

Voucher Adjustment Examples - TRACS 202D

Supplement to MAT Guide, Appendix H

Last Updated: 4/26/2012

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**Adjustments to Schedule of
Tenant Assistance Payments Due**

U.S. Department of Housing and Urban Development

OMB Approval No. xxxx-xxxx
(xx/xx/xxxx)

Office of Housing
Federal Housing Commissioner

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 information on public burden.

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:					3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:				5. Type of Subsidy:			
4/2011		Shady Valley Apartments					999XX000			XX000000000				Section 8			
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period			10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month		Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
Normal Move-In	101	New	Y	MI	2/12/11	350	2/12/11	3/31/11	17	12.50	1	350			563	563	563
Normal Move-Out	102	Prior		AR	11/1/10	500	2/1/11	3/31/11			2	500			-1,000		-1,000
Normal Move-Out	102	New		AR	11/1/10	500	2/1/11	2/4/11	4	17.86					71		71
Normal Move-Out	102	New	Y	MO	2/4/11	0	2/5/11	3/31/11	24	0.00	1	0			0	-929	0
Normal Termination	103	Prior		IR	7/1/10	125	2/1/11	3/31/11			2	125			-250		-250
Normal Termination	103	New		IR	7/1/10	125	2/1/11	2/15/11	15	4.46					67		67
Normal Termination	103	New	Y	TM	2/15/11	0	2/16/11	3/31/11	13	0.00	1	0			0	-183	0
DS Termination	104	Prior		MI	1/18/11	380	1/18/11	3/31/11	14	12.26	2	380			-932		-932
DS Termination	104	New	Y	TM-DS	1/18/11	0	1/18/11	1/31/11	14	0.00					0		0
DS Termination	104	New	Y	IC	2/1/11	380	2/1/11	3/31/11			2	380			760	-172	760
Normal Unit Transfer	105	Prior		AR	11/1/10	318	2/1/11	3/31/11			2	318			-636		-636
Normal Unit Transfer	105	New		AR	11/1/10	318	2/1/11	2/12/11	12	11.36					136		136
Normal Unit Transfer	105	New	Y	UT-O	2/12/11	0	2/13/11	3/31/11	16	0.00	1	0			0	-500	0
Normal Gross Rent Char	106	Prior		AR	6/1/10	415	6/1/10	3/31/11			4	415			-1,660		-1,660
Normal Gross Rent Char	106	New		AR	6/1/10	415	6/1/10	12/11/10	11	13.83					152		152
Normal Gross Rent Char	106	New	Y	GR	12/12/10	418	12/12/10	3/31/11	20	13.48	3	418			1,524	16	1,524
Multiple Retro Correction	107	Prior		AR	6/1/10	228	6/1/10	7/17/10			1	228	17	7.35	-353		-353
Multiple Retro Correction	107	Prior		GR	7/18/10	230	7/18/10	12/11/10	14	7.42	4	230	11	7.42	-1,106		-1,106
Multiple Retro Correction	107	Prior		GR	12/12/10	232	12/12/10	12/31/10	20	7.48					-150		-150
Multiple Retro Correction	107	Prior		IR	1/1/11	250	1/1/11	3/31/11			3	250			-750		-750
Multiple Retro Correction	107	New	Y	AR*	6/1/10	230	6/1/10	7/17/10			1	230	17	7.42	356		356
Multiple Retro Correction	107	New	Y	GR	7/18/10	232	7/18/10	12/11/10	14	7.48	4	232	11	7.48	1,115		1,115
Multiple Retro Correction	107	New	Y	GR	12/12/10	234	12/12/10	12/31/10	20	7.55					151		151
Multiple Retro Correction	107	New	Y	IR*	1/1/11	252	1/1/11	3/31/11			3	252			756	19	756
Normal Unit Transfer	108	New	Y	UT-I	2/13/11	323	2/13/11	3/31/11	16	11.54	1	323			508	508	508
12. Totals for this page															-678	-678	

Example: Insertion of a retroactive IR that does not impact subsequent certifications

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	GR	2/1/10	627	
2	AR	9/1/10	355	
3	AR*	9/1/10	505	
4	IR	10/1/10	627	
5	IR	3/1/10	505	5/2011
6	GR	2/1/11	651	5/2011

Adjustments

1. Asst. Pymts Due For (mm/yyyy):		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
5/2011																	
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		GR	2/1/10	627	3/1/10	8/31/10			6	627			-3,762		
		Prior		AR*	9/1/10	505	9/1/10	9/30/10			1	505			-505		
		Prior		IR	10/1/10	627	10/1/10	4/30/11			7	627			-4,389		
		New	Y	IR	3/1/10	505	3/1/10	8/31/10			6	505			3,030		
		New		AR*	9/1/10	505	9/1/10	9/30/10			1	505			505		
		New		IR	10/1/10	627	10/1/10	1/31/11			4	627			2,508		
		New	Y	GR	2/1/11	651	2/1/11	4/30/11			3	651			1,953	-660	

