



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

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**Special Attention:**

Public Housing Agencies; Public  
Housing Directors

**NOTICE: PIH-2011-65 (HA)**

Issued: November 30, 2011

Expires: Effective until  
amended, superseded or rescinded

Cross References:

Notice PIH 2010-25 (HA)

Notice PIH 2007-29 (HA)

Notice PIH 2006-24 (HA)

Notice PIH 2006-03 (HA)

Notice PIH 2005-17 (HA)

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**Subject: Timely Reporting Requirements of the Family Report (form HUD-50058 and form HUD- 50058 MTW) into the Public and Indian Housing Information Center**

- 1. Purpose.** The purpose of this notice is to extend Notice PIH 2010-25 (with a significant revision to section 4.A. and minor changes to section 4.B.) which established timeframes for **timely** reporting of the Family Report (form HUD-50058) into the Public and Indian Housing Information Center (PIC), explained PIC modifications and clarified Family Self-Sufficiency (FSS) reporting requirements. Section 4.A. has been revised to only require reporting of issuance of voucher (action code 10) for new admissions and portability move-ins. The purpose of this change is to relieve public housing agencies (PHA) of the administrative burden of submitting reports on families that have been issued a voucher, but may not necessarily move. Changes to section 4.B. are related to certain fields of the form HUD-50058 that require completion. The Department places great importance on the data it receives from PIC. The Department relies on PHAs to submit accurate, complete and **timely** data to administer, monitor and report on the management of its rental assistance programs. In order to fully justify its budget requests to Congress, the Department needs full cooperation from all PHAs in meeting their reporting requirements in a timely manner. The data from form HUD-50058 and form HUD-50058 Moving to Work (MTW) also assists the Department in responding to natural disasters and emergencies.
- 2. Applicability.** This notice applies to PHAs administering Housing Choice Voucher (HCV) programs (including the project-based certificate, project-based voucher and homeownership programs), the Section 8 Moderate Rehabilitation (MR) program, the Public Housing (PH) program and the MTW program. This notice does not apply to Indian Tribes or Tribally Designated Housing Entities.

3. **Timely Reporting.** Reports must be submitted no later than **60 calendar days** from the effective date of **any** action recorded on line 2b of the form HUD-50058 or form HUD-50058 MTW. HUD will monitor timeliness of reporting and may sanction a PHA for late reporting. PHAs are also required to submit a form HUD-50058 **each time** the PHA takes an action (particularly an interim reexamination) that corresponds to an applicable code in Section 2a of form HUD-50058 or form HUD-50058 MTW. Section 2a codes are basically the same on both forms and are as follows:

- 1 = New Admission
- 2 = Annual Reexamination
- 3 = Interim Reexamination
- 4 = Portability Move-in (HCV only)
- 5 = Portability Move-out (HCV only)
- 6 = End of Participation
- 7 = Other Change of Unit
- 8 = Family Self-Sufficiency/Welfare to Work Addendum Only
- 9 = Annual Reexamination Searching (HCV only)
- 10 = Issuance of Voucher (HCV only)
- 11 = Expiration of Voucher (HCV only)
- 12 = Flat Rent Annual Update (non-MTW PH only)
- 13 = Annual HQS Inspection Only (HCV only)
- 14 = Historical Adjustment
- 15 = Void

For an explanation of these codes, please see the *Form HUD-50058 Instruction Booklet* available at the following website:

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/50058i.pdf>.

4. **Other PIC Reporting Issues**

**A. Issuance of Voucher (action code 10).** PIC has been modified to provide a warning if the submission of an action code 1 (New Admission) or action code 4 (Portability Move-in) is submitted without prior submission of a form HUD-50058 or form HUD-50058 MTW for action code 10 (Issuance of Voucher). This will enable the Department to track and monitor a PHA's success rate (number of voucher issuances to achieve leasing). In addition, exception payment standard requests for exception areas under 24 CFR §982.503(c) will not be approved if the data in PIC on voucher issuance is not available or does not support the request. In the future (and upon notice to all PHAs), the warning will be changed to a fatal edit.

**B. Family Self-Sufficiency (FSS) Reporting Requirements.** There are three report categories for the FSS Addendum: (1) Enrollment; (2) Progress; and (3) Exit. The PHA must always indicate the type of FSS report by completing item 17b of form HUD-50058 or 23b of form HUD-50058 MTW. FSS reports of all types must also be submitted within **60 days** of the effective date of the FSS action reported in 17c or 23c, respectively. In addition to the Enrollment and Exit reports that are completed at the beginning and end of the family's participation in the FSS program, a Progress Report must be completed at least annually during each family's participation in the FSS

program. FSS reports may be included in form HUD-50058 or form HUD-50058 MTW for a family's annual or interim reexamination (action codes 2 and 3). Until further notice, only non-MTW agencies may submit the addendum separately as FSS Addendum Only (action code 8). However, if the FSS report is submitted as part of an annual or interim reexamination, the effective date in line 2b of form HUD-50058 or form HUD-50058 MTW must be the same as the effective date in 17c or 23c, respectively. If the effective date in line 2b of the annual or interim reexamination is not the same as the effective date of 17c, the FSS report **must** be submitted as an action code 8 for non MTW-agencies. When the FSS report is submitted as a FSS Addendum Only, the effective date in 2b must be the same as the date reported in 17c. The following items must be completed as part of each FSS report: 17a or 23a; 17b or 23b; 17c or 23c; 17d or 23d; 17h or 23h (1) through (6) and 17i or 23i (1) through (3). Items 17k or 23k (1), (2) and (3) (FSS account information) must be completed for the Exit report and all Progress reports. For any part of 17k or 23k where there is no escrow credit to report, enter 0. Please note that reporting for the Welfare to Work (WtW) program is no longer required.

5. **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 collection contained in this notice has been approved under OMB Control Number 2577-0083.
6. **Information Contact.** For inquiries about this notice regarding the HCV or MR programs, please contact Phyllis Smelkinson, Housing Program Specialist, Housing Voucher Management and Operations Division, at (202) 402-4138. For inquiries regarding the PH program, please call Lisa Floyd, Housing Program Specialist, Public Housing Management and Occupancy Division, at (202)-402-6275. You may also contact your local PIC Coach.

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