

# Yardi Voyager

## Affordable Housing

### *HUD 50059 Correction*

### *Certification Training Guide*



[Corporate Website](#)

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## Document Changes

The following table lists the plug-in versions documented in each manual revision. To determine which plug-in versions you use, select **Administration > About**. If a manual documents multiple plugins, use the manual revision associated with the most recent plug-in version you use.

A number following the revision letter indicates changes since the previous revision are non-substantive: style, pagination, and so on. Thus, revision a.1 contains the same substantive material as revision a.

| Publication Date | Document Revision | Newly Documented Software   | Other Substantive Changes |
|------------------|-------------------|---|---------------------------|
| 11 April 2018    | c                 | Affordable Plug-In 7.7<br>Affordable Reports Plug-in 7.6<br>TRACS Plug-in 1.2 |                           |
| 7 July 2016      | b                 | Affordable Plug-In 7.1<br>Affordable Reports Plug-In 7.1<br>TRACS Plug-in 1   |                           |
| 21 August 2015   | a                 | Affordable Plug-In 2  | Voyager 7.0               |

*Yardi Voyager Affordable Housing HUD 50059 Correction Certification Training Guide*

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# Introduction

## About Yardi Voyager Affordable Housing

With Yardi Voyager Affordable Housing, you can manage properties that operate under Low Income Tax Credit (LITHTC), HOME, Rural Development Section 515, HUD 50059 housing, or a combination of these programs. Yardi Voyager Affordable Housing integrates compliance, accounting, and property management within a single system. This manual includes information specific to Affordable Housing Affordable Plug-In 2.

## About the Documentation

This guide furnishes training lessons for beginning Voyager Affordable Housing users. The lessons are designed to be completed sequentially. Completing the exercises at the end of each lesson can help to reinforce your knowledge.

Your system administrator customizes Yardi Voyager Affordable Housing and manages the security settings. Customization and security settings affect the appearance of Yardi Voyager Affordable Housing and determine the options that are available to users. Most screens and menu paths described in this document are for a standard implementation with the least restrictive security settings. The screens and descriptions may not match those that you see when you use Yardi Voyager Affordable Housing. This document does not typically describe fields like **Name** or **Unit #**, for which the purpose is self-evident. Unless otherwise indicated, menu paths are for the side menu.

Yardi Voyager Affordable Housing relies on the Yardi Voyager core and residential systems. For information about these systems, see the Yardi Voyager core and residential guides.

You can find the latest documentation on Yardi our FPI Intranet:

<https://sites.google.com/a/fpimgt.com/myteamfpi/?pli=1>

If you need help determining your logon name and password contact your **FPI Residential Software Department**.

## Notes



An information note provides background information. For example, it may explain how changes made in one screen affect data that appears in another screen.



A caution note explains how to avoid a potential problem, or indicates that a process will cause irreversible changes to your data.



A tip describes a way to get more from your software. For example, it may explain an alternative way to perform a task.

# CHAPTER1

## Creating 50059 Correction Certifications

|  |   |
|--|---|
| <b>In this lesson</b>  |   |
| Introduction to Creating 50059 Correction Certifications ..... | 1 |
| Creating Correction Certifications .....                       | 3 |

This lesson explains how to add a 50059 correction certification for a HUD 50059 subsidy household.

### Introduction to Creating 50059 Correction Certifications

A *50059 correction certification* is a partial certification created specifically for correcting inaccurate or incomplete information transmitted in a previous certification file. The correction may be a simple data entry error, such as an incorrect birth date, or a more serious issue, such as unreported family income.

In Voyager, a correction certification is identified by a number that appears to the right of the certification type. For example, Voyager identifies an annual recertification as **AR**. The first correction to an annual certification would be designated **AR-1**. A second correction would be designated **AR-2**.



A partial certification (**UT**, **GR**, **MO**, or **TM**) does not exist independently in the TRACS database. For partial certifications, you can correct only information that does not change the certification effective date.

