

**December 2017 General Management Review Discussion Points:**

- The Social Security Administration recently announced a 2 percent cost-of-living adjustment (COLA) increase for 2018. The COLA will begin with benefits payable to Social Security beneficiaries in January 2018. Increased payments to SSI beneficiaries will begin on December 29, 2017. For guidance on processing certifications for the first quarter of 2018, please refer to HUD Handbook 4350.3 Rev. 1, Change 4, Par. 9-6.
- The Ramsey County Child Support office no longer provides payment histories. Child support verifications are now completed online. Please have your tenant provide you with information they obtain from MN Child Support Online at <http://www.childsupport.dhs.state.mn.us/Action/Welcome>.

Participants will need to have their MCI number and their PIN number to access the information. If they do not have that information, they will need to request it from their child support enforcement agent. For clients of Ramsey County, that information can be requested by calling 651.266.3344. The access information is sent via US mail to the participant within two business days.

- Effective January 1, 2018, Minnesota Housing will cite tenant files that have not been properly documented per HUD guidelines, specifically when verifying the cash value of a checking account (i.e. 6-month average). O/As must follow HUD's order of acceptability with regards to verification methods: 1) Upfront Income Verification (UIV), 2) third-party from source (written), 3) third-party from source (oral), and 4) family certification.

If upfront verification is not available, O/A must then attempt third-party verification. Third-party verification can either be written documentation sent directly by the third-party source (i.e. financial institution) or tenant provided documentation (i.e., bank statements). When third-party from the source is not available or a fee is charged to get the information and the tenant does not have the necessary documents, the O/A must revert to the next form of verification in order of acceptability, with the last resort being a family certification. If third-party verification is not available, O/As must document the tenant file to explain why third-party verification was not available. Note: it is not permissible to use less than a 6-month average, unless the account is newly established. **Reference: HH 4350.3 R1 C4 P5-13 and Appendix 3.**

- As of September 1, 2017 there are two big changes at Minnesota Housing.
  - Our new address is:  
400 Wabasha Street North, Suite 400  
Saint Paul, 55102-1109
  - We have a new logo that is being implemented across all of Minnesota's state agencies.

**\*\*Owner/Agents must update the third box on the form HUD-9887 to reflect the new address for Minnesota Housing\*\***

- On August 23, 2017 HUD issued RHIP Listserv 391 TRACS User Recertification Notification. This Listserv introduces a mandatory requirement to certify TRACS Users and TRACS Coordinators. Starting September 1, 2017 TRACS Coordinators will be required to certify all TRACS Users who

continue to need access to TRACS data. It is mandatory that Coordinators certify all TRACS Users no later than December 31, 2017. **Users who are not certified by December 31, 2017 will no longer have access to TRACS.** Review HUD's Mandatory TRACS User Certification Instructions at: [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/trx/trxsum](https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum).

- On November 16, 2016, HUD issued its final rule implementing housing protections authorized in the Violence Against Women Reauthorization Act of 2013 (VAWA). One of the key elements of VAWA 2013's housing protections implemented in the rule is the Emergency Transfer Plan which allows for survivors to move to another safe and available unit if they fear for their life and safety. **Emergency Transfer Plans must be developed and implemented by June 14, 2017**; the plans must establish recordkeeping and reporting requirements. Minnesota Housing monitoring of this requirement will begin with any audits performed after June 14, 2017.
- HUD will be transitioning from TRACS 202D to 203A. **IMPORTANT: TRACS Release 203A has been delayed to 2018.** It was previously scheduled for completion on October 31, 2017, but will now be implemented with this new timeline:

<b>Feb. 1, 2018</b>	Transition begins
<b>May 31, 2018</b>	Transition ends
<b>June 1, 2018</b>	TRACS 202D transactions will be rejected

More information about TRACS 203A can be found at <https://t.e2ma.net/click/rpyx/3arbec/blc1ae>.

- There is a new Fair Housing resource guide that provides a data based tool, the Affirmative Marketing Toolkit that will help customers in completing the majority of their Affordable Fair Housing Marketing Plan (HUD form 935.2A). Find this resource at [www.fairhousingmn.org/providers/toolkit](http://www.fairhousingmn.org/providers/toolkit).

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