


PIC Tips, Tricks, & Fundamentals

Mary Hirsch-Justice
maryh@housingdatasystems.com

The World of PIC

Background

- HUD-50058
 - PIC Monthly Summarization
 - Voucher SEMAP Reporting
 - Public Housing Occupancy
 - eVMS
 - EIV
 - PIC Error Dashboard
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The World of PIC

Most common PIC Error

FATAL 4080: A record with a later Effective Date exists in the database. Either remove the later record or change this effective date to a later date.

PIC must receive submissions in chronological order for a household.

Once a 50058 for a certain effective date is accepted in PIC, it will not accept 50058s with earlier effective dates.

To submit a 50058 with an earlier effective date, the PHA must void any action(s) with more recent effective dates, submit the missing 50058(s), and resubmit 50058(s) with more recent effective dates.

HUD Form-50058

Primary source document for PIC

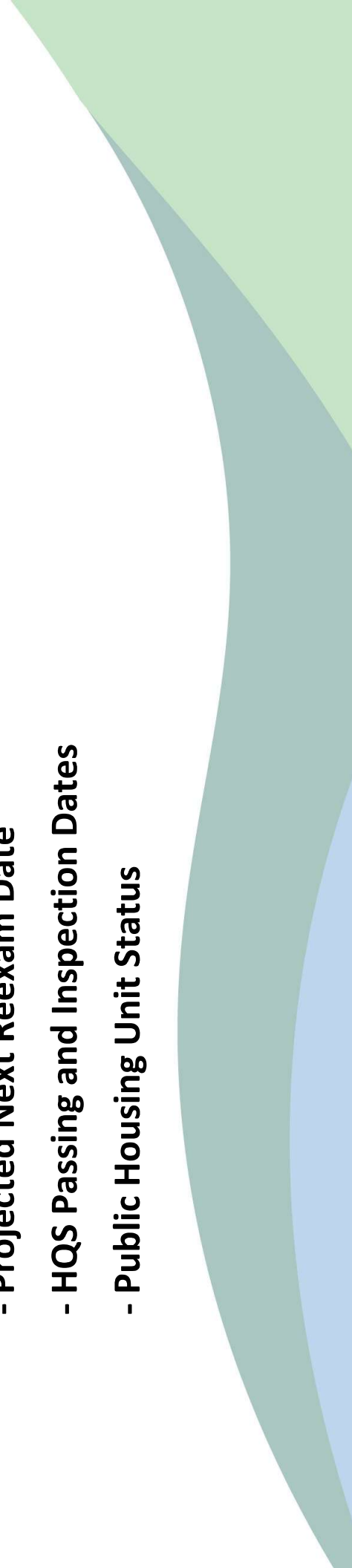
Each Program type reports 7 to 9 pages of data

Currently 15 different Action Types

- PH can use up to 9 action types
- VO can use up to 14 action types

HUD Form-50058

Important Data Fields

- Action Code**
 - Effective Date of Action**
 - HOH SSN**
 - Projected Next Reexam Date**
 - HQS Passing and Inspection Dates**
 - Public Housing Unit Status**
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50058 Action Codes – New Moves

Action 1 – New Admission

Action 4 – Portability Move-in (VO Only)

