification Number. This HAP Contract ID number is auto-generated in the HIP system through the PBV HAP Contract module. Include the HAP Contract ID for the family's relevant housing unit. The HAP Contract ID identifies the PHA Code, year the HAP contract became effective and an auto-generated number sequence that serves as a unique identifier for that HAP contract as designated by the HIP system.

*Example:* The HAP Contract ID is AR097-2021-0000046. The HAP Contract ID is PHA Code – Effective Year of the HAP Contract – autogenerated number sequence for a unique HAP Contract ID. The PHA would enter the entire HAP Contract ID in field 21s.

**21t. Reasonable Accommodation Payment Standard (Y or N): (Tenant Based Voucher only)**

Indicate whether the PHA is providing a higher payment standard to the family as a reasonable accommodation. This includes exception payment standard requests approved by the PHA or HUD.

**21u. Security deposit paid by the PHA on behalf of the family, if any:**

Indicate the amount (\$) the PHA paid for a security deposit on behalf of the family. If the PHA did not provide a security deposit, enter 0 (zero).

**21v. Did the family receive mobility-related services (Y or N)**

Indicate whether the family received mobility-related services, provided or funded by the PHA, intended to help access lower poverty, opportunity neighborhoods.

**Complete if additional payments were made to or on behalf of family or property owner.****21w. Additional financial support for family, if any:**

Indicate the amount (\$) of any additional financial support the PHA provided to, or on behalf of the family. Do not include any security deposit amount already entered in line 21u. If the PHA did not provide any additional financial support, enter 0 (zero).

**21x. Additional financial incentive for property owner, if any (Tenant Based Voucher only):**

Indicate the amount (\$) of any additional financial incentive the PHA provided to the property owner. Do not include any security deposit amount already entered in line 21u. If the PHA did not provide any additional financial incentive, enter 0 (zero).





## Section 22. MTW Homeownership Voucher

**Note:** Complete if program type is Homeownership (line 1c=H) and type of action is New Admission (2a=1), Annual Reexamination (2a=2), Interim Reexamination (2a=3), Portability Move-in (2a=4), or Unit Change Only (2a=7).

MTW Agencies should complete Section 22. MTW Homeownership Voucher as follows:

### 22a. Type of subsidy selected:

Indicate whether family pays a flat subsidy or income-based subsidy.

- Income based - Check this box if the family selected income-based subsidy.
- Flat - Check this box if the family selected flat subsidy.

Note: Flat subsidies are not set by the family's income.

### 22b. Is family now moving into the home? (Y or N):

Indicate if the family is moving into the home in connection with the reported action. If the family is staying in-place or if the family is remaining in the same home at the time of the reported action, enter N.

### 22c. Date of the last Inspection:

Date of the initial housing quality standards (HQS) inspection.

### 21d. Did family move into your PHA jurisdiction under portability? (Y or N)

Indicate whether or not the household has moved into the PHA's jurisdiction under portability. If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

### *What do I enter if my PHA absorbed the family?*

If a portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program.

### 22e. Cost billed per month (put 0 if absorbed):

Under portability, the monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, which includes any utility reimbursement.

### *What do I enter if my PHA absorbed the family?*

Enter 0 (zero) if the family was absorbed by the receiving PHA.

### 22f. PHA code billed:

The initial PHA's 2-letter state code and 3-digit identification number. Leave blank if the receiving PHA absorbs the family.

### 22g. Monthly homeownership payment:

The monthly homeownership cost. The cost includes principal and interest on initial mortgage debt, taxes and insurance (PITI) and any mortgage insurance premium (MIP), if applicable.

### 22h. Utility allowance/estimate:

The PHA's utility allowance for the unit. If the PHA does not provide a utility allowance, enter an estimate of utility costs.

### 22i. Other monthly allowances, if any):

The amount of PHA's allowances for the homeowner's monthly routine maintenance costs, major home repairs and maintenance, and co-op/condominium assessments.

### 22j. Gross homeownership expense:

Calculation of tenant's total cost of homeownership. Sum of 22g through 22i.

### 22k. Flat Rent Subsidy amount:

Amount of monthly flat subsidy that the PHA provides to unit owner, if any, if line 22a=F.

### 22m. Total family share:

Total amount the family contributes toward homeownership.

