U.S. Department of Housing and Urban Development
Public and Indian Housing

Special Attention of:
Directors of HUD Regional and Field Offices of Public Housing; Housing Choice Voucher Program Administrators

Notice PIH 2011-53(HA)

Issued: September 20, 2011

Expires: Effective until amended, superseded, or rescinded

Cross References: Notice PIH 2008-37(HA)
Notice PIH 2010-12 (HA)

Subject: Reporting and Portability Requirements for the HUD-Veterans Affairs Supportive Housing (VASH) Program

1. Purpose. The purpose of this notice is to revise and extend PIH Notice 2010-12. The revisions occur in section 2. (Operating Requirements) in regard to Moving to Work (MTW) agencies, section 2.b. (Leasing and Ongoing Reporting) in regard to portability, and section 3.d. (PHA Tracking) in regard to Voucher Management System (VMS) reporting. These reporting requirements are still essential to the coordination of data between HUD and the Department of Veterans Affairs and to ensure that the HUD-VASH Housing Choice Vouchers (HCV) remain available to the same population upon turnover. The Public and Indian Housing Information Center (PIC) reporting requirements were initially described in section II. f. and III. of the Implementation of the HUD-VASH Program (Operating Requirements) published in the *Federal Register* on May 6, 2008, and are still applicable with exceptions noted in section 2.b of this notice.

2. Operating Requirements. In accordance with Section III of the Operating Requirements, a code (VASH) was established for use on line 2n of the form HUD-50058 (Family Report) to indicate that the family is participating in this special program. This code must be entered on each form HUD-50058 for the duration of the HUD-VASH family's participation in the program by the initial and receiving PHA, if applicable (see Portability Attachment). Please note that MTW agencies are required to use the regular form HUD-50058 for HUD-VASH families **unless they have received approval from HUD to operate their HUD-VASH program in accordance with their MTW agreement.**

a. Issuance of Voucher. The PHA must track issuance of HCVs for families referred by the Veterans Affairs Medical Center (VAMC or VA Community-Based Outpatient Clinic (CBOC)). Both VAMCs and CBOCs will be referred to as VA facilities for the purpose of this notice. Tracking issuance of vouchers will be done in PIC. The PHA must enter the VASH code at the time of issuance of the HUD-VASH voucher (Action Code 2a=10

on form HUD-50058) in order to ensure proper tracking for the HUD-VASH program. Under the portability regulation, 24 CFR § 982.355(c)(6), the receiving PHA must issue a voucher to the family. The receiving PHA is also required to enter a form HUD-50058 into PIC for this action, issuance of voucher.

b. Leasing and Ongoing Reporting and Portability Requirements.

(1) All initial funding for HUD-VASH families must be used to lease the number of homeless veterans for which the funds were awarded. This funding cannot be used for any other purpose.

(2) PHAs that experience funding shortfalls in a given calendar year generally stop issuing vouchers and some may recall vouchers from families that are searching for units. If the PHA is not assisting the required number of HUD-VASH families, when it resumes issuing vouchers, it must issue vouchers first to HUD-VASH and other special purpose families (non-elderly disabled (NED) and Family Unification Program (FUP)) on its waiting list until the PHA is assisting its required number of special purpose vouchers. A PHA must establish policies in its administrative plan regarding the order of selection of special purpose voucher families once the PHA resumes issuing vouchers after a funding shortfall. Should the PHA have to terminate families from its HCV program due to a funding shortfall, HUD-VASH, NED and FUP families that comprise the required number of families served must be last to be terminated. An administrative policy must also address the order of terminating special purpose voucher families should termination be necessary. Administrative plans should be amended as soon as practicable.

(3) The VASH special program code must be maintained on line 2n of the form HUD-50058 by the initial and, if applicable, receiving PHA for all HUD-VASH families when the family is admitted to the HCV program and throughout the family's participation in the program. If, under portability, the receiving PHA does not enter the VASH code, the initial PHA will not get credit for the family's leasing.

(4) If the HUD-VASH family no longer requires case management services, and the PHA has the funding and elects to serve the family under its regular HCV program, the PHA will no longer use the VASH code on future form HUD-50058s for this family. Please reference Section II.g. of the Operating Requirements. In addition, these families will not be considered new admissions if they receive a regular HCV and will not be subject to eligibility determinations for new admissions.

(5) Portability policies under HUD-VASH depend on whether the family wants to move within or outside of the initial VA facility's catchment area (the area in which the VAMC or CBOC operates). In all cases of portability, the initial VA

facility must be consulted prior to the move and provide written confirmation that case management will continue to be provided in the family's new location.

(6) If the receiving PHA does not administer a HUD-VASH program, it must always bill the initial PHA. If the receiving PHA does administer HUD-VASH vouchers, it may only absorb the family if a HUD-VASH voucher is available and case management can be provided through a VA facility that partners with the receiving PHA. In all cases of portability within the same catchment area, the initial VA facility must make the determination regarding which VA facility will provide the family with case management. This determination will ultimately affect whether the receiving PHA can absorb the family.

