

**June 2019 General Management Review Discussion Points:**

- **TRACS Transition from 202D to 203A Delayed**

TRACS 203A has again been delayed and at this time a new implementation date has not been set, as HUD awaits OMB approval on the related forms. Once HUD has received the necessary OMB approval, a new implementation date will be set for two months after approval receipt.

Questions? Contact your TRACS Data Analyst or visit [HUD's TRACS webpage](#).

- **Printing and retaining EIV Income and Income Discrepancy Reports**

For all new admissions, including Initial Certifications (IC), the owner must:

- Print, review and retain the Income Report within 90 days after transmission of the certification to TRACS to confirm/validate the income reported by the household.
- Resolve any income discrepancies with the household within 30 days of the Income Report date. Retain any documentation received to resolve income discrepancies, if applicable.
- Print the Income Discrepancy Report at the same time they print the Income Report (if both Income and Income Discrepancy Reports are not in the file it is a 50059 finding that could be attributable to a 100% file review).

**Note:** It is important that the Income Discrepancy Report be printed at the same time as the Income Report as each week a completely new report is generated based on the current information in the system for a tenant. The old report is overwritten with the current data.

**References:** HUD Handbook 4350.3 R1 C4 Par. 9-11B.5 and Par. 9-11C.3

- **Coming Soon – New Process for no response to Management and Occupancy Review (MOR)**

In order to effectively meet our requirements, Minnesota Housing will be changing our process when a response from the owner/agent has not been received within 30 days from the date of the MOR Report. Currently, when responses are not received by the 30<sup>th</sup> day, a letter is mailed to the owner/agent notifying them the response to the MOR has not been received. Beginning in June, 2019, the HUD Account Executive will be copied on the no response letters in an effort to ensure MOR reports are responded to and closed out timely.



During the recertification process, third reminder notices must be sent at least 60 days prior to the anticipated AR effective date if a tenant has not responded. Because this 60 day notice also serves as notice to terminate assistance, VAWA forms HUD 5380 and HUD 5382 must accompany the notice (see HUD Notice H 2017-05). Remember to document the tenant file to show this requirement has been met. Please contact your assigned Housing Management Officer with questions.



When preparing for the Management and Occupancy Review (MOR) the tenant file must contain the most current HUD 50059 certification transmitted to TRACS. If the most current HUD 50059 on file was not transmitted via TRACS or the most recently transmitted HUD 50059 is not in the file; it is a HUD 50059 Finding and may attributable a 100% Review. To avoid this, make sure all HUD 50059s to be reviewed are transmitted via TRACS and in the file at the time of the MOR.

*HH 4350.3 R1 C4 P5-31 & TRACS MAT User Guide. A HUD 50059 effective in the voucher month must be on file and transmitted to receive assistance payments.*

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**Upcoming 2019 Events:**

**June 13, 2019**

**Central Minnesota Multi Housing Association Annual Shaping the Future Conference & Product Show**

St. Cloud Holiday Inn

Contact Trisha Johnson at [trisha.johnson@mmha.com](mailto:trisha.johnson@mmha.com) for information.

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