### 22n. Mixed family total family share:

Indicate the mixed family total family



contribution based on the proration calculation.

**22p. Ceiling Rent:**

Indicate if the family is paying the ceiling

rent for this unit.

**22q. Total HAP:**

The amount of monthly homeownership assistance payment (HAP).

### Section 23. Supportive Services Programs/MTW Self-Sufficiency

MTW Agencies should complete Section 23 Supportive Services Programs/MTW Self-Sufficiency by following the Form-50058 Instruction Booklet Section 17a-n for Section 23a-n.

MTW Agencies should complete the MTW Self-Sufficiency Program Section 23p-q as follows:  
Participation.

#### MTW Self Sufficiency Program

**23p. MTW self-sufficiency Contract Information:**

Contract information related to the participating family.

**23p(1). Initial start date (mm/yyyy) of Contract of Participation (MTW enrollment report only):**

The effective date of the family's Contract of Participation (the first of the month after the date of Contract of Participation execution). Include all four digits of the year (i.e., 06/2000). The date the family *initially* enrolled in the self-sufficiency program.

**23p(2). Initial end date (mm/yyyy) of Contract of Participation (to be entered on the first Progress Report after the effective date of the CoP):**

The expiration date of the family's Contract of Participation; the date the family is initially expected to exit the program. Include all four digits of the year (i.e., 06/2005).

**23p(3). Contract of Participation end date extended to (mm/yyyy) (if applicable):**

If applicable, the date to which the PHA has extended the family's MTW self-sufficiency Contract of Participation. If the PHA did not extend the family's end date, leave this field blank. Include all four digits of the year (i.e., 06/2006).

**23p(4). Number of family members with Individual Training & Services Plan:**

The number of family members in the household who have current Individual Training and Services Plans under the Contract of

**23q. Escrow Account Information:**

Information about the family's escrow account.

**23q(1). Current escrow account monthly credit:**

The current dollar amount credited to the family's escrow account due to increases in earned income by the family.

**23q(2). Current escrow account balance:**

The current dollar amount of the family's escrow account based on the most recent report of account funds and activity. Include the amounts paid into the account for the family, as well as the prorated investment income credited to the account. If there is no established escrow account, enter 0 (zero). This amount should equal the amount disbursed at graduation before any reductions for amounts owed to the PHA/owner.

**23q(3). Escrow account amount disbursed to the family (cumulative as of end of reporting period):** Total dollar cumulative amount, if any, of all interim escrow disbursements ever made to the family. If there are no interim disbursed funds, enter 0 (zero).

**23r. Exit information (exit report only):**

Information about the family leaving the program. Complete this section only if the family is exiting the program.

**23r(1). Did family complete MTW Self-Sufficiency program (aka Graduate)? (Y or N):**

Indicate 'Y' if the family fulfilled all of its obligations under the Contract of Participation during the contract or Participation term.



**23r(2). If (1) is Yes, did family move to homeownership? (Y or N):**

Indicate if the family completed the Contract of Participation and is moving to homeownership. Homeownership includes families that participate in the voucher homeownership option as well as those moving to other homeownership opportunities.

**23r(3). If (1) is No, reason for exit:**

Indicate why the family did not complete its Contract of Participation. Select one of the following reasons:

- *Left voluntarily* -- terminated Contract of Participation through mutual consent of the family and the PHA, or the family decided to withdraw.
- *Portability move-out* -- the family exercised a portability move-out to another PHA's jurisdiction and is NOT taking their CoP with them.
- *Contract expiration but family did not fulfill obligations.*
- *Asked by the PHA to leave program* -- the PHA terminated the Contract of Participation because a family member failed to meet obligations required under the Contract of Participation, or because the family's housing assistance program participation was terminated.
- *Left because essential services were unavailable.*
- *Termination with Escrow Disbursement*
- *Contract of Participation expired but family did not fulfill obligations* -- the term of the Contract of Participation, including any extensions, expired but the family did not meet all Contract of Participation obligations.

**23s. Family services table:**

The family services table includes a list of different services and blank columns to complete. The columns indicate whether the participants need the services, and whether the need for services was met during participation in the SSP.

**23s(1). Need (Y/N):**

Indicate whether or not the PHA identified individual training and service needs for any of the family members.