In this lesson, you will learn how to complete the following tasks:

- Create a correction certification.
- Make the changes needed for the correction.

To actively follow the steps in this lesson, find or create a current resident household that has an active move-in, initial, interim, or annual recertification that has been transmitted to TRACS. In the examples used for this lesson, we will be creating a correction for unreported income. The unreported income was discovered through an EIV finding after the resident's move-in certification had been transmitted to TRACS.

The following graphic shows the **Resident** screen for the household used in this lesson. The **Affordable** tab is open, showing the household's current tenant rent and HAP for the move-in certification that is the subject of the correction.

**Resident** Functions Data Reports

First Name: Kerrie MI E  
 Last Name: Brown  
 Address: 236 Affordable Avenue 5  
 City/State/Zip: Atown SC 49400  
 Email:  
 Alt. Email:  
 Office: (843) 221-2323  
 Home: (843) 223-4545  
 FAX:

Resident ID: t0009452  
 Property: kn113d  
 Unit: 5  
 Prospect: p0015583  
 Status: Current  
 Legal: N/A  
 Payment Method: Any  
 NSF Count: 0  
 Late Count: 0

Edit Close Help

**Affordable** Lease Info Deposit Info Lease Charges Other Info Personal Info

| 50059 Data |                |               |     |             |             |     |      |
|------------|----------------|---------------|-----|-------------|-------------|-----|------|
| Cert Type  | Effective Date | Contract Rent | TTP | Util Allow. | Tenant Rent | HAP | Edit |
| MI         | 10/20/2017     | 900           | 129 | 30          | 99          | 801 | View |

50059 ☒ Subsidy Provider  
 Do not apply rent charges ☒  
 No Summary Receipts ☒

## Creating Correction Certifications

Creating a correction 50059 certification corrects inaccurate or incomplete information transmitted to TRACS in a previous certification.

### To create a 50059 correction certification

- 1 On the **Community Manager Dashboard**, select the property.
- 2 Perform a person search to find the household that is the subject of the correction certification.
- 3 Open the **Resident** screen for the selected household.
- 4 In the **Cert Type** field on the row for the household's current certification, click the certification link.

In the following graphic, we are correcting a move-in recertification. The certification type is **MI**.



Resident

Functions ▾

Data ▾

Reports ▾

First Name

Kerrie

MI

E

Last Name

Brown

Address

236 Affordable Avenue 5

City/State/Zip

Atown

SC

49400

Email

Alt. Email

Office

(843) 221-2323

Home

(843) 223-4545

FAX

Resident ID

t0009452

Property

kn113d

Unit

5

Prospect

p0015583

Status

Current

Legal

N/A

Payment Method

Any

NSF Count

0

Late Count

0

Edit

Close

Help

Affordable

Lease Info

Deposit Info

Lease Charges

Other Info

Personal Info

50059 Data

| Cert Type | Effective Date | Contract Rent | TTP | Util Allow. | Tenant Rent | HAP | Edit |
|-----------|----------------|---------------|-----|-------------|-------------|-----|------|
| MI        | 10/20/2017     | 900           | 129 | 30          | 99          | 801 | View |

50059

☒

Subsidy Provider

Do not apply rent charges

No Summary Receipts

☒

☒

**Certification to correct**  
The **50059 Certification** screen appears.

**50059 Certification** Functions Data Reports

**Passed Validation**

**Resident Information** **Ctrl#61462**

|                |                         |          |                |            |            |
|----------------|-------------------------|----------|----------------|------------|------------|
| Code           | t0009452                | Property | kn113d         | Lease Sign | 10/20/2017 |
| Name           | Kerrie Brown            | Unit     | 5              | Lease From | 10/20/2017 |
| Address        | 236 Affordable Avenue 5 | Status   | Current        | Lease To   | 10/19/2018 |
|                |                         | Office   | (843) 221-2323 | Move In    | 10/20/2017 |
| City-State-Zip | Atown, SC 49400         | Home     | (843) 223-4545 | Move Out   |            |

