

**May 2015 General Management Review Discussion Points**

- If House Rules have been adopted and implemented by the property, they are required to be an attachment to the lease. Tenant certification of receipt of House Rules is no longer sufficient and we will expect to see the rules in the tenant file.
- Passbook interest rate changed from 2% to .06% starting with 2/1/15 certification(s)( 50059's). Make sure correct amount shows on 50059 or process a corrected 50059.
- With the conversion to TRACS 202D – if a MI correction is required/processed and the amount of the security deposit changes, the owner must either collect more or refund the excess amount previously collected. The lease must be corrected to reflect the change. O/A and tenant must initial the change.
- O/A must address in their policies/ procedures how and when they will notify tenants who turn 18 between ARs of the requirement to sign consent forms 9887/9887A, lease and lease addenda. A tenant is not required to report turning 18 but an O/A may not use information from EIV without a signed 9887 consent form. We recommend written policies to ensure consistent application to all tenants.
- Many agencies are using debit or EBT cards to issue benefits such as SS/SSI, MFIP, child support or unemployment. We recommend adding a question to your application regarding these cards as they are assets. When interviewing a household who receives benefits but does not list any assets, follow up with a question such as, “Do you receive your benefits on a debit card?”
- Medical marijuana in HUD subsidized housing is not allowed. Address the use of medical marijuana and recreational marijuana in your property policies and procedures. It's best to set applicants' expectations in the resident selection plan and establish specific guidelines in the house rules.
- With the release of TRACS 202D, there have been many changes to the HUD 50059, 50059A and the HUD voucher 52670. We encourage a thorough reading of The Monthly Activity Transmission Guide (MAT). The MAT Guide includes:
  - Detailed instructions on how to fill in new field or now active fields (e.g.: Field #69 SS Benefits Claim ID#-If a HH member received SS income benefits under a claim number that is different than their SSN, sites should enter that Claim # on the next 50059)
  - Definition of new codes
  - Information on the new Miscellaneous Accounting Request for repayment agreements
- Tenants who are employed by companies that use The Work Number can obtain paystubs online for free. They need to set up a log-in and password to obtain the needed documents at [www.theworknumber.com](http://www.theworknumber.com).
- HUD's Race and Ethnic Data Reporting Form (HUD-27061-H) has been updated with a new expiration. Replace any existing forms with this version. It can be accessed on HUD's website at <http://portal.hud.gov/hudportal/documents/huddoc?id=27061-h.pdf>.