*Education/Training*

- *GED/High School* - remedial education; education for completion of high school or attainment of a high school equivalency certificate.
- *Post-secondary* - education in pursuit of a post-secondary degree or certificate
- *ESL* – English for speakers of other languages

*Employment Supports*

- *Job search/job placement* - Program participants need services to help them to search for employment or to use current employment networks for placement in a permanent position with adequate pay and benefits.
- *Job retention* - services to help retain employment, once obtained.
- *Vocational/job training* - vocational or technical school (e.g., may obtain a license or certificate but not a degree), or participate in job training classes (e.g., computer skills courses, etc.).
- *Job Readiness* - soft skills/preparedness for working, unrelated to the specific skills needed for a particular job.
- *Transportation* - transportation necessary to enable a participating FSS family member to receive available services, or to commute to their place(s) of employment.
- *Child care* - child care assistance in order to allow them to access self-sufficiency activities.

*Personal Welfare*

- *Health services* - health services to overcome health-related barriers that hinder educational, professional, and self-sufficiency goals, or well-child and well-family regular services and check-ups. Additionally, health promotion activities.
- *Alcohol and substance abuse prevention and treatment services* - prevention and/or intervention services designed to help rehabilitate or help them with drug-related problems.
- *Mental Health* - mental and behavioral health services.
- *Dental* - dental cleanings and other services including cosmetic.
- *Health Insurance* - connecting residents without health insurance to health insurance



benefits or private health insurance.

*Financial Empowerment*

- *Homeownership and Housing counseling* – services to help participants understand housing rights and prepare for moves out of public housing including but not limited to homeownership.
- *Connected to Banking Services at a Mainstream Financial Institution (Checking or Savings)*
- *Financial Empowerment/Coaching* - training in financial literacy, such as financial coaching, training in financial management, asset building, and money management, including engaging in mainstream banking, reviewing and improving credit scores, etc.

- *Digital Inclusion* - programs to help residents access affordable Internet in their homes, affordable devices, and the necessary digital literacy training.
- *Elderly/Persons with Disabilities* - services to enable residents to reach and maintain their desired level of independence and to help them continue aging/remaining in place thereby avoiding more costly forms of care.
- *Other*

**23s(2). Need Met During Participation in Program (Y or N):** If the PHA identified certain needs for family members, indicate whether or not the needs listed in 17i(1) were met while the family participated in the SSP.

## Appendix VI

### Form 50058 MTW Expansion Family Report

Form HUD-50058, MTW Expansion Family Report, applies to Moving to Work Public Housing and Housing Choice Voucher. MTW Agencies should follow the general HUD-50058 Instruction Booklet except where provided for in this Appendix VI Addendum.

#### Section 1. Agency

MTW Agencies should complete Section 1. Agency by following the Form-50058 Instruction Booklet Section 1. Agency, with the following exception:

##### 1c. Program:

Using the codes provided, indicate the housing assistance program in which the family participates. Enter a program code in the 2 boxes in line 1c from left to right. If there is only 1 letter to enter, complete the first box (the one to the left) only; if there are 2 letters to enter, complete both (first and second) boxes.

- P = Public Housing
- T = Tenant-based Voucher
- PR = Project-based Voucher
- H = Homeownership Voucher
- LP = Local, Non-Traditional Property-Based
- LN = Local, Non-Traditional Assistance

#### Section 2. Action

MTW Agencies should complete Section 2. Action by following the Form-50058 Instruction Booklet Section 2. Action for questions 2a through 2u. Note that for the Form HUD-50058 MTW Expansion Family Report, action type 2 is labeled “Full Reexamination,” not “Annual Reexamination.”

MTW Agencies should complete the Section 2 Action questions 2v through 2z as follows:

##### 2v. MTW self-sufficiency participation:

Indicate if the family currently participates or participated in an MTW self-sufficiency program in the past year.

##### 2w. End of Participation reason:

If filing an End Participation, use this field to indicate the primary reason why the family has ended participation.

*Note:* For guidance on terminations and evictions related to criminal records, please see Notice PIH 2015-19. For guidance on end of

participation related to the Public Housing over-income limit, see Notice PIH 2023-03.

- *Changed program (non-RAD):* The primary reason the family ended participation is that they have changed programs, not related to a RAD conversion.
- *Changed program due to RAD conversion:* The primary reason the family ended participation is that they have changed programs due to a RAD conversion.