Help HUD 4350.3 Family Info

Basic **Household** Income and Expenses Previous HOH Notice Dates

**Critical Dates**

Certification Type **MI=Move-In**

Effective Date **10/20/2017**

Next Annual Recert **10/01/2018**

Project Move In **10/20/2017**

Tenant Sign Date **10/19/2017**

Owner Sign Date **10/20/2017**

HAP Voucher Date **01/01/2018**

First Voucher Date **12/01/2017**

TRACS Sent Date **01/17/2018**

**Contract Information**

Contract Number **SC222545678**

Subsidy Type **1-Section 8**

Eligibility Universe **2-Post 1981**

**Conversion Information**

Previous Housing Code **3-Standard**

Displacement Status **3-Private Action**

**Rent/HAP Information**

TTP Before Override **0**

TTP **129**

TR **99**

HAP **801**

FSS Escrow Credit **0**

Security Deposit **129**

Rent Override ☐

**Other Information**

Minimum Rent Exemption

Income Exception Code  **MAT**

Income Verification (EIV) Required ☒

Baseline Certification ☐

Police / Security Tenant ☐

User Calculation ☐

**General Information**

Unit Code **5**

Market Rent **1,000**

Contract Rent **900**

236 Basic/BMIR Rent **0**

Utility Allowance **30**

- 5 From the **Functions** menu in the top part of the **50059 Certification** screen, select **Correction**.

**Correction**

**50059 Certification**

Passed Validation

**Resident Information**

Code: t0009452 Property: kn113  
 Name: Kerrie Brown Unit: 5  
 Address: 236 Affordable Avenue 5 Status: Current  
 Office: (843)  
 City-State-Zip: Atown, SC 49400 Home: (843)

Help HUD 4350.3 Family Info

Basic Household Income and Expenses Previous HOH Notice Dates

**Critical Dates**

Certification Type: MI=Move-In  
 Effective Date: 10/20/2017  
 Next Annual Recert: 10/01/2018  
 Project Move In: 10/20/2017  
 Tenant Sign Date: 10/19/2017  
 Owner Sign Date: 10/20/2017  
 HAP Voucher Date: 01/01/2018  
 First Voucher Date: 12/01/2017  
 TRACS Sent Date: 01/17/2018

**Contract Information**

Contract Number: SC222545678  
 Subsidy Type: 1-Section 8  
 Eligibility Universe: 2-Post 1981

**Rent/HAP Information**

TTP Before Override: 0  
 TTP: 129  
 TR: 99  
 HAP: 801  
 FSS Escrow Credit: 0  
 Security Deposit: 129  
 Rent Override: ☐

**Conversion Information**

Previous Housing Code: 3-Standard  
 Displacement Status: 3-Private Action

**Other Information**

Minimum Rent Exemption: ☐  
 Income Exception Code: ☐ MAT  
 Income Verification (EIV) Required: ☒  
 Baseline Certification: ☐  
 Police / Security Tenant: ☐  
 User Calculation: ☐

**General Information**

Unit Code: 5  
 Market Rent: 1,000  
 Contract Rent: 900  
 236 Basic/BMIR Rent: 0  
 Utility Allowance: 30

The **50059 Certification** screen appears.

In the **Correction Information** section on the **Basic** tab, Voyager automatically completes the **Date Cert Changed** field with the effective date of the certification that you are correcting. Voyager also completes the **Correction Number** field with the number of correction certification. The **Certification caused by EIV** field appears in the **Other Information** section on the **Basic** tab.