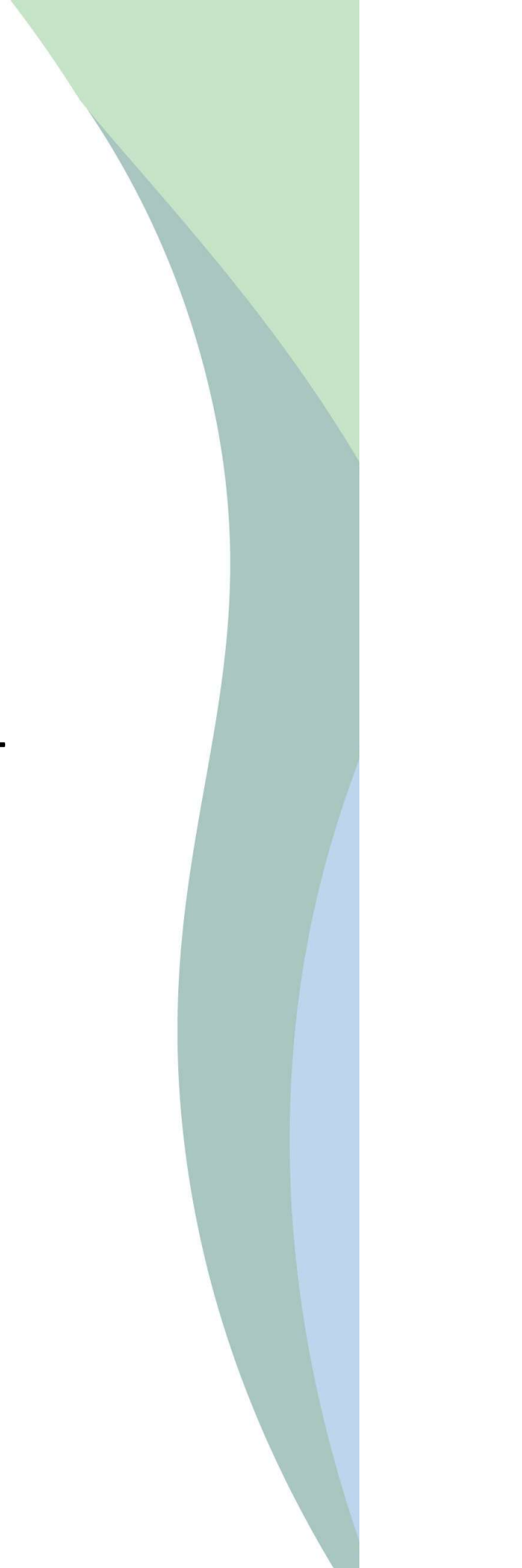
Action 7 – Other Change of Unit

Action 14 – Historical Adjustment



Action 1 – New Admission

Family signs a lease under the HCV or PH Program for the first time, or the family moves from one PHA program to another (PH to HCV), or family exercised portability with its first admission into the voucher, or experienced an interruption of voucher assistance where the former PHA submitted an Action 6 – End of Participation



Action 4 – Portability Move-in

Participant family moves into a new PHA's jurisdiction through portability. The Receiving PHA may bill the Initial PHA or absorb the voucher.



Action 7 – Other Change of Unit

The family moves to a different unit but stays within the PHA's program.

Processed when the family moves to a new unit at a time other than the regularly scheduled annual reexamination or an interim reexamination.



Action 14 – Historical Adjustment

ONLY used to baseline the household in PIC because there is no record for the household in PIC's Current database.

This action is **RARELY** used!

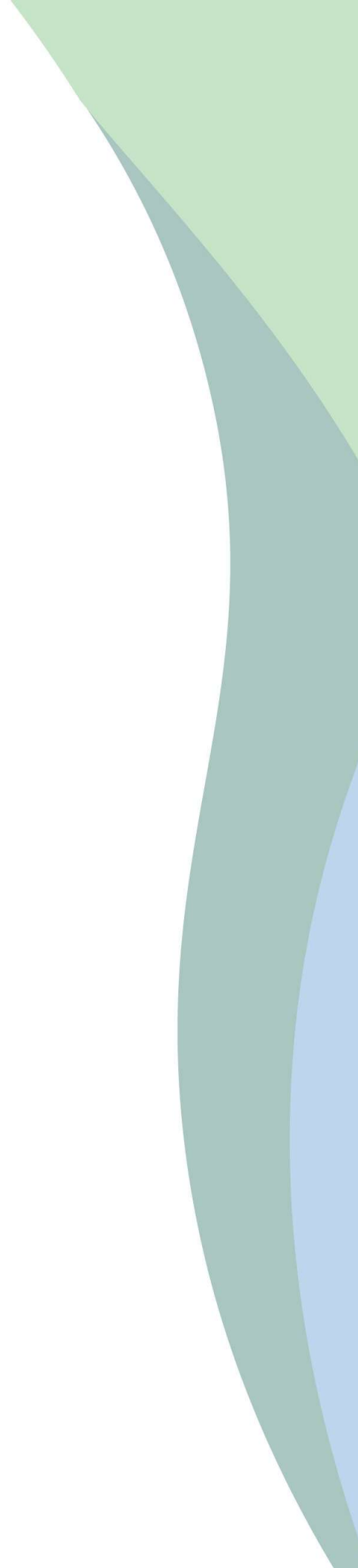


50058 Action Codes – Reexaminations

Action 2 – Annual Reexamination

Action 12 – Flat Rent Annual Update (PH only)

Action 3 – Interim Reexamination



Action 2 – Annual Reexaminations

For families paying income-based rent, the PHA conducts a regularly scheduled annual reexamination of family income, composition, and circumstances within 12 months of the previous reexamination or new admission.

For PH families paying flat rent, they must complete a reexamination for family composition annually and a reexamination of income at least once every three years.

