

## TRACS DUE DATES

TRACS due dates: All TRACS files, Tenant and Housing Assistance Payment (HAP) must be submitted by the 10<sup>th</sup> of the month prior to the date that you are requesting monies for.

Example: for the March 1, 2002, HAP all TRACS files are due no later than February 10<sup>th</sup>, 2002.

If TRACS files are not received by the 10<sup>th</sup> of the month, your voucher will be processed without updated information, and all tenants' assistance will be paid at the rate paid the previous month.

Any adjustments that are due will be calculated and paid on the next HAP voucher once all necessary TRACS information is received.

### Important Things to Remember

Once you have produced a correct HAP requisition, make separate TRACS files:

1. One that includes **only** the Tenant Data (It is suggested that move-outs and gross rent changes be made in separate files. If multiple tenant files are needed, keep in mind that every time you make a tenant TRACS file, it will overwrite the one before it. By sending one before making an additional one this problem will be avoided.)
2. One that includes **only** the HAP Data.
3. Both files may be transmitted to the Agency at the same time.
4. Make sure that all certifications have a signed date. Those that do not will not be transmitted via TRACS and will not appear on the Agency-generated HAP requisition.

Only make TRACS files after you have completely processed your HAP requisition and have confirmed that the HAP requisition is accurate and no further changes are required.

After you have made a TRACS file – and **prior** to sending the file to the Agency via TRACS – you should:

Check the TRACS file processing report. This report will tell you about tenant certifications that were not included for various reasons. (For example: Two certifications with the same effective date - for the same tenant or unit - may not be included in the same TRACS file; an error would be created.)

Check to make sure all move-out's are sent via TRACS **prior** to submitting the move-in's, as this could create an error. (It is recommended that separate TRACS files be created.)

Verify the contents of the TRACS file. It is highly recommended that you print a summary of each TRACS file submitted to the Agency **before** sending the file to TRACS. Keep a copy of this report for the property files.