- *Death of sole family member:* The primary reason the family ended participation is that the sole member of the family died.
- *Absence from unit:* The primary reason the family ended participation is that they were absent from the unit for an extended period of time (i.e., they abandoned the unit). Use this code only if the family did not leave the unit after receiving a notice to vacate for nonpayment of rent.
- *Nonpayment of rent:* The primary reason the family ended participation is that they left the unit after receiving a notice to vacate for nonpayment of rent, before they were formally evicted from the unit.
- *Evicted by landlord:* The primary reason the family ended participation is that they were evicted from the unit.
- *Criminal activity:* The primary reason the family ended participation is due to criminal activity. If the family was formally evicted from the unit because of criminal activity, select “Evicted by landlord” instead. This may be applicable if, for example, the PHA instead terminated tenancy at the expiration of a lease.
- *PHA initiated – Family is over-income (Public Housing) or exceeds 180 days of zero HAP (HCV):* The primary reason the family ended participation is that they are over-income (if in Public Housing) or that they exceeded 180 days of zero HAP (if in HCV).
- *PHA initiated – Over asset limit:* The primary reason the family ended participation is that they exceed the asset limit (e.g., the total cash value of net family assets exceeds the current limit, or they own qualifying real property that renders them ineligible for further assistance).
- *PHA initiated – Other reasons (e.g., violation of lease or program rules):* The primary reason the family ended participation is that the PHA initiated termination for reasons other than those listed above. For instance,

the PHA initiated termination of tenancy because the family violated program rules.

- *Tenant initiated – Family financial situation improved:* The primary reason for the end of participation is that the tenant’s family financial situation improved.
- *Tenant initiated – Dissatisfied with unit/PHA:* The primary reason for the end of participation is that the tenant was dissatisfied with their unit or the PHA.
- *Tenant initiated – Other reasons:* The tenant ended participation for reasons other than those mentioned above.

#### **What if there are multiple reasons explaining the end of participation?**

Since only one reason may be selected, PHAs should select just the primary reason for the end of participation.

NOTE: If 2v is completed for an active FSS program participant, an FSS Addendum (Section 17) with an FSS Exit report (2b = Exit) must be completed.

#### **2x. Interim Reexamination reason:**

If filing an Interim Reexamination, use this field to identify the reasons why an interim reexamination is being conducted. Select all that apply.

- *Decreased income:* The family’s adjusted annual income has decreased by a sufficient amount to warrant an interim reexamination or the family’s adjusted annual income has decreased and the PHA has determined to conduct an interim reexamination in accordance with its own policies and as required by the MTW Operations Notice.
- *Increased income:* The family’s adjusted annual income has increased by a sufficient amount to warrant an interim reexamination (either 10% or an alternative amount established pursuant to the PHA’s approved MTW Supplement to the PHA Plan). Increases in earned income may not be considered for the purposes of an interim reexamination, unless the family had



previously undergone an interim reexamination during the certification period for a decrease.

- **Household composition change:** In addition to changes in adjusted annual income, the PHA is also recording changes in household composition.
- **Contract rent change:** In addition to changes in adjusted annual income, the PHA is also recording changes in contract rent.
- **Public housing over-income status:** The public housing family was first determined to be over-income between annual reexaminations, so the PHA is conducting an interim reexamination later to determine whether the family remains over-income.
- **Alternative rent hardship request:** The household is participating in an MTW alternative rent policy, such as a stepped rent or tiered rent, and the purpose of this interim reexamination is to process the beginning or end of a hardship rent reduction.
- **Stepped rent update without income reexamination:** The household is participating in an MTW alternative stepped rent policy, and the purpose of this interim reexamination is to process a stepped rent increase without a full income reexamination.

## 2y. Type of voucher issuance (T only):

If filing an Issuance of Voucher action type, select the type of situation that applies:

- New Participant
- Port-In
- Port-Out
- Transfer of Unit

*Example:* A PBV participant is transferring to the HCV program at the same PHA. The voucher would be marked “New Participant.”

*Example:* If a family exercises portability with its first admission into the voucher program, the initial PHA must classify this as a New Participant. The receiving PHA must classify this as a “New Admission.”

*Example:* If an existing T or H participant exercises portability, the initial PHA must classify this as “Port Out.” When the receiving PHA issues their voucher, it must be classified as “Port In.”