Example: Changing Move-Out Date to the Following Month

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	1/1/10	500	1/2010
2	AR	1/1/11	600	1/2011
3	MO	12/23/10	0	2/2011
4	AR*	1/1/10	500	3/2011
5	AR*	1/1/11	600	3/2011
6	MO*	1/6/11	0	3/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy): 2/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/10	500	12/1/10	12/31/10			1	500			-500		
		Prior		AR	1/1/11	600	1/1/11	1/31/11			1	600			-600		
		New		AR	1/1/10	500	12/1/10	12/23/10	23	16.13					371		
		New	Y	MO	12/23/10	0	12/24/10	1/31/11	8	0.00	1	0			0		-729

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy): 3/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/10	500	12/1/10	12/23/10	23	16.13					-371		
		Prior		MO	12/23/10	0	12/24/10	2/28/11	8	0.00	1	0			0		
		New		AR*	1/1/10	500	12/1/10	12/31/10			1	500			500		
		New	Y	AR*	1/1/11	600	1/1/11	1/6/11	6	19.35					116		
		New	Y	MO*	1/6/11	0	1/7/11	2/28/11	25	0.00	1	0			0		245

Example: Changing Move-Out Date to the Previous Month

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	1/1/10	500	1/2010
2	AR	1/1/11	600	1/2011
3	MO	1/6/11	0	3/2011
4	MO*	12/23/10	0	4/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy): 3/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/11	600	1/1/11	2/28/11			2	600			-1,200		
		New		AR	1/1/11	600	1/1/11	1/6/11	6	19.35					116		
		New	Y	MO	1/6/11	0	1/7/11	2/28/11	25	0.00	1	0			0		-1,084

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy): 4/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	1/1/10	500	12/1/10	12/31/10			1	500			-500		
		Prior		AR	1/1/11	600	1/1/11	1/6/11	6	19.35					-116		
		Prior		MO	1/6/11	0	1/7/11	3/31/11	25	0.00	2	0			0		
		New		AR	1/1/10	500	12/1/10	12/23/10	23	16.13					371		
		New	Y	MO*	12/23/10	0	12/24/10	3/31/11	8	0.00	2	0			0		-245

Example: Transfer Correction to a Different Unit on an Earlier Date

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	1/1/11	600	1/2011
2	101	UT	3/10/11	620	5/2011
3	104	UT*	3/5/11	615	6/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy): 5/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	1/1/11	600	3/1/11	4/30/11			2	600			-1,200		
	100	New		AR	1/1/11	600	3/1/11	3/9/11	9	19.35					174		
	100	New	Y	UT-O	3/9/11	0	3/10/11	4/30/11	22	0.00	1	0			0	-1,026	
	101	New	Y	UT-I	3/10/11	620	3/10/11	4/30/11	22	20.00	1	620			1,060	1,060	

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy): 6/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	1/1/11	600	3/1/11	3/9/11	9	19.35					-174		
	100	Prior		UT-O	3/9/11	0	3/10/11	5/31/11	22	0.00	2	0			0		
	100	New		AR	1/1/11	600	3/1/11	3/4/11	4	19.35					77		
	100	New	Y	UT-O*	3/4/11	0	3/5/11	5/31/11	27	0.00	2	0			0	-97	
	101	Prior		UT-I	3/10/11	620	3/10/11	5/31/11	22	20.00	2	620			-1,680		
	101	New		UT-I	3/10/11	0	3/10/11	5/31/11	22	0.00	2	0			0	-1,680	
	104	New	Y	UT-I*	3/5/11	615	3/5/11	5/31/11	27	19.84	2	615			1,766	1,766	

Example: GR Correction to Later Date with an IR in between

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	1/1/11	600	1/2011
2	100	GR	4/27/11	605	6/2011
3	100	IR	5/1/11	590	6/2011
4	100	AR*	1/1/11	600	7/2011
5	100	IR*	5/1/11	585	7/2011
6	100	GR*	5/3/11	590	7/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy): 6/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)		
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month			Amount	
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days				Daily Rate
	100	Prior		AR	1/1/11	600	4/1/11	5/31/11			2	600			-1,200		
	100	New		AR	1/1/11	600	4/1/11	4/26/11	26	20.00					520		
	100	New	Y	GR	4/27/11	605	4/27/11	4/30/11	4	20.17					81		
	100	New	Y	IR	5/1/11	590	5/1/11	5/31/11			1	590			590		-9

