

Louisiana Housing Corporation

PROCEDURES FOR PROCESSING SECTION 8 BASELINES

In order to ensure a smooth transition, each Section 8 project must submit an electronic baseline file via TRACS. The baseline certification (MAT10, HUD 50059) must be a full active (most recent) certification (Annual, Interim, Move – In, or Initial) for each household. You will need to create an Interim certification for Unit Transfers or Gross Rent Increases. Before creating and submitting a TRACS baseline file, please follow the steps as outlined:

1. Select your most recent voucher submission date to define the timeframe that the baseline represents. Make sure that the certification voucher processed date is the same as the voucher period for the baseline you are submitting.
2. Review and identify tenants whose most recent certifications are partial certifications (such as Move-outs, Terminations, Unit Transfers and Gross Rent Changes). You will need to create an Interim for any tenants with partial certifications.
3. Verify that the tenant's Next Recertification Date is correct. Your system should automatically populate this field for you, however user-error does occur, and failure to verify the next recertification date can and will result in payment being held for late recertification.
4. Ensure that each individual in each household (has) an identifying valid eligibility code in the eligibility field.
5. Verify tenant and unit accessibility information, if you are not sure which tenants are handicap/disabled your software probably provides a report, run the report and/or identify tenants based on your handicap units and enter the information in the tenant status or general data field (this option is determined by your type of software. Indicate whether status is Mobility, Hearing or Vision as required by TRACS. Depending upon your software the unit accessibility will transmit accessibility data with your address file (Mat 15).
6. Verify that the tenant's correct security deposit amount (is) contained within the basic record of the household. LHC will be processing your Special Claims request and TRACS has activated the Security Deposit field for Section 8, and PRAC contracts.
7. Verify and ensure that each unit has a unit address or mailing address record. You will need to run and submit a MAT 15 (address record) after you have submitted your baseline files,

After all required data has been entered and verified, you are ready to create the baseline files for submission to LHC. If you are not sure of how to create a baseline file, you will need to contact the technical support for your software.

LHC TRACS Address is: TRACM02749

Go to your Mail Utility program (contact your software vendor if you do not know how to access iMAX) and edit/change (or cc:) your call parameters to TRACM02749. Please note your HUD TRACS address when you change it in your software, as you will continue to electronically submit to HUD and LHC initially. You will most likely have an entry that looks something like “TRACMPROD,” which is the TRACS identification number for HUD. This should be where you will enter TRACM02749.

TRANSMIT AS USUAL

Next you will need to return to your TRACS menu or a comparable option as identified by your software vendor to Create your MAT15 records, Create and transmit a separate file to LHC.

TRACS SUBMISSION INSTRUCTIONS FOR THE NEXT TWO MONTHS

When submitting your HAP Voucher and related tenant data, **you must submit the HAP voucher and tenant data to both HUD and LHC**. LHC will be reconciling the parallel tenant data and HAP requests for the two months requested in our system in order to ensure that the information received on your future HAP requests are current and balance with the HUD TRACS database.

You must submit a Hard Copy of the monthly HAP Voucher (HUD-52670) with signature with each month’s HAP Voucher. Include the cover sheet, the tenant assistance payment pages and the adjustment pages. Do not submit individual HUD 50059s for the tenants.

DEADLINE FOR TRACS SUBMISSION TO LHC IS THE 10TH OF THE MONTH

Transmit files as usual; remember to change your outgoing TRACM ID to TRACM02749, if your software does not have the cc: function.