# Yardi Voyager
# Affordable Housing
# *HUD 50059 Interim*
# *Recertification Training Guide*



AS

[Corporate Website]

[Client Central]

Documentation and Online Help Published
by
Yardi Systems, Inc.
430 South Fairview Avenue
Santa Barbara, CA 93117

### 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 |
|---|---|---|---|
| 12 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 |

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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 SaaS 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

# 50059 Interim Recertifications

**In this lesson**

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This lesson explains how to add a 50059 interim recertification for a HUD 50059 household.

## Introduction to 50059 Interim Recertifications

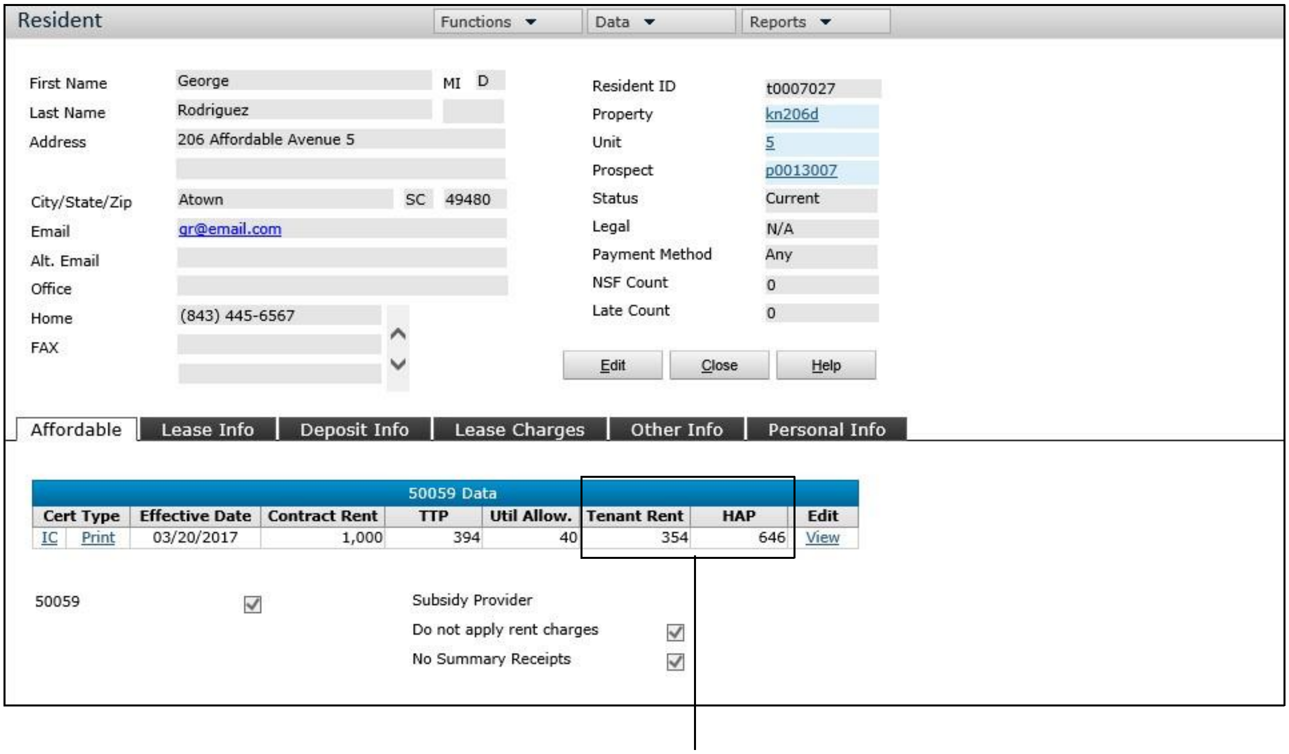
An *interim recertification* (IR) documents changes in household size or circumstances. Examples include a change of household head, the birth of a child, a member moving out, or a change in family income.

This lesson describes how to begin the interim recertification process for a HUD 50059 household. For our example, we will create an interim recertification for a change in household members, income, and assets.

Voyager helps you to complete Voyager screens. For fields that you can complete by typing, typing the first few characters automatically displays a selection list based on information that you previously used in that field. You can either select from the displayed list or complete the field by continuing to type.

To actively follow the steps in this lesson, find or create a household that has a current resident and has an active move-in or annual recertification. For the examples used in this lesson, the household has only an initial certification. The household consists of a disabled husband, a wife, and two children under 18. Both the husband and wife are employed. You can create this type of household in your test database, or you can follow the steps using a different household. For our example, we are creating the interim recertification because the child over 18 is no longer in school and has recently moved out of the unit. The mother of the household head has sold her home and moved in to the unit with her son and his family. She has Social Security income and a savings account that contains the proceeds of the sale of her home.

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




**Tenant rent and HAP**

## Adding Interim Recertifications

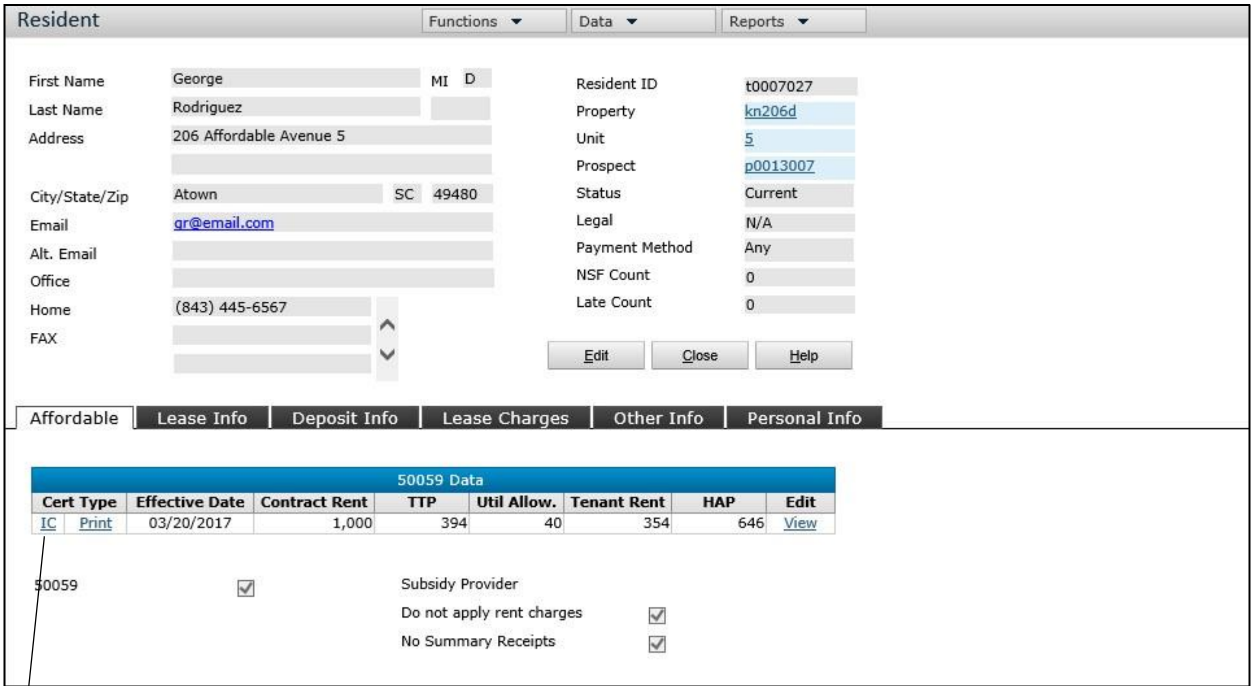
Completing an interim recertification involves the same qualification procedures that you used to qualify the family at move-in. Tasks include interviewing family members, gathering current information about household composition, income, and assets, verifying the new information, and creating the certification. The new rent, and assistance payments if applicable, are based on the recertification.

When you add an interim recertification, Voyager copies the resident's most recent certification to use as the basis for that recertification. You will need to update the information for the changes that occurred since that certification was completed.

This lesson describes how to add an interim recertification through the Resident screen. You can use the **Affordable Monthly Procedures** menu to add interim recertifications. Under item **3** in the **50059 Monthly Procedures** column, select **Interim Recertification**.

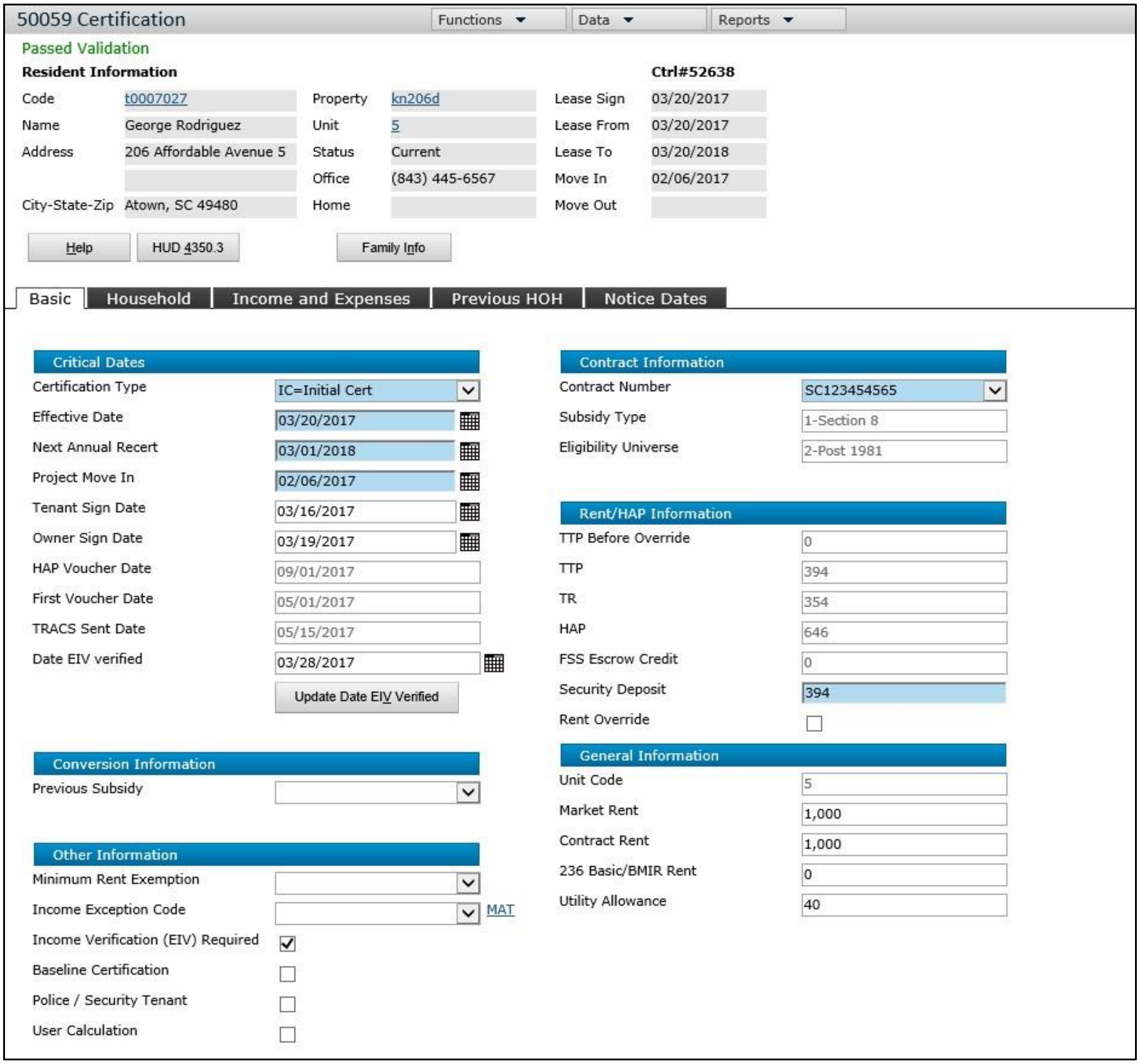
**To add an interim recertification for a HUD 50059 household**

1. On the **Community Manager Dashboard**, select the property.
2. Perform a person search to find the household that is the subject of the interim recertification.
3. Open the **Resident** screen for the selected household.
4. On the **Affordable** tab, click the link for household's most recent certification.



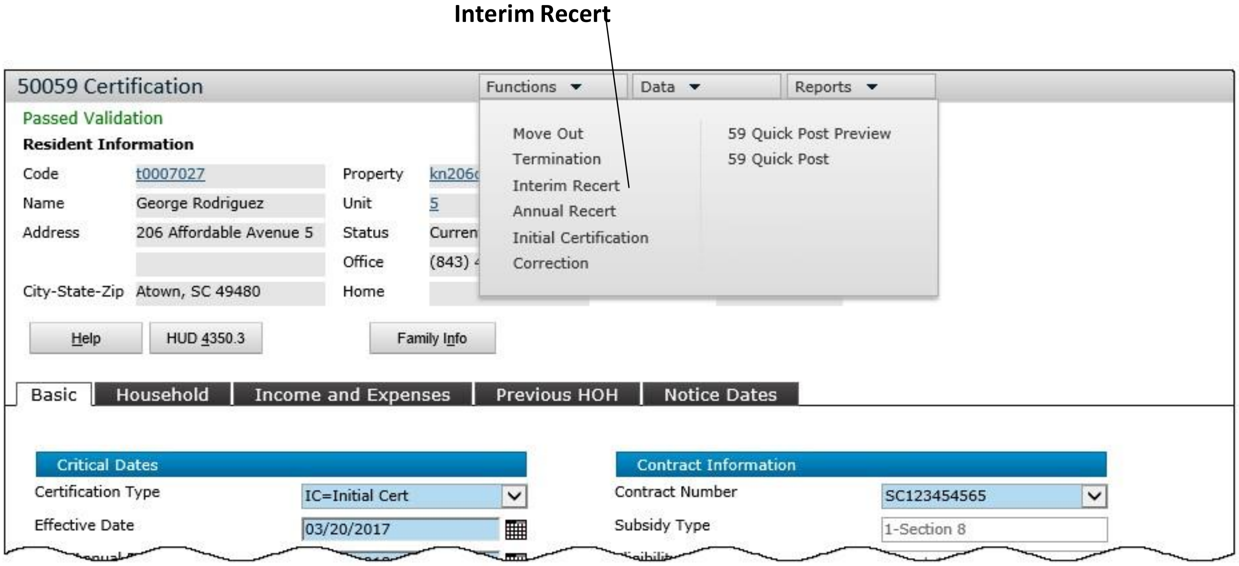

**Link to 50059 Certification screen**

The **50059 Certification** screen appears.



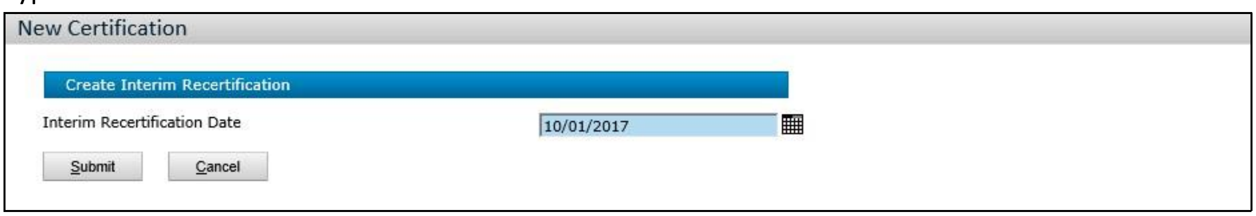

**5** From the **Functions** menu in the top part of the **50059 Certification** screen on the right, select **Interim Recert**.

Interim Recert



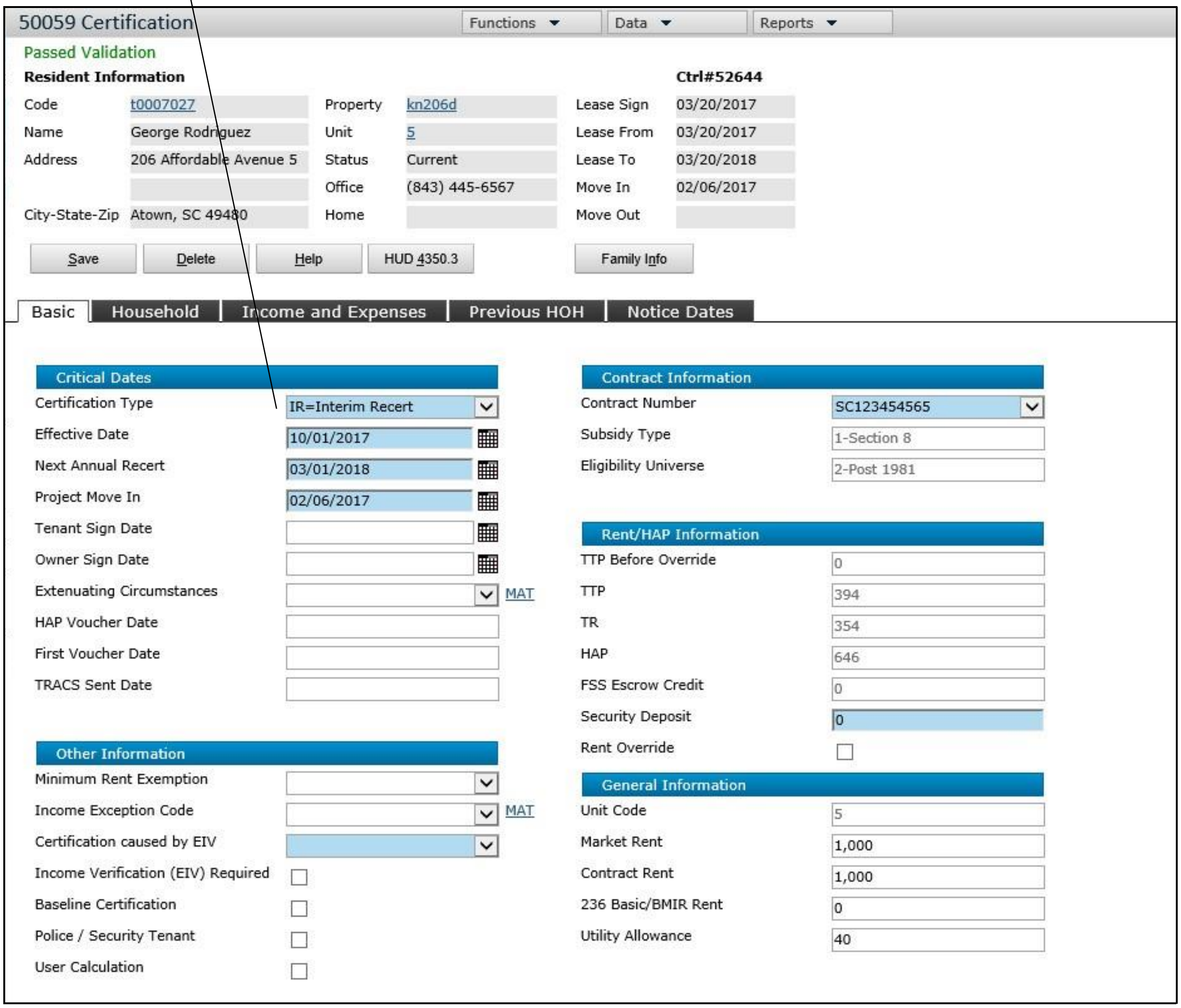

The **New Certification** screen appears.

6 Type or select the effective date of the interim recertification and click **Submit**.




The **50059 Certification** screen appears. **IR=Interim Recert** appears in the **Certification Type** field, located on the **Basic** tab in the bottom part of the screen.

**Certification Type**



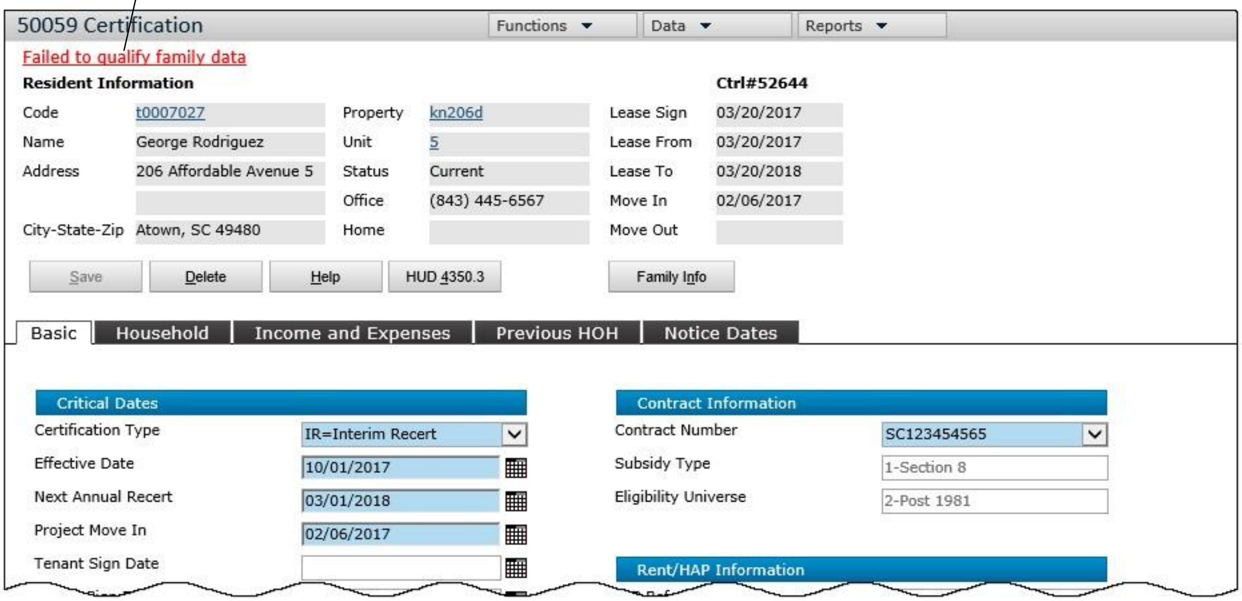

**7** In the **Other Information** section on the **Basic** tab, add the EIV information.

| | |
|---|---|
| **Income Verification (EIV) Required** | **Yes** An EIV finding caused the needed for the recertification.<br>**No** An EIV finding is not the cause of the recertification. |
| **Income Verification (EIV) Required** | Select this check box.<br>HUD now required income verification through the EIV (*Enterprise Income Verification*) system. |

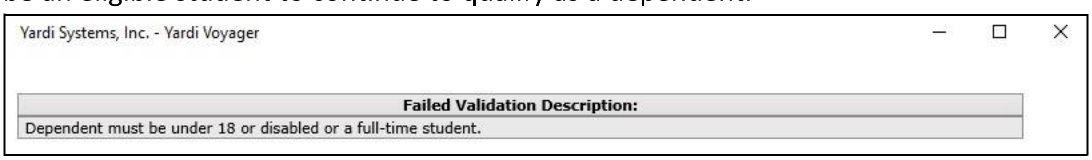
**8** Click the **Save** button in the top part of the **50059 Certification** screen. You are ready to begin the qualification process.

Saving the certification displays a message in the top part of the screen, on the right. The message tells you whether the family is qualified according to the family information recorded in the certification. This family is not qualified.

**Displayed message**




Clicking the link displays the reason why this family is not qualified. In our example, one of the children is 18 years of age or older as of the effective date of this certification. This person must now be an eligible student to continue to qualify as a dependent.




**9** If you display the message, close it and then close the **50059 Certification** screen. The **Resident** screen appears.

Voyager adds a link to the interim recertification on the **Resident** screen. In the next lesson, you will update the member, income, and asset information according to the household's current circumstances.

**10** Click the **Home** button on the top menu to close the **Resident** screen and return to the **Community Manager Dashboard**.

