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|---|---|
| Note:   | If the family receives Section 8 Certificate assistance and the family is a new admission, exercises a portability move-in, or moves to another unit (line 2a = 1, 4, or 7), the effective date (line 2b) must be before October 1, 1999. If the effective date is on or after October 1, 1999, the family must receive Section 8 Voucher assistance. |
| <u>New Admission and Portability Move-in -</u>              | The effective date of the lease.  |
| Section 8:  | The effective date of the assisted lease and HAP contract.  |
| <u>Reexamination and Interim Reexamination -</u>            | Date that any tenant rent changes (including <u>no</u> changes to the rent) take effect.  |
| <u>Portability Move-out -</u>                               | Date the HA terminates the HAP contract on behalf of the family that is porting out.  |
| <u>End Participation</u>                                    | <i>Public/Indian Housing:</i> Date the lease terminates.<br><i>Section 8 Programs:</i> Date the HA terminates the HAP contract on behalf of the family.   |
| <u>Other Change of Unit-</u>                                | Date of the move (i.e., the effective date of the new unit's lease).  |
| <u>FSS Enrollment or Exit only -</u>                        | Date the family enrolls or exits the Family Self-Sufficiency program.   |
| 2c. <b><u>Date of admission to program:</u></b>             | Date the HA initially admitted the family into the program reported in line 1d. HUD uses this date to determine how long families participate in a specific rental housing programs. For new admissions enter effective date of action (line 2b).   |
| Note:   | If the family moved between the rental certificate and rental voucher program but the HA continually assisted the family, enter the date the HA initially admitted the family to a tenant-based program.  |
| 2d. <b><u>Projected effective date of next re-exam:</u></b> | Scheduled date for the next reexamination effective date.   |
| Note:   | Schedule this date for no more than 12 months from the effective date of action (line 2b).  |





assistance to U.S. citizens, nationals, and non-U.S. citizens with eligible immigration status.

In most cases, if some, but not all, family members are eligible for assistance based on the rule, the HA must prorate the amount of assistance available to the household. For more information on the rule, refer to the *Housing Agencies Guidebook: Restrictions on Assistance to Noncitizens, July 1995*. Use the status codes that follow:

- C = Qualified for continuation of full assistance
- E = Eligible for full assistance
- F = Eligible for full assistance pending verification of status
- P = Prorated assistance
- T = Temporary deferral of termination

(C) Qualified for continuation of full assistance -

This applies to a family composed of both eligible and ineligible members that was a tenant in a housing program on June 19, 1995.

Note:

The Head of Household or the spouse must be eligible for full assistance, and no one else in the household can be ineligible except the Head, spouse, children, and/or parents of the Head or spouse.

(E) Eligible for full assistance -

This applies when the entire family provides documentation of U.S. citizenship, U.S. national; or eligible immigrant status and the INS verified this status/documentation.

(F) Eligible for full assistance pending verification of status -

This applies when the family provides documentation of eligible immigrant status and the HA is waiting for INS verification or the family currently participates in the hearing process in reference to their ineligible noncitizen status.

Note:

This also applies if the PHA did not know the citizenship of any family member, as indicated by 'PV' in line 3i.



(P) Prorated assistance -

This applies if one or more family members do not provide acceptable documentation of their citizenship or eligible immigrant status. The HA gives an assistance amount based on the percentage of the family that *provided* acceptable documentation of citizenship or eligible immigrant status. The HA must establish at least one family member's acceptable degree of eligibility (through documentation) to make assistance available.

Note:

Does not apply to mixed families who are eligible for full continuation of assistance or those who choose temporary deferral of termination.

Note:

The HA must suspend financial assistance for at least 24 months to any family that knowingly permits an ineligible individual to reside on a permanent basis in the family's unit, unless any assistance proration calculations include the ineligible individual.

(T) Temporary deferral of termination -

This applies to families without any eligible members, or families subject to proration that do not accept the prorated subsidy. To receive this deferral, the family must have participated in a rental housing assistance program before June 19, 1995. Such families continue to receive full assistance for up to 3 years. If the family is granted a temporary deferral of termination after November 29, 1996, it is available for up to 18 months.

3t. Effective Date if 3s = C or T:

Date the family originally qualified for the continuation of full assistance (C), or date the HA granted a temporary deferral of termination (T).

3u. If new head of household, former head of household's SSN:

*(Portability Move-in, Reexamination, Interim Reexamination actions, or Other Change of Unit only)*

If the designated Head of Household changed due to discontinued occupancy or other cause such as death, marriage, or remarriage and there are family members who remain in the household, enter the *former* Head of Household's social security number.