50059 Certification Functions Data Reports

**Passed Validation**

**Resident Information** Ctrl#66261

|                |                         |          |                |            |            |
|----------------|-------------------------|----------|----------------|------------|------------|
| Code           | 10009452                | Property | kn113d         | Lease Sign | 10/20/2017 |
| Name           | Kerrie Brown            | Unit     | 5              | Lease From | 10/20/2017 |
| Address        | 236 Affordable Avenue 5 | Status   | Current        | Lease To   | 10/19/2018 |
|                |                         | Office   | (843) 221-2323 | Move In    | 10/20/2017 |
| City-State-Zip | Atown, SC 49400         | Home     | (843) 223-4545 | Move Out   |            |

Save Delete Help HUD 4350.3 Family Info

**Basic** **Household** **Income and Expenses** **Previous HOH** **Notice Dates**

**Critical Dates**

Certification Type MI=Move-In

Effective Date 10/20/2017

Next Annual Recert 10/01/2018

Project Move In 10/20/2017

Tenant Sign Date

Owner Sign Date

Extenuating Circumstances  MAT

HAP Voucher Date

First Voucher Date

TRACS Sent Date

**Contract Information**

Contract Number SC222545678

Subsidy Type 1-Section 8

Eligibility Universe 2-Post 1981

**Rent/HAP Information**

TTP Before Override 0

TTP 129

TR 99

HAP 801

FSS Escrow Credit 0

Security Deposit 129

Rent Override ☐

**Conversion Information**

Previous Housing Code 3-Standard

Displacement Status 3-Private Action

**Other Information**

Minimum Rent Exemption

Income Exception Code  MAT

Certification caused by EIV

Income Verification (EIV) Required ☒

Baseline Certification ☐

Police / Security Tenant ☐

User Calculation ☐

**Correction Information**

Correction Type 2=Corrects Owner or CA ce

Correction Number 1

Date Cert Changed 10/20/2017

**General Information**

Unit Code 5

Market Rent 1,000

Contract Rent 900

236 Basic/BMIR Rent 0

Utility Allowance 30

Certification caused by EIV

Correction Information

- 6 If an EIV finding caused the need for this correction certification, select **Yes**. If an EIV finding was not the cause, select **No**.
- 7 Click **Save**. You have created the correction certification and are ready to make the needed changes.
- 8 In the **Correction Information** section, select In the **Correction Type** field the reason for the correction:

**1= Administrative Resubmission**     Correcting previously submitted certifications

**2=Corrects Owner or CA cert errors**

Correcting owner/agent errors, including errors in project number, subsidy contract number, and transaction type

This selection automatically appears when you create a correction certification.

**3=Corrects tenant misreporting**

Correcting tenant misrepresentations, including under-reporting of income and mistakes in information reported about household members.



If the certification that you are correcting is a partial certification (**MO**, **TM**, **UT**, or **GR**), **R=Does not change effective date** appears in the **Correction Type** field. You cannot change this field.

| 50059 Certification  |                         | Functions   | Data           | Reports    |
|--|-------------------------|---|----------------|------------|
| Passed Validation  |                         |   |                |            |
| <b>Resident Information</b>  |                         | <b>Ctrl#66261</b>   |                |            |
| Code   | t0009452                | Property  | kn113d         | Lease Sign |
| Name   | Kerrie Brown            | Unit  | 5              | Lease From |
| Address  | 236 Affordable Avenue 5 | Status  | Current        | Lease To   |
|  |                         | Office  | (843) 221-2323 | Move In    |
| City-State-Zip   | Atown, SC 49400         | Home  | (843) 223-4545 | Move Out   |
| Save   |                         | Delete  | Help           | HUD 4350.3 |
|  |                         | Family Info   |                |            |
| <div>Basic   <b>Household</b>   Income and Expenses   Previous HOH   Notice Dates</div>  |                         |   |                |            |
| <b>Critical Dates</b><br>Certification Type: MI=Move-In<br>Effective Date: 10/20/2017<br>Next Annual Recert: 10/01/2018<br>Project Move In: 10/20/2017<br>Tenant Sign Date:<br>Owner Sign Date:<br>Extenuating Circumstances:<br>HAP Voucher Date:<br>First Voucher Date:<br>TRACS Sent Date:  |                         | <b>Contract Information</b><br>Contract Number: SC222545678<br>Subsidy Type: 1-Section 8<br>Eligibility Universe: 2-Post 1981   |                |            |
| <b>Conversion Information</b><br>Previous Housing Code: 3-Standard<br>Displacement Status: 3-Private Action  |                         | <b>Rent/HAP Information</b><br>TTP Before Override: 0<br>TTP: 129<br>TR: 99<br>HAP: 801<br>FSS Escrow Credit: 0<br>Security Deposit: 129<br>Rent Override: <input type="checkbox"/> |                |            |
| <b>Other Information</b><br>Minimum Rent Exemption:<br>Income Exception Code:<br>Certification caused by EIV: Yes<br>Income Verification (EIV) Required: <input checked="" type="checkbox"/><br>Baseline Certification: <input type="checkbox"/><br>Police / Security Tenant: <input type="checkbox"/><br>User Calculation: <input type="checkbox"/> |                         | <b>Correction Information</b><br>Correction Type: 2=Corrects Owner or CA ce<br>Correction Number: 1<br>Date Cert Changed: 10/20/2017  |                |            |
|  |                         | <b>General Information</b><br>Unit Code:<br>Market Rent: 1,000<br>Contract Rent: 900<br>236 Basic/BMIR Rent: 0<br>Utility Allowance: 30   |                |            |