# CHAPTER2

# 50059 Interim Recertification Qualification

**In this lesson**

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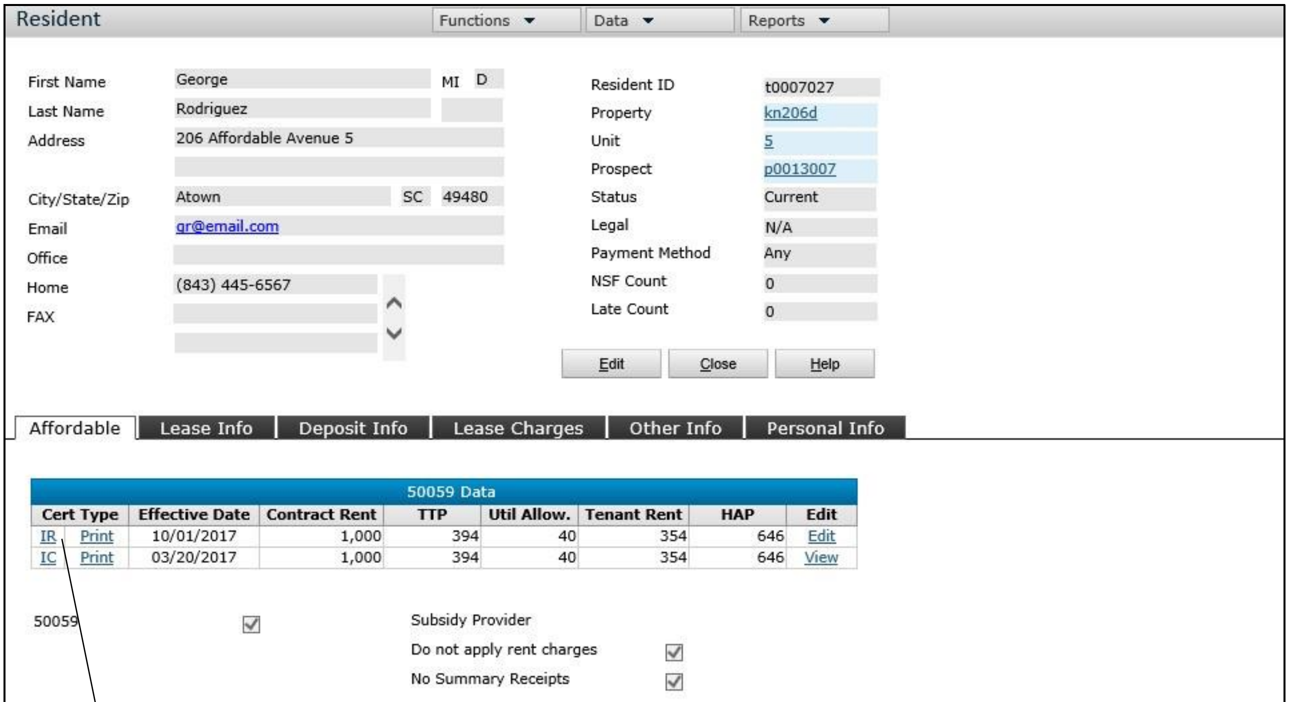
This lesson explains how to add and update member, income, asset, and household information for 50059 interim recertifications.

## Introduction to 50059 Interim Recertification Qualification

When you add an interim recertification, Voyager copies the member information from the household's most recent certification. You will use the qualification steps that you used when you initially qualified the household for move-in. You must update that information for changes that occurred since that last certification was completed. If a new person is now part of the household, you must add the information for that person. If a person is no longer a member of the household, you must delete the information for that member.

In the previous lesson, you created a new 50059 interim recertification for a HUD 50059 household. You can use the same household to continue the recertification process in this lesson. The examples in this lesson use the household for which we created interim recertification in the previous lesson.

The following graphic shows the **Resident** screen for the household used as an example in this lesson.

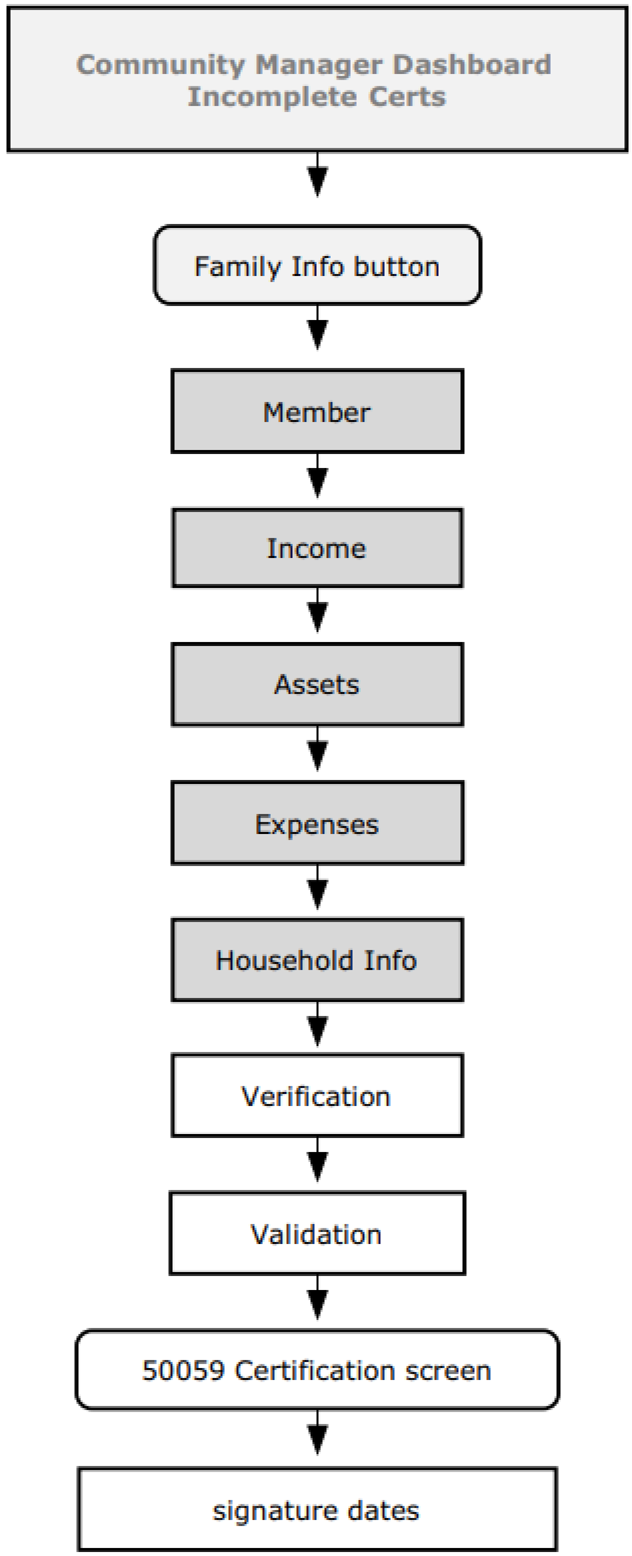



**Interim recertification**

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

- Review information for existing household members.
- Delete all information for a household member who no longer lives in the unit.
- Add a new family member.
- Review income, asset, and expense information for existing household members.
- Add information about the new family member's income, assets, and expenses.
- Review information that applies to the entire household

The following chart shows the workflow process for a 50059 interim recertification. The shaded areas show the steps included in this lesson.


Community Manager Dashboard
Incomplete Certs
Family Info button
Member
Income
Assets
Expenses
Household Info
Verification
Validation
50059 Certification screen
signature dates

## Updating Member Information for Existing Household Members

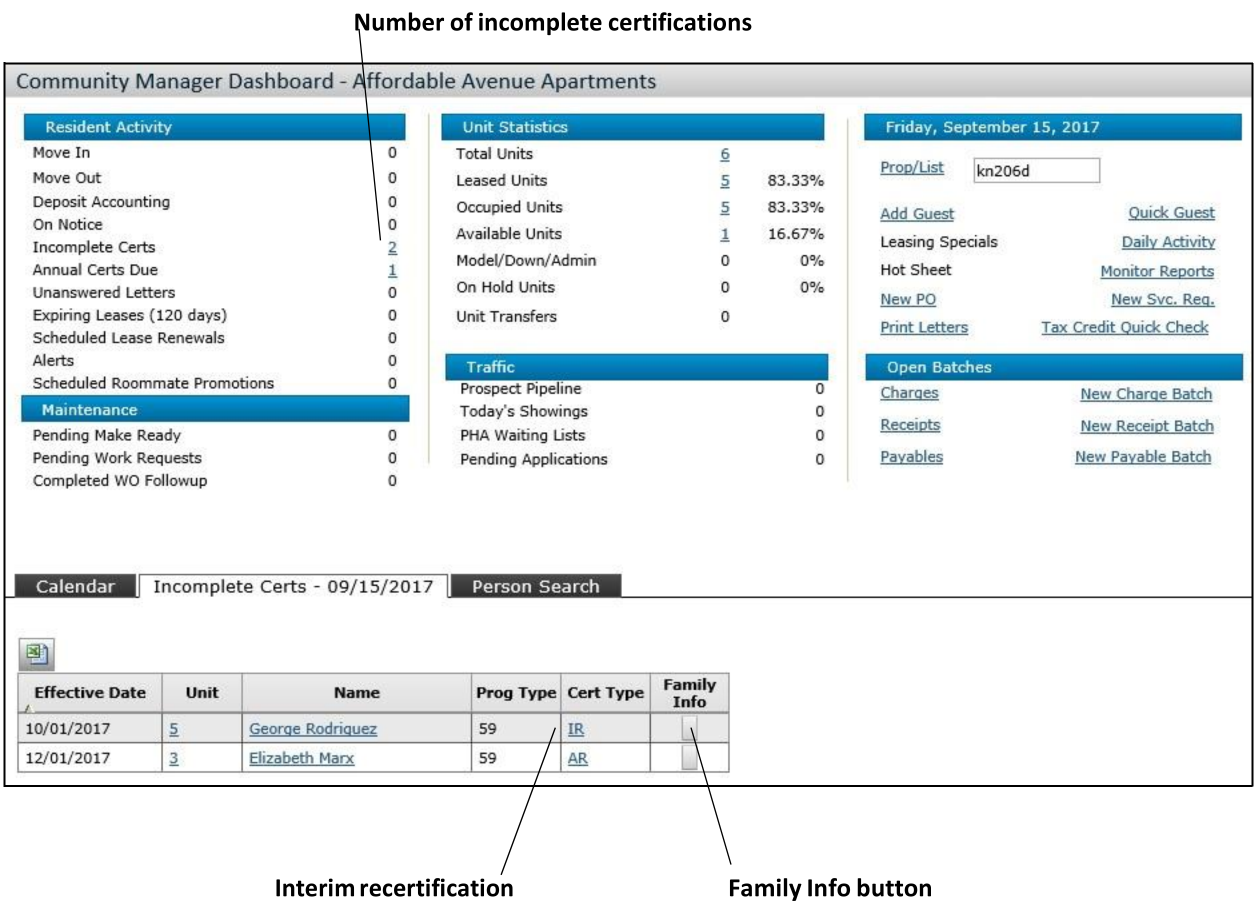
When you create an interim recertification, Voyager adds the household to the **Incomplete Certs** list. You can access the new certification from the side menu (**50059 Functions > Review 50059**), from the **Incomplete Certs** list on the **Community Manager Dashboard**, or from the **Resident** screen.

In this lesson, we will access the certification from the **Community Manager Dashboard**.

**To begin the qualification steps for a 50059 interim recertification**

**1** On the **Community Manager Dashboard**, select the property in which the household lives.

**2** In the **Resident Activity** section of the dashboard, click the number to the right of the **Incomplete Certs** heading. The **Incomplete Certs** tab appears in the bottom part of the dashboard.




**3** On the row displaying the household for which you created the interim recertification, click the **Family Info** button.

The **IR Certification** compliance workflow screen appears. The household's resident information appears in the top part of the screen. The **Members** tab appears in the bottom part of the screen. The grid on the **Members** tab contains a row for each member included in the current certification. Voyager has automatically updated the members' ages, if needed, based on the effective date of the current certification.

Members tab


IR Certification on 10/01/2017 (Ctrl 52644)

Resident Information

| | | | | | |
|---|---|---|---|---|---|
| Code | t0007027 | Property | kn206d | Lease Sign | 03/20/2017 |
| Name | George Rodriguez | Unit | 5 | Lease From | 03/20/2017 |
| Address | 206 Affordable Avenue 5 | Status | Current | Lease To | 03/20/2018 |
| | | Office | (843) 445-6567 | Move In | 02/06/2017 |
| City-State-Zip | Atown, SC 49480 | Home | | Move Out | |

Contacts | Cancel | Previous | Next

Members | Income | Assets | Expense | Household Info | Verification | Validation

| # | Member Name | Relationship | Age | SSN | Promote to HOH | Action |
|---|---|---|---|---|---|---|
| 1 | George Rodriguez | Head | 39 | 443-45-6567 | | Edit |
| 2 | Sylvia Rodriguez | Spouse | 38 | 445-45-6789 | Promote | Edit |
| 3 | Davis Rodriguez | Dependent | 18 | 545-66-5678 | | Edit |
| 4 | Alicia Rodriguez | Dependent | 10 | 567-67-8984 | | Edit |
| | | | | | | Add Member |

**4** If you need to update information for an existing household member:

**a** Click **Edit** on the row displaying the member's name. The **Member** screen appears.

**b** Update the information, as needed.

**c** If you updated existing information and the needed letter and correspondent has changed, select the letter and correspondent for verifying the information.

> In this lesson, we will not verify member information. We will select letters and correspondents later in this lesson for verifying income, assets, and expenses.

**d** Click **Save**. The **Member** screen closes.

**e** Repeat these steps to update information for other household members.

## Removing Household Members from Certifications

In our example, the son has become 18 years of age and has moved out of the unit. We will need to remove his information for the interim recertification. The son was a student and not employed while he was living with his family, and he had no assets recorded on the move-in certification. We will need only to delete his member information.

> If a family member no longer lives in the unit with the household and you need to delete that member, you must delete all income, asset, and expense information documented for the member before you can delete the member.

### To remove a household member from a certification

1 If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it.

   a. In the **Resident Activity** section of the dashboard, click the number to the right of the **Incomplete Certs** heading. The **Incomplete Certs** tab appears in the bottom part of the dashboard.

   b. On the row displaying the household for which you created the new recertification, click the **Family Info** button. The **IR Certification** compliance workflow screen appears. The **Members** tab appears in the bottom part of the screen.

Members tab

IR Certification on 10/01/2017 (Ctrl 52644)

Resident Information

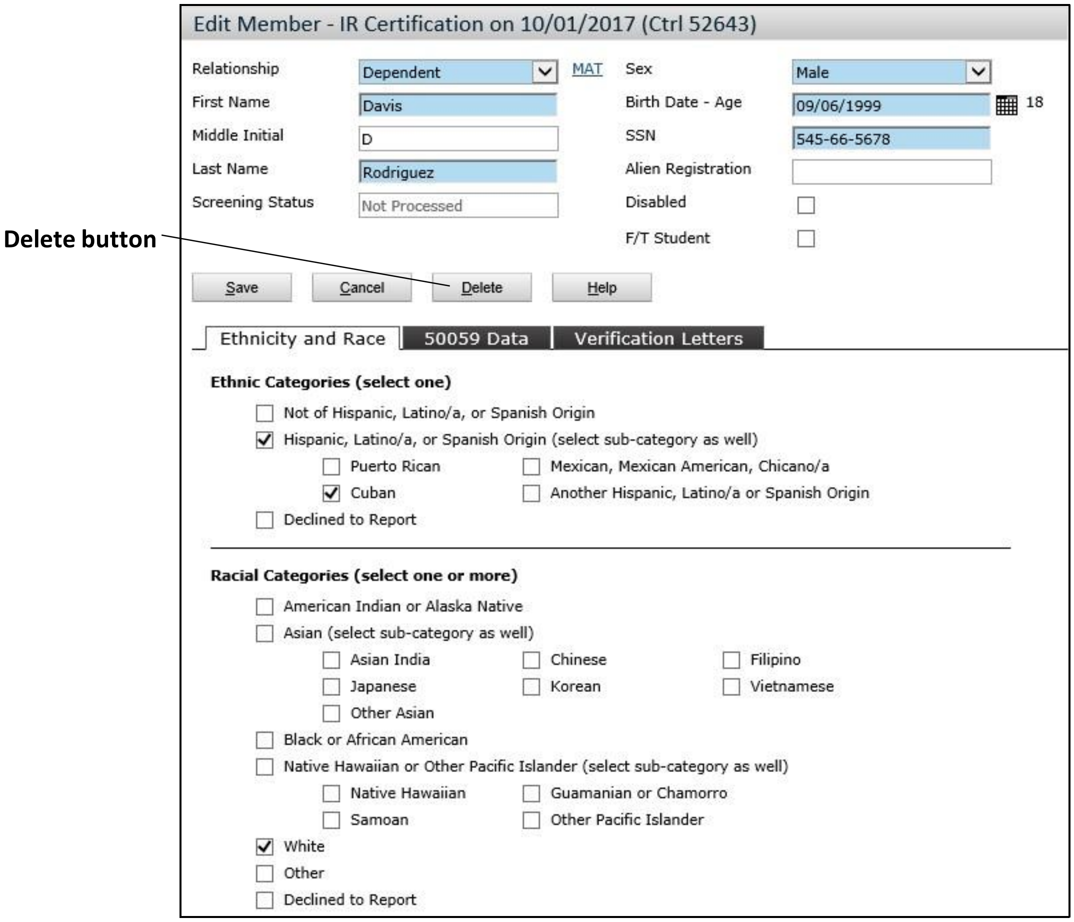
| | | | | | |
|---|---|---|---|---|---|
| Code | t0007027 | Property | kn206d | Lease Sign | 03/20/2017 |
| Name | George Rodriguez | Unit | 5 | Lease From | 03/20/2017 |
| Address | 206 Affordable Avenue 5 | Status | Current | Lease To | 03/20/2018 |
| | | Office | (843) 445-6567 | Move In | 02/06/2017 |
| City-State-Zip | Atown, SC 49480 | Home | | Move Out | |

Contacts | Cancel | Previous | Next

Members | Income | Assets | Expense | Household Info | Verification | Validation

| # | Member Name | Relationship | Age | SSN | Promote to HOH | Action |
|---|---|---|---|---|---|---|
| 1 | George Rodriguez | Head | 39 | 443-45-6567 | | Edit |
| 2 | Sylvia Rodriguez | Spouse | 38 | 445-45-6789 | Promote | Edit |
| 3 | Davis Rodriguez | Dependent | 18 | 545-66-5678 | | Edit |
| 4 | Alicia Rodriguez | Dependent | 10 | 567-67-8984 | | Edit |
| | | | | | | Add Member |

2 On the row displaying the name of the member who is no longer living in the unit, click **Edit**. The **Member** screen appears.




3 Click the **Delete** button. A confirmation message appears.

4 Click **OK**. Voyager deletes the information. The **Member** screen closes. The member's name no longer appears in the grid on the **Members** tab.

## Adding New Household Members

In our example, the elderly mother of the household head has recently moved in with the family. You must include this new member in the annual recertification.

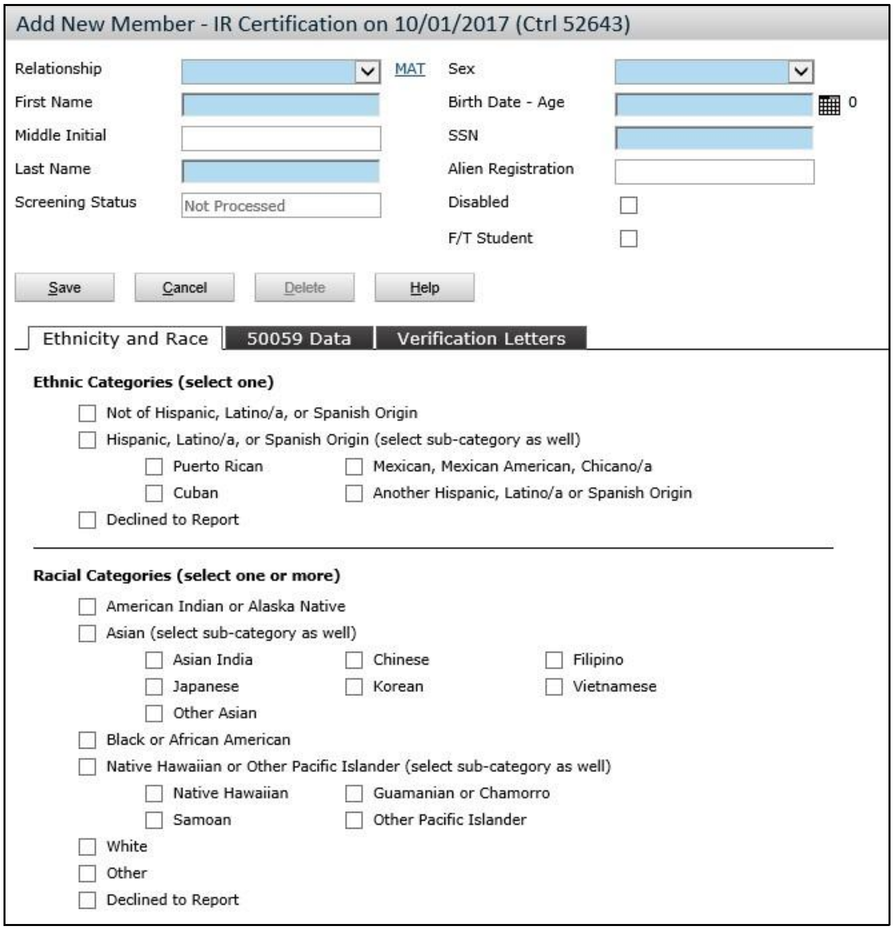
### To add a new household member

1 If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

The following graphic shows the **Members** tab for the interim recertification used as our example.