Action 12 – Flat Rent Annual Update

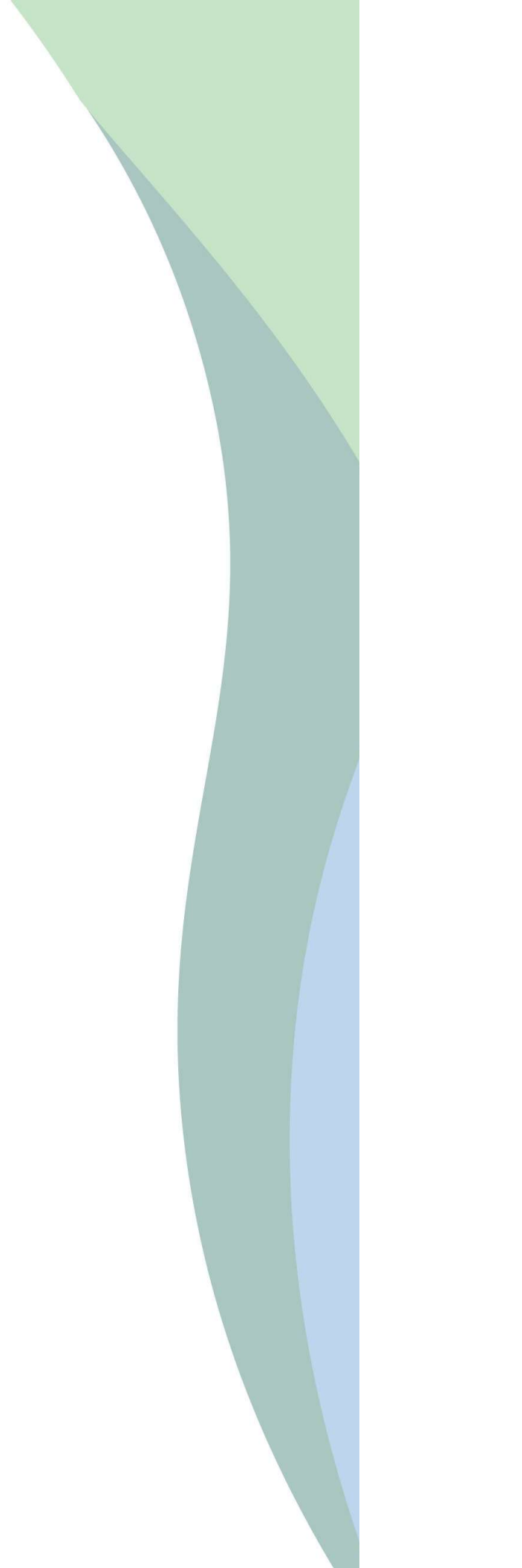
The regularly scheduled annual update for a PH family that previously chose flat rent and is used in the 2 years when a full reexam is not conducted.

HUD requires the PHA to update family composition information that can impact the family's TTP, offer the family their annual rent option, and updated flat rent amount that usually changes each year based on FMR.

This action can only be used if Rent Type = FLAT

Action 3 – Interim Reexamination

PHA may conduct an interim reexamination because of changes in family income, family composition, owner requests a rent increase, or other circumstances impacting adjusted annual income that occur between reexaminations.

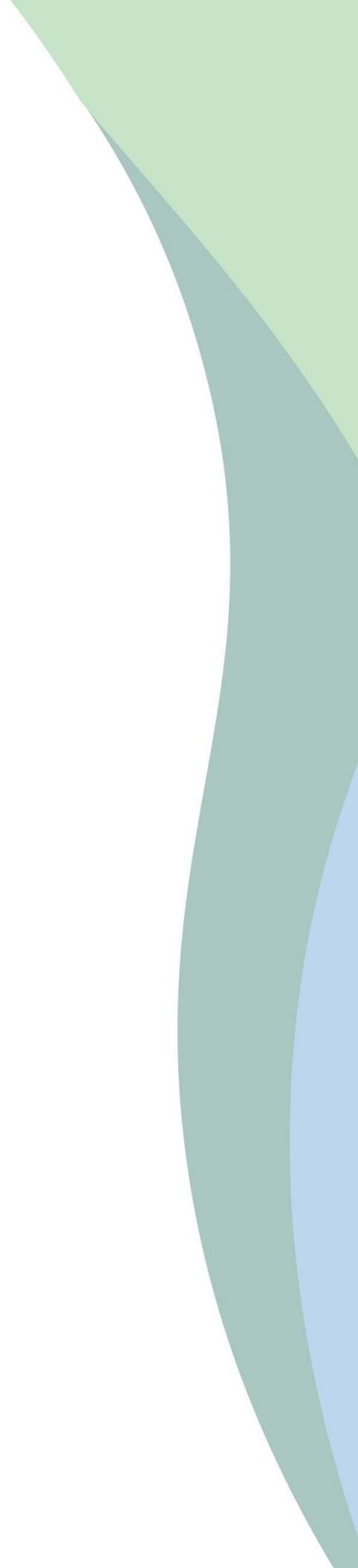


50058 Action Codes – Lapse in HAP & Terminations

Action 9 – Annual Reexam Searching (VO only)

Action 5 – Portability Move-out (VO only)

Action 6 – End of Participation



Action 9 – Annual Reexam Searching (VO only)

Normally, the Participant family has moved from their former unit and has an issued voucher to search for a new unit either in the PHA's jurisdiction or in another PHA's jurisdiction.