## 2z. Date participant vacated unit (T only):

Use this field to note when a family vacates a unit but remains an HCV program participant and is searching for a unit. Enter the date (MM/DD/YYYY) that the family vacated the unit. (Note: This field is used for funding calculations, so PHAs must submit this information when a program participant vacates their unit.)

### 2aa. Special purpose:

PHAs should not use this field unless requested by HUD, for example in support of a specific research need.

### 2ab. Special purpose:

PHAs should not use this field unless requested by HUD, for example in support of a specific research need.

## Section 3. Household

MTW Agencies should complete Section 3. Household by following the Form-50058 Instruction Booklet Section 3. Household, with the following exception:

### 3r. Average number of hours worked per week

For each household member, indicate the average number of hours worked per week over the past year. This information should be collected from the household whenever income information is collected. If the action being submitted does not involve collection of income information, this value may be carried over from the most recent full income reexamination.



It is not necessary to compute an exact average over the course of the year. The individual could estimate their average to the best of their ability. If necessary, the PHA could report the individual's average hours worked focusing only on the month leading up to the action.

### 3s. Work requirement compliance

State to what extent the household is in compliance with the PHA's work requirements policy, if applicable.

## Section 4. Background at Admission

MTW Agencies should complete Section 4. Background at Admission by following the Form-50058 Instruction Booklet Section 4. Background at Admission.

## Section 5. Unit to be Occupied on Effective Date of Action

MTW Agencies should complete Section 5. Unit to be Occupied by Effective Date of Action by following the Form-50058 Instruction Booklet Section 4. Unit to be Occupied on Effective Date of Action.

## Section 6. Assets

MTW Agencies should complete Section 6. Assets by following the Form-50058 Instruction Booklet Section 6. Assets.

## Section 7. Income

MTW Agencies should complete Section 7. Income by following the Form-50058 Instruction Booklet Section 7. Income, with the following exception:

### 7h. Prior year or current year/actual income

Indicate whether prior year or current/anticipated income has been entered in this section.

## Section 8. Deductions and Allowances

MTW Agencies should complete Section 8. Deductions and Allowances by following the Form-50058 Instruction Booklet Section 8. Deductions and Allowances, with the following exception:

### 8u. Deductions and allowances not reflected above (all programs; see instructions for more information)

The total amount of deductions and allowances not reflected on other lines in this section. These would include those covered in waivers per the MTW Operations Notice. Also, to be used for Local, Non-Traditional Property-Based and Local, Non-Traditional Tenant-Based programs.

### 8x. Total allowances: 8e + 8n + 8p + 8s + 8t + 8u (all programs)

The total amount of all of the family's allowances. Enter the sum of total permissible deductions (line 8e), health and medical care/disability assistance allowance (line 8n), elderly/disability allowance (line 8p), dependent allowance (line 8s), total annual unreimbursed childcare costs (line 8t), and deductions and allowances not reflected above (line 8u).





### Section 9. Total Tenant Payment (TTP)

MTW Agencies should complete Section 9. Total Tenant Payment (TTP) by following the Form-50058 Instruction Booklet Section 9. Total Tenant Payment (TTP).

### Section 10. Public Housing

MTW Agencies should complete Section 10. Public Housing by following the Form-50058 Instruction Booklet Section 10. Public Housing questions 10a through 10u.

MTW Agencies should complete the Section 10. Public Housing questions 10w as follows:

#### 10w. Alternative tenant rent: (If 10u selection is other than income based or flat rate)

The rent amount the family pays when an alternative type of rent is selected in line 10u. If the amount is negative due to a utility reimbursement, enter the negative amount and credit the family.

- Income-based
- Flat
- MTW alternative gross income
- MTW Stepped rent
- MTW Tiered rent
- MTW alternative adjusted income
- Other MTW alternative rent

### Section 11. Housing Choice Voucher: Project-Based Vouchers and Local, Non-Traditional Property-Based Voucher

MTW Agencies should complete Section 11. Housing Choice Voucher: Project-Based Vouchers and Local, Non-Traditional Property-Based Voucher by following the Form-50058 Instruction Booklet Section 11. Project Based Vouchers for questions 11b through 11t and 11aa through 11an.