**Add Member**

2 Click the **Add Member** link in the bottom part of the screen. An empty **Member** screen appears.




**3** Select the person's family relationship. For our example in which the mother of the household head is moving in, you would select **Other**. All options are listed as follows.

| | |
|---|---|
| **Spouse** | This person is the marriage partner of the household head |
| **Dependent** | This person is age 17 or younger, 18 or older and disabled or a full-time student, a child temporarily absent due to placement in a foster home, a child who is subject to a joint custody agreement (lives in the unit at least 50% of time), a full-time student (regardless of age) who is away at school but who lives with the household during school breaks, or a child being adopted (or custody being sought) and currently living in the unit. |
| **Live-in** | This person lives in the unit but is not a member of the household. Include live-in attendants and children of live-in attendants. Review the regulatory definitions of these terms. People in this category do not have rights under the lease. People in this category are not considered members of the household and you should not count their income in determining the household's annual income. |
| **Unborn Child** | This person is the unborn child of an expectant mother who is a family member. |
| **CoHead** | This person is the co-head household but not the spouse |

| | |
|---|---|
| **Other** | This person is an adult member of the household who is not the head, spouse, co-head, foster child, or foster adult. This person has income that you are including when determining the household annual income. |
| **Foster** | This person is a foster child under the age of 18, the child of a foster child, or a foster adult. |
| **None of the Above** | The relationship of this person to the household is other than any of those listed. |

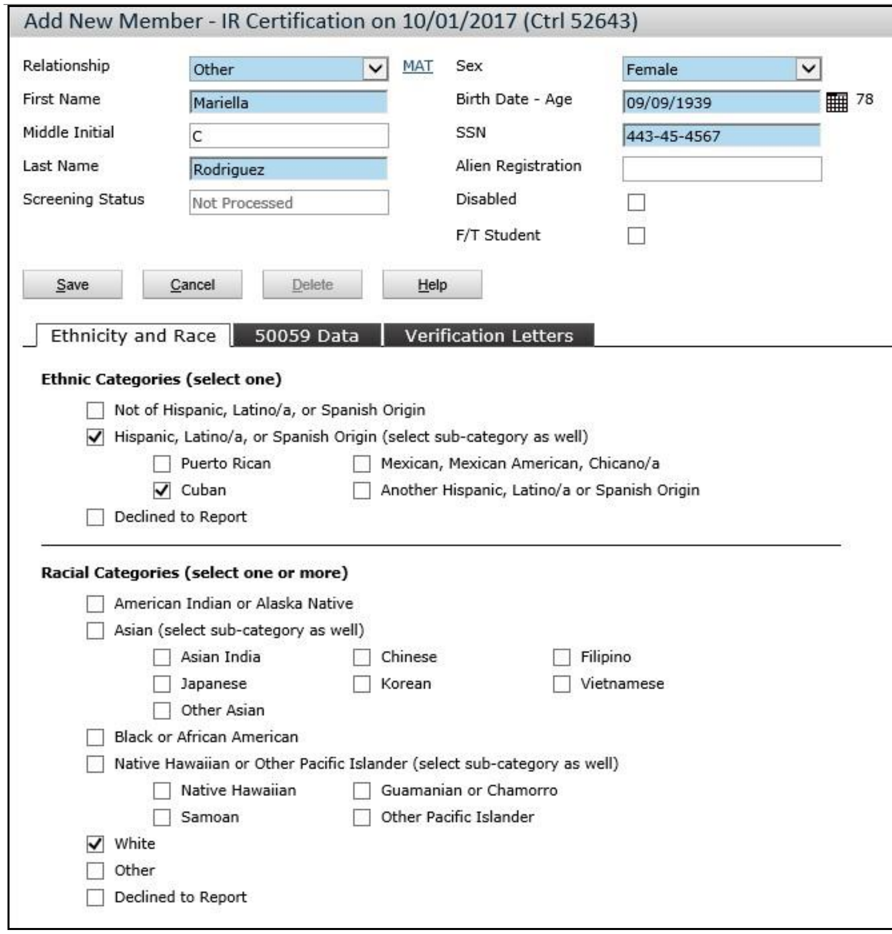
**4** Complete the information in the top part of the screen.

| | |
|---|---|
| **First Name** | Type the person's first name. |
| **Middle Initial** | If the person has a middle name, type the first letter of the person's middle name. |
| **Last Name** | Type the person's last name. |
| **Sex** | Select the person's gender. |
| **Birth Date - Age** | Type the person's date of birth and then press the TAB key. The **Age** field automatically displays the person's age. |
| **SSN** | Type the person's Social Security number. |
| **Alien Registration** | If the household member is not a citizen of the United States, type the person's alien registration identification number. |
| **Disability Status** | If this person is a disabled spouse, co-head of household, or dependent, select this check box. For our example, we will leave this check box clear. |
| **F/T Student** | Complete this check box, as follows.<br>• If this person is a dependent at least 18 years of age as of the effective date of this certification or a foster adult, and the person is a full-time student, select this check box. • If this person is a dependent or foster child under the age of 18 and a full-time student as of the effective date of this certification, leave this check box empty. Instead, select the **Eligible Student** check box in the **50059 Data** section of this screen. For information about the **Eligible Student** check box, see step 6. |

**5** On the **Ethnicity and Race** tab in the bottom part of the screen, select all check boxes that apply.

| | |
|---|---|
| **Ethnic Categories (select one)** | These check boxes identify the ethnicity of the household head.<br>Select one ethnic category.<br>If the selected category has sub-categories, select all sub-categories that apply.<br>If you are not required to document ethnicity and the household head does not want to specify ethnicity, select **Declined to Report**. |

| | |
|---|---|
| **Racial Categories (select one or more)** | These check boxes identify the race of the household head.<br><br>Select one or more racial categories.<br><br>If a selected category has sub-categories, select all sub-categories that apply.<br><br>If you are not required to document race and the household head does not want to specify race, select **Declined to Report**. |

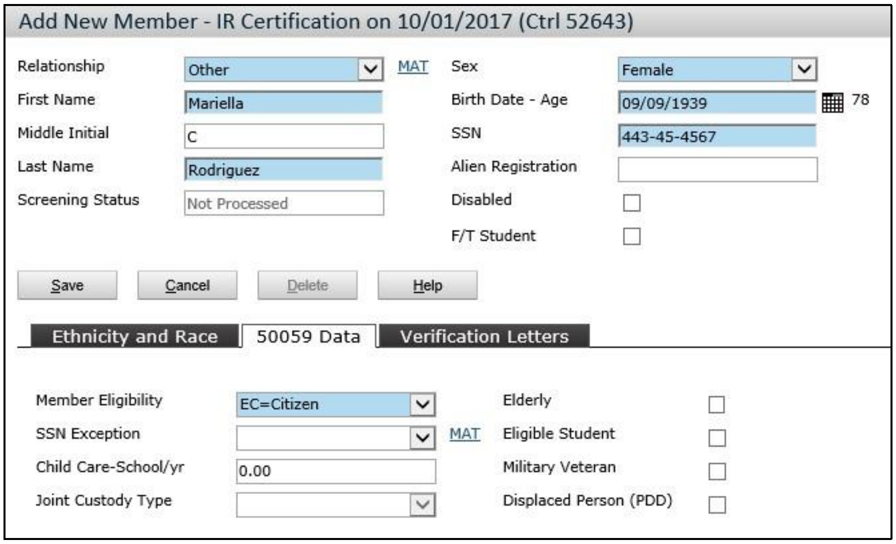



**6** Complete the following information on the **50059 Data** tab.

| | |
|---|---|
| **Member Eligibility** | Select the person's eligibility status:<br><br>**EC=Citizen** Eligible citizen<br><br>**EN=Elig Non-citizen** Eligible non-citizen<br><br>**IC= Inelig child** Ineligible child of a household head or spouse<br><br>**IN=Inelig Non-citizen** Ineligible non-citizen<br><br>**IP=Inelig parent** Ineligible parent of a household head or spouse<br><br>**PV=Pending Verif** Eligibility status is pending verification<br><br>**ND=Documentation not submitted** Person has not submitted documents<br><br>**XX= Non family member** Persons who are not counted under the Non-Citizen Rule<br><br>**NOTE** Foster children and foster adults are considered as family members. A membership citizenship status of **XX** is not appropriate for foster children or adults. |

| | |
|---|---|
| **SSN Exception** | This field applies to a household member with no Social Security number. Clicking the arrow at the right side of the displays a list of valid Social Security number exception reasons.<br><br>Clicking the *MAT link displays Chapter 5, 5.4 MAT10, Section 3: Family Record of the MAT User Guide*, that contains definitions of the SSN exception reasons. |
| **Child Care-School/yr** | If the person is an adult family member who uses an outside source for childcare so that the household head can attend school or look for work, type the annual cost of the childcare.<br><br>**NOTE** Do not add expenses for childcare needed so that this member can work at a current job. You will record these expenses when you document family income. |
| **Joint Custody Type** | If the person is a dependent family member who is in a joint-custody arrangement with another person who is not a member of the household, select the joint custody type that applies:<br><br>**JK – 50%+Occupancy – Receives Dependent Allowance** The dependent occupied the unit at least 50% of the certification year and was eligible for a dependent allowance.<br><br>**CK –50%+ Occupancy – No Dependent Allowance** The dependent occupied the unit at least 50% of the certification year, but the dependent was not eligible for a dependent allowance.<br><br>**C – Less than 50% Occupancy – No Dependent Allowance** The dependent occupied the unit for less than 50% of the certification year. The dependent was not eligible for a dependent allowance.<br><br>**NOTE** This field does not appear on the screen for the household head. It appears but is unavailable for adult household members. |
| **Elderly** | If this person is a spouse or co-head who will be at least 62 years of age as of this certification effective date, select this check box. In our example, the member's family relationship is **Other**. We will leave this check box clear.<br><br>**NOTE** If the person is a household head, spouse, or co-head, and the **Birth Date** field has a date that makes the person age 62 years or older as of the certification-effective date, Voyager automatically selects the **Elderly** check box when you save the information on the **Member** screen.<br><br>The HUD definition of "elderly" varies by housing program. For information, see *HUD Handbook 4350.3 REV–1, CHG–4, par. 3-16,* and *Figures 3-5* and *3-6*. |
| **Eligible Student** | If this person is a dependent or foster child under the age of 18 and a full-time student as of the effective date of this certification select this check box. |
| **Military Veteran** | If the person was displaced by governmental action or a disaster declared or formally recognized according to federal disaster relief laws, select this check box. |
| **Displaced Person (PDD)** | If the person was displaced by governmental action or a disaster declared or formally recognized according to federal disaster relief laws, select this check box. |

The following graphic shows an example of the **Member** screen completed for the family member added as our example.




**7** Review all information to ensure that it is correct. We will not need to verify any information for this new family member.

In this lesson, we will not verify member information. We will select letters and correspondents later in this lesson for verifying income, assets, and expenses.

**8** When you are finished, click **Save**. The **Member** screen closes and the **IR Certification** compliance workflow screen appears. A row appears in the grid on the **Members** tab for the newly documented member.


## Updating Information for Existing Family Income

When you add an interim recertification, Voyager automatically copies the income information from the household's most recent certification. If any of the information has changed, you must update and verify the income information. In our example, the household head has recently had a small pay raise.

**To review or update existing family income information**

1 If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

2 Click the **Income** tab in the bottom part of the screen. The **Income** tab appears.

The following graphic shows the **Income** tab for the interim recertification used as our example.

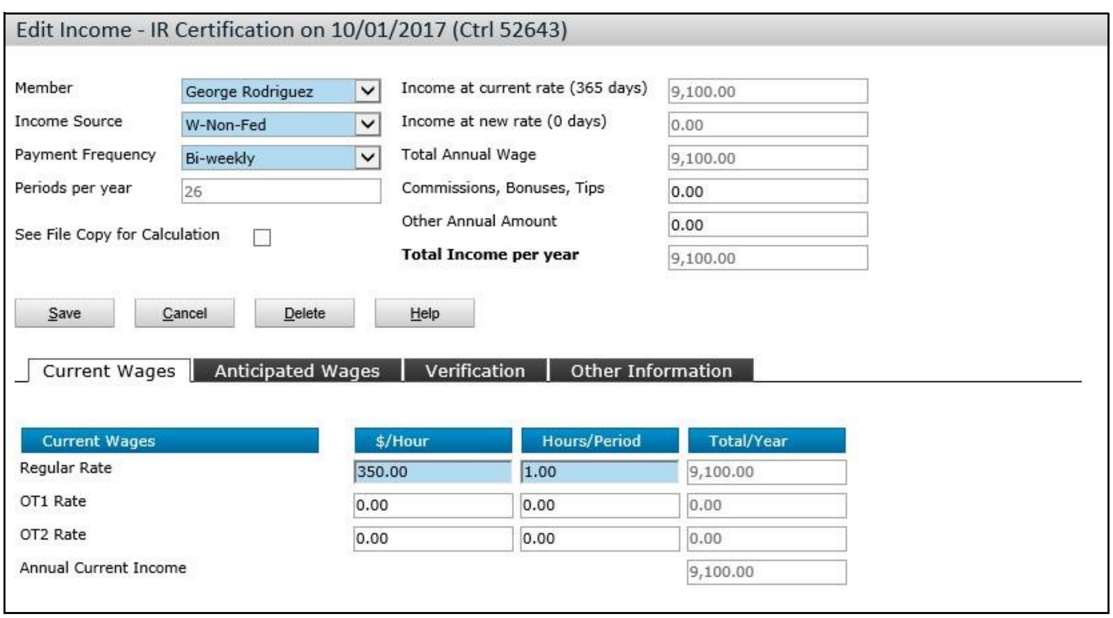
**Income tab**


3 On the row displaying the information that you need to update, click **Edit**.

The **Income** screen appears.

A **Delete** button appears in the top part of the **Income** screen. If the family member no longer earns the income, or if the income belongs to a member who no longer lives with the household, you can click this button to delete the income information.

**NOTE** If a family member no longer lives in the unit with the household and you want to remove that member from the certification, you must delete all income, asset, and expense information documented for the member before you can delete the member record.

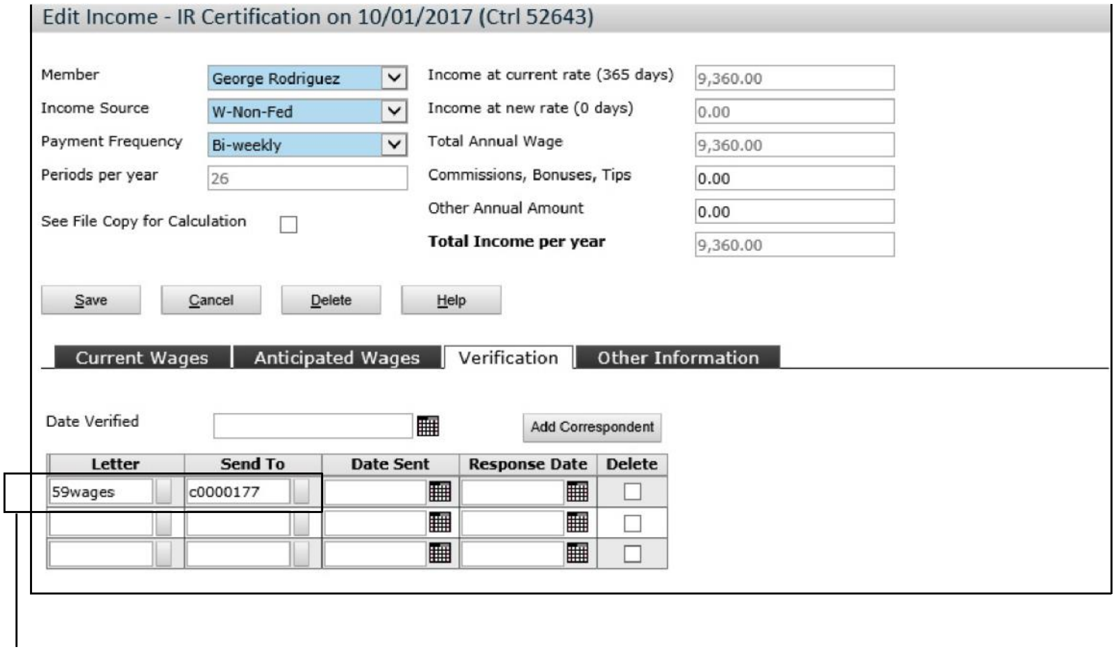


a Update the information on the **Current Wages**, **Anticipated Wages**, and **Other Information** tabs as needed.

b Click **Save**.

4 Click the **Verification** tab.

The letter and correspondent selected for the member's most recent certification appears.




**Selected letter and correspondent**

a If needed, open the **Verification** tab and select a different letter and correspondent.

We will describe how to add a new correspondent when we add a new source of income, later in this lesson.

**Date Sent** and **Response Date** fields appear on each row so that you can type the date that you sent the letter and received a response. If you are printing verification letters in Voyager, leave these fields empty. You will record the sent and received dates later on the **Verification** step after you print the letters. You can concurrently record these dates for all selected member, income, asset, and expense verification letters.

Leave the **Date Verified** field empty. If your management organization requires you to complete it, complete it after receiving the response to your verification letter and confirming that all information is complete and accurate.

b Click **Save**. The **Income** screen closes and the **IR Certification** compliance workflow screen appears.

IR Certification on 10/01/2017 (Ctrl 52644)

**Resident Information**

| | | | | | |
|---|---|---|---|---|---|
| Code | t0007027 | Property | kn206d | Lease Sign | 03/20/2017 |
| Name | George Rodriguez | Unit | 5 | Lease From | 03/20/2017 |
| Address | 206 Affordable Avenue 5 | Status | Current | Lease To | 03/20/2018 |
| | | Office | (843) 445-6567 | Move In | 02/06/2017 |
| City-State-Zip | Atown, SC 49480 | Home | | Move Out | |

Contacts | Cancel | Previous | Next

Members | Income | Assets | Expense | Household Info | Verification | Validation

| Member Name | Relationship | Income Source | Income/Year | Action |
|---|---|---|---|---|
| George Rodriguez | Head | W-Non-Fed | 9,230.00 | Edit |
| Sylvia Rodriguez | Spouse | W-Non-Fed | 9,100.00 | Edit |
| | | | | Add Income |

**5** Repeat these steps to update existing income information for other existing family members.

## Adding Information for New Income Sources

A family member may have started a second job or may have become newly employed since the last time that you certified the household. You may also need to document income for a new family member. For the household used as our example, the mother of the household head who is now living with the family receives Social Security income.

### To add new income information for a family member

**1** If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

**2** Click the **Income** tab in the bottom part of the screen. The **Income** tab appears.

The following graphic shows the **Income** tab for the interim recertification used as our example.

IR Certification on 10/01/2017 (Ctrl 52644)

**Resident Information**

| | | | | | |
|---|---|---|---|---|---|
| Code | t0007027 | Property | kn206d | Lease Sign | 03/20/2017 |
| Name | George Rodriguez | Unit | 5 | Lease From | 03/20/2017 |
| Address | 206 Affordable Avenue 5 | Status | Current | Lease To | 03/20/2018 |
| | | Office | (843) 445-6567 | Move In | 02/06/2017 |
| City-State-Zip | Atown, SC 49480 | Home | | Move Out | |

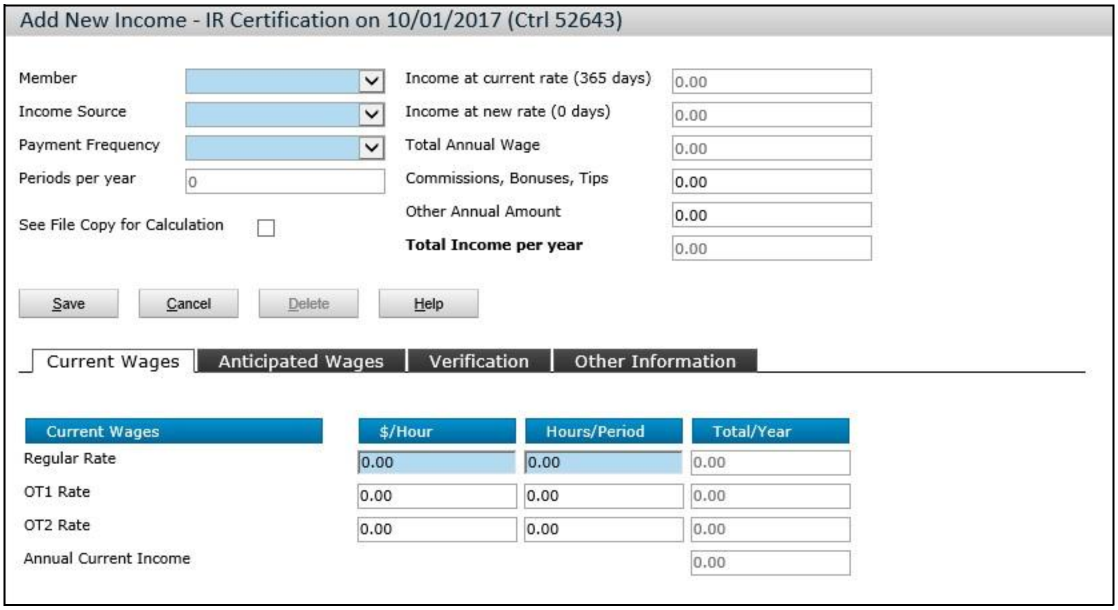
Contacts | Cancel | Previous | Next

Members | Income | Assets | Expense | Household Info | Verification | Validation

| Member Name | Relationship | Income Source | Income/Year | Action |
|---|---|---|---|---|
| George Rodriguez | Head | W-Non-Fed | 9,230.00 | Edit |
| Sylvia Rodriguez | Spouse | W-Non-Fed | 9,100.00 | Edit |
| | | | | Add Income |

**Add Income**

**3** Click the **Add Income** link in the bottom part of the screen. An empty **Income** screen appears.




**4** In the top part of the screen, add the following information.

| | |
|---|---|
| **Member** | Type the name of the person who earns the income. |

| | |
|---|---|
| **Income Source** | Select the source of this income. In our example, the source is SS-Soc Sec. All options are listed as follows.<br><br>**PE–Pension** Veterans' or military pensions, or income from all other pensions and annuities.<br><br>**T–TANF** Income from Temporary Assistance for Needy Families<br><br>**SS–Soc Sec** Social Security income<br><br>**G–Gen Asst** Income from any general assistance sources<br><br>**SI–SSI** Supplemental Social Security income<br><br>**CS–Child** Support Child support income<br><br>**M–Military** Income from military sources<br><br>**F–Federal** Income from federal government sources<br><br>**W–Non-Fed** Salaries, wages, tips, commission, bonuses, or other income from nongovernment sources<br><br>**U–Unemployment** Income from unemployment compensation<br><br>**I–Indian Trust** Income from an established Indian trust<br><br>**B–Business** Income from business sources, including distributed profits and business net income<br><br>**N–Other** Income from any other source, such as alimony, that the member receives<br><br>**NOTE** If the person receives this income under a Social Security number that is different from the member's own Social Security number, you would type in the SSN Claim Number field the Social Security claim number under which this family member receives the income. In our example, the person receives the income under her own Social Security number, so we will leave this field empty. |
| **Payment Frequency** | Select the rate of occurrence for the income payments. In our example, we will select Monthly. All options are listed as follows.<br><br>**Hourly** The member is paid for each hour worked.<br><br>**Daily** The member is paid for each day worked.<br><br>**Weekly** The member is paid once a week.<br><br>**Bi-weekly** The member is paid every two weeks.<br><br>**Semi-monthly** The member is paid twice each month.<br><br>**Monthly** The member is paid once each month.<br><br>**Annual** The member is paid once a year.<br><br>**Other** The member receives payment in some other type of period. |
| **Pay Periods per Year** | Voyager automatically completes this field by calculating the number of regular payment periods per year, based on the Payment Frequency field.<br><br>If the number of payment periods differs from the number displayed, type the number of times per year that the member receives the income. For example, if the person is paid monthly and works the entire year, type 12. If the person is paid weekly and works 50 weeks per year, type 50. |

**5** On the **Current Wages** tab, document the person's current payment and payment period.

| | |
|---|---|
| **Regular Rate** | **$/Hour** Type the dollar amount that the member regularly receives for each income payment period.<br><br>For example, if the payment frequency is weekly, the member is paid $8 per hour, and you want to calculate the income at the hourly rate, you would type 8. If the payment frequency is weekly and the member receives a paycheck of $300 each week, you would type 300.<br><br>**Hrs/Period** Type the number representing the payment period for the income that you typed in the $/Hour field.<br><br>For example, if the payment frequency is weekly, the member works 40 hours per week, and you want to calculate the income at the hourly rate, you would type 40. If the payment frequency is weekly and the member is paid $300 each week, you would type 1. |
| **OT1 Rate** | If the person receives overtime wages, complete the overtime rate and payment period. |
| **OT2 Rate** | If the person receives additional overtime wages at a different rate, complete the additional overtime rate and payment period. |

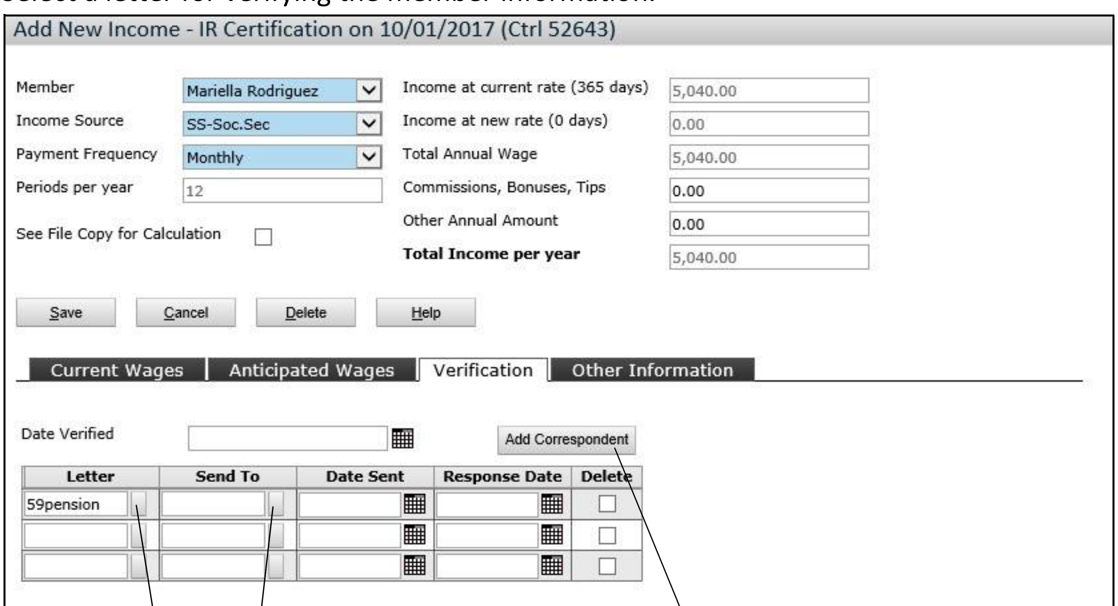
The person's total current income appears in the bottom part of the screen.