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy): 7/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)		
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month			Amount	
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days				Daily Rate
	100	Prior		AR	1/1/11	600	4/1/11	4/26/11	26	20.00					-520		
	100	Prior		GR	4/27/11	605	4/27/11	4/30/11	4	20.17					-81		
	100	Prior		IR	5/1/11	590	5/1/11	6/30/11			2	590			-1,180		
	100	New		AR*	1/1/11	600	4/1/11	4/30/11			1	600			600		
	100	New	Y	IR*	5/1/11	585	5/1/11	5/2/11	2	18.87					38		
	100	New	Y	GR*	5/3/11	590	5/3/11	6/30/11	29	19.03	1	590			1,142		-1

Example: Changing Gross Rent Change to the Previous Month

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	2/1/11	500	2/2011
2	GR	7/6/11	510	10/2011
3	GR*	6/7/11	510	11/2011

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy): 10/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:								
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)			
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate					
		Prior		AR	2/1/11	500	7/1/11	9/30/11			3	500			-1,500	29			
		New	Y	AR	2/1/11	500	7/1/11	7/5/11	5	16.13					81				
		New		GR	7/6/11	510	7/6/11	9/30/11	26	16.45	2	510			1,448				

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy): 11/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:										
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)					
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount				
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate							
		Prior		AR	2/1/11	500	6/1/11	7/5/11			1	500	5	16.13	-581	9					
		Prior		GR	7/6/11	510	7/6/11	10/31/11	26	16.45	3	510			-1,958						
		New		AR	2/1/11	500	6/1/11	6/6/11	6	16.67					100						
		New	Y	GR*	6/7/11	510	6/7/11	10/31/11	24	17.00	4	510			2,448						

Ending Date Examples

1. Asst. Pymts Due For (mm/yyyy): 4/2011		2. Project Name: Shady Valley Apartments					3. FHA / EH / Non-Insured Proj. No: 999XX000			4. Section 8 / PAC / PRAC Contract No: XX000000000				5. Type of Subsidy: Section 8			
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
Example 1	101	Prior		MI	2/12/09	350	2/12/09	1/31/10	17	12.50	11	350			-4,063	-4,063	
Normal case--adjust to the day before the voucher date.	101	Prior		AR	2/1/10	375	2/1/10	1/31/11			12	375			-4,500	-4,500	
	101	Prior		AR	2/1/11	400	2/1/11	3/31/11			2	400			-800	-800	
	101	New	Y	MI*	2/12/09	360	2/12/09	1/31/10	17	12.86	11	360			4,179	4,179	
	101	New		AR	2/1/10	375	2/1/10	1/31/11			12	375			4,500	4,500	
	101	New	Y	AR*	2/1/11	422	2/1/11	3/31/11			2	422			844	160 844	
Note that the 2010 AR does not change but is included in both prior and new billing because gaps in the date sequence are not allowed.																	
Example 2	MI, AR, AR (as in the above example) followed by MI* for the current voucher. The two ARs are not changed and therefore do not show up on the adjustments.																
Stop Early--First Case	101	Prior		MI	2/12/09	350	2/12/09	1/31/10	17	12.50	11	350			-4,063	-4,063	
	101	New	Y	MI*	2/12/09	360	2/12/09	1/31/10	17	12.86	11	360			4,179	116 4,179	
The stop date is the day prior to the first unchanged cert in the list of unchanged certs extending to the voucher date.																	
Example 3	MI, AR, TM, IC, GR, AR followed by MI*, AR*, TM* for the current voucher. The IC, GR and AR are not corrected. IMPORTANT--the IC is effective on 3/12/11--a mid-month IC																
Stop Early--Second Case	101	Prior		MI	2/12/09	350	2/12/09	1/31/10	17	12.50	11	350			-4,063	-4,063	
	101	Prior		AR	2/1/10	375	2/1/10	1/31/11			12	375			-4,500	-4,500	
	101	Prior		TM	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0	0	
	101	Prior		IC	3/12/11	500	3/12/11	3/31/11	20	16.13					-323	-323	
	101	New	Y	MI*	2/12/09	360	2/12/09	1/31/10	17	12.86	11	360			4,179	4,179	
	101	New	Y	AR*	2/1/10	385	2/1/10	1/31/11			12	385			4,620	4,620	
	101	New	Y	TM*	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0	0	
	101	New		IC	3/12/11	500	3/12/11	3/31/11	20	16.13					323	236 323	
Illustrates the fact that we adjust to the end of the month even though the effective date of the first unchanged cert is mid-month.																	
<i>Note: In place of a TM above, you can substitute a MO, UT or GR. The logic and presentation is the same.</i>																	
Example 4	101	Prior		AR	2/1/11	400	2/1/11	3/31/11			2	400			-800	-800	
Corrected cert with no Assistance change.	101	New	Y	AR*	2/1/11	400	2/1/11	3/31/11			2	400			800	0 800	
All corrected certs appear in adjustments whether or not the assistance changes.																	
Example 5	Cert sequence is MI followed by an AR* for the current voucher.																
Corrected cert with no original.	101	Prior		MI	2/12/10	350	2/1/11	3/31/11			2	350			-700	-700	
	101	New	Y	AR*	2/1/11	375	2/1/11	3/31/11			2	375			750	50 750	
This case is treated the same as a MI followed by an AR.																	
Example 6	MI, AR, TM, IC followed by an IC* for the current voucher. The MI, AR and TM are not corrected. IMPORTANT--the IC is effective on 3/12/11--a mid-month IC																
IC correction with a prior transaction.	101	Prior		TM	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0	0	
	101	Prior		IC	3/12/11	500	3/12/11	3/31/11	20	16.13					-323	-323	
	101	New		TM	1/31/11	0	2/1/11	3/11/11			1	0	11	0.00	0	0	
	101	New	Y	IC*	3/12/11	550	3/12/11	3/31/11	20	17.74					355	32 355	
A normal IC case (IC after MI at market) would not have prior billing and would be presented as a single prior and single new row.																	
If the IC was effective on the first, the TM would not be included in either prior or new billing.																	