The PHA is NOT paying HAP because the family's voucher status has changed from "Leased" to "Issued" regardless of when the PHA originally issued the voucher to the family.

Action 5 – Portability Move-out (VO only)

Initial PHA reports this action only for a Participant family after the Receiving PHA has executed a HAP Contract for the family and returns the portability billing 52665 form to the Initial PHA.

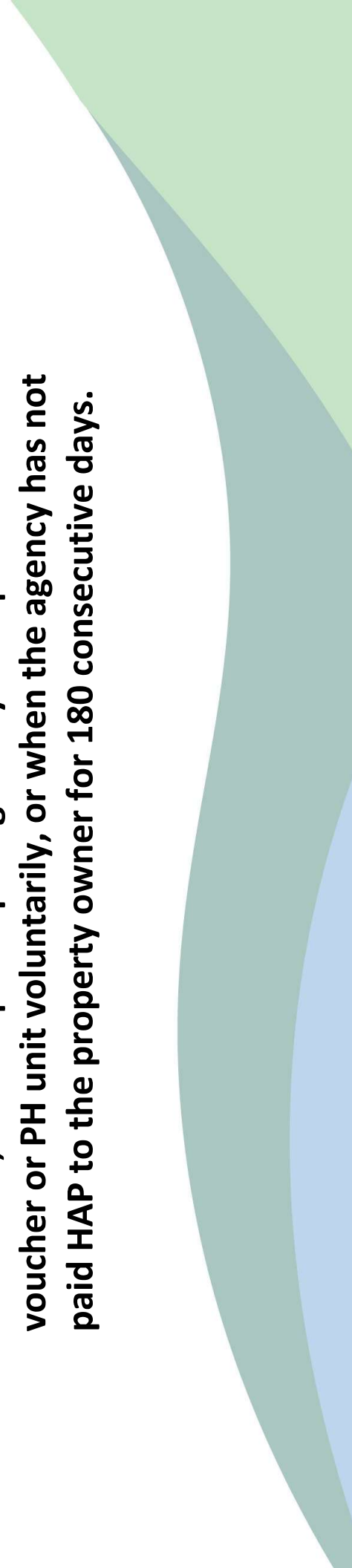
PIC will ONLY accept an Action 4 – Portability Move-in if the last updated action in PIC is an Action 5-Portability Move-out.

PIC will not accept any Action 1 – New Admission into any other program if the last Action is Port-Move-out.

Action 6 – End of Participation

The head of household and all family members discontinue participation in the PHA's program.

This is typically a result of program termination due to a violation of family responsibilities, a deceased sole member household, when a participating family relinquishes its voucher or PH unit voluntarily, or when the agency has not paid HAP to the property owner for 180 consecutive days.



50058 Action Codes – Other

Action 13 – HQS Update Only (VO only)

Action 10 – Issuance of Voucher (VO only)

Action 11 – Expiration of Voucher (VO only)

Action 15 – VOID

Action 8 – FSS Addendum Only



Action 13 – HQS Update Only (VO only)

To report the unit inspection as a separate action if the inspection occurs at a time other than the time of another reported action for the family.

**This includes HQS inspections and alternative inspections.
The PHA is responsible for ensuring that each inspection is reported in a timely manner.**

Action 10 – Issuance of Voucher (VO only)

Use this action when the PHA issues a voucher to an Applicant family or when an Applicant or Participant family ports into a Receiving PHA so the family can begin to search for housing.

Action 11 – Expiration of Voucher (VO only)

Use this action if the Applicant family fails to lease a unit by the expiration date of the voucher.

A Receiving PHA can choose to use this action if the Applicant or Participant family fails to lease a unit by the expiration of the voucher.



Action 15 - VOID

Use VOID to delete the latest record in PIC's Current database when it was submitted in error. This action will update the status of the most recent submitted and accepted record in PIC's Current databased to "Void" and will move the prior submitted action from the Historical database to the Current database.

Action 8 – FSS Addendum Only

Use this code when the family enrolls, reports program progress or exits the Family Self-Sufficiency (FSS) or Welfare to Work (WtW) program at a time other than the time of another reported action for the family. The family continues to receive housing assistance.

QUESTIONS???

THANK YOU.