**6** Review the amount in each **Annual Current Income** field. Voyager automatically calculates these amounts, based on the **$/Hour** and **Hours/Period** fields in each row.

**7** Click the **Verification** tab.

The **Verification** tab appears in the bottom part of the screen.

**8** Select a letter for verifying the member information.




**Letter button** **Correspondent button** **Add Correspondent button**

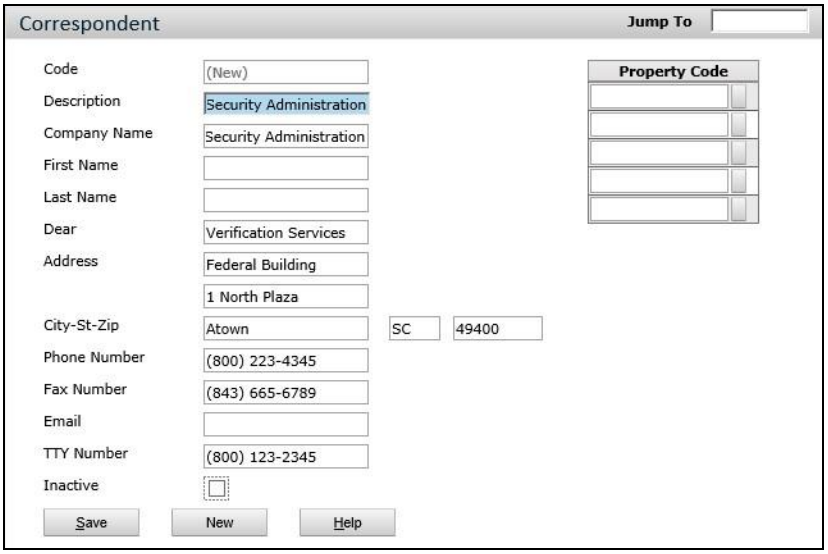
**a** Click the **Letter** button located to the right of the first **Letter** field. A letter selection list appears.

**b** Select a letter and click **OK**. The selection list closes. The code of the selected letter appears in the **Letter** field.

**9** Add a correspondent for the person or organization that will receive your letter.

**a** Click the **Add Correspondent** button. The **Correspondent** screen appears.

**b** Complete the information for the correspondent.

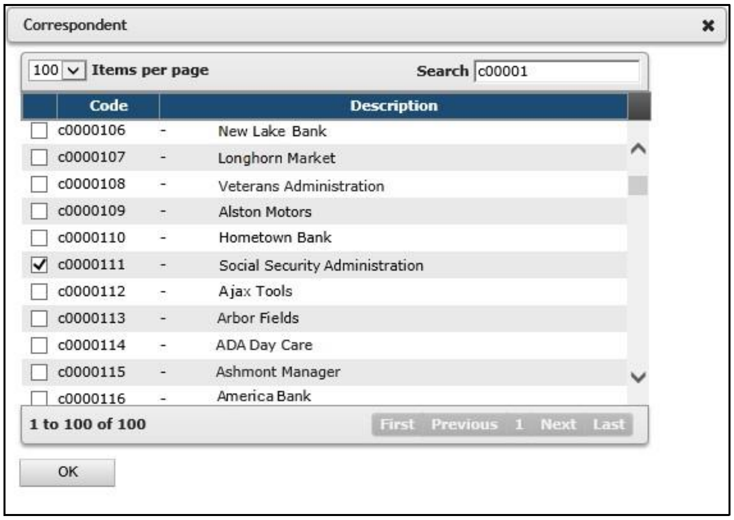



**c** Click **Save** and then close the **Correspondent** screen. You can now select this correspondent for the letter.

**10** Select the correspondent that you just added.

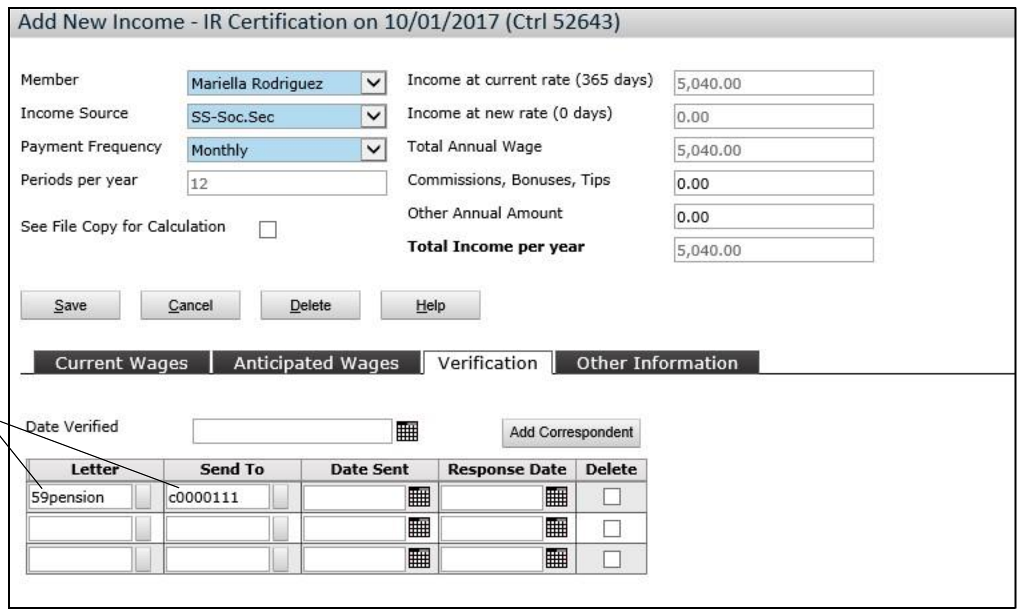
**a** Click the **Correspondent** button to the right of the first **Send To** field. A selection list of correspondents appears.

**b** Select the correspondent and then click **OK**.




The selection list closes. The code of the selected correspondent appears in the **Send To** field.

**Selected letter and correspondent**



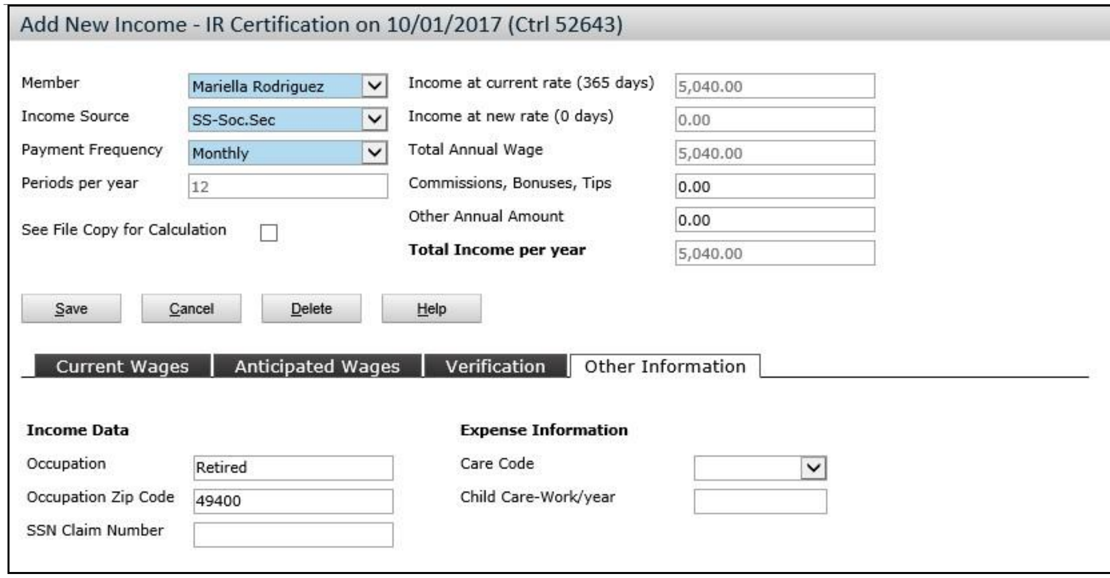

**Date Sent** and **Response Date** fields appear on each row of the **Verification** tab so that you can type the date that you sent the letter and received a response. If you are printing verification letters in Voyager, leave these fields empty. You will record the sent and received dates later on the **Verification** step after you print the letters. You can concurrently record these dates for all selected member, income, asset, and expense verification letters.

Leave the **Date Verified** field empty. If your management organization requires you to complete it, complete it after receiving the response to your verification letter and confirming that all information is complete and accurate.

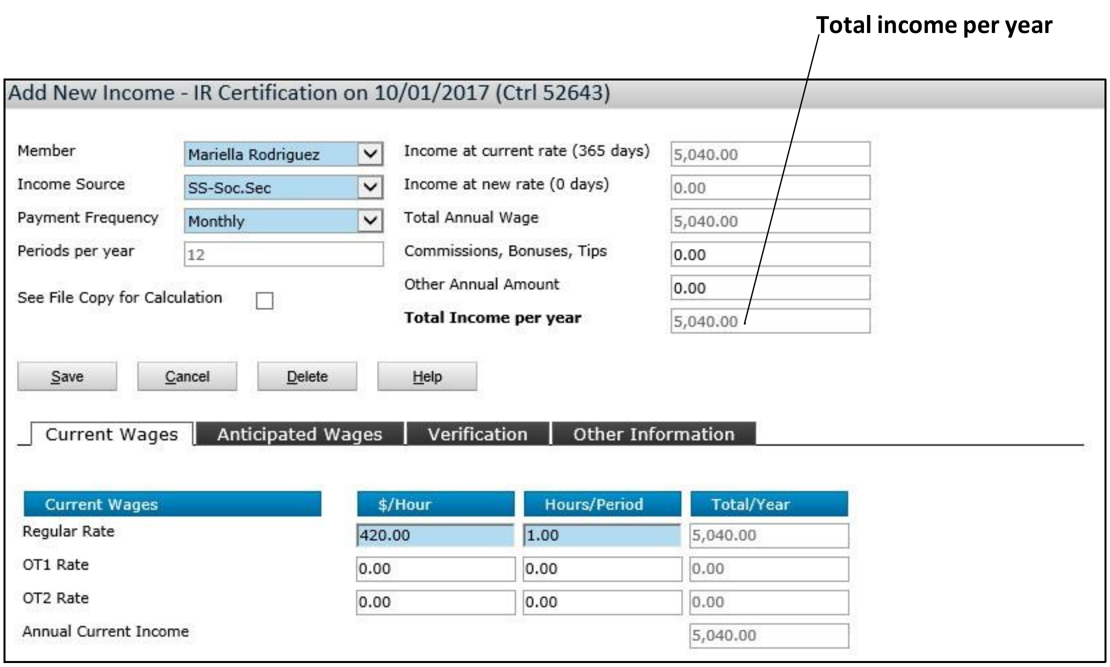
**11** Click the **Other Information tab** and add the following information.

| | |
|---|---|
| **Occupation** | Type or select the person's occupation or trade. |

| | |
|---|---|
| **Occupation ZIP Code** | Type the ZIP code in which this person works. |
| **SS Claim Number** | If the person receives this income under a Social Security number that is *different* from the member's own Social Security number, type the Social Security claim number under which this family member receives the income. In our example, the person receives the income under his own Social Security number, so we will leave this field empty. |




**12** Review the amount in the **Total Income per year** field. Voyager calculates this amount, based on all of the information that you have added.




**13** If you need to alert your staff to refer to the paper files for the household or other documentation for income calculation details, click the **See File Copy for Calculation** check box.

For example, a member may have more than one anticipated change in income per year, or other circumstances may make income calculations too complex to show in accurate detail. Clicking this check box alerts you or your staff to refer to paper files or other supporting documentation for more information.

**14** When you are finished, click **Save**. The **Income** screen closes. A row appears on the **Income** tab for the newly documented income.


## Updating Information for Existing Family Assets

When you add an interim recertification, Voyager automatically copies the asset information from the household's most recent certification. You must update the information and verify it, if needed.

In our example, the household head has an existing checking account. We will update the information for that checking account and select a verification letter for that account.

Assets are of two types:

- *Current assets* are assets that the family now owns.
- *Imputed assets* are assets that a family member sold or divested for less than fair market value within two years before the certification-effective date.

In this lesson, we will update the information for an existing current asset and add information for a new current asset. In the next part of this lesson, we will add information for an *imputed* asset.

**To update existing family asset information**

**1** If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

**2** Click the **Assets** tab.

The **Assets** tab appears in the bottom part of the screen.

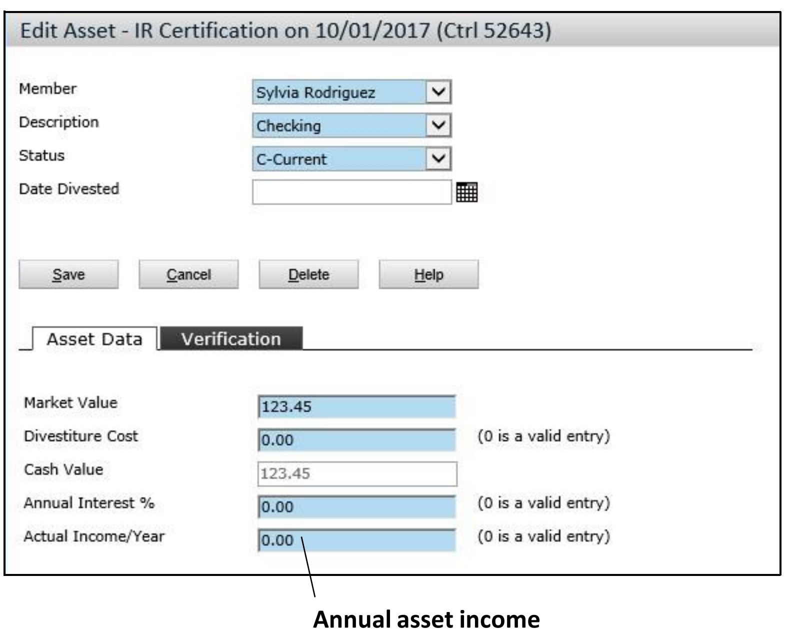
The following graphic shows the **Assets** tab for the interim recertification used as our example. It shows a checking account for the spouse.


**3** On the row displaying the name of the member who owns the asset, click **Edit**.

The **Asset** screen appears, showing the asset value and other information as of the household's most recent certification.

A **Delete** button appears in the top part of the **Asset** screen. If the family member no longer owns the asset, or if the asset belongs to a member who no longer lives with the household, click this button to delete the asset information.

**NOTE** If a family member no longer lives in the unit with the household and you want to delete that member, you must delete all income, asset, and expense information documented for the member before you can delete the member.




**4** Review the asset information, updating it as needed.

| | |
|---|---|
| **Member** | This field automatically displays the name of the household member identified as owning the asset. If another family member is now the owner of record, select that person. |
| **Market Value** | Type the current market value of the asset. |

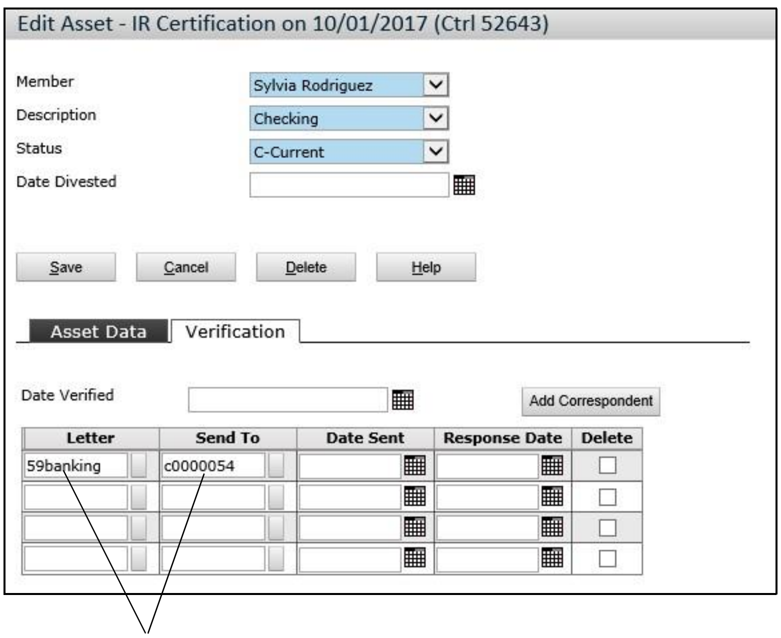
| | |
|---|---|
| **Annual Interest%** | Type the interest rate percentage that the asset now earns per year. If the asset does not earn interest, type 0 (zero). |
| **Actual Income/Year** | If you completed the **Market Value** and **Annual Interest%** fields, Voyager automatically completes this field. For assets earning income from a source other than interest, type the income per year that this asset produces. If the asset earns no income, leave this field at 0.00 (zero). |

5 Update the other information, as needed. In our example, the checking account earns no interest.

6 Click the **Verification** tab.

7 If the verification letter and correspondent have changed since the last certification, select the letter and correspondent for verifying the information.

If you need to add a correspondent for this letter, use the steps describes in the chapter “Adding Information for New Income Sources” on page 25 to add the correspondent. After adding the correspondent, you can select the correspondent for the letter.




**Selected letter and correspondent**

8 When you are finished, click **Save**. The **Asset** screen closes and the **Assets** tab appears.

9 Repeat these steps to review and update information for each existing asset.

## Documenting New Current Assets

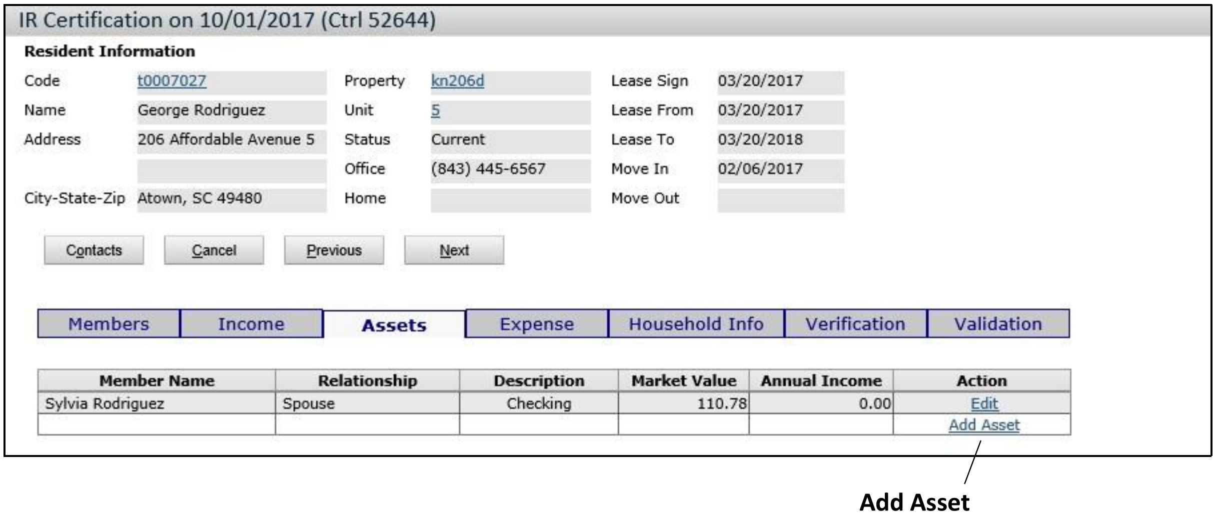
If the family acquired new assets since the last time that you certified the household, you must document that new assets. In our example, the mother of the household head has a certificate of deposit (CD) account for the proceeds of a home she recently sold. We need to add a record for that account and select a letter for verifying it.

### To document a new current asset

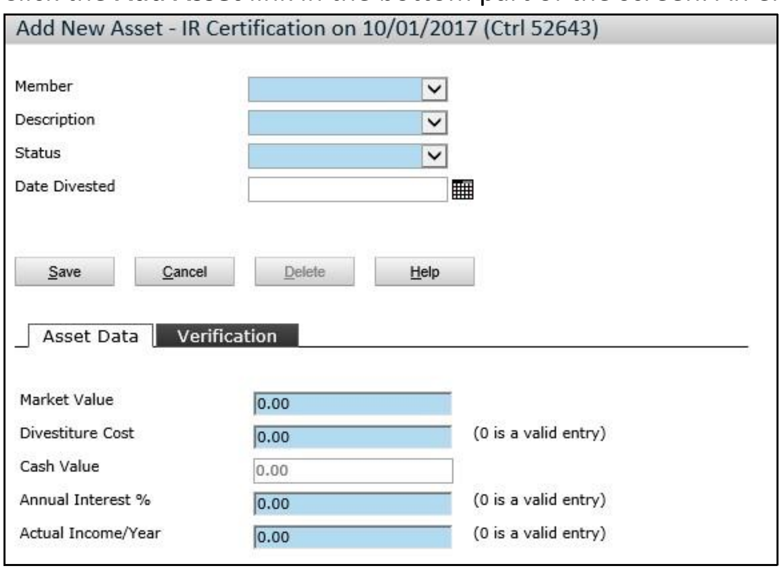
**1** If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

**2** Click the **Assets** tab in the bottom part of the screen. The **Assets** tab appears.

The following graphic shows the **Assets** tab for the interim recertification used as our example. It shows a checking account for the household head.