(7) Attached to this notice is the ***Attachment to Portability Form for the HUD-VASH Program.*** This attachment, which is also available on the HUD-VASH website (http://www.hud.gov/offices/pih/programs/hcv/vash/), provides specific directions for receiving PHAs in regard to reporting and alternative requirements published in the aforementioned Operating Requirements for HUD-VASH families.

3. PHA Tracking.

a. PHAs must monitor their HUD-VASH reporting which includes checking the use of the special code (VASH) on line 2n. through ad hoc reports. PHAs should run an ad hoc report by accessing PIC and then selecting "Form 50058 Adhoc Report" under the "*ADHOC*" heading. After choosing the hub, field office and PHA from the pull-down menus, PHAs should select the appropriate action codes and field codes to view on the form HUD-50058, including line 2n. For example, PHAs may choose to view new admission and port-out action codes along with head of household last name and line 2n fields. PHAs should then generate a report which can be downloaded in Excel format and filtered to view the VASH code in the line 2n field.

b. If a PHA believes that a receiving PHA either mistakenly absorbed the family or failed to enter the VASH code in PIC, the initial PHA should try to resolve the matter with the receiving PHA. If the matter cannot be resolved, the local Field Office should be contacted if the receiving PHA is under the jurisdiction of the same Field Office. If the receiving PHA is under the jurisdiction of another Field Office, this information should be provided to Headquarters at the following email address: Phyllis.A.Smelkinson@hud.gov. Each PHA should also compare the data for its HUD-VASH program in VMS and PIC. Any problems related to vendor software, including coding issues, must be addressed with the vendor.

c. In VMS, the PHA should report all families that are supported by housing assistance payments (HAP) funds under its own Annual Contributions Contract. This would include families that are being served within the PHA's jurisdiction as well as families for which it is billed under portability.

d. Special purpose vouchers, such as HUD-VASH vouchers, that have been ported and are being billed to the initial PHA must be reported under the appropriate special purpose voucher category (i.e. VASH). HUD-VASH and other special purpose vouchers must be reported in their special purpose voucher field rather than under the Port Vouchers Paid category. Therefore, if the PHA has HUD-VASH vouchers that fall under both the VASH and Port Vouchers Paid categories it must report them under the VASH column. Then, the PHA must use the VASH comments field to specify that xyz VASH units and HAP could also be applied to the Port Vouchers Paid category.

4. HUD Tracking. HUD Headquarters will match data from the Department of Veterans Affairs with data in PIC and VMS. If there are discrepancies (such as in the number of families referred by the VAMCs and those issued vouchers by the initial PHA or the success rate), HUD may contact these PHAs to address these issues. In addition, HUD will monitor the data in VMS and PIC to ensure that families served under the initial PHA's award of HUD-VASH vouchers (either directly or through portability) match in both systems.

5. Implementation. The reporting requirements described above, must be implemented immediately and retroactively, if necessary, for all HUD-VASH families. However, if the HUD-VASH family has already been reported in the PIC system as leased (new admission or portability move-in), there is no need to retroactively enter a form HUD-50058 for the issuance of the voucher.

6. Information Contact. Inquiries about this notice should be directed to Phyllis Smelkinson in the Housing Voucher Management and Operations Division, Office of Public Housing and Voucher Programs, at (202) 402-4138.

7. Paperwork Reduction Act. The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C 3520). In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The following active information collections contained in this Notice have been approved under the PRA and assigned OMB Control Number 2577-0083.

/s/

Sandra B. Henriquez, Assistant Secretary for
Public and Indian Housing

Attachment

Attachment to Portability Form (form HUD-52665) for the HUD-VASH Program

Based on the nature of the HUD-VASH voucher program and the population that is being served, alternative operating requirements, as well as specific reporting requirements have been established for this program. Receiving PHAs that are administering HUD-VASH vouchers are subject to these alternative requirements, which can be found on the HUD-VASH website at: http://www.hud.gov/offices/pih/programs/hcv/vash/.

These procedures only apply to portability moves where the family's case management services are being provided by the initial PHA's partnering Veterans Affairs Medical Center (VAMC).

Following is a summary of the most important items to be aware of:

1. When a family requests to move under portability while staying within the catchment area of the initial PHA's partnering VAMC, portability procedures vary according to whether or not the receiving PHA has been awarded HUD-VASH vouchers.
If the receiving PHA has been awarded HUD-VASH vouchers, it can choose to bill the initial PHA or absorb the family if it has a HUD-VASH voucher available.

If the receiving PHA has not been awarded HUD-VASH vouchers, the initial PHA (the one that has been selected to partner with the local VAMC) must be billed for all portable families under the HUD-VASH program.

2. The receiving PHA must enter "VASH" on line 2n of the Family Report (form HUD-50058). This code must remain on the HUD-50058 for the duration of the HUD-VASH family's participation in the program.

3. Receiving PHAs must follow Operating Requirements published on May 6, 2008, in the Federal Register in regard to other alternative requirements for this program. These requirements include, but are not limited to:

a. For new admissions, PHAs may only deny assistance if the family is over-income or if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. PHAs may not deny assistance for any other reason.

b. HUD-VASH vouchers must have an initial term of at least 120 days.

c. Veterans are required to participate in case management. Therefore, families that fail to comply with case management requirements, as determined by the VA case manager, must be terminated from the voucher program