Certification caused by EIV

Correction Information

9 If you need to correct information on the **Household** tab, update the information, as needed.

10 Click **Save**.

For this lesson, we will correct the information for a second job that the household head did not report at move-in.

**11** Click the **Family Info** button. The family information screen appears. Tabs appear in the bottom part of the screen.

**a.** Click the **Income** tab.

**b.** Click the **Add Income** link. The **Income** screen appears.

**Add New Income - MI Certification on 10/20/2017 (Ctrl 66260)**

|  |                                |                                   |                                   |
|--|--------------------------------|-----------------------------------|-----------------------------------|
| Member   | <input type="text"/>           | Income at current rate (365 days) | <input type="text" value="0.00"/> |
| Income Source  | <input type="text"/>           | Income at new rate (0 days)       | <input type="text" value="0.00"/> |
| Payment Frequency                                      | <input type="text"/>           | Total Annual Wage                 | <input type="text" value="0.00"/> |
| Periods per year                                       | <input type="text" value="0"/> | Commissions, Bonuses, Tips        | <input type="text" value="0.00"/> |
| See File Copy for Calculation <input type="checkbox"/> |                                | Other Annual Amount               | <input type="text" value="0.00"/> |
|  |                                | <b>Total Income per year</b>      | <input type="text" value="0.00"/> |

| Current Wages         | \$/Hour                           | Hours/Period                      | Total/Year                        |
|-----------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Regular Rate          | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| OT1 Rate              | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| OT2 Rate              | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Annual Current Income |                                   |                                   | <input type="text" value="0.00"/> |

**c** In the top part of the screen, select the member, income source, and payment frequency.

**d** Complete the information in the **Current Wages** tab in the bottom part of the screen.





If you were completing an actual certification for unreported income, you would need to verify this information before completing the certification. In this lesson, we will proceed without completing the verification process.

**Add New Income - MI Certification on 10/20/2017 (Ctrl 66260)**

|                               |                          |                                   |          |
|-------------------------------|--------------------------|-----------------------------------|----------|
| Member                        | Kerrie Brown             | Income at current rate (365 days) | 3,900.00 |
| Income Source                 | W-Non-Fed                | Income at new rate (0 days)       | 0.00     |
| Payment Frequency             | Weekly                   | Total Annual Wage                 | 3,900.00 |
| Periods per year              | 52                       | Commissions, Bonuses, Tips        | 0.00     |
| See File Copy for Calculation | <input type="checkbox"/> | Other Annual Amount               | 0.00     |
|                               |                          | <b>Total Income per year</b>      | 3,900.00 |

| Current Wages         | \$/Hour | Hours/Period | Total/Year |
|-----------------------|---------|--------------|------------|
| Regular Rate          | 75.00   | 1.00         | 3,900.00   |
| OT1 Rate              | 0.00    | 0.00         | 0.00       |
| OT2 Rate              | 0.00    | 0.00         | 0.00       |
| Annual Current Income |         |              | 3,900.00   |

e Click **Save**. The **Income** screen closes.