**3** Click the **Add Asset** link in the bottom part of the screen. An empty **Asset** screen appears.




**4** Add the following information in the top part of the screen.

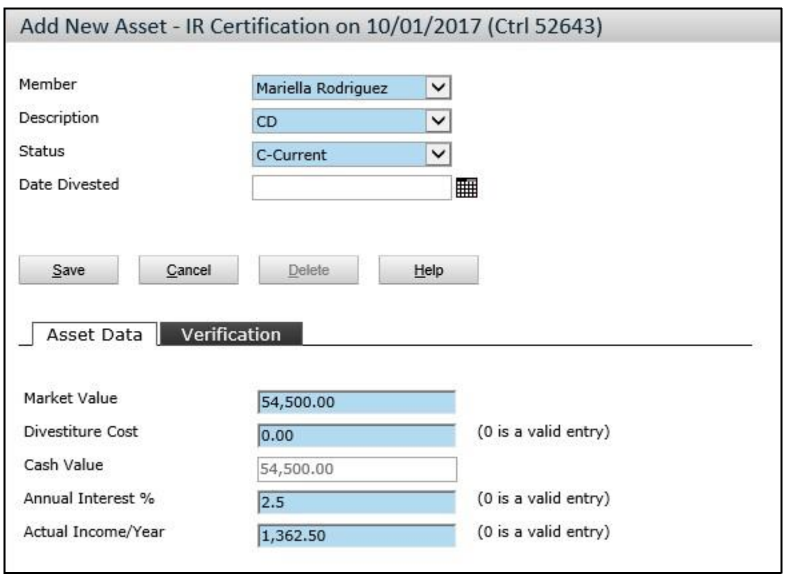
| | |
|---|---|
| **Member** | Select the person who owns the asset. In our example, you would select Mariella Rodriguez. |
| **Description** | Type or select brief description of the asset. Examples include checking accounts, savings accounts, IRA accounts, and stamp collections. In our example, the asset is for a savings account. |

| | |
|---|---|
| **Status** | Select **C-Current**. |
| **Date Divested** | For a current asset, leave this field empty. |

5 On the **Asset Data** tab, add the following information.

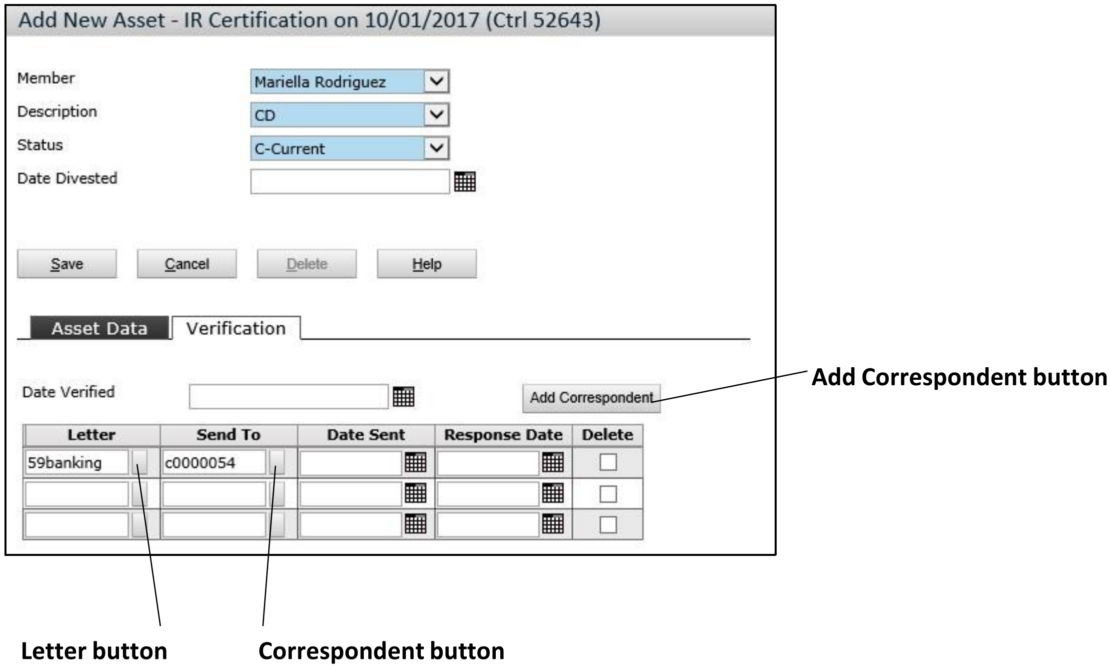
| | |
|---|---|
| **Market Value** | Type the market value of the asset. |
| **Divestiture Cost** | For a current asset, leave this field at **0** (zero). |
| **Annual Interest%** | Type the interest rate percentage that the asset earns per year. If the asset does not earn interest, type **0** (zero). |
| **Actual Income/Year** | If you completed the **Market Value** and **Annual Interest%** fields, Voyager automatically completes this field. For assets earning income from a source other than interest, type the income per year that this asset produces. If the asset earns no income, leave this field at 0.00 (zero). |

The following graphic shows an example of an asset record for a current certificate of deposit account.




6 Click the **Verification** tab.

7 Select a letter for verifying the member information.




a Click the **Letter** button located to the right of the first **Letter** field. A selection list of letters appears.

b Select a letter and click **OK**. The selection list closes. The code of the selected letter appears in the **Letter** field.

8 Select the correspondent for the letter.

> If you need to add a correspondent for this letter, use the steps describes in the chapter “Adding Information for New Income Sources” on page 25 to add the correspondent. After adding the correspondent, you can select the correspondent for the letter.

a Click the **Correspondent** button to the right of the first **Send To** field. A selection list of correspondents appears.

b Select the correspondent and then click **OK**. The selection list closes. The code of the selected correspondent appears in the **Send To** field.

**Date Sent** and **Response Date** fields appear on each row so that you can type the date that you sent the letter and received a response. You can also record the sent and received dates later in the **Verification** qualification step. In the **Verification** step, you can record these dates for all selected member, income, asset, and expense verification letters. In this lesson, do not type a date now. You will type the dates when you complete the **Verification** qualification step.

> Leave the **Date Verified** field empty. If your management organization requires you to complete it, complete it after receiving the response to your verification letter and confirming that all information is complete and accurate.

**9** When you are finished, click **Save**. The **Asset** screen closes. A row appears on the **Assets** tab for the newly documented asset.


## Documenting New Imputed Assets

If a family member sold or disposed of an asset for less than fair market value within two years of the effective date of the certification, you are required to document that asset and calculate its *imputed* income. Imputed income is income that the asset would be expected to earn at the current HUD passbook savings rate if the member still owned the asset.

In our example, the mother of the household head sold her home to her daughter before moving in with her son, the household head. The fair market value of the home was $150,000 and the selling costs were $15,000. We will now document that asset.

**To document a new imputed asset**

**1** If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

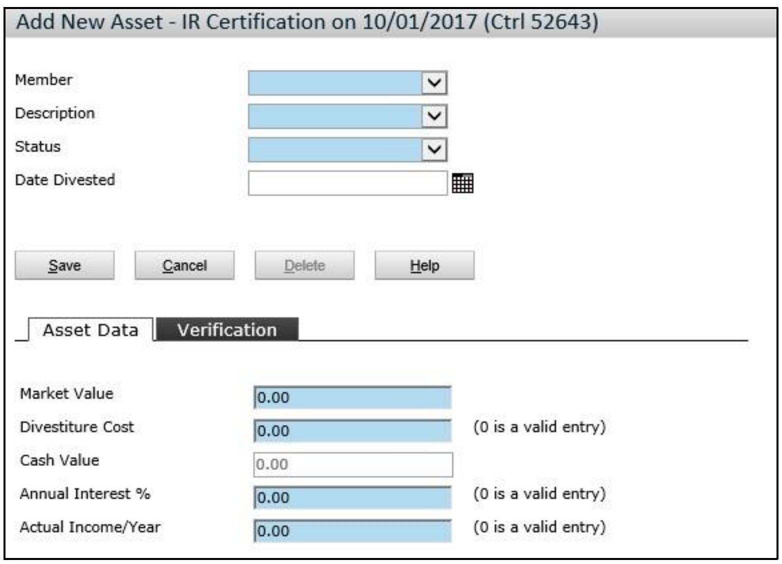
**2** Click the **Assets** tab in the bottom part of the screen. The **Assets** tab appears.

The following graphic shows the **Assets** tab for the interim recertification used as our example.


**Add Asset**

**3** Click the **Add Asset** link.

An empty **Asset** screen appears.

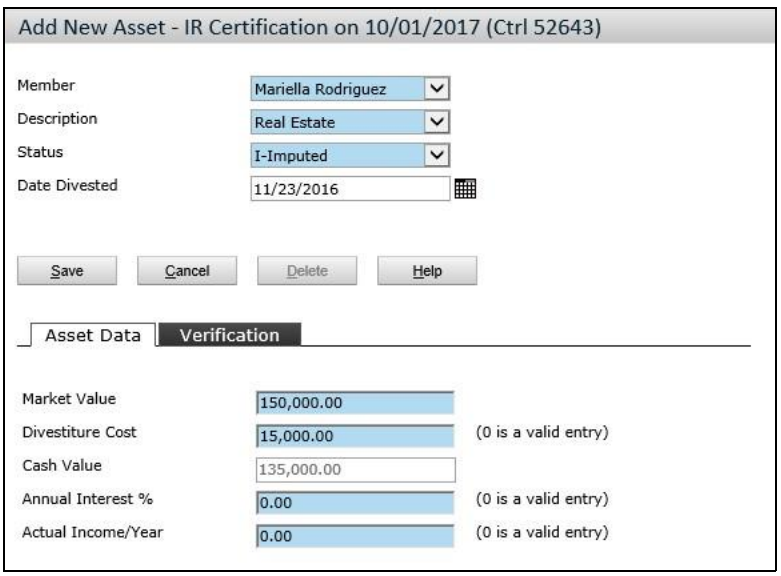



**4** In the top part of the screen, add the following Information, as needed.

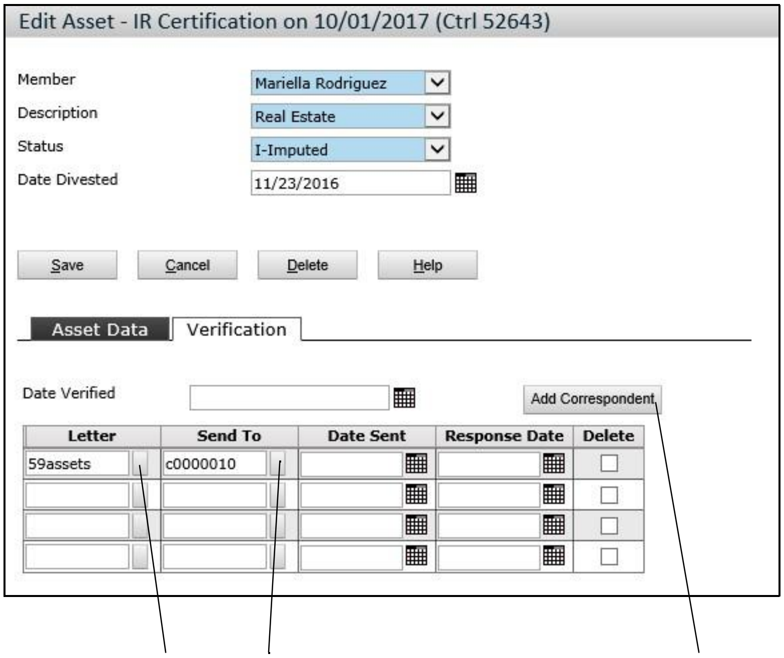
| | |
|---|---|
| **Member** | Select the person for whom the imputed asset applies. |
| **Description** | Type or select a brief description of the asset. Examples include cash gifts, real estate, shares of stock, bonds, jewelry, and stamp collections. For our example, we will type real estate. |
| **Status** | Select **I-Imputed** |
| **Date Divested** | Type the month, day, and year that the person sold of divested this asset. |
| **Market Value** | Type the market value of the asset. |

| | |
|---|---|
| **Divestiture Cost** | Type the total cost that the member incurred to sell or divest the asset. If the member incurred no costs, leave this field at **0.00** (zero).<br><br>Voyager automatically completes the **Cash Value** field. The cash value of the asset is the market value less the divestiture cost. |
| **Annual Interest%** | For an imputed asset, leave this field at **0.00** (zero). Voyager calculates the income based on the passbook interest rate defined in Voyager System Administration.<br><br>**NOTE** HUD requires property owners and management organizations to document income from an imputed asset at the HUD passbook interest rate current as of the certification effective date. Your database administrator records the HUD passbook rate on the **Affordable Options** screen in Voyager System Administration. |
| **Actual Inc/yr** | Voyager automatically completes the **Actual Income/year** field. The income per year is the market value multiplied by the annual interest rate percentage.<br><br>For an imputed asset, **0.00** will appear. The asset income calculated at the current HUD passbook rate appears on the printed form HUD 50059. |

The following graphic shows an example of the **Asset** screen completed for an imputed real estate asset.




5 Click the **Verification** tab and select a letter for verifying the asset information.




**Letter button** **Correspondent button** **Add Correspondent button**

a Click the **Letter** button located to the right of the first **Letter** field. A selection list of letters appears.

b Select a letter and click **OK**. The selection list closes. The code of the selected letter appears in the **Letter** field.

6 Select the correspondent for the letter.

> If needed, click the **Add Correspondent** and use the steps described on "Adding Information for New Income Sources" on page 25 to add the correspondent needed for the letter.

a Click the **Correspondent** button to the right of the first **Send To** field. A selection list of correspondents appears.

b Select the correspondent and then click **OK**. The selection list closes. The code of the selected correspondent appears in the **Send To** field.

**Date Sent** and **Response Date** fields appear on each row so that you can type the date that you sent the letter and received a response. You can also record the sent and received dates later in the **Verification** qualification step. In the **Verification** step, you can record these dates for all selected member, income, asset, and expense verification letters. In this lesson, do not type a date now. You will type the dates when you complete the **Verification** qualification step.

> Leave the **Date Verified** field empty. If your management organization requires you to complete it, complete it after receiving the response to your verification letter and confirming that all information is complete and accurate.

7 When you are finished, click **Save**. The **Asset** screen closes and the **IR Certification** compliance workflow screen appears. A row appears on the **Assets** tab for the newly documented asset.


## Updating Medical or Disability Expense Information

When you add an interim recertification, Voyager automatically copies the expense information from the household's most recent certification. If any of the information has changed, you must update and verify the information. In our example, the household head is disabled and has medical expenses documented in the most recent full certification. His expenses have not changed.

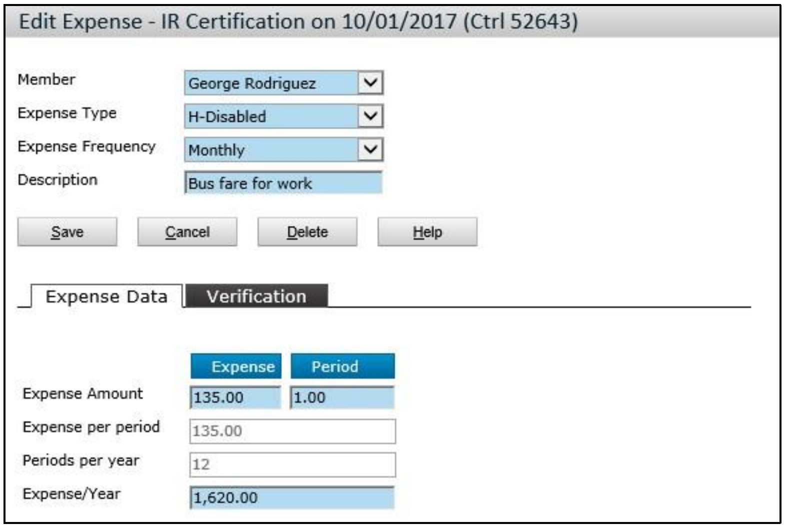
**To update existing medical or disability information**

1 If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

2 Click the **Expenses** tab in the bottom part of the screen. The **Expenses** tab appears.

3 On the row displaying the information that you need to review or update, click **Edit**.


The **Expense** screen appears.




**4** Update the information, as needed.

A **Delete** button appears in the bottom part of the **Expense** screen. If the family member no longer incurs the expense, or if the expense belongs to a member who no longer lives with the household, you can click this button to delete the expense information.

**NOTE** If a family member no longer lives in the unit with the household and you want to delete that member, you must delete all income, asset, and expense information documented for the member before you can delete the member.

**5** Click the **Verification** tab.

**6** If the verification letter and correspondent have changed, select the new letter and correspondent or verifying the expense information.

**Date Sent** and **Response Date** fields appear on each row so that you can type the date that you sent the letter and received a response. If you are printing verification letters in Voyager, leave these fields empty. You will record the sent and received dates later on the **Verification** step after you print the letters. You can concurrently record these dates for all selected member, income, asset, and expense verification letters.

Leave the **Date Verified** field empty. If your management organization requires you to complete it, complete it after receiving the response to your verification letter and confirming that all information is complete and accurate.

**7** When you are finished, Click **Save**. The **Expense** screen closes.

**8** Repeat these steps to update existing expense information for other existing family members.

# Adding Information for New Non-Reimbursed Medical or Disability Expenses

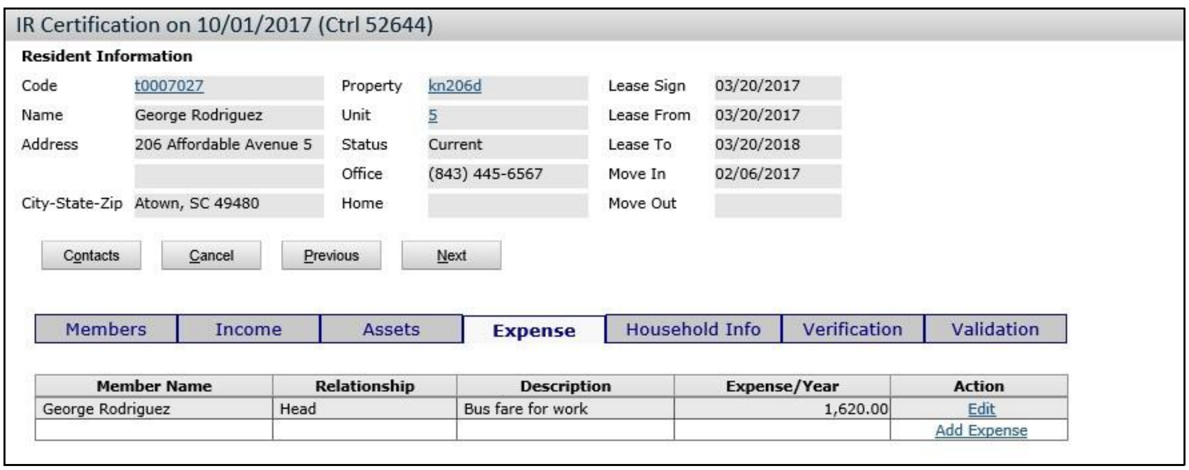
If the family is eligible medical or disability expenses, and the family has new non-reimbursed expenses, since the last time that you certified the household, you must document the new expenses. In our example, the household is eligible for expenses because the household head is disabled, and the mother of the household head has non-reimbursed medical expenses. We need to add a record for her expenses and select a letter for verifying them.

**To add information for a medical or disability expense**

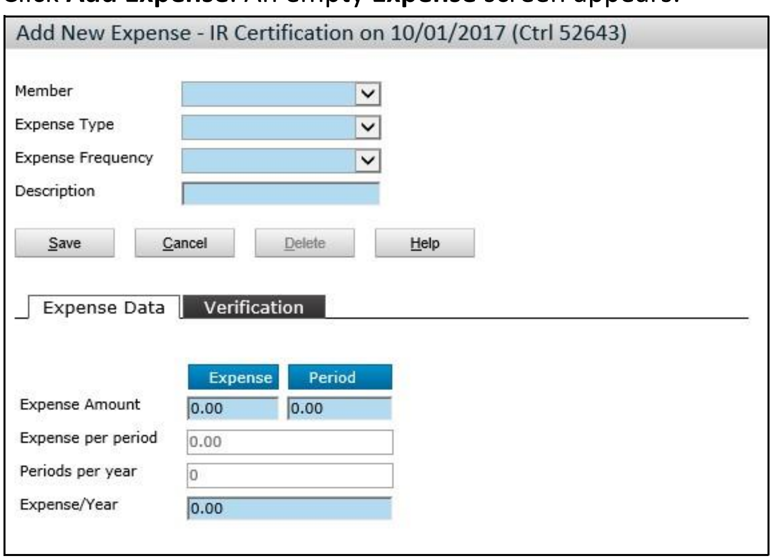
1 If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

2 Click the **Expense** tab in the bottom part of the screen. The **Expense** tab appears.

The following graphic shows the **Expense** tab for the interim recertification used as our example. It shows a medical expense for prescription drug co-payments.




3 Click **Add Expense**. An empty **Expense** screen appears.



**4** Add the following information in the top part of the screen.

| | |
|---|---|
| **Member** | Select family member who incurs the expense. |
| **Expense Type** | Select the type of expense. Options are **M-Medical** and **H-Disabled**. |
| **Expense Frequency** | Select the rate of occurrence for this expense. |
| **Description** | Type a brief description of the expense. Examples include prescription and non-prescription drugs, medical insurance premiums, payments for a mobilized wheelchair, and the actual cost of transportation to and from work or a medical appointment. |

**5** On the **Expense Data** tab, add the following information.

| | |
|---|---|
| **Expense Amount** | **Expense** Type the dollar amount of the expense incurred each period.<br><br>**Period** Type the times per period that the member incurs this expense. For example, if the expense occurs once each month and you are reporting a monthly expense, you would type 1. |
| **Periods per year** | Voyager automatically enters the total number of periods per year according to the expense amount and the number of periods that you entered. Change the total periods per year, if needed. |

**6** Click the **Verification** tab.

**7** Select a letter and letter recipient (*correspondent*) for verifying the expense information.

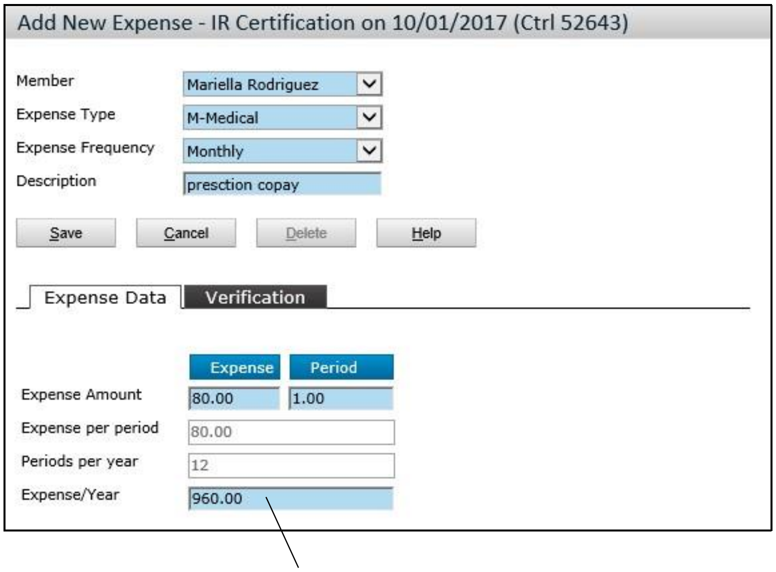
If you need to add a correspondent for this letter, use the steps describes in the chapter "Adding Information for New Income Sources" on page 25 to add the correspondent. After adding the correspondent, you can select the correspondent for the letter.

**Date Sent** and **Response Date** fields appear on each row so that you can type the date that you sent the letter and received a response. If you are printing verification letters in Voyager, leave these fields empty. You will record the sent and received dates later on the **Verification** step after you print the letters. You can concurrently record these dates for all selected member, income, asset, and expense verification letters.

Leave the **Date Verified** field empty. If your management organization requires you to complete it, complete it after receiving the response to your verification letter and confirming that all information is complete and accurate.

**8** Carefully review all information to ensure that it is complete and correct.

The following graphic shows an example of the **Expense** screen completed for non-reimbursable medical expense.




**Annual expense amount**

9 Click the **Verification** tab, and select a letter and correspondent for verifying the information.

10 When you are finished, click **Save**. The **Expense** screen closes. The expense appears on the **Expense** tab.


## Reviewing and Updating Household Information

Although most of the information needed for qualifying a household applies to individual household members, some needed information applies to the household as a whole. Your final step before verification is to add this information to the household's records.

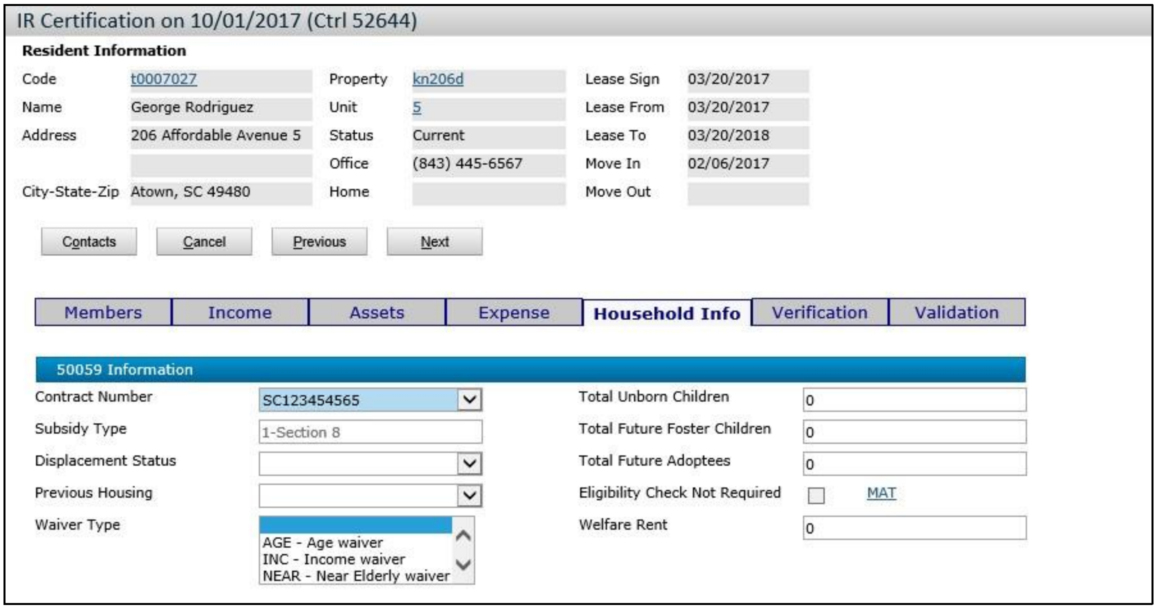
In our example, the household information has not changed.

