Appendix
Management Interactive Network Connection (MINC)
Error Conditions and System Messages

This Appendix includes a listing of currently documented error conditions and system messages that may be encountered when using MFIS Industry Interface, along with a description of the problem and a suggested corrective action.

There are six (6) different statuses/categories for messages that could occur when an industry interface transaction is processed. They are:

- **Accepted** – The transaction is accepted as is. No message is associated with this status.

- **Informational** – These messages provide important information to servicing office personnel after they have 'applied' a transaction in Pending or System Reject status. It informs servicing office personnel of additional MFIS data that is being created or changed based upon acceptance of the selected transaction. To close the information box, click 'OK'. If there are questions or if other steps must be taken based upon the information presented, those steps must be accomplished outside the Industry Interface part of MFIS.

- **Pending** – This category is used when all the transmitted data on a transaction is correct, but if the transaction is applied it would:

  o Exceed MFIS Business Processing Rules and/or limits that are set to aid the servicing office in catching out of the ordinary changes in transaction information

  o Change MFIS information outside the current month.

  o Change tenant information which would cause a change to previous Project Worksheets already provided to the projects for payment.

  These transactions may be accepted by the servicing office after they review them to make sure that the data contained is correct and applicable to the project as of the date accepted.

- **Reject (System Reject)** – This category is used when the data on a transaction is correct but the transaction cannot be posted against MFIS due to the current status of the item being changed. For example, an initial certification cannot be posted to a unit if the unit is not vacant when the initial certification is processed. This transaction COULD be applied if the servicing office resolves the conflict as indicated in the message. Using the above example; if a vacate transaction is processed through Industry Interface or by the servicing office in MFIS first, the System Rejected Transaction could be 'Re-applied'.

- **Held up** – This category is used to indicate that the transaction cannot be processed until another transaction currently in 'Pending' status is processed. For example, an Initial Certification with an effective date in January is pending because its effective date is more than 2 months old. This transaction is a 'Modify' transaction for that tenant. Until the Initial Certification is processed, the modify transaction cannot be processed. After the related transaction is processed, the transaction can be processed.

- **Error** – These messages indicate that the combination of data in the transaction would break a major business rule or cause a problem with MFIS data integrity. It can not be re-applied in MFIS. The data must be re-entered by the Management Agent with correct data and resent to USDA.

For the Management Agent:

If you use vendor provided software and the data in your system is not the data in the transaction sent to USDA via the 'SEND FILES' option, you must contact your vendor software supplier to get their assistance in determining any problem. USDA only stops processing of information in a transaction if it violates business rules and regulations of the MFH application.

USDA does not change the values in the fields sent except when a tenant certification has been submitted to the USDA with tenant subsidy code '3'. This subsidy type is changed to tenant subsidy code '6' as the tenant subsidy type '3' is no longer supported.

Informational Messages

These messages provide important information to servicing office personnel after they have 'applied' a transaction in Pending or System Reject status. The message informs servicing office personnel of additional MFIS data that is being created or changed based upon acceptance of the selected transaction. To close the information box, click 'OK'. If there are questions or if other steps must be taken based upon the information presented, those steps must be accomplished outside the Industry Interface part of MFIS.

Error Condition/System Message	Description/Corrective Action by Management Agent
RA over-allocation will prohibit project worksheet release, contact CSC	All available project rental assistance (RA) has been given to other tenants. **Corrective Acton:** No action is necessary. The message indicates that the transaction, if accepted, would cause the number of RA units authorized to the project to be exceeded. This transaction must be accepted or rejected by CSC. To determine if the number of RA units authorized has been exceeded, check the number of tenants in the project that are currently receiving RA (Tenant Subsidy code '1'), and compare this against the total number of RA units displayed on the Project Worksheet. If CSC rejects the transaction, resubmit the transaction with a non Rental Assistance Tenant Subsidy Code.
Tenant certification is late	A certification action effective in a prior month was received, or a certification action effective the first day of the current month was received after the 10th. When the certification is accepted, it generates late tenant certification charges unless the tenant subsidy code is 2 or 6. **Corrective Acton:** No action is necessary. Late tenant certification charges apply if appropriate when accepted.