MTW Agencies should complete the Section 11. Housing Choice Voucher: Project-Based Vouchers and Local, Non-Traditional Property-Based Voucher questions 11u through 11w and 11ap through 11ar as follows:

#### Rent Calculation Continued

#### 11u. MTW Specific alternative rent type:

Indicate the MTW specific alternative rent type the family's rent is determined by, if the family's rent is not calculated using the standard rent calculation detailed on this form. Use "Other MTW alternative rent" if other types are not applicable, including for Local, Non-Traditional Property-Based program.

- MTW alternative gross income
- MTW Stepped rent
- MTW Tiered rent
- MTW alternative adjusted income
- Other MTW alternative rent

#### 11v. Alternative HAP to owner: (only if a selection is made in 11u)

The total housing assistance payment (HAP) to the unit owner for a family if the PHA is utilizing an alternative rent, as indicated in 11u, or the family is participating in the Local, Non-Traditional Property-Based program.

#### 11w. Alternative tenant rent: (only if a selection is made in 11u)

Tenant rent to owner determined by the PHA for a family if the PHA is utilizing an alternative rent, as indicated in 11u, or the family is participating in the Local, Non-Traditional Property-Based program. If the amount is negative due to a utility reimbursement, enter the negative amount and credit the family.



**Prorated Rent Calculation Continued****11ap. MTW Specific alternative rent type (Prorated):**

Indicate the MTW specific alternative rent type the family's rent is determined by, if the family's rent is not calculated using the standard prorated rent calculation detailed on this form. Use "Other MTW alternative rent" if other types are not applicable, including for Local, Non-Traditional Property-Based program.

- MTW alternative gross income
- MTW Stepped rent
- MTW Tiered rent
- MTW alternative adjusted income
- Other MTW alternative rent

**11aq. Alternative prorated HAP to owner: (only if a selection is made in 11ap)**

The total housing assistance payment (HAP) to the unit owner for a family if the PHA is utilizing an alternative rent, as indicated in 11ap, or the family is participating in the Local, Non-Traditional Property-Based program.

**11ar. Alternative prorated tenant rent: (only if a selection is made in 11ap)**

Tenant rent to owner determined by the PHA for a family if the PHA is utilizing an alternative rent, as indicated in 11ap, or the family is participating in the Local, Non-Traditional Property-Based program. If the amount is negative due to a utility reimbursement, enter the negative amount and credit the family.

**Additional Payments and Services (not HAP)****11as(1). Did the family receive mobility-related services (Y or N)**

Indicate whether the family received housing mobility-related services, provided or funded by the PHA, intended to help access lower poverty, opportunity neighborhoods.

**11as(2). If yes, date the family began receiving mobility-related services (mm/dd/yyyy)**

Enter the date the family first began receiving housing mobility-related services.

**11at. Additional financial support for project-based voucher family, if any:**

Indicate the amount (\$) of any additional financial support the PHA provided to, or on behalf of the family. Do not include any security deposit amount already entered in line 11i. If the PHA did not provide any additional financial support, enter 0 (zero).

**Section 12. Housing Choice Voucher: Tenant-Based Vouchers or Local, Non-Traditional Tenant-Based**

MTW Agencies should complete Section 12. Housing Choice Voucher: Tenant-Based Vouchers or Local, Non-Traditional Tenant-Based by following the Form-50058 Instruction Booklet Section 12. Housing Choice Vouchers: Tenant Based Vouchers for questions 12a through 12w; 12ab through 12aj; and 12ap through 12aq.

MTW Agencies should complete Section 12. Housing Choice Voucher: Tenant-Based Vouchers or Local, Non-Traditional Tenant-Based questions 12x through 12z and 12ak through 12an as follows:

**Rent Calculation Continued**

**12x. MTW Specific alternative rent type:**

Indicate the MTW specific alternative rent type the family's rent is determined by if the family's rent is not calculated using the standard rent calculation detailed on this form. Use "Other MTW alternative rent" if other types are not applicable, including for Local, Non-Traditional Property-Based program.

- MTW alternative gross income
- MTW Stepped rent
- MTW Tiered rent
- MTW alternative adjusted income
- Other MTW alternative rent

**12y. Alternative HAP to owner: (only if a selection is made in 12x)**

The total housing assistance payment (HAP) to the unit owner for a family if the PHA is utilizing an alternative rent, as indicated in 12x, or the family is participating in the Local, Non-Traditional Property-Based program.