Example: Correction of a full cert with a subsequent partial uncorrected.

NOTE: This is an invalid cert sequence for TRACS. Subsequent partials must be corrected.

Certification Sequence				
Seq. No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	AR	2/1/11	627	2/2011
2	GR	6/12/11	629	8/2011
3	AR*	2/1/11	625	9/2011

Adjustments

1. Asst. Pymts Due For (mm/yyyy): 9/2011		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
		Prior		AR	2/1/11	627	2/1/11	6/11/11			4	627	11	20.90	-2,738		
		Prior		GR	6/12/11	629	6/12/11	6/30/11	19	20.97					-398		
		New	Y	AR*	2/1/11	625	2/1/11	6/11/11			4	625	11	20.83	2,729		
		New		GR	6/12/11	629	6/12/11	6/30/11	19	20.97					398		
																-9	

Example: GR Correction falls on an Existing AR Date

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	4/1/11	600	4/2011
2	100	GR	3/27/12	605	4/2012
3	100	AR	4/1/12	607	4/2012
4	100	AR*	4/1/11	600	5/2012
5	100	AR*	4/1/12	607	5/2012

Original Adjustment

1. Asst. Pymts Due For (mm/yyyy): 4/2012		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:							
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)			
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month			Amount		
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days				Daily Rate	
	100 100 100	Prior New New		AR AR GR	4/1/11 4/1/11 3/27/12	600 600 605	3/1/12 3/1/12 3/27/12	3/31/12 3/26/12 3/31/12		26 5	19.35 19.52	1	600			-600 503 98	1	

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy): 5/2012		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:									
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)					
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month			Amount				
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days				Daily Rate			
	100 100 100 100 100	Prior Prior Prior New New		AR GR AR AR* AR*	4/1/11 3/27/12 4/1/12 4/1/11 4/1/12	600 605 607 600 607	3/1/12 3/27/12 4/1/12 3/1/12 4/1/12	3/26/12 3/31/12 4/30/12 3/31/12 4/30/12		26 5	19.35 19.52			1 1 1	607 600 607			-503 -98 -607 600 607	-1	

Example: GR was originally on the AR Date but is corrected to Different Date

Certification Sequence					
Seq. No.	Unit No.	Cert Type	Effective Date	Asst. Pmt.	Voucher Date
1	100	AR	4/1/12	605	4/2012
2	100	AR*	4/1/12	600	5/2012
3	100	GR*	4/12/12	605	5/2012

No Adjustments on the April 2012 Voucher

Correction Adjustment

1. Asst. Pymts Due For (mm/yyyy): 5/2012		2. Project Name:			3. FHA / EH / Non-Insured Proj. No:			4. Section 8 / PAC / PRAC Contract No:			5. Type of Subsidy:						
6. Head of Household Name Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail						11a. Requested	11b. Approved (HUD/CA use only)	
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month		Full Months		Ending Partial Month				Amount
									No. of Days	Daily Rate	No. of Months	Monthly Rate	No. of Days	Daily Rate			
	100	Prior		AR	4/1/12	605	4/1/12	4/30/12			1	605			-605		
	100	New	Y	AR*	4/1/12	600	4/1/12	4/11/12	11	20.00					220		
	100	New	Y	GR*	4/12/12	605	4/12/12	4/30/12	19	20.17					383		-2