### To review or update household information for a 50059 interim recertification

1 If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

2 Click the **Household Info** tab in the bottom part of the screen. The **Household Info** tab appears.

The following graphic shows the **Household Info** tab for the interim recertification used as our example.




**3** Review the following information, updating it as needed.

| | |
|---|---|
| **Contract Number** | The HUD contract number that applies.<br>The contract number selected for the household's previous certification appears. |
| **Waiver Type** | If this household is qualifying for Section 202, Section 811 PRAC, or Section 202/162 PAC on the basis of an approved income, elderly, or other waiver, select the waiver type.<br>For information about waiver types, see *HUD Handbook 4350.3 REV–1, CHG–4, par. 3-8* and the *MAT User's Guide, Chapter 5, field 88*. |
| **Total Unborn Children** | If a family member is currently pregnant, type the total number of children that she is expecting. For example, if a family member is expecting a child you would type 1 |
| **Total Future Foster Children** | If the family is expecting new foster children, type the total number of foster children that will soon live with the family. For example, if the family is actively in the process of taking two foster children, you would type 2. |
| **Total Future Adoptees** | If the family is actively in the process of adopting children, type the total number of children for which adoption is in process. For example, if the family is actively in the process of adopting a child, you would type 1. |
| **Eligibility Check Not Required** | This check box applies to move-in and initial certifications created for special circumstances that do not require confirmation of citizenship status. This check box is unavailable for interim recertifications.<br>Clicking the **MAT** link to the right of this field opens an online copy of the *MAT User's Guide, TRACS Release 2.0.2.D, 5.3 MAT10 Section 2: Basic Record.* It describes the situations for which you are not required to confirm eligibility. |

**4** When you are finished, click the **Next** button. The **Verification** tab appears in the bottom part of the screen.

You are ready to verify the information that you have documented.

# CHAPTER3

# 50059 Interim Recertification Verification and Validation

**In this lesson**

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Validating Eligibility. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .56

This lesson explains how to verify information that a household provides for an annual recertification and to confirm that the household is qualified after verification is complete.

## Introduction to 50059 Interim Recertification Verification

*Verification* confirms the accuracy of information that household members supply when they are qualifying for affordable housing. For an interim recertification needed for a change in circumstances, verification provides documented evidence that a household continues to qualify for the project and unit.
Affordable housing programs prefer third-party written verification.

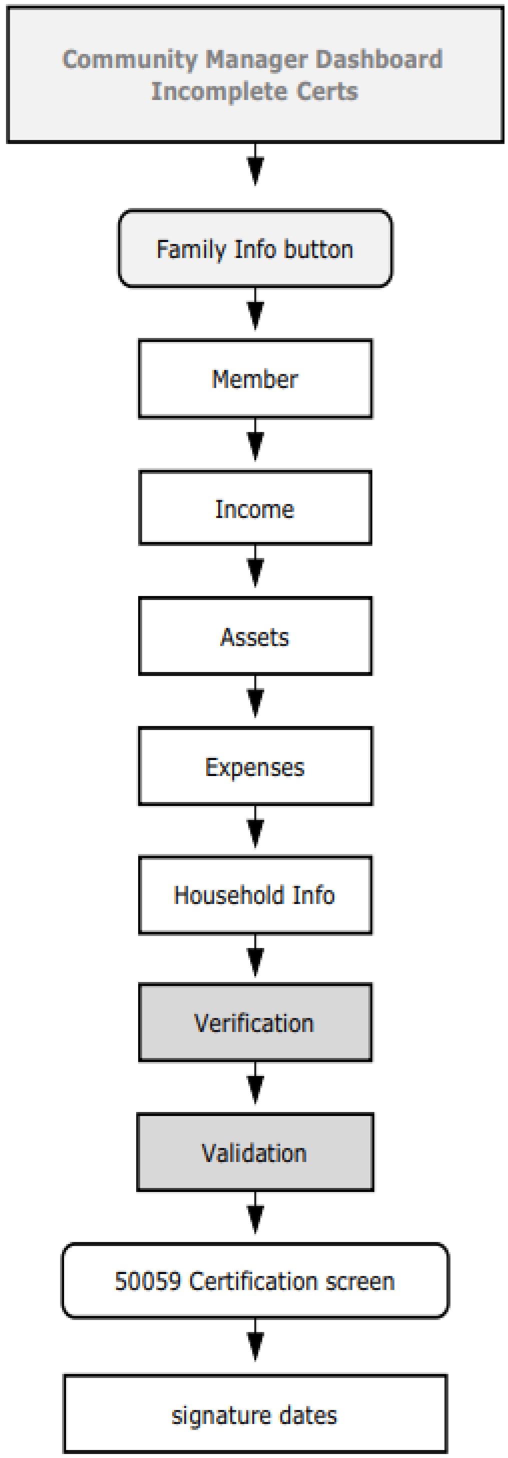
For income verification, HUD now also requires verification through the EIV (*Enterprise Income Verification*) system.

*Validation* determines whether or not a household qualifies for HUD 50059 housing based on the information that you have received and verified.

In the previous lesson, you selected letters and correspondents for verifying member, income, asset, and expense information. In this lesson, you will learn how to complete the following tasks:

- Print the verification letters that you have previously selected.
- Record verification letter-sent dates.
- Record verification letter-response dates.
- Record verification confirmation dates for family income and assets.
- Validate the household's eligibility under the household's change in circumstances.

The following chart shows the workflow process for a 50059 interim recertification. The shaded areas show the steps included in this lesson.



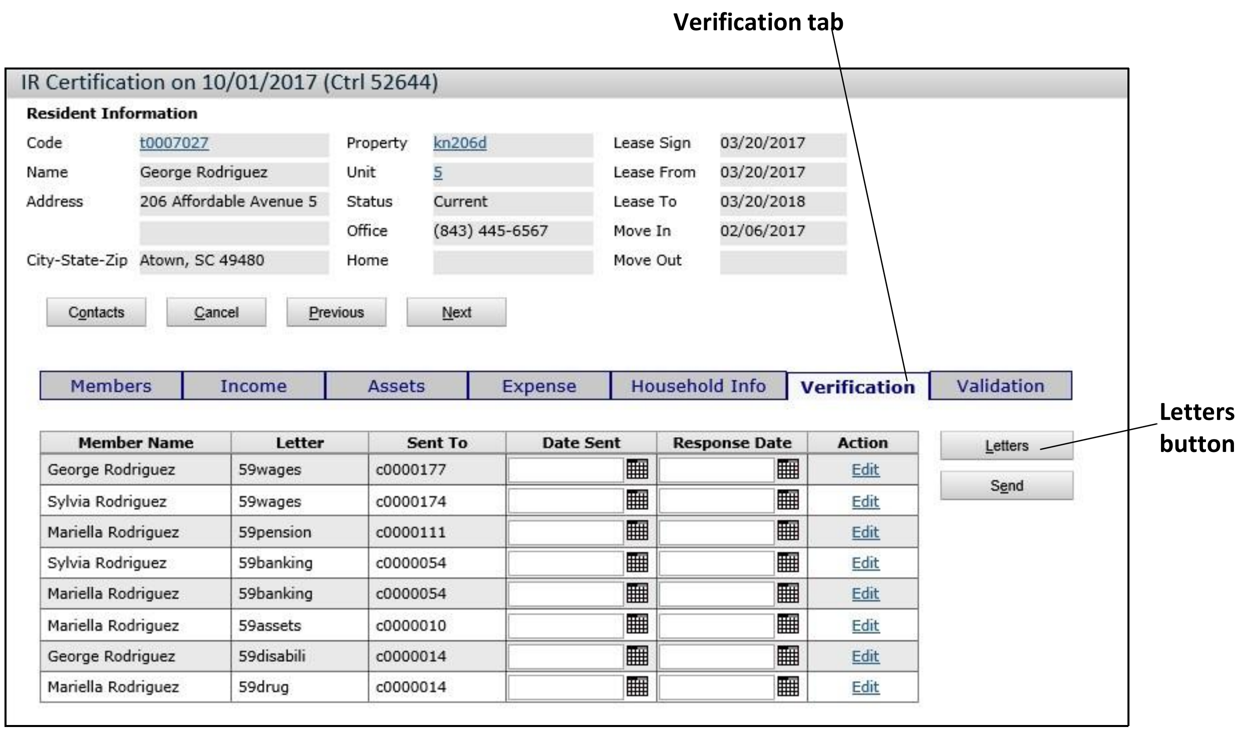

## Printing Verification Letters

When you documented household members, family income, and family assets for an interim recertification, you selected verification letters and correspondents (letter recipients) for verifying that information. You can print as a single procedure one letter, several letters, or all of your selected verification letters.

**To print verification letters**

1 If the **IR Certification** compliance workflow screen is not open for the household that you are recertifying, open it. The **Members** tab is open in the bottom part of the screen.

2 Click the **Verification** tab. The **Verification** tab appears in the bottom part of the screen. The grid in the bottom part of the screen contains a row for each verification letter that you selected when you added the household's family member, income, asset, and expense information.



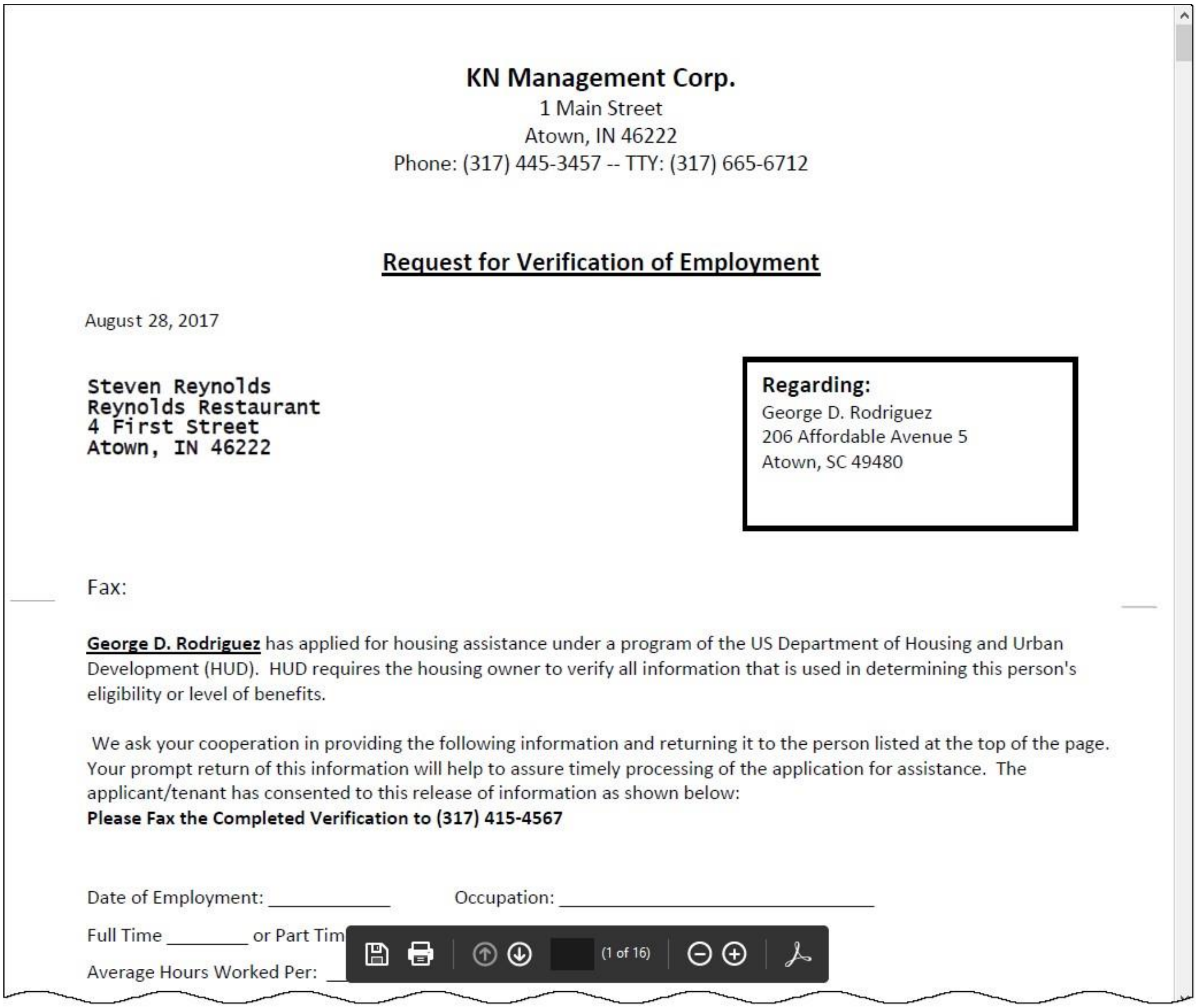

3 Click the **Letters** button.

- If your database is set up to use only the standard Voyager letters, the letters appear. Standard letters are Adobe PDF files.

- If your database is set up for custom Microsoft Word verification letters created with Yardi FillDocs and you have selected letters of more than one format, a **Documents to download** screen appears with links to the letters in each format. Click the link for the letter that you want to print. The letter appears.

You can use the scroll bar at the right side of the screen to view all of the verification letters.

The following graphic shows an example of a standard Voyager asset verification letter. The location and appearance of the buttons depend on your browser. In this example, the buttons appear in the bottom part of the screen.



KN Management Corp.
1 Main Street
Atown, IN 46222
Phone: (317) 445-3457 -- TTY: (317) 665-6712

Request for Verification of Employment

August 28, 2017

Steven Reynolds
Reynolds Restaurant
4 First Street
Atown, IN 46222

**Regarding:**
George D. Rodriguez
206 Affordable Avenue 5
Atown, SC 49480

Fax:

George D. Rodriguez has applied for housing assistance under a program of the US Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to assure timely processing of the application for assistance. The applicant/tenant has consented to this release of information as shown below:
**Please Fax the Completed Verification to (317) 415-4567**

Date of Employment: ____________ Occupation: ______________________________

Full Time ________ or Part Tim

Average Hours Worked Per: _



**4** When you are ready, click the printer button that appears in the bottom part of the screen. The printer dialog box for your workstation appears.

**5** Complete the dialog box to select the letters that you want to print, and then print the letters.

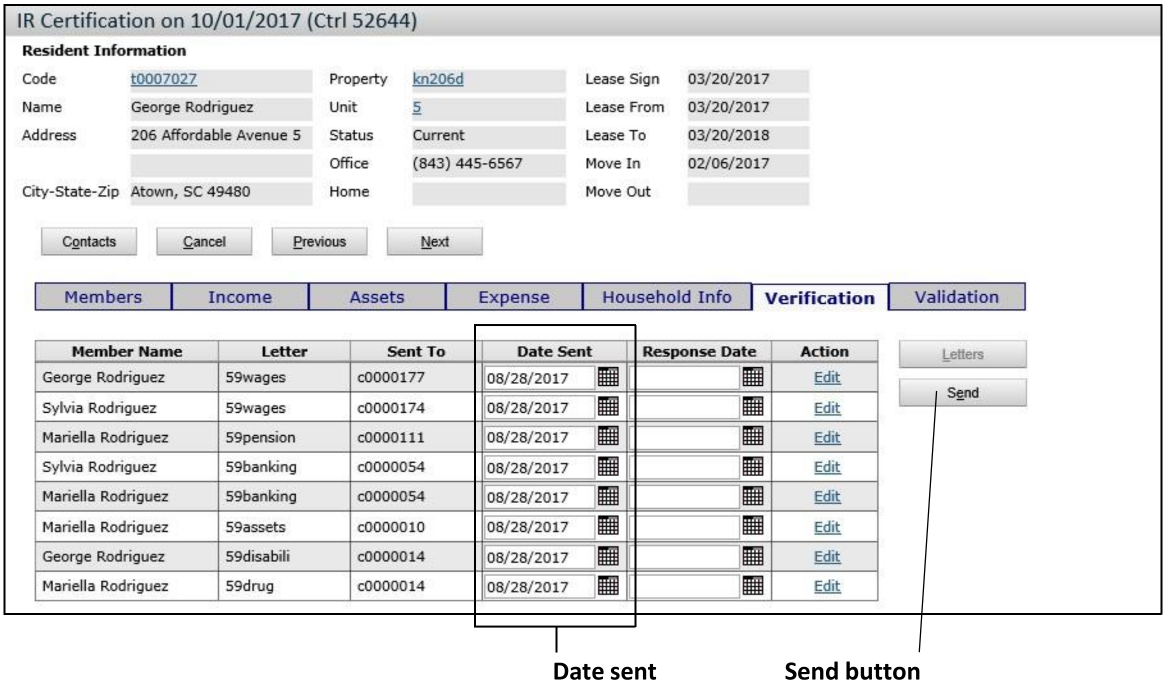
After printing and sending the letters, you are ready to record that dates that you sent them. Voyager tracks an unanswered letter by its letter-sent date.

Tracking unanswered verification letters is critical for on-time certification completion.
Voyager tracks the number of unanswered days from the letter-sent date. After the maximum number of days pass,
Voyager adds the letter to the **Unanswered Letters** list on the **Community Manager Dashboard**. You can click the **Unanswered Letters** link on the **Community Manager Dashboard** and review letters for which you have not received responses.

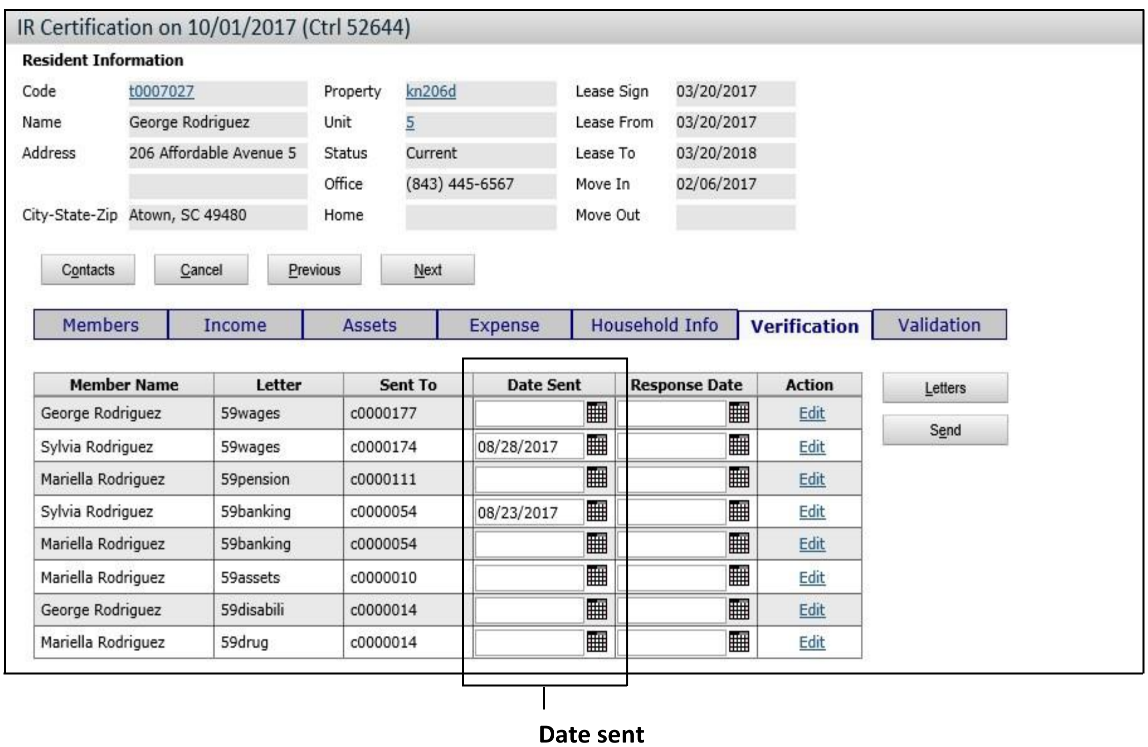
**To document the date that you send verification letters**

Take one of the following steps:

- If you want to document all letters as sent on the system date of your workstation, click the **Send** button. Voyager enters the system date in the **Date Sent** field for all letters on the list.




- If you want to document a different letter-sent date for a specific letter, type the date in the **Date Sent** field for that letter.

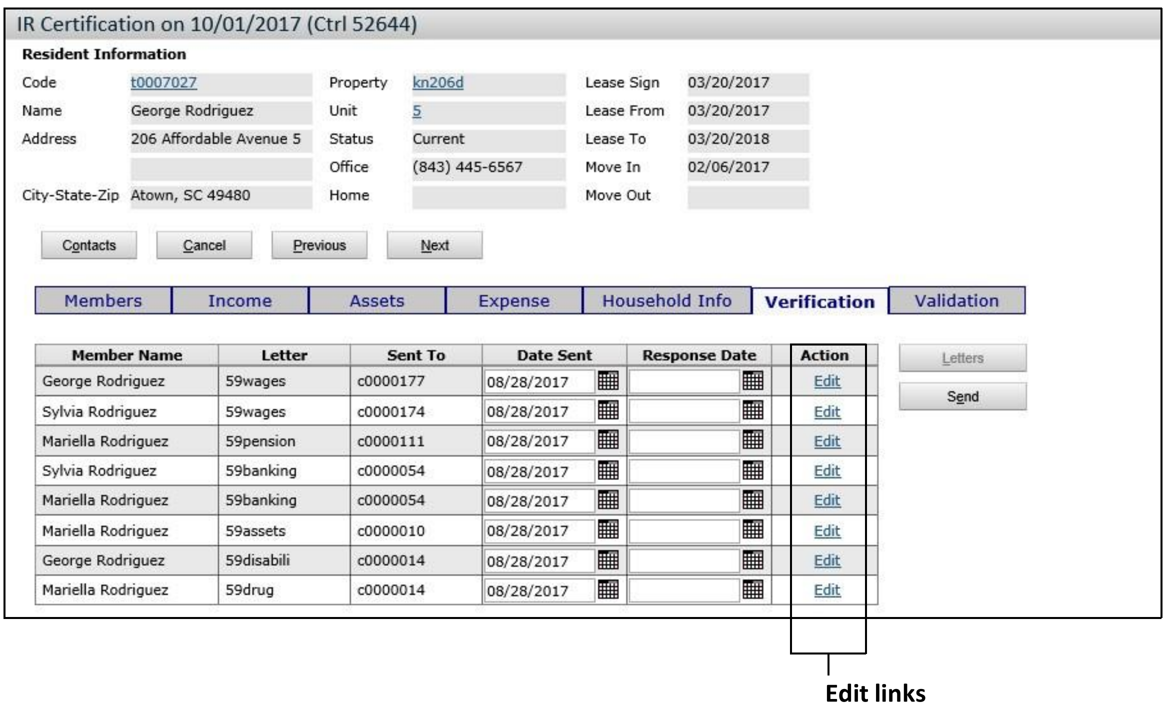


## Recording Verification Letter Response Dates

Recording the date that you receive a response to a verification letter confirms that you have received the response. Recording a response date also confirms that you have reviewed the letter and if needed updated your information so that it matches the information in the letter.