Error Condition/System Message	Description/Corrective Action by Management Agent
Transaction could cause worksheet adjustment	The transaction must be reviewed because it could cause a monetary adjustment to the project worksheet. **Corrective Acton:** This message informs you that the transaction, if accepted, would cause an adjustment to be posted against the next unreleased project worksheet. Either correct the transaction and resubmit, or wait for the Centralized Servicing Center (CSC) to reject or approve the transaction.
USDA generated SSN --> xxxxxxxxx <-- for (NAME)	A certification has been processed that is requesting a generated Social Security Number (SSN) for the tenant or one of the household members. This message returns the generated SSN to the sender of the transaction for use in further transactions regarding this household. **Corrective Acton:** No action is necessary.
Verify a $xxx.xx project payment adjustment	The transaction must be reviewed because it could cause a monetary adjustment to the project worksheet. **Corrective Acton:** This message informs you that the transaction, if accepted, would cause an adjustment to be posted against the next unreleased project worksheet. Either correct the transaction and resubmit or wait for CSC to reject or approve the transaction.

Pending Messages

This category is used when all the transmitted data on a transaction is correct, but if the transaction is applied it would:

- Exceed MFIS Business Processing Rules and/or limits that are set to aid the servicing office in catching out of the ordinary changes in transaction information

- Change MFIS information outside the current month.

- Change tenant information which would cause a change to previous Project Worksheets already provided to the projects for payment.

These transactions may be accepted by the servicing office after they review them to make sure that the data contained is correct and applicable to the project as of the date accepted.

Error Condition/System Message	Description/Corrective Action by Management Agent
All remove transactions require phone contact between CSC and management before acceptance.	A remove transaction was received. **Corrective Acton:** Contact the Centralized Servicing Center (CSC) for assistance in determining whether the transaction should be processed. The transaction must be reviewed by CSC before processing.
Application date is greater than certification date.	An Initial Certification has already been processed for this tenant that already has an application entered, but the date of the application is after the date of the initial certification record. **Corrective Acton:** Validate the information provided on the application; specifically, the tenant's Social Security Number (SSN). Management agents must correct and resubmit the application.
Childcare adjustment reported with no qualifying household members	A value has been entered for child care when a child 12 and under is not listed as one of the household members. **Corrective Acton:** Verify the reporting of the Child Care expense or the date of birth for the dependent if one exists.
DEPENDENT xxxxxxxxx has duplicate residency in (project)	The person using the Social Security Number (SSN) associated to a dependent already resides in another project and cannot be certified into this project. **Corrective Acton:** This error indicates the dependent listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the dependent on the application. Also verify the certification effective date, especially if the dependent formerly was in another MFH project. A dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the dependent/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
DEPENDENT xxxxxxxxx has duplicate residency in this project.	The person using the SSN associated to a dependent already resides in another unit and cannot be certified into this unit. **Corrective Acton:** This error indicates the dependent listed already resides in another unit in this MFH project. Validate the information provided on the certification; specifically, the SSN for the dependent on the application. Also verify the certification effective date, especially if the dependent formerly was in another MFH project. A dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSCfor assistance in modifying the status of the dependent/unit and have them reapply the transaction. Process changes in correct date order.
Duplicate residency in xx-xxx-(project name)	The tenant's SSN is associated to a tenant already residing in another project and cannot be certified into this project. **Corrective Acton:** This error indicates that the tenant listed already resides in another MFH project. Validate the information provided on the tenant certification. Also verify the effective date, especially if the household member formerly was in another MFH project. A household member cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the household member/unit and have them reapply the transaction. Process changes in correct date order.
Elderly tenant not receiving available RA	The tenant is at least 62 years old and is not receiving available rental assistance. **Corrective Acton:** Validate data in the elderly, elderly/disabled, or elderly/handicapped fields on the transaction. If incorrect, resubmit the transaction with corrected data. If the elderly count is in error, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Eligible tenant not receiving available RA	This error message is displayed when the tenant's income is less than the Basic Rent plus Utilities and rental assistance (RA) is still available for use in the project AT THE TIME THE TRANSACTION IS PROCESSED. It is possible that the available RA is assigned to another tenant that is later in the order of transactions being processed. **Corrective Acton:** Verify the amount of income submitted for the tenant and confirm that all RA is used within the project. Correct any data that is in error and resubmit the transaction with corrected data.