**12z. Alternative tenant rent: (only if a selection is made in 12x)**

Tenant rent to owner determined by the PHA for a family if the PHA is utilizing an alternative rent, as indicated in 12x, or the family is participating in the Local, Non-Traditional Property-Based program. If the amount is negative due to a utility reimbursement, enter the negative amount and credit the family.

**12ak. MTW Specific alternative rent type (Prorated):**

Indicate the MTW specific alternative rent type the family's rent is determined by if the family's rent is not calculated using the standard prorated rent calculation detailed on this form. Use "Other MTW alternative rent" if other types are not applicable, including for Local, Non-Traditional Property-Based program.

- MTW alternative gross income
- MTW Stepped rent
- MTW Tiered rent
- MTW alternative adjusted income
- Other MTW alternative rent

**12am. Alternative prorated HAP to owner: (only if a selection is made in 12ak)**

The total housing assistance payment (HAP) to the unit owner for a family if the PHA is utilizing an alternative rent, as indicated in 12ak, or the family is participating in the Local, Non-Traditional Property-Based program.

**12an. Alternative prorated tenant rent: (only if a selection is made in 12ak)**

Tenant rent to owner determined by the PHA for a family if the PHA is utilizing an alternative rent, as indicated in 12ak, or the family is participating in the Local, Non-Traditional Property-Based program. If the amount is negative due to a utility reimbursement, enter the negative amount and credit the family.

**Prorated Rent Calculation Continued****Section 15. Homeownership Vouchers**

MTW Agencies should complete Section 15 Homeownership Vouchers by following the Form-50058 Instruction Booklet Section 15. Homeownership Vouchers.

**Section 17. Supportive Services Programs (SSP)/MTW Self-Sufficiency**

MTW Agencies should complete Section 17 Supportive Services Programs/MTW Self-Sufficiency by following the Form-50058 Instruction Booklet Section 17. Supportive services Programs for questions 17a through 17d and 17h through 17m.

MTW Agencies should complete Section 17 Supportive Services Programs/MTW Self-Sufficiency questions 17e through 17f and 17n through 17s as follows:



**17e. MTW self-sufficiency report category (check no more than one):**

If the family participates in an SSP, check one category to indicate the purpose of the Addendum.

- *Enrollment Report* - New enrollment in the SSP program.
- *Progress Report* - Update to family's SSP status.
- *Exit Report* - Exit from the SSP program.

**17f. MTW Self-Sufficiency Program effective date (mm/dd/yyyy) of action:**

The effective date of the SSP action being reported in line 17e.

### MTW Self Sufficiency Program

**17p. MTW self-sufficiency Contract Information:**

Contract information related to the participating family.

**17p(1). Initial start date (mm/yyyy) of Contract of Participation (MTW enrollment report only):**

The effective date of the family's Contract of Participation (the first of the month after the date of Contract of Participation execution). Include all four digits of the year (i.e., 06/2000). The date the family *initially* enrolled in the self-sufficiency program.

**17p(2). Initial end date (mm/yyyy) of Contract of Participation (to be entered on the first Progress Report after the effective date of the CoP):**

The expiration date of the family's Contract of Participation; the date the family is initially expected to exit the program. Include all four digits of the year (i.e., 06/2005).

**17p(3). Contract of Participation end date extended to (mm/yyyy) (if applicable):**

If applicable, the date to which the PHA has extended the family's MTW self-sufficiency Contract of Participation. If the PHA did not extend the family's end date, leave this field blank. Include all four digits of the year (i.e., 06/2006).

**17p(4). Number of family members with Individual Training & Services Plan:**

The number of family members in the household who have current Individual Training and Services Plans under the Contract of Participation.

**17q. Escrow Account Information:**

Information about the family's escrow account.

**17q(1). Current escrow account monthly credit:**

The current dollar amount credited to the family's escrow account due to increases in earned income by the family.

**17q(2). Current escrow account balance:**

The current dollar amount of the family's escrow account based on the most recent report of account funds and activity. Include the amounts paid into the account for the family, as well as the prorated investment income credited to the account. If there is no established escrow account, enter 0 (zero). This amount should equal the amount disbursed at graduation before any reductions for amounts owed to the PHA/owner.