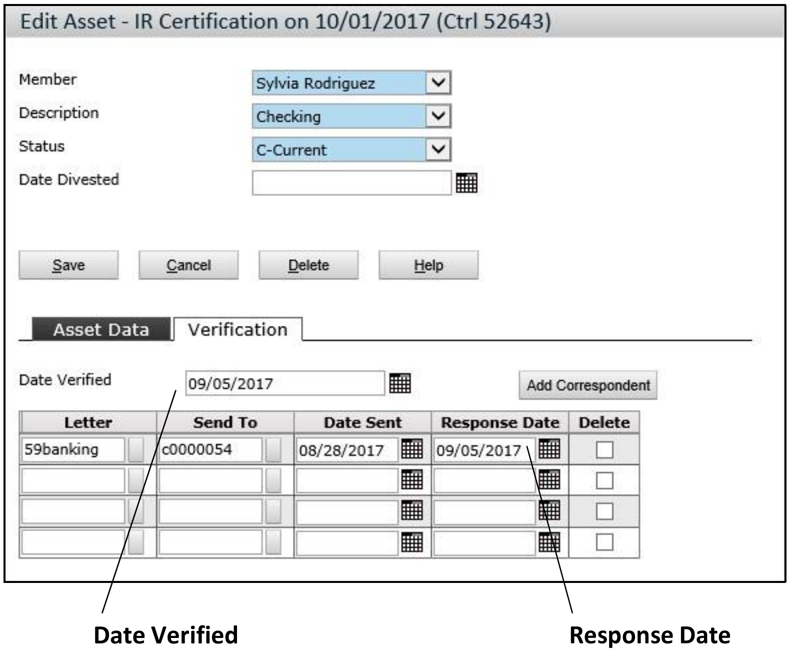
**To record response dates for verification letters**

1. If the **Tax Credit Certification** qualification steps screen is not open for the household that you are recertifying, open it.
2. Select the **Verification** qualification steps. The **Verification** tab appears in the bottom part of the screen. This tab displays all of the letters that you selected when you added the family member, income, asset, and expense information for the household.
3. On the row displaying the verification letter for which you have received a response, click the **Edit** link.



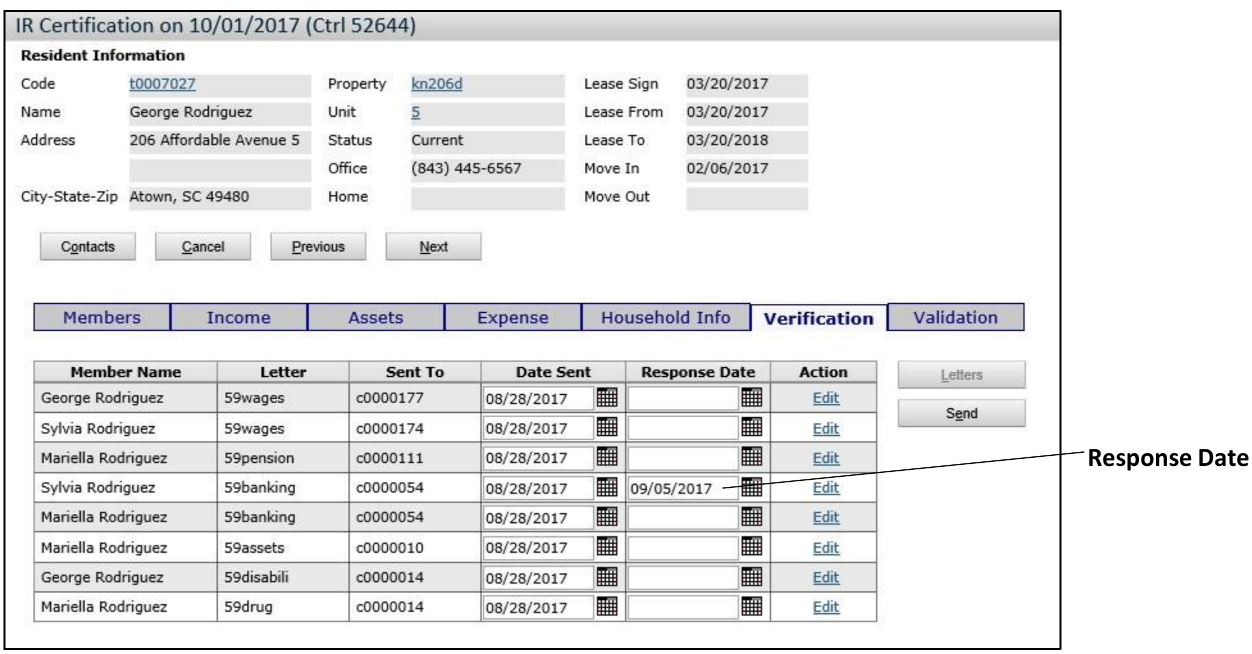

The **Member**, **Income**, **Asset,** or **Expense** screen appears.

4. Carefully review the information and update it with any needed changes.
5. In the **Response Date** field on the row displaying the letter, type the date that you received the response.




6 The **Income** and **Asset** screens have a **Date Verified** field for recording the date that you verified the information. If your management organization requires you to complete the **Date Verified** field, type the date that you verified the information and updated it based on the verification response.

7 Click **Save**. The screen closes. The response date appears in the **Response Date** field on the **Verification** tab.




8 Repeat these steps for each verification response that you receive.

# Validating Eligibility

Validation determines whether or not a household qualifies for HUD 50059 housing based on the information that you have received and verified.

**To validate a household's eligibility**

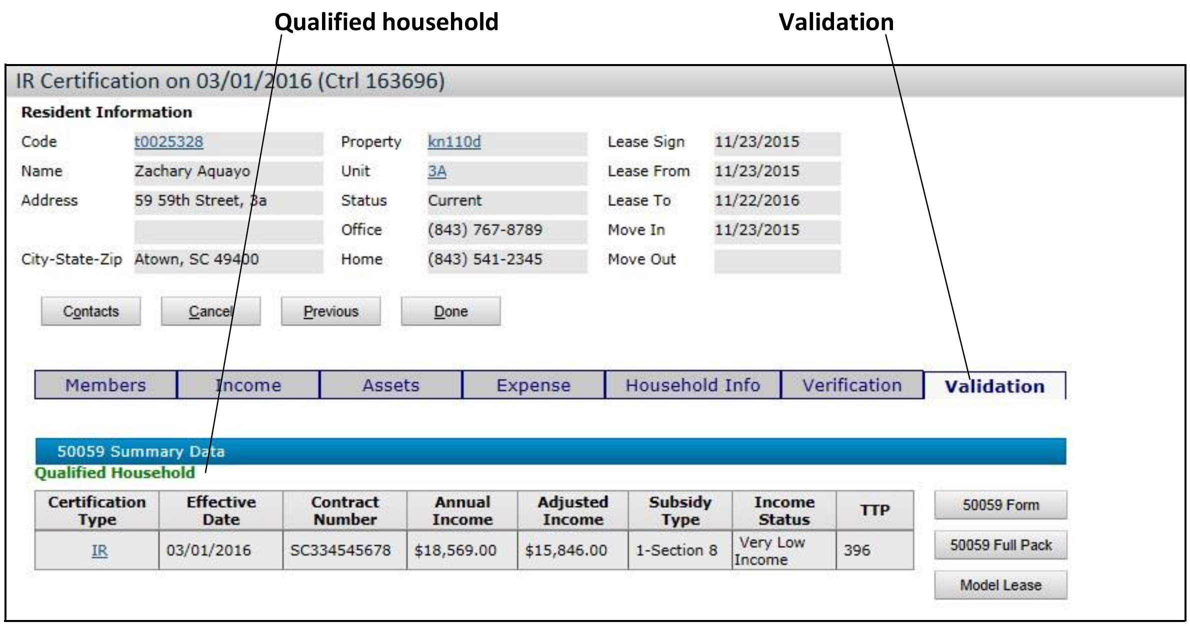
1. If the **IR Certification** qualification steps screen is not open for the household that you are recertifying, open it.

2. Click the **Validation** tab. The **Validation** tab appears in the bottom part of the screen.

3. Carefully review the validation information.

   - If the household qualifies, you see a **Qualified Household** heading followed by summary information for the 50059 interim recertification.

   - If the household does not qualify, you see **Unqualified Household** and a description of the reason appears.




4. For this lesson, click the **Done** button in the top part of the screen. The **Community Manager Dashboard** appears. You are ready to review and complete the certification.

# CHAPTER4

# 50059 Interim Recertification Completion

**In this lesson:**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This lesson explains how to complete a 50059 interim recertification after you have verified the information provided by the household and confirmed that the household is qualified.

For this lesson, you have completed the qualification steps for an interim recertification and determined that the household is qualified. You are ready to review the information and print the certification document for the household members to sign.

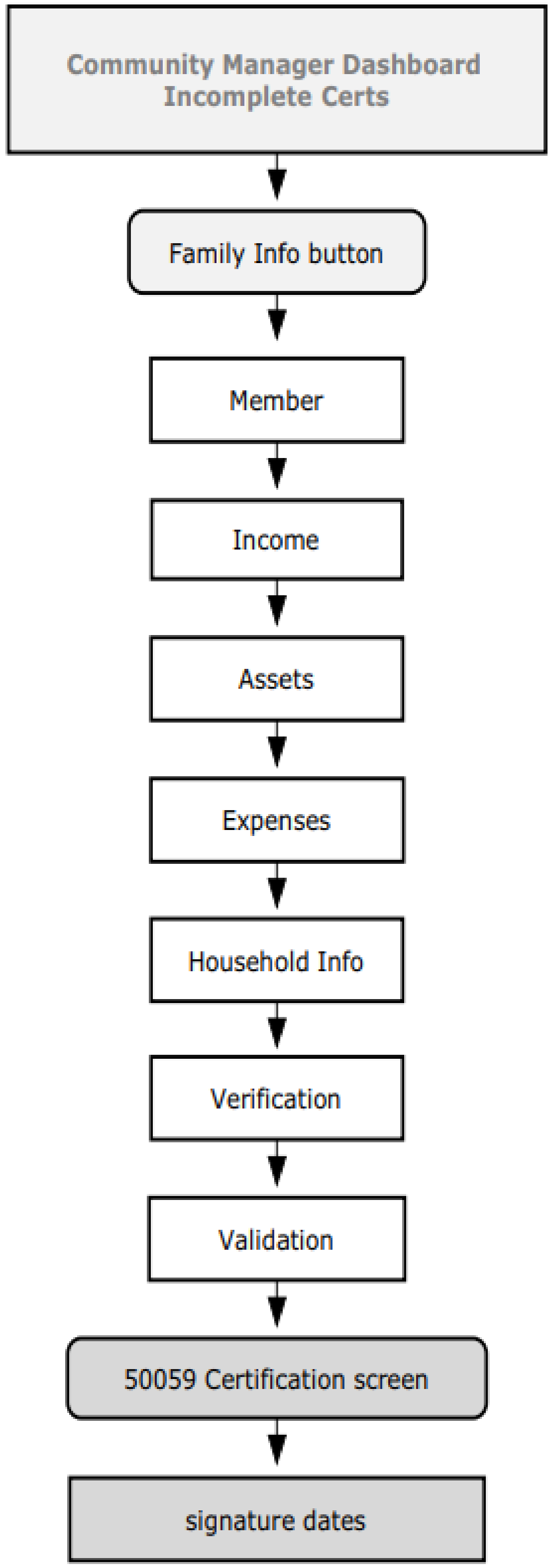
## Introduction to 50059 Interim Recertification Completion

You have created an interim recertification for a qualified household. You have completed all of the needed information, verified the information, validated the certification, and reviewed the certification information to ensure that it is complete and accurate. You are ready to complete the certification.

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

- Review a completed 50059 interim recertification.
- Print the form 50059 for property owners and household members to sign.

The following chart shows the annual recertification workflow process for HUD 50059 households. The shaded areas show the steps included in this lesson.


Community Manager Dashboard
Incomplete Certs
Family Info button
Member
Income
Assets
Expenses
Household Info
Verification
Validation
50059 Certification screen
signature dates

# Reviewing an Interim Recertification before Completion

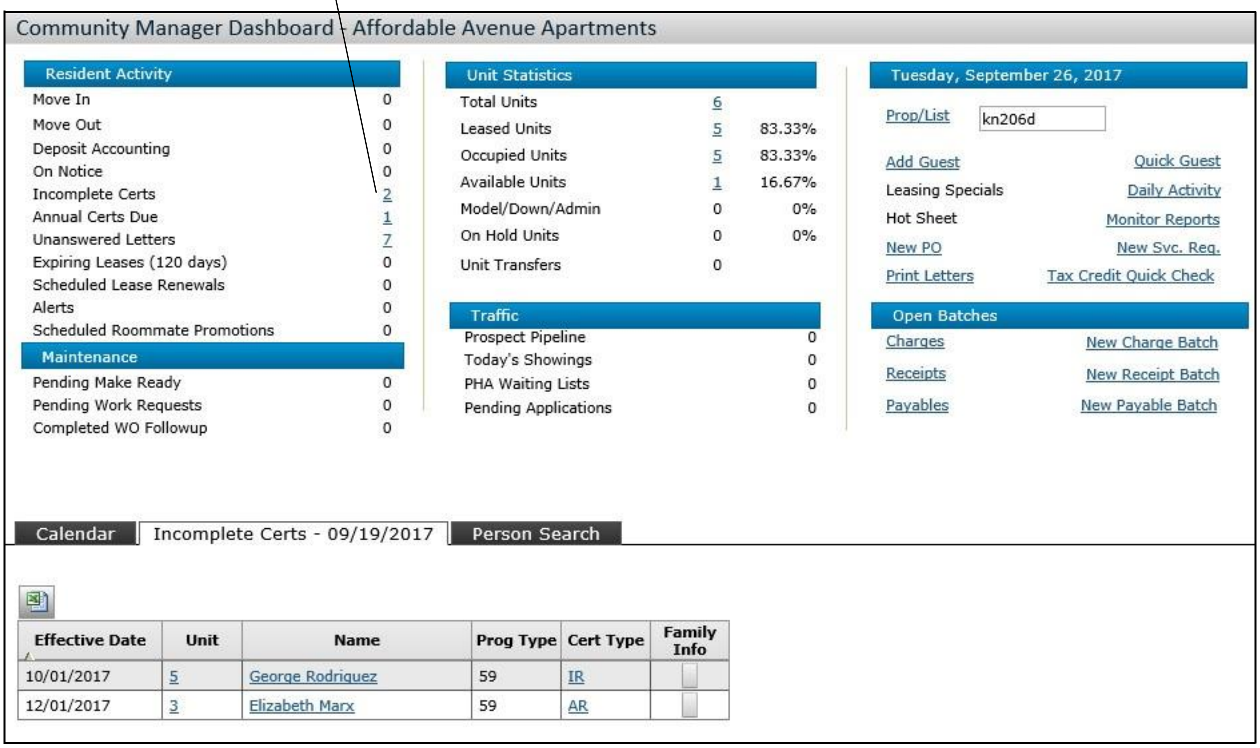
When you have finished the qualification process for an interim recertification, the **50059** screen shows the information that will appear on the printed certification documents. Review the information to ensure that it is correct before printing copies for property owners and household members to sign.

**To review an incomplete interim recertification**

1 In the **Resident Activity** section of the dashboard, click the number to the right of the **Incomplete Certs** heading. The **Incomplete Certs** tab appears in the bottom part of the dashboard.

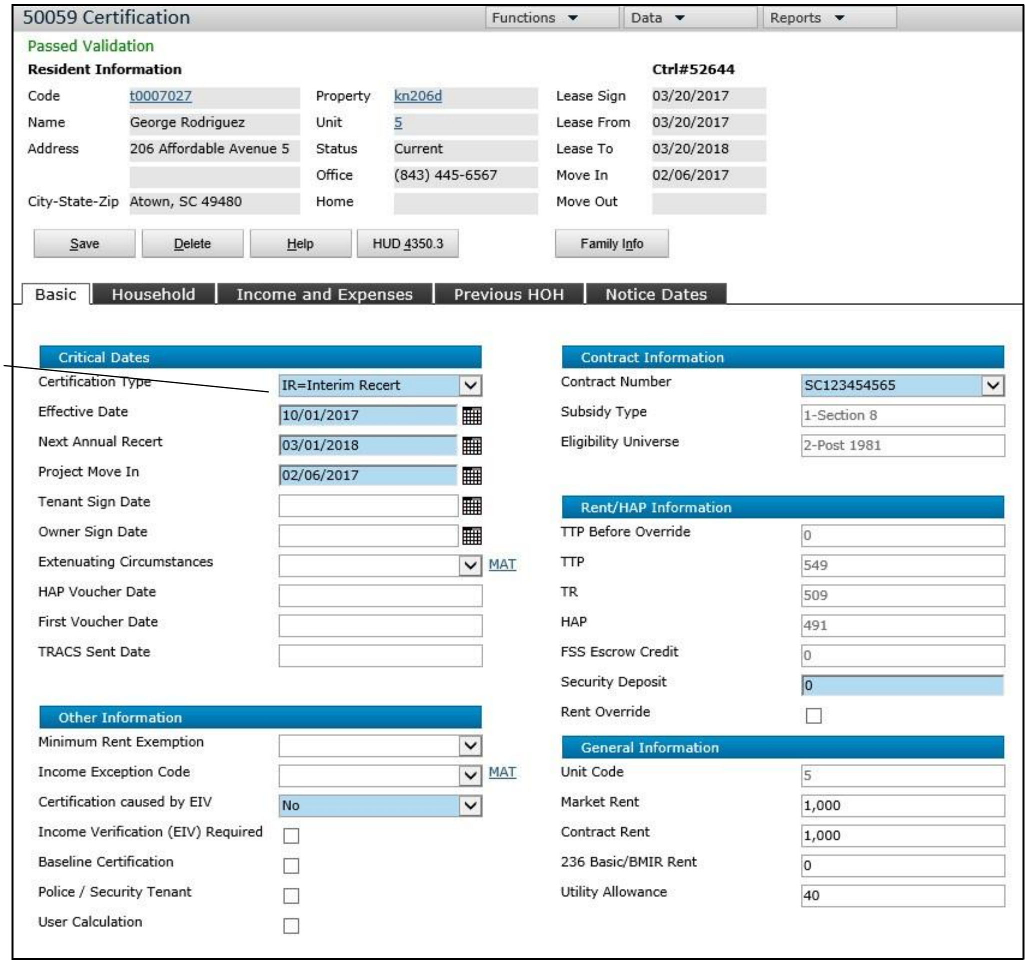
The **Incomplete Certs** summary appears in the bottom part of the dashboard. The **Prog Type** field displays the type of certification that is incomplete for each resident. The **Cert Type** field displays a link to that certification.

**Incomplete Certs**




2 On the row displaying the household for which you created the new recertification, click the **IR** link. The **50059 Certification** screen appears. The certification type is **IR=Interim Recert**.

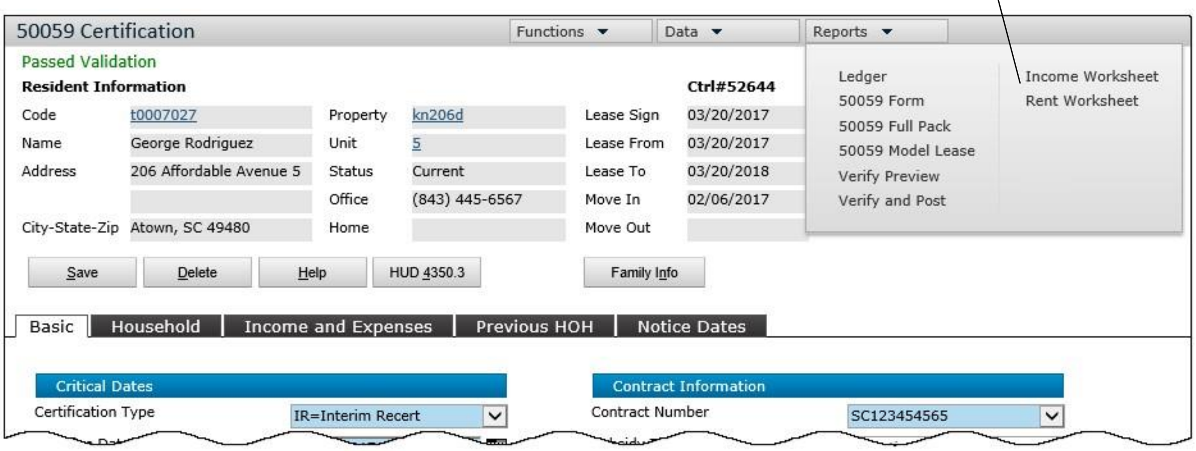
Certification type



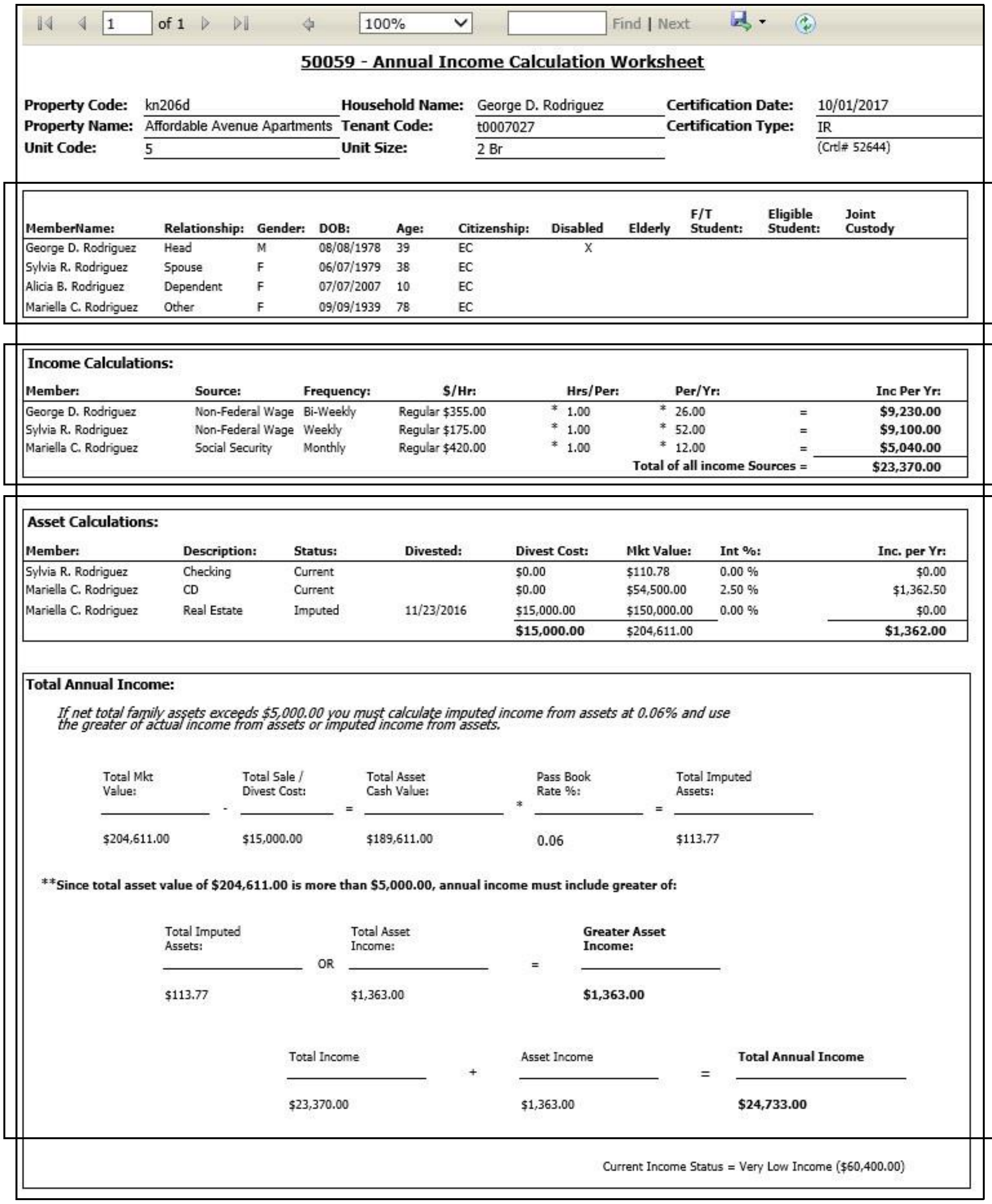

**3** Review the income worksheet.

**a** From the **Reports** menu in the top part of the **50059 Certification** screen, select **Income Worksheet**.

Income Worksheet




The 50059 - Annual Calculation Worksheet appears.



1 of 1 | 100% | Find | Next

**50059 - Annual Income Calculation Worksheet**

| | | | | | |
|---|---|---|---|---|---|
| **Property Code:** | kn206d | **Household Name:** | George D. Rodriguez | **Certification Date:** | 10/01/2017 |
| **Property Name:** | Affordable Avenue Apartments | **Tenant Code:** | t0007027 | **Certification Type:** | IR |
| **Unit Code:** | 5 | **Unit Size:** | 2 Br | | (Crtl# 52644) |

| MemberName: | Relationship: | Gender: | DOB: | Age: | Citizenship: | Disabled | Elderly | F/T Student: | Eligible Student: | Joint Custody |
|---|---|---|---|---|---|---|---|---|---|---|
| George D. Rodriguez | Head | M | 08/08/1978 | 39 | EC | X | | | | |
| Sylvia R. Rodriguez | Spouse | F | 06/07/1979 | 38 | EC | | | | | |
| Alicia B. Rodriguez | Dependent | F | 07/07/2007 | 10 | EC | | | | | |
| Mariella C. Rodriguez | Other | F | 09/09/1939 | 78 | EC | | | | | |

**Income Calculations:**

| Member: | Source: | Frequency: | $/Hr: | | Hrs/Per: | | Per/Yr: | | Inc Per Yr: |
|---|---|---|---|---|---|---|---|---|---|
| George D. Rodriguez | Non-Federal Wage | Bi-Weekly | Regular $355.00 | * | 1.00 | * | 26.00 | = | **$9,230.00** |
| Sylvia R. Rodriguez | Non-Federal Wage | Weekly | Regular $175.00 | * | 1.00 | * | 52.00 | = | **$9,100.00** |
| Mariella C. Rodriguez | Social Security | Monthly | Regular $420.00 | * | 1.00 | * | 12.00 | = | **$5,040.00** |
| | | | | | | | **Total of all income Sources =** | | **$23,370.00** |

**Asset Calculations:**

| Member: | Description: | Status: | Divested: | Divest Cost: | Mkt Value: | Int %: | Inc. per Yr: |
|---|---|---|---|---|---|---|---|
| Sylvia R. Rodriguez | Checking | Current | | $0.00 | $110.78 | 0.00 % | $0.00 |
| Mariella C. Rodriguez | CD | Current | | $0.00 | $54,500.00 | 2.50 % | $1,362.50 |
| Mariella C. Rodriguez | Real Estate | Imputed | 11/23/2016 | $15,000.00 | $150,000.00 | 0.00 % | $0.00 |
| | | | | **$15,000.00** | $204,611.00 | | **$1,362.00** |

**Total Annual Income:**

*If net total family assets exceeds $5,000.00 you must calculate imputed income from assets at 0.06% and use the greater of actual income from assets or imputed income from assets.*

| Total Mkt Value: | | Total Sale / Divest Cost: | | Total Asset Cash Value: | | Pass Book Rate %: | | Total Imputed Assets: |
|---|---|---|---|---|---|---|---|---|
| $204,611.00 | - | $15,000.00 | = | $189,611.00 | * | 0.06 | = | $113.77 |

**Since total asset value of $204,611.00 is more than $5,000.00, annual income must include greater of:

| Total Imputed Assets: | | Total Asset Income: | | **Greater Asset Income:** |
|---|---|---|---|---|
| $113.77 | OR | $1,363.00 | = | **$1,363.00** |

| Total Income | | Asset Income | | **Total Annual Income** |
|---|---|---|---|---|
| $23,370.00 | + | $1,363.00 | = | **$24,733.00** |

Current Income Status = Very Low Income ($60,400.00)



[

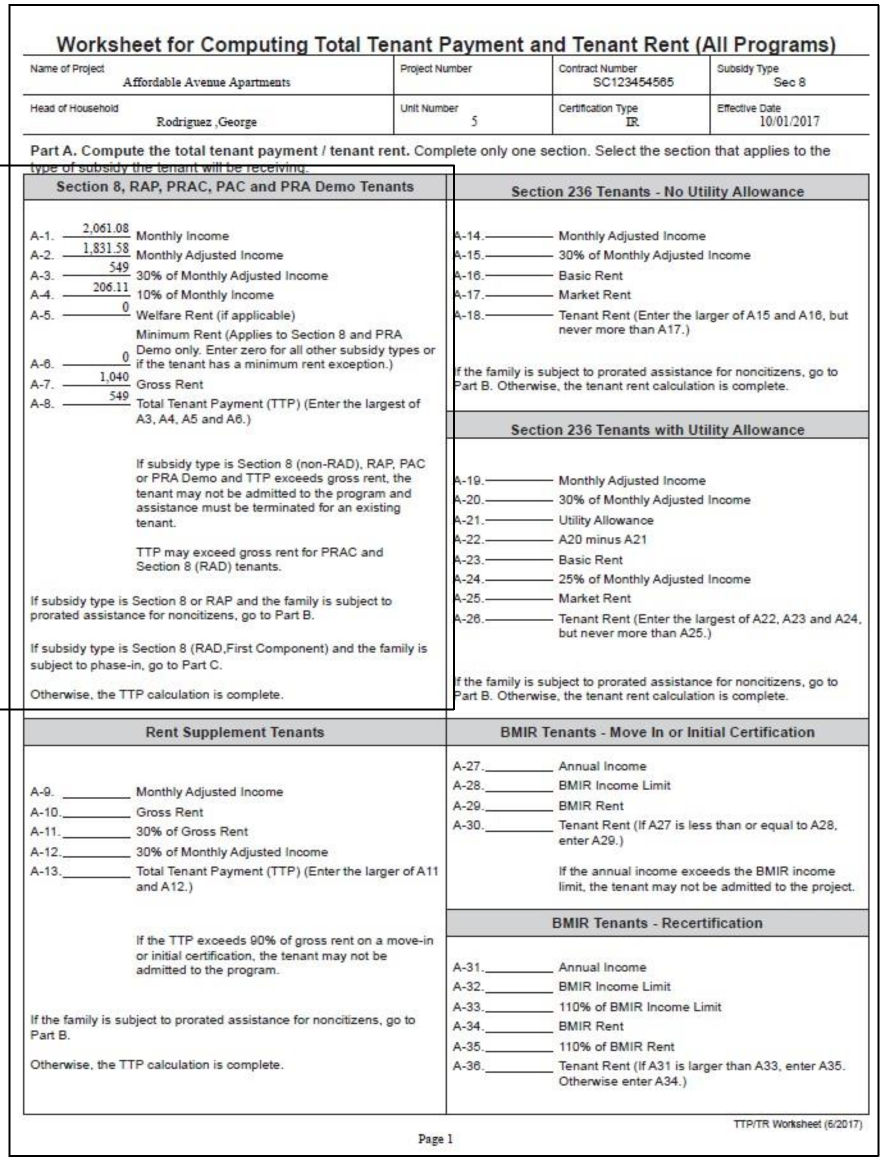
**b** Close the worksheet when you are ready.

**4** Review the rent worksheet.

**a** From the **Reports** menu in the top part of the **50059 Certification** screen, select **Rent Worksheet**.

The Worksheet for Computing Total Tenant Payment and Tenant Rent (All Programs) appears.

Income and rent information for Section 8, PRAC, PAC, and PRA Demo housing



**Worksheet for Computing Total Tenant Payment and Tenant Rent (All Programs)**

| Name of Project | Project Number | Contract Number | Subsidy Type |
|---|---|---|---|
| Affordable Avenue Apartments | | SC123454565 | Sec 8 |
| **Head of Household** | **Unit Number** | **Certification Type** | **Effective Date** |
| Rodriguez ,George | 5 | IR | 10/01/2017 |

**Part A. Compute the total tenant payment / tenant rent.** Complete only one section. Select the section that applies to the type of subsidy the tenant will be receiving.

**Section 8, RAP, PRAC, PAC and PRA Demo Tenants**

A-1. 2,061.08 Monthly Income
A-2. 1,831.58 Monthly Adjusted Income
A-3. 549 30% of Monthly Adjusted Income
A-4. 206.11 10% of Monthly Income
A-5. 0 Welfare Rent (if applicable)
A-6. 0 Minimum Rent (Applies to Section 8 and PRA Demo only. Enter zero for all other subsidy types or if the tenant has a minimum rent exception.)
A-7. 1,040 Gross Rent
A-8. 549 Total Tenant Payment (TTP) (Enter the largest of A3, A4, A5 and A6.)

If subsidy type is Section 8 (non-RAD), RAP, PAC or PRA Demo and TTP exceeds gross rent, the tenant may not be admitted to the program and assistance must be terminated for an existing tenant.

TTP may exceed gross rent for PRAC and Section 8 (RAD) tenants.

If subsidy type is Section 8 or RAP and the family is subject to prorated assistance for noncitizens, go to Part B.

If subsidy type is Section 8 (RAD,First Component) and the family is subject to phase-in, go to Part C.

Otherwise, the TTP calculation is complete.

**Section 236 Tenants - No Utility Allowance**

A-14. Monthly Adjusted Income
A-15. 30% of Monthly Adjusted Income
A-16. Basic Rent
A-17. Market Rent
A-18. Tenant Rent (Enter the larger of A15 and A16, but never more than A17.)

If the family is subject to prorated assistance for noncitizens, go to Part B. Otherwise, the tenant rent calculation is complete.

**Section 236 Tenants with Utility Allowance**

A-19. Monthly Adjusted Income
A-20. 30% of Monthly Adjusted Income
A-21. Utility Allowance
A-22. A20 minus A21
A-23. Basic Rent
A-24. 25% of Monthly Adjusted Income
A-25. Market Rent
A-26. Tenant Rent (Enter the largest of A22, A23 and A24, but never more than A25.)

If the family is subject to prorated assistance for noncitizens, go to Part B. Otherwise, the tenant rent calculation is complete.

**Rent Supplement Tenants**

A-9. Monthly Adjusted Income
A-10. Gross Rent
A-11. 30% of Gross Rent
A-12. 30% of Monthly Adjusted Income
A-13. Total Tenant Payment (TTP) (Enter the larger of A11 and A12.)

If the TTP exceeds 90% of gross rent on a move-in or initial certification, the tenant may not be admitted to the program.

If the family is subject to prorated assistance for noncitizens, go to Part B.

Otherwise, the TTP calculation is complete.

**BMIR Tenants - Move In or Initial Certification**

A-27. Annual Income
A-28. BMIR Income Limit
A-29. BMIR Rent
A-30. Tenant Rent (If A27 is less than or equal to A28, enter A29.)

If the annual income exceeds the BMIR income limit, the tenant may not be admitted to the project.

**BMIR Tenants - Recertification**

A-31. Annual Income
A-32. BMIR Income Limit
A-33. 110% of BMIR Income Limit
A-34. BMIR Rent
A-35. 110% of BMIR Rent
A-36. Tenant Rent (If A31 is larger than A33, enter A35. Otherwise enter A34.)

TTP/TR Worksheet (6/2017)

Page 1

**b** Close the rent worksheet when you are ready.

You are ready to print copies of the certification for the property owners and all adult household members to sign.

## Printing Certification Forms

The property owners and all adult household members must sign a printed copy of an interim recertification. By signing the certification, each person is confirming that the information is complete, accurate, and represents the financial condition and composition of the household as of the certification effective date.

You can print copies of the certification when you are reviewing the **50059** screen. Print copies for property owners and all adult household members to sign.

**To print a 50059 certification from the 50059 screen**

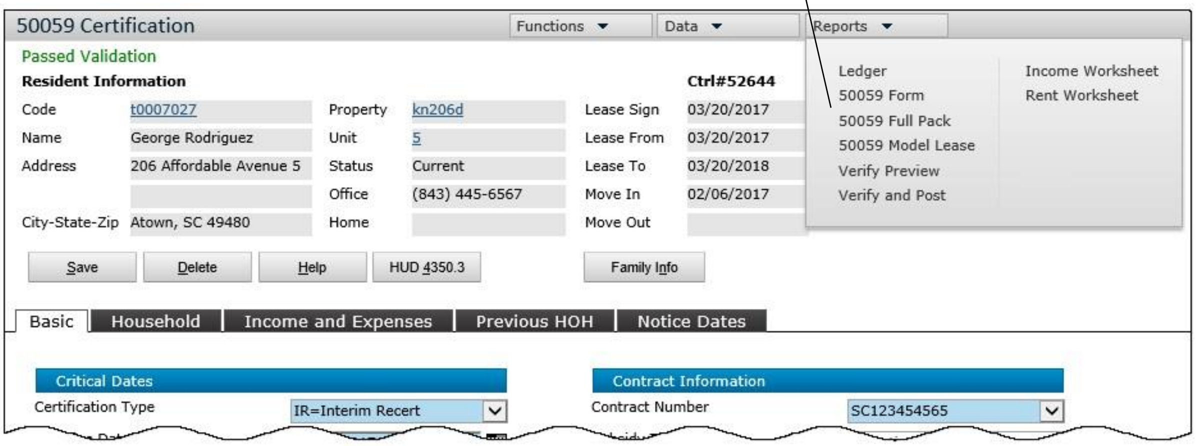
1 If the **50059 Certification** screen is not open, open it.

2 In the **Reports** field in the top part of the **50059 Certification** screen, select one of the following:

**50059** Print the form HUD 50059.

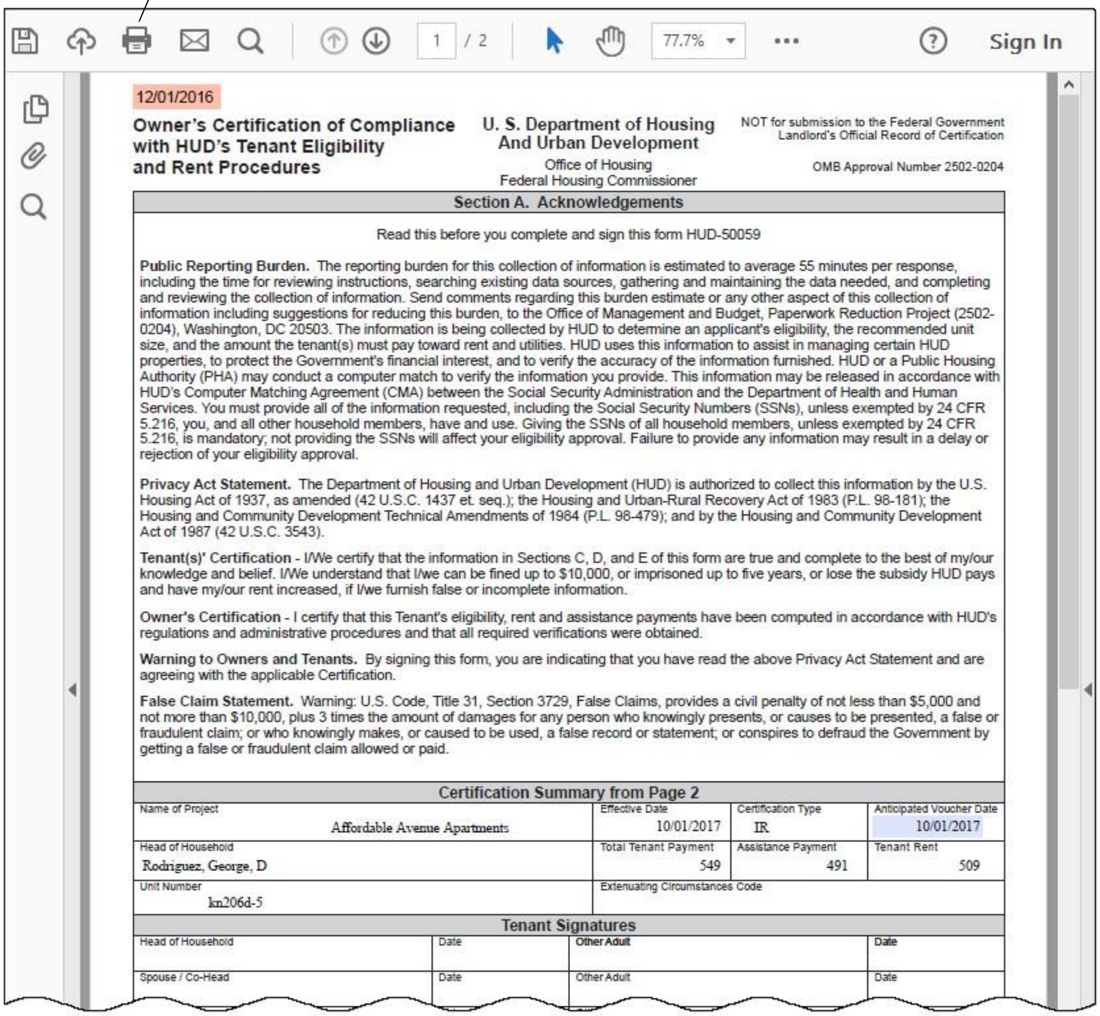
**50059 Full Pack** Print the 50059 Full Pack forms.

**50059 certification forms**




The first page of your selected form or forms appear. You can use the scroll bar at the right side of the screen to review all included pages.

The following graphic shows an example of the first page of form HUD 50059. The appearance and location of the **Print** button depends on your browser. In this example, the **Print** button appears in the top part of the screen, above the displayed form.




12/01/2016

**Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures**

**U. S. Department of Housing And Urban Development**
Office of Housing
Federal Housing Commissioner

NOT for submission to the Federal Government
Landlord's Official Record of Certification

OMB Approval Number 2502-0204

**Section A. Acknowledgements**

Read this before you complete and sign this form HUD-50059

**Public Reporting Burden.** The reporting burden for this collection of information is estimated to average 55 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (2502-0204), Washington, DC 20503. The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD or a Public Housing Authority (PHA) may conduct a computer match to verify the information you provide. This information may be released in accordance with HUD's Computer Matching Agreement (CMA) between the Social Security Administration and the Department of Health and Human Services. You must provide all of the information requested, including the Social Security Numbers (SSNs), unless exempted by 24 CFR 5.216, you, and all other household members, have and use. Giving the SSNs of all household members, unless exempted by 24 CFR 5.216, is mandatory; not providing the SSNs will affect your eligibility approval. Failure to provide any information may result in a delay or rejection of your eligibility approval.

**Privacy Act Statement.** The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543).

**Tenant(s)' Certification** - I/We certify that the information in Sections C, D, and E of this form are true and complete to the best of my/our knowledge and belief. I/We understand that I/we can be fined up to $10,000, or imprisoned up to five years, or lose the subsidy HUD pays and have my/our rent increased, if I/we furnish false or incomplete information.

**Owner's Certification** - I certify that this Tenant's eligibility, rent and assistance payments have been computed in accordance with HUD's regulations and administrative procedures and that all required verifications were obtained.

**Warning to Owners and Tenants.** By signing this form, you are indicating that you have read the above Privacy Act Statement and are agreeing with the applicable Certification.

**False Claim Statement.** Warning: U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than $5,000 and not more than $10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

**Certification Summary from Page 2**

| Name of Project | Effective Date | Certification Type | Anticipated Voucher Date |
|---|---|---|---|
| Affordable Avenue Apartments | 10/01/2017 | IR | 10/01/2017 |
| **Head of Household** | **Total Tenant Payment** | **Assistance Payment** | **Tenant Rent** |
| Rodriguez, George, D | 549 | 491 | 509 |
| **Unit Number** | **Extenuating Circumstances Code** | | |
| kn206d-5 | | | |

**Tenant Signatures**

| Head of Household | Date | Other Adult | Date |
|---|---|---|---|
| Spouse / Co-Head | Date | Other Adult | Date |

3 Review all pages of the printed form.

4 When you are ready to print, click the **Print** button on your screen. A **Print** dialog box appears.

5 Ensure that your printer settings are correct and that you have selected the number of copies that you want to print.

6 Print the forms.

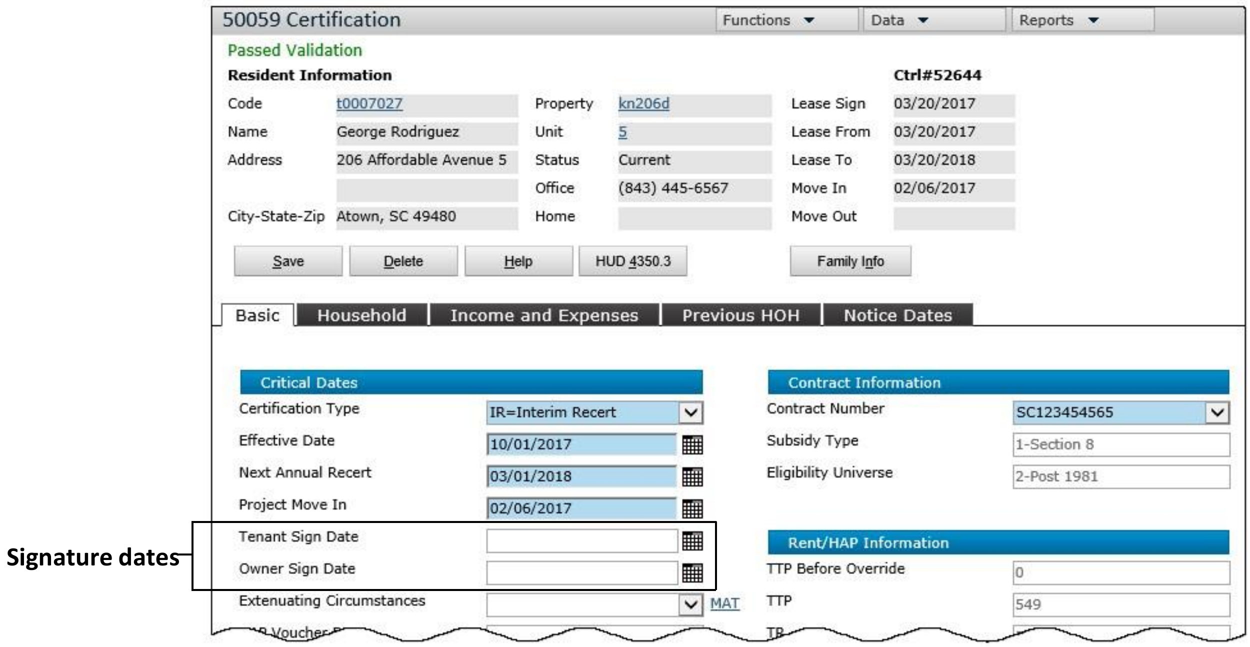
You can also print copies from the **Resident** screen. A **Print** link appease on each row of the 50059 certification summary information that appears on the **Affordable** tab.

## Recording Completion of a 50059 Interim Recertification

Recording the dates that property owners and adult members signed a 50059 interim recertification confirms that the certification is complete and that property owners and all adult family members have signed a printed copy of the form 50059.

**To record the owner and resident signature dates on a 50059 interim recertification 1**

Open the **50059 Certification** screen for the interim recertification.




2 In the **Tenant Sign Date** field, type the date as of which all adult residents occupying the unit signed the certification.

An **Extenuating Circumstances** field appears below the **Tenant Sign Date** field. If one or more adult residents were unable to sign the certification, select the reason.

3 In the **Owner Sign Date** field, type the date that the property owners signed the certification.

Carefully review the certification before recording the owner sign date. After you enter and save the owner sign date, you will unable to make changes to the certification.

4 Click **Save**.

5 Print a copy of the completed certification for your files and then close the **50059 Certification** screen.

1 Add the owner and resident signature dates.

2 Open the **Resident** screen and review the household’s new rent and HAP amounts.