Error Condition/System Message	Description/Corrective Action by Management Agent
Eviction not allowed due to prior action	A transaction has occurred that makes the eviction action invalid. **Corrective Acton:** Verify data in the transaction. If the effective date of the eviction is in error, resubmit the transaction with corrected data. Verify the current eviction date on the unit per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Financial values rounded to nearest dollar	The values entered on the tenant certification are required to be rounded to the nearest whole dollar. The transaction has been put into PENDING status so that the rounding of the data can be verified. **Corrective Acton:** Correct any data in error and resubmit the transaction or contact the RD Servicing Office for assistance and have them reapply the transaction.
Household income level is above moderate	This error message indicates that the tenant's income exceeds the "moderate income level" established for the area. **Corrective Acton:** Correct any data in error and resubmit the transaction or contact CSC for assistance and have them reapply the transaction.
Medical adjustment reported with no qualifying household members	A medical adjustment has been reported when a household member is not reported as being elderly or disabled. **Corrective Acton:** Verify the reporting of the Medical adjustment.
NDEPENDENT xxxxxxxxx has duplicate residency in (project)	The person using the Social Security Number (SSN) associated to a non-dependent already resides in another project and cannot be certified into this project. **Corrective Acton:** This error indicates the non-dependent listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the non- dependent on the application. Also verify the certification effective date, especially if the non-dependent formerly was in another MFH project. A non-dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the non-dependent/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Not enough RA available	All available project rental assistance (RA) has been given to other tenants. **Corrective Acton:** No action is necessary. The message indicates that the transaction, if accepted, would cause the number of RA units authorized to the project to be exceeded. This transaction must be accepted or rejected by the Centralized Servicing Center (CSC). To determine if the number of RA units authorized has been exceeded, check the number of tenants in the project that are currently receiving RA (Tenant Subsidy code '1'), and compare this against the total number of RA units displayed on the Project Worksheet. If CSC rejects the transaction, resubmit the transaction with a non Rental Assistance Tenant Subsidy Code.
Not enough RA available to give to tenant	All available project RA has been given to other tenants. **Corrective Acton:** No action is necessary. The message indicates that the transaction, if accepted, would cause the number of RA units authorized to the project to be exceeded. This transaction must be accepted or rejected by CSC. To determine if the number of RA units authorized has been exceeded, check the number of tenants in the project that are currently receiving RA (Tenant Subsidy code '1'), and compare this against the total number of RA units displayed on the Project Worksheet. If CSC rejects the transaction, resubmit the transaction with a non Rental Assistance Tenant Subsidy Code.
Tenant has an existing OPEN tracked account	The tenant certified into the project was previously a household member at another MFH project and owes monies to USDA. **Corrective Acton:** Contact CSC to determine the corrective action.
This project has been suspended from the MINC project worksheet payment approval process. Please contact your servicing office representative for more detailed information.	The project is in foreclosure or is being transferred. **Corrective Acton:** This error indicates that USDA will not accept normal payments for this project. Contact CSC to determine if a special payment may be collected.
Transaction effective date is over 1 month old	Transactions that are effective before the beginning of the previous month must be reviewed before being applied. **Corrective Acton:** This message informs you that the effective date is over 1 month old. Either correct the effective date and resubmit the transaction or contact CSC to reject or approve the transaction. Late tenant certification charges apply if appropriate when accepted.