12 Click the **Validation** tab and review the validation information.

**MI Certification on 10/20/2017 (Ctrl 66261)**

**Resident Information**

|                |                         |          |                |            |            |
|----------------|-------------------------|----------|----------------|------------|------------|
| Code           | t0009452                | Property | kn113d         | Lease Sign | 10/20/2017 |
| Name           | Kerrie Brown            | Unit     | 5              | Lease From | 10/20/2017 |
| Address        | 236 Affordable Avenue 5 | Status   | Current        | Lease To   | 10/19/2018 |
|                |                         | Office   | (843) 221-2323 | Move In    | 10/20/2017 |
| City-State-Zip | Atown, SC 49400         | Home     | (843) 223-4545 | Move Out   |            |

**50059 Summary Data**

**Qualified Household**

| Certification Type | Effective Date | Contract Number | Annual Income | Adjusted Income | Subsidy Type | Income Status        | TTP |
|--------------------|----------------|-----------------|---------------|-----------------|--------------|----------------------|-----|
| MI                 | 10/20/2017     | SC222545678     | \$10,020.00   | \$9,060.00      | 1-Section 8  | Extremely Low Income | 227 |

13 Click the **Done** button. The **50059 Certification** screen appears.

**14** In the **Critical Dates** section of the **50059 Certification** screen, record the owner and resident signature dates.

| 50059 Certification  |                         | Functions ▾                                | Data ▾         | Reports ▾  |
|--|-------------------------|--|----------------|------------|
| <b>Passed Validation</b>   |                         |  |                |            |
| <b>Resident Information</b>  |                         | <b>Ctrl#66261</b>                          |                |            |
| Code   | t0009452                | Property                                   | kn113d         | Lease Sign |
| Name   | Kerrie Brown            | Unit                                       | 5              | Lease From |
| Address  | 236 Affordable Avenue 5 | Status                                     | Current        | Lease To   |
|  |                         | Office                                     | (843) 221-2323 | Move In    |
| City-State-Zip   | Atown, SC 49400         | Home                                       | (843) 223-4545 | Move Out   |
| <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Help"/> <input type="button" value="HUD 4350.3"/>  |                         | <input type="button" value="Family Info"/> |                |            |
| <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Basic</span> <span>Household</span> <span>Income and Expenses</span> <span>Previous HOH</span> <span>Notice Dates</span> </div>   |                         |  |                |            |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;"><b>Critical Dates</b></div> <div> <div>Certification Type</div> <div>MI=Move-In ▾</div> </div> <div> <div>Effective Date</div> <div>10/20/2017</div> </div> <div> <div>Next Annual Recert</div> <div>10/01/2018 <input type="button" value="Calendar"/></div> </div> <div> <div>Project Move In</div> <div>10/20/2017 <input type="button" value="Calendar"/></div> </div> <div> <div>Tenant Sign Date</div> <div>01/22/2018 <input type="button" value="Calendar"/></div> </div> <div> <div>Owner Sign Date</div> <div>01/22/2018 <input type="button" value="Calendar"/></div> </div> <div> <div>HAP Voucher Date</div> <div></div> </div> <div> <div>First Voucher Date</div> <div></div> </div> <div> <div>TRACS Sent Date</div> <div></div> </div> </div> <div style="width: 48%;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;"><b>Contract Information</b></div> <div> <div>Contract Number</div> <div>SC222545678 ▾</div> </div> <div> <div>Subsidy Type</div> <div>1-Section 8</div> </div> <div> <div>Eligibility Universe</div> <div>2-Post 1981</div> </div> </div> </div> |                         |  |                |            |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;"><b>Conversion Information</b></div> <div> <div>Previous Housing Code</div> <div>3-Standard ▾</div> </div> <div> <div>Displacement Status</div> <div>3-Private Action ▾</div> </div> </div> <div style="width: 48%;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;"><b>Rent/HAP Information</b></div> <div> <div>TTP Before Override</div> <div>0</div> </div> <div> <div>TTP</div> <div>227</div> </div> <div> <div>TR</div> <div>197</div> </div> <div> <div>HAP</div> <div>703</div> </div> <div> <div>FSS Escrow Credit</div> <div>0</div> </div> <div> <div>Security Deposit</div> <div>227</div> </div> <div> <div>Rent Override</div> <div><input type="checkbox"/></div> </div> </div> </div>  |                         |  |                |            |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;"><b>Other Information</b></div> <div> <div>Minimum Rent Exemption</div> <div></div> </div> <div> <div>Income Exception Code</div> <div></div> </div> <div> <div>Certification caused by EIV</div> <div>Yes ▾</div> </div> <div> <div>Income Verification (EIV) Required</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Baseline Certification</div> <div><input type="checkbox"/></div> </div> <div> <div>Police / Security Tenant</div> <div><input type="checkbox"/></div> </div> <div> <div>User Calculation</div> <div><input type="checkbox"/></div> </div> </div> <div style="width: 48%;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;"><b>Correction Information</b></div> <div> <div>Correction Type</div> <div>2=Corrects Owner or CA ce ▾</div> </div> <div> <div>Correction Number</div> <div>1</div> </div> <div> <div>Date Cert Changed</div> <div>10/20/2017</div> </div> </div> </div>  |                         |  |                |            |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 5px;"><b>General Information</b></div> <div> <div>Unit Code</div> <div>5</div> </div> <div> <div>Market Rent</div> <div>1,000</div> </div> <div> <div>Contract Rent</div> <div>900</div> </div> <div> <div>236 Basic/BMIR Rent</div> <div>0</div> </div> <div> <div>Utility Allowance</div> <div>30</div> </div> </div> <div style="width: 48%;"></div> </div>  |                         |  |                |            |