**17q(3). Escrow account amount disbursed to the family (cumulative as of end of reporting period):** Total dollar cumulative amount, if any, of all interim escrow disbursements ever made to the family. If there are no interim disbursed funds, enter 0 (zero).

**17r. Exit information (exit report only):**

Information about the family leaving the program. Complete this section only if the family is exiting the program.

**17r(1). Did family complete MTW Self-Sufficiency program (aka Graduate)? (Y or N):**

Indicate 'Y' if the family fulfilled all of its obligations under the Contract of Participation during the contract or Participation term.

**17r(2). If (1) is Yes, did family move to homeownership? (Y or N):**



Indicate if the family completed the Contract of Participation and is moving to homeownership. Homeownership includes families that participate in the voucher homeownership option as well as those moving to other homeownership opportunities.

**17r(3). If (1) is No, reason for exit:**

Indicate why the family did not complete its Contract of Participation. Select one of the following reasons:

- *Left voluntarily* -- terminated Contract of Participation through mutual consent of the family and the PHA, or the family decided to withdraw.
- *Portability move-out* -- the family exercised a portability move-out to another PHA's jurisdiction and is NOT taking their CoP with them.
- *Contract expiration but family did not fulfill obligations.*
- *Asked by the PHA to leave program* -- the PHA terminated the Contract of Participation because a family member failed to meet obligations required under the Contract of Participation, or because the family's housing assistance program participation was terminated.
- *Left because essential services were unavailable.*
- *Termination with Escrow Disbursement*
- *Contract of Participation expired but family did not fulfill obligations* -- the term of the Contract of Participation, including any extensions, expired but the family did not meet all Contract of Participation obligations.

**17s. Family services table:**

The family services table includes a list of different services and blank columns to complete. The columns indicate whether the participants need the services, and whether the need for services was met during participation in the SSP.

**17s(1). Need (Y/N):**

Indicate whether or not the PHA identified individual training and service needs for any of the family members.

*Education/Training*

- *GED/High School* – remedial education; education for completion of high school or

attainment of a high school equivalency certificate.

- *Post-secondary* – education in pursuit of a post-secondary degree or certificate
- *ESL* – English for speakers of other languages

*Employment Supports*

- *Job search/job placement* – Program participants need services to help them to search for employment or to use current employment networks for placement in a permanent position with adequate pay and benefits.
- *Job retention* - services to help retain employment, once obtained.
- *Vocational/job training* – vocational or technical school (e.g., may obtain a license or certificate but not a degree), or participate in job training classes (e.g., computer skills courses, etc.).
- *Job Readiness* - soft skills/preparedness for working, unrelated to the specific skills needed for a particular job.
- *Transportation* – transportation necessary to enable a participating FSS family member to receive available services, or to commute to their place(s) of employment.
- *Child care* – child care assistance in order to allow them to access self-sufficiency activities

*Personal Welfare*

- *Health services* – health services to overcome health-related barriers that hinder educational, professional, and self-sufficiency goals, or well-child and well-family regular services and check-ups. Additionally, health promotion activities.
- *Alcohol and substance abuse prevention and treatment services* – prevention and/or intervention services designed to help rehabilitate or help them with drug-related problems.
- *Mental Health* – mental and behavioral health services.
- *Dental* – dental cleanings and other services including cosmetic.
- *Health Insurance* – connecting residents without health insurance to health insurance benefits or private health insurance.



*Financial Empowerment*

- *Homeownership and Housing counseling* - services to help participants understand housing rights and prepare for moves out of public housing, including but not limited to homeownership.
- *Connected to Banking Services at a Mainstream Financial Institution (Checking or Savings)*
- *Financial Empowerment/Coaching* - training in financial literacy, such as financial coaching, training in financial management, asset building, and money management, including engaging in mainstream banking, reviewing and improving credit scores, etc.
- *Digital Inclusion* - programs to help residents access affordable Internet in their homes, affordable devices, and the necessary digital literacy training.
- *Elderly/Persons with Disabilities* - services to enable residents to reach and maintain their desired level of independence and to help them continue aging/remaining in place thereby avoiding more costly forms of care.
- *Other*

**17s(2). Need Met During Participation in Program (Y or N):** If the PHA identified certain needs for family members, indicate whether or not the needs listed in 17i(1) were met while the family participated in the SSP.