Error Condition/System Message	Description/Corrective Action by Management Agent
Transaction effective date is over 2 months old	Transactions that are effective before the beginning of the previous month must be reviewed before being applied. **Corrective Acton:** This message informs you that the effective date is over 2 months old. Either correct the effective date and resubmit the transaction or contact CSC to reject or approve the transaction. Late tenant certification charges apply if appropriate when accepted.
Verify reported income	The income on the submitted action has changed from the last certification by more than $5,000. Verify that the income submitted correctly on the new certification. **Corrective Acton:** Verify the income on the transaction. If incorrect, modify the income and reapply the transaction. If correct, contact CSC for assistance and have them reapply the transaction.
Verify reported income and assets	The income and assets on the submitted action have changed from the last certification but not as expected. Social Security is expected to increase each year. Other income and wage income have increased by more than $5,000. This message is displayed when more than one of the fields must be validated. **Corrective Acton:** Verify the income and assets on the transaction. If incorrect, modify the income and assets and reapply the transaction. If correct, contact the Centralized Servicing Center (CSC) for assistance and have them reapply the transaction.
Verify reported net assets	The net assets on the submitted action have changed from the last certification but not as expected. Social Security is expected to increase each year. Other income and wage income have increased by more than $5,000. This message is displayed when more than one of the fields must be validated. **Corrective Acton:** Verify the net assets on the transaction. If incorrect, modify the net assets and reapply the transaction. If correct, contact CSC for assistance and have them reapply the transaction.
Zero income tenant certification	No income is reported and the exempt flag has not been set. **Corrective Acton:** If the income is zero, verify if some of the income is exempt and if so mark the exempt box.

Reject Messages

This category is used when the data on a transaction is correct but the transaction cannot be posted against MFIS due to the current status of the item being changed. For example, an initial certification cannot be posted to a unit if the unit is not vacant when the initial certification is processed. This transaction COULD be applied if the servicing office resolves the conflict as indicated in the message. Using the above example; if a vacate transaction is processed through Industry Interface or by the servicing office in MFIS first, the System Rejected Transaction could be 'Re-applied'.

Error Condition/System Message	Description/Corrective Action by Management Agent
Absence action date past cert expiration date	This absence transaction is dated after the expiration date of the tenant's current certification. **Corrective Acton:** Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Absence date cannot be same as current absence effective date	A transaction to start an 'Absence' was submitted but the Tenant/Unit already has an Absence transaction in the system with the same effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If the effective date is correct, contact CSC for assistance in determining the effective date of the current absence. Work with them to modify the tenant's status and have them reapply the transaction. Process changes in correct date order.
Absence date prior to current cert effective date	This Absence transaction was sent with an effective date that is before the effective date of the current certification for this Tenant. **Corrective Acton:** Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Absence date prior to current swap effective date	This Absence transaction was sent with an effective date that is before the effective date on the Swap transaction for this Tenant. **Corrective Acton:** Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If the effective date is correct, contact Centralized Servicing Center (CSC) for assistance in determining the effective date of the last swap. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Absence date prior to current transfer effective date	A previous transfer has occurred with a later effective date than the absence effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If the effective date is correct, contact CSC for assistance in determining the effective date of the last transfer. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Absence delete not allowed due to subsequent action	An absence transaction cannot be deleted if other actions have occurred after the effective date. **Corrective Acton:** Verify that an absence delete is appropriate for this unit. If the absence delete is appropriate, contact CSC for assistance in determining other actions processed against this unit which might cause the error. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Absence not allowed due to subsequent action	An absence transaction cannot be applied if other actions have occurred after the absence effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the absence is in error, resubmit it with corrected data. If correct, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Application is not the latest action	An Initial Certification has already been processed for this tenant making the Application invalid. **Corrective Acton:** This error indicates that the tenant listed on the application already resides in this project. Validate the information provided on the application; specifically, the tenant's Social Security Number (SSN). Management agents must correct and resubmit the application.