Note:

If the former Head of Household does not possess a social security number, enter 999999999.





Include subsistence and uniform allowances, and other allowances.

Exclude the special pay of a family member who serves in the Armed Forces and is exposed to hostile fire, or other pay specifically excluded by law (e.g., Desert Storm active duty).

(S) SSI -

The Supplemental Security Income (SSI) program provides cash assistance to family members who have limited income and resources, and who are age 65 or older, blind, or disabled. Family members under 18 years of age can also receive SSI benefits if they suffer from an impairment of comparable severity to that which would preclude an adult from engaging in substantial gainful activity.

Include *state* supplements to SSI.

Exclude amounts received under an SSI Plan to Attain Self-Sufficiency (PASS).

Exclude deferred periodic amounts from SSI benefits that the family member received in a lump sum amount or in prospective monthly amounts.

(F) Federal Wage -

Compensation received from Federal Government employment, which include Federal Government agencies and instrumentalities.

Exclude Armed Forces compensation. Include Armed Forces compensation in Military Pay.

(T) TANF -

Temporary Aid to Needy Families (TANF), formerly known as Aid to Families with Dependent Children (AFDC), provides cash assistance to needy families with children who, due to parental death, absence, and, in some states, parental unemployment, have been deprived of support and care.

Note: Not all states refer to this income as TANF. A state may have a different name (other than TANF) for this type of income.

Note: Include any sanctioned TANF income as actual income. Keep documentation of the sanction in the tenant's file.



- (HA) HA Wage - Compensation earned through work performed for the Housing Agency.
- Exclude amounts received under a resident service stipend. A resident service stipend is a modest amount not to exceed \$200 per month per resident that the resident receives for performing a service that enhances the development's quality of life.
- (G) General Assistance - Payments, other than SSI and TANF payments, made under a financial and/or medical assistance program(s) provided by a State, Tribe, or local government jurisdiction.
- Note: Include any sanctioned General Assistance payments as actual income. Keep documentation of the sanction in the tenant's file.
- (W) Other Wage - Wages and salary received from private or public sources (other than military pay and federal wages). Include overtime pay, commissions, fees, tips, bonuses, other compensation for personal services, and income in lieu of earnings such as workers' compensation, severance pay, and termination pay.
- (C) Child Support - Financial or medical assistance (other than SSI or TANF) that a parent provides voluntarily or by court order for upkeep and general well-being of his or her child(ren). The child(ren) may also receive regular contributions toward support from a public or private welfare agency.
- (U) Unemployment Benefits - Periodic payments in lieu of earnings such as unemployment compensation.
- (I) Indian Trust/Per Capita - The first \$2,000 of per capita shares received from judgment funds. Judgment funds are awarded by the Indian Claims Commission, the Court of Claims, or from funds held in trust for an Indian tribe by the Secretary of the Interior.
- Exclude the interests of individual Indians in trust or restricted lands as a resource, or up to \$2,000 per year of income received by individual Indians from such interests.



**Section 11: Section 8: Pre-merger Certificates only (except owner-occupied manufactured home on rented space/pad)**

Note: Complete if program code (line 1d) is CE for Certificates or MC for Mod Rehab converted to Certificates.

11a. **Number of bedrooms on certificate:** The unit size (number of bedrooms) listed on the rental certificate.

Note: Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit and for assistance under the project-based certificate program.

11b. **Is family now moving to this unit?:** Indicate whether or not the family moved or will move into the unit (e.g., if the family leases in-place or if the family will remain in the same unit at the time of re-examination, enter N).

Y =Yes                      N =No

Note: Enter No if the effective date (line 2b) is on or after October 1, 1999. If the family moves to a new unit and the effective date is on or after October 1, 1999, the family should receive a Section 8 Voucher.

11c. **Does the family qualify as a Hard to House family?:** A family qualifies as Hard to House if there are three or more minors and the family is moving to a different unit.

Y =Yes (the family has three or more minors and is moving)

N =No (the family does not have three or more minors and is not moving)

Note: A family with three or more minors that is not moving to a different unit does not qualify as a Hard to House family.

11d. **Portability? (if no, skip to 11g):** Indicate whether or not the household moved or will move into the HA's jurisdiction under portability move-in, as reported in line 2a. Portability move-in occurs when one HA issued the family a certificate and the family moves into another HA's jurisdiction.

If portability move-in occurs, indicate Y (Yes) regardless of whether the receiving HA bills the initial HA or absorbs the family into its own program.

Y =Yes                      N =No



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- 11e. **Cost billed per month (put 0 if absorbed):** If the family moves into the receiving HA's jurisdiction under portability move-in, and the receiving HA elects to bill the initial HA, indicate the monthly amount billed to the initial HA for the family's HAP amount, 80% of the on-going administrative fee, and for any utility reimbursement to the family.
- Note: If the receiving HA absorbs the family, enter 0 (zero)
- 11f. **HA Number billed (include 2 letter State code and 3 digit HA number):** Indicate the initial HA's 2-letter state code and 3-digit identification number assigned by HUD. The initial HA is the HA that originally issued the certificate. The receiving HA must obtain this number. For help obtaining the initial HA's identification number, contact the appropriate HUD Field Office or the MTCS Hotline at 1-800-FON-MTCS.
- Note: Leave blank if the receiving HA absorbs the family.
- 11g. **Check all housing types that apply:** Indicate which housing type(s) apply.
- Over-FMR Tenancy Option (OFTO) - The HA approved an initial gross rent amount *above* the Fair Market Rent (FMR) or HUD approved exception rent limit.
- Note: The family may not receive assistance under the OFTO program if the effective date (line 2b) is on or after October 1, 1999.
- Project-based certificate program unit - A unit subsidized under the Project-based certificate program, where the HA has an agreement with the project owner to subsidize the owner's project.
- Mod Rehab funding used for certificates - A unit terminated from a Moderate Rehabilitation HAP contract and converted to a rental certificate which uses funds under the Mod Rehab ACC. This may occur when the moderate rehabilitation unit owner failed to maintain units to meet Housing Quality Standards (HQS) or failed to lease units to income eligible families.
- IGR: has continual supportive services (prorate gross rent) - An independent group residence where 2 to 12 elderly or disabled individuals incapable of living completely independently reside and receive a planned program of continual supportive services.
- SRO: 1 room occupied by 1 person - A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.



- 11h. **Owner name:** The Section 8 unit owner's legal name.
- 11i. **Owner TIN/SSN:** The legal unit owner's tax identification number (TIN) or social security number (SSN).
- 11j. **FMR or exception rent (only for new admission, move, OFTO, or Preservation Certificate):** Indicate the FMR (Fair Market Rent) or the approved exception rent that applies to the unit size and locality. HAs may grant exception rents up to 20% above FMR for persons with disabilities. HUD can grant exception rents up to 20% above FMR for a designated part of an FMR area.
- If the family leases a unit with more bedrooms than listed on the rental certificate, indicate the FMR or exception rent for a unit with the bedroom number listed on the rental certificate. If a family leases a unit with fewer bedrooms than listed on the rental certificate, use the FMR or exception rent for the actual smaller unit size occupied by the family.
- Note: Leave blank if the effective date (line 2b) is on or after October 1, 1999.
- Note: The FMR or exception rent only applies if the family is a new admission (line 2a), if the family is now moving to the unit (line 11b), if the family resides in OFTO housing (line 11g), or if the family resides in an eligible Preservation project (line 2f).
- Preservation Certificate - For a family that stays at the eligible preservation project and who does not qualify for a smaller family unit size based on the HA's subsidy standards, enter the unit's gross rent at the time of the family's admission to the certificate program. Do not enter the FMR.
- If the family qualifies for a smaller family unit size than the unit it occupies at the preservation project, and if the family did not locate an eligible unit elsewhere during the certificate term despite a good faith effort, enter the gross rent of the oversized unit at the time of the family's admission to the certificate program.
- Note: The HAP contract automatically terminates after one year and then the family must follow normal program rules.
- Shared housing - If the family shares the unit with another family, enter the lower of the FMR or exception rent limit for the family unit size or the family's prorated portion of





elects to bill the initial HA, indicate the monthly amount billed to the initial HA for the family's HAP amount, 80% of the on-going administrative fees, and for any utility reimbursement to the family.

- 12f. **HA No. billed (include 2 letter State code and 3 digit HA number):** Indicate the initial HA's 2-letter state code and 3-digit identification number assigned by HUD. The initial HA is the HA that originally issued the voucher. The receiving HA must obtain this number. For help obtaining the initial HA's identification number, contact the appropriate HUD Field Office or the MTCS Hotline at 1-800-FON-MTCS.

Note: Leave blank if the receiving HA absorbs the family.

- 12g. **Check all housing types that apply:** Indicate which housing type(s) apply.

(SRO) 1 room occupied by 1 person - A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.

(IGR) has continual supportive services (prorate gross rent) - An independent group residence where 2 to 12 elderly or disabled individuals incapable of living completely independently reside and receive a planned program of continual supportive services.

- 12h. **Owner name:** The Section 8 unit owner's legal name.

- 12i. **Owner TIN/SSN:** The legal unit owner's tax identification number (TIN) or social security number (SSN).

- 12j. **Voucher payment standard (for new leases, enter lower of payment standard or gross rent.):** Enter the lower of the payment standard for the unit size as indicated on the family's voucher or the payment standard for the unit size that the family actually rents.

For new leases: Enter the lower of payment standard or gross rent (line 12q).



faith effort, enter the gross rent of the oversized unit at the time of the family's admission to the voucher program.

Note: The HAP contract automatically terminates after one year and then the family must follow normal program rules.

For shared housing: If the family shares the unit with another family, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the shared housing unit size. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

For a Independent Group Residence (IGR): If an elderly person or a person with disabilities resides in an IGR, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the IGR size. To derive the family's prorated portion, divide the number of persons in the assisted household (usually one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the IGR.

12k. **TTP (copy from 9j):** Total tenant payment per month, as noted in line 9j.

12m. **Maximum subsidy: 12j minus 12k (if 12k is larger, put 0):** The maximum amount potentially available to the family for rental assistance under the voucher program. Subtract the TTP (line 12k) from the voucher payment standard (line 12j).

Note: If the TTP if based on adjusted income is larger (line 12k), enter 0 (zero).

12n. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note: If there is no utility allowance, enter 0 (zero).



For shared housing: If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

For a Independent Group Residence (IGR): If an elderly person or a person with disabilities resides in an IGR, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the IGR.

12p. **Rent to owner:** Total monthly rent payable to the unit owner under the lease for the contract unit.

12q. **Gross rent of unit: 12n + 12p:** The unit's total monthly rent amount paid by both the family and the HA on behalf of the family. Add the utility allowance (line 12n) to the rent to owner (line 12p).

12r. **Gross rent less maximum subsidy: 12q minus 12m:** Monthly rent amount owed to the unit owner. Deduct the maximum subsidy (line 12m) potentially available to the family from the gross rent (line 12q).

12s. **Reserved:** Reserved for future HUD use.

**Rent Calculation (If prorated assistance (line 3s), skip to 12ab.):** Complete if family receives full subsidy.

12t. **Total family contribution (copy from 12r):** Total amount the family contributes toward rent and utilities (copy from 12r).

12u. **Gross rent less contribution: 12q minus 12t:** Monthly amount potentially owed to the unit owner by the HA. Deduct the total family contribution (line 12t) from the gross rent (line 12q).

12v. **Total voucher subsidy: lower of 12m or 12u:** Total amount of the HA voucher subsidy on behalf of the family. Indicate the lower of either the maximum subsidy (line 12m) or the gross rent less contribution (line 12u).



- 12w. **HAP to owner: lower of 12p or 12v:** The amount of the housing assistance payment to the unit owner. Indicate the lower of the rent to owner (line 12p) or the total voucher subsidy (line 12v).
- 12x. **Family rent to owner: 12p minus 12w:** The monthly rent due to the unit owner by the family. Deduct the HAP to owner (line 12w) from the rent to owner (line 12p).
- 12y. **Utility reimbursement to family: 12v minus 12w:** The utility reimbursement to the family from the HA. Deduct the HAP to owner (line 12w) from the total voucher subsidy (line 12v).

**Prorated Rent Calculation:** Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

- 12aa. **Reserved:** Reserved for future HUD use.
- 12ab. **Normal total HAP (copy from 12m):** The amount of the normal total housing assistance payment (copy from 12m).
- 12ac. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:  
  
EC = Eligible citizen  
EN = Eligible noncitizen  
PV = Pending verification
- 12ad. **Total number in family:** Total number of family members in household. Exclude live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.
- 12ae. **Proration percentage: 12ac ÷ 12ad:** The percent of the family eligible for rent subsidy. Divide the total number eligible (line 12ac) by the total number in family (line 12ad). A family with *ineligible* family members is only eligible for a



If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example:

The utility allowance amount in line 12ah is \$100 per month, and the mixed family total family contribution in line 12ag is \$450. The calculation reads:  $\$450 - \$100 = \mathbf{\$350}$ . The tenant pays \$350 to the owner.

Example:

The utility allowance in line 12ah is \$100, and the mixed family total family contribution in line 12ag is \$75. The calculation reads:  $\$75 - \$100 = \mathbf{-\$25}$ . The tenant receives a \$25 credit (i.e., utility reimbursement).

12aj. **If manufactured homeowner leasing the space, enter MHS:**

If the family is a manufactured homeowner leasing the space, enter MHS.

12ak. **Prorated HAP to owner: 12p minus 12ai (If 12ai is negative, put 12p):**

The total prorated amount of the housing assistance payment to the unit owner. Subtract the mixed family tenant rent (line 12ai) from the rent to owner (line 12p).

If the mixed family tenant rent in line 12ai is negative, enter the rent to owner (line 12p).







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- 14n. **Adjusted amortization: 14k  
minus 14m:** The adjusted monthly amortization payment.  
Subtract the deduction (14m) from the monthly  
amortization payment (line 14k).
- 14p. **Utility allowance, if any:** If the owner does not provide all utilities, indicate the  
monthly allowance amount for tenant supplied  
utilities that applies to the family occupied unit.



- Note: If there is no utility allowance, enter 0 (zero).
- 14q. **Rent to owner (space rent):** The monthly rent payable to the space owner under the lease. Includes the required fees and charges for all maintenance and management services, but excludes on-going utility charges.
- 14r. **Gross rent: 14n + 14p + 14q:** The space's total monthly rent amount. Add the adjusted amortization payment (line 14n), utility allowance (line 14p), and rent to owner (line 14q).
- 14s. **TTP Copy from 9j.** The total tenant payment (TTP) per month the HA may require the family to pay, as indicated in line 9j.
- 14t. **Gross rent minus TTP: 14r minus 14s:** Indicate the total tenant payment (line 14s) subtracted from the gross rent (line 14r).
- 14u. **Reserved** Reserved for future HUD use.
- 14v. **HAP to owner, see Instruction Booklet:** Perform the calculations that follow. Enter the result calculated in line 14vc of the Instruction Booklet into line 14v of the Form. *See Appendix II for calculation worksheet.*
- 14va. 14i + 14n + 14p:** Add together FMR (line 14i), adjusted amortization (line 14n), and utility allowance (line 14p).
- 14vb. Reserved** Reserved for future HUD use.
- 14vc. HAP to Owner:** The amount of the housing assistance payment made to the space owner. Indicate the lower amount contained in the lines below for the applicable program.
- If regular certificate, lower of 14q or 14t - *Regular certificate only*  
Indicate the lower amount of rent to owner (line 14q) or gross rent minus TTP (line 14t).



If OFTO - lower of  
14va minus 14s, or  
14q minus 9h -

*OFTO only (effective date must be earlier than  
October 1, 1999.)*

Indicate the lower of line 14va minus the TTP (line 14s) or rent to owner (line 14q) minus the minimum TTP (line 9h)

Note: Enter the amount from the applicable program in line 14vc into line 14v of the Form. Do not enter any amounts from step 14va.

Note: If the result is a negative number, enter 0 (zero).

**Rent Calculation (If proration assistance (line 3s), skip to 14aa):** Complete if family receives full subsidy.

14w. **Tenant rent: 14q minus 14v:** The rent amount the family pays to the owner. Deduct the HAP to owner (line 14v) from the rent to owner (line 14q).

Example: The rent to owner amount in line 14q is \$100 per month, and the HAP to owner in line 14v is \$450. The calculation reads:  $\$450 - \$100 = \mathbf{\$350}$ . The tenant pays \$350 to the owner.

14x. **Reserved:** Reserved for future HUD use.

**Prorated Rent Calculation:** Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

14aa. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen  
EN = Eligible noncitizen  
PV = Pending verification

14ab. **Total number in family:** Total number of family members in household. Exclude live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.



Form HUD-50058

**FSS: Family Self Sufficiency Addendum**

Note: Complete this section for Family Self Sufficiency (FSS) each time an FSS family completes a Form HUD-50058 and to report an FSS enrollment or exit.

Note: Failure to submit FSS exits may impact minimum FSS program size obligations.

16a. **FSS Report Category (check one):** Indicate the purpose for which the Form is completed:

Enrollment Report - New enrollment in the FSS program.

Progress Report - Update to family's FSS status.

Exit Report - Exit from FSS program.

16b. **Family Information:**

(1) Did the family receive selection preference because of related service program participation? - *(FSS Enrollment Reports Only)*  
For new FSS enrollment, indicate whether or not the family received an FSS selection preference due to participation in a related service program.

JTPA (Job Training Partnership Act):

Effective October 1, 1983, JTPA provides job-training services for economically disadvantaged adults and youth, dislocated workers, and others who face significant employment barriers. The Act seeks to move jobless individuals into permanent self-sustaining employment. State and local governments, together with the private sector, have primary responsibility for development, management, and administration of training programs under JTPA.

Program services include an assessment of an unemployed individual's needs and abilities and a strategy of services such as classroom training, on-the-job training, job-search assistance, work experience, counseling, basic skills training, and support services.

Other: Participated in other service programs.

None: No selection preference given for participation in any service program.