**15 Click Save.**

**16** Close the **50059 Certification** screen. The **Resident** screen appears.

A new row appears on the **Affordable** tab. The **Cert Type** field on the new row shows a certification of the same type that you corrected, with **-1** appended to the name. In the example used for this lesson, **MI-1** appears for the corrected annual recertification.

In our example, the move-in correction certification caused the tenant rent to increase by \$117.00 and the HAP to decrease by \$117.00.



**Resident** Functions Data Reports

First Name: Kerrie MI E Resident ID: t0009452  
 Last Name: Brown Property: kn113d  
 Address: 236 Affordable Avenue 5 Unit: 5  
 City/State/Zip: Atown SC 49400 Prospect: p0015583  
 Status: Current  
 Legal: N/A  
 Payment Method: Any  
 NSF Count: 0  
 Late Count: 0

Office: (843) 221-2323  
 Home: (843) 223-4545  
 FAX:

Edit Close Help

Affordable Lease Info Deposit Info Lease Charges Other Info Personal Info

| 50059 Data |                |               |     |             |             |     |      |
|------------|----------------|---------------|-----|-------------|-------------|-----|------|
| Cert Type  | Effective Date | Contract Rent | TTP | Util Allow. | Tenant Rent | HAP | Edit |
| MI-1       | 10/20/2017     | 900           | 227 | 30          | 197         | 703 | View |
| MI         | 10/20/2017     | 900           | 129 | 30          | 99          | 801 | View |

50059 ☒ Subsidy Provider  
 Do not apply rent charges ☒  
 No Summary Receipts ☒

New correction certification

- 17 Review the rent and HAP information on the **Affordable** tab for the correction certification. If you changed any family information, rent and HAP may have changed.
- 18 Click the **Home** button in the top part of the Voyager screen to close the **Resident** screen and return to the **Community Manager Dashboard**.