Error Condition/System Message	Description/Corrective Action by Management Agent
Actuals budget style 3560-7 mismatch to corresponding 1930-7 proposed budget	The actual budget was submitted on a 3560-7 budget style but the proposed budget for the fiscal year (FY) was submitted on budget style 1930-7. The system requires that all budgets for a single FY be the same budget style. **Corrective Acton:** Verify the data in the budget and resubmit using the correct budget style.
Application not latest tenant action	An Initial Certification has already been processed for this tenant making the Application invalid. **Corrective Acton:** This error indicates that the tenant listed on the application already resides in this project. Validate the information provided on the application; specifically, the tenant's Social Security Number (SSN). Management agents must correct and resubmit the application.
Backdated tenant action causes allocated RA to exceed project limit	A backdated tenant action was submitted that applies Rental Assistance (RA) to the tenant for multiple months but one of the months for which the action is effective has no available RA to assign to the tenant. **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the effective date of the transaction and the availability of RA on the unit per the project worksheet. Contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Balance Sheet has already been approved	A balance sheet was submitted but one has already been approved with the same effective date. **Corrective Acton:** Contact the RD Servicing Office to let them know that you have sent a modification to the existing Balance Sheet. The RD Servicing Office will determine if changes are allowed.

Error Condition/System Message	Description/Corrective Action by Management Agent
Balance Sheet has already been received	A balance sheet was submitted but one has already been received with the same effective date.
	Corrective Acton:
	Validate the effective date and/or selected FY of the budget. Verify that the effective date is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY, but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Budget effective day must be 1st of month	Budgets must have an effective date that is the 1st of the month.
	Corrective Acton:
	Validate the effective date for the Budget. Correct the effective date and resubmit the transaction if applicable.
Budget effective day must be within fiscal year range	The effective date entered for the transaction is outside the effective and end dates associated to the selected fiscal year (FY) for the budget.
	Corrective Acton:
	Validate the effective date and/or selected FY of the budget. Verify that the effective date is within the effective and end dates of the FY. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Budget FY not yet defined for project	The Management Agent sent a budget with an effective date in a FY that is currently not associated to this project.
	Corrective Acton:
	Validate the FY transmitted on the budget. If in error, resubmit the transaction with the correct FY. If the FY needs to be added to the project, contact the RD Servicing Office for assistance in adding the FY. Once added, the RD Servicing Office can reapply the transaction.

Error Condition/System Message	Description/Corrective Action by Management Agent
Cannot change earlier Balance Sheet	A balance sheet was previously submitted with the same effective date and FY and has already been reviewed or approved and can no longer be modified. **Corrective Acton:** Contact the RD Servicing Office to let them know that you have sent a modification to the existing Balance Sheet. The RD Servicing Office will determine if changes are allowed.
Cannot change earlier Proposed Budget	A proposed budget was previously submitted with the same effective date and fiscal year (FY) and has already been reviewed or approved and can no longer be modified. **Corrective Acton:** Validate the effective date and/or selected FY of the budget. Verify that the effective date is within the FY effective and end dates. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the FY effective and end dates in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Cannot change financial instrument style if detail lines exist	A financial instrument was submitted that modifies an unapproved budget already in the system. The second budget was submitted using a different budget style. **Corrective Acton:** This error would only occur when the transaction submitted causes the replacement of a budget already in the system. Contact the RD Servicing Office and determine which budget should be in the system. If the new budget is correct, remove the existing budget and reapply the transaction. If the new budget replaces the existing budget, change the style of the new budget and resubmit the transaction.
Cannot delete - Household has pending Industry Interface transactions	The transaction cannot be deleted until a previously received transaction for the same household in 'PENDING' status, has been resolved. **Corrective Acton:** No action is necessary. The transaction will be processed when the Centralized Servicing Center (CSC) clears out all PENDING transactions for this Tenant/unit in the project.
Cannot find budget to remove	A remove transaction was received for a budget, but an initial budget transaction for that budget type was never received. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if the 'Send' action for the budget was completed. If the budget was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status and possible removal of the budget.

Error Condition/System Message	Description/Corrective Action by Management Agent
Cannot find cotenant initial certification	A co-tenant-to-tenant transaction was submitted for a co-tenant but the co-tenant does not reside in the unit indicated on the certification. **Corrective Acton:** Contact the Centralized Servicing Center (CSC) for assistance in determining the current status of the unit's household members. Work with them to determine the corrective actions required to bring the unit to its correct status.
Cannot find financial instrument to be deleted	A remove transaction was received for a budget, but an initial budget transaction for that type of budget was never received. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a 'Send' action on the selected financial instrument was completed. If the financial instrument was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status and possible removal of the financial instrument.
Cannot find tenant 1 certification	A swap transaction was submitted for a tenant but the first tenant is not in the unit indicated on the certification. **Corrective Acton:** This error indicates that the Social Security Number (SSN) of the first tenant listed on the swap is not the SSN of the tenant(s) residing in this project. Validate the information provided on the transaction; specifically, the SSN for the tenant on the transaction. Management agents must correct and resubmit the transaction. If the SSN is correct, contact CSC for assistance in correcting the SSN of the tenant in question.
Cannot find tenant 2	A swap transaction was submitted with two tenants but the second tenant is not in the system. **Corrective Acton:** This error indicates that the Social Security Number (SSN) of the second tenant listed on the swap is not the SSN of the tenant(s) residing in this project. Validate the information provided on the transaction; specifically, the SSN for the tenant. Management agents must correct and resubmit the transaction. If the SSN is correct, contact CSC for assistance in correcting the SSN of the tenant in question.
Cannot find tenant 2 certification	A swap transaction was submitted with two tenants but the second tenant is not in the unit indicated. **Corrective Acton:** This error indicates that the SSN of the second tenant listed on the swap is not the SSN of the tenant(s) residing in this project. Validate the information provided on the swap; specifically, the correct SSN for the tenant. Management agents must correct and resubmit the transaction. If the SSN is correct, contact CSC for assistance in correcting the SSN of the tenant in question.

Error Condition/System Message	Description/Corrective Action by Management Agent
Cannot find tenant certification	A recertification transaction was submitted but the tenant is not in the unit indicated. **Corrective Acton:** This error indicates that the Social Security Number (SSN) of the tenant listed on the recertification is not the SSN of the tenant residing in this project. Validate the information provided on the application; specifically, the SSN for the tenant. Management agents must correct and resubmit the application. If the SSN is correct, contact the Centralized Servicing Center (CSC) for assistance in correcting the SSN of the tenant in question.
Cannot find tenant initial certification	A recertification transaction was submitted but the initial certification action for the tenant in the unit has never been received. **Corrective Acton:** This error indicates that the SSN of the tenant listed on the recertification is not the SSN of the tenant residing in this project. Validate the information provided on the application; specifically, the SSN for the tenant. Management agents must correct and resubmit the application. If the SSN is correct, contact CSC for assistance in correcting the SSN of the tenant in question.
Cannot have Back-to-Back CoTenant Recerts on same day	More than one co-tenant-to-tenant recertification was submitted with the same effective date. Only one co-tenant-to-tenant recertification can be submitted for the same tenant and unit with the same effective date. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a co-tenant-to-tenant recertification was processed for the unit with the same effective date. Also check for a recertification on the unit for that day. If found, and this transaction must be processed, the effective date cannot be before the 1st day of the next month. If neither is found, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cannot locate action to be removed	A remove transaction was received for an action that was not previously sent and accepted into the MFIS application. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if the selected action was completed. If the action was accepted through MINC, contact CSC for assistance in determining the current status for the tenant/unit or budget.

Error Condition/System Message	Description/Corrective Action by Management Agent
Cannot perform recert before initial cert	A recertification action has been submitted for a Unit and a Tenant but the Initial Certification has not been received nor has an effective date after the effective date of the recertification. **Corrective Acton:** Verify the effective date and unit of the recertification. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification or recertification was processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must still be sent, either send a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cannot perform recert on or prior to subsidy effective date	A recertification action has been submitted for a Unit and a Tenant but the recertification has an effective date the same as or before the effective date of the subsidy. **Corrective Acton:** Verify the effective date and unit of the recertification. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if a recertification was processed for that tenant/unit with the same effective date. If found, but the data associated to this recertification must still be sent, either send a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cannot report actuals before the end of the fiscal year	The effective date entered for the year-end actual budget transaction is **within** the effective and end dates associated to the selected fiscal year (FY) for the budget. Actual budgets must have an effective date equal to the last day of the reporting FY. **Corrective Acton:** Validate the effective date and/or FY of the budget. Multiple budgets can be submitted for the same FY, but not for the same effective date. Correct any errors and resubmit the transaction. In rare cases, the FY effective and end dates may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.

Error Condition/System Message	Description/Corrective Action by Management Agent
Cannot Swap 1 on same date as prior swap/transfer	A swap has occurred with the same effective date as another swap or transfer for the first tenant in the transaction. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a Swap action was previously processed for that unit with the same effective date. If found, and this transaction must be processed, the effective date cannot be before the 1st day of the next month. If neither is found, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cannot swap into your current unit	The transfer-to unit indicated on the action is the same as the transfer-from unit. **Corrective Acton:** Verify that the two unit ID's are not the same. If in error, correct and resubmit the transaction.
Cannot transfer into your current unit	The transfer-to unit indicated is the same as the transfer-from unit. **Corrective Acton:** Verify that the two unit ID's are not the same. If in error, correct and resubmit the transaction.
COTENANT xxxxxxxxx already resides in a household. State: xx District: xxx Project Name: xxxxxxxxxxxxxxx	The person using the Social Security Number (SSN) associated to the Co-Tenant already resides in this project in another unit, or in another project, and cannot be certified into this project and unit. **Corrective Acton:** This error indicates that the co-tenant listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the co-tenant. Also verify the effective date, especially if the co-tenant formerly was in another MFH project. A co-tenant cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the co-tenant/unit and have them reapply the transaction. Process changes in correct date order.
Cotenant does not currently reside in unit	Transaction specifies a different co-tenant SSN than the one currently listed in this project unit. **Corrective Acton:** This error indicates the co-tenant is not listed in the unit or does not match the SSN for the co-tenant listed in the unit. Validate the information provided on the certification; specifically, the SSN for the co-tenant on the application. If the data is correct, contact CSC for assistance in modifying the status of the co-tenant/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
CoTenant Recert cannot have the same effective date as the previous Certification.	The co-tenant-to-tenant certification action has an effective date the same as the effective date of the current certification for this tenant, project, and unit. **Corrective Acton:** Validate the effective date of the transaction. Determine whether the most recent certification action is correct or should be removed. If previous actions were in error, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cotenant to Tenant date prior to current cert effective date	The co-tenant-to-tenant certification action has an effective date before the effective date of the current certification for this tenant, project, and unit. **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cotenant to Tenant date prior to current swap effective date	The co-tenant-to-tenant certification action has an effective date before the effective date of the last action (a swap action). **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cotenant to Tenant date prior to current transfer effective date	The co-tenant-to-tenant certification action has an effective date before the effective date of the last action (a transfer action). **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Cotenant to tenant is not the latest action	A transaction has occurred that makes a co-tenant-to-tenant certification invalid. **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit it with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
DEPENDENT xxxxxxxxx already resides in a household. State: xx District: xxx Borrower ID: xxxxxxxxx Project Nbr: xxx	A person with the same Social Security Number (SSN) listed for a dependent on this transaction already resides in a different project and cannot be certified into another.
	Corrective Acton:
	This error indicates the dependent listed already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the dependent on the application. Also verify the certification effective date, especially if the dependent formerly was in another MFH project. A dependent cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the status of the dependent/unit and have them reapply the transaction. Process changes in correct date order.
Date of project entry earlier than a month prior to cert	The tenant's project entry date on the initial certification is more than one month before the effective date of the cert.
	Corrective Acton:
	A tenant's initial entry date may only be within the month before the effective date of the initial certification. Correct date.
Duplicate absence	The household already has an absence transaction applied to this tenant with the same effective date as this transaction.
	Corrective Acton:
	Check the 'Review Transactions' option in MINC to determine if an absence was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Duplicate Project Rent Schedule Detail record	The rent schedule provided has two or more rows for the same unit size, type, revenue status, and handicap type.
	Corrective Acton:
	Remove the duplicate row and resubmit the budget.
Duplicate RA	The indicated household already has an Assign RA transaction in the system with the same effective date as entered on this transaction.
	Corrective Acton:
	Check the 'Review Transactions' option in MINC to determine if an RA Assignment was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Duplicate swap	The indicated household already has a swap transaction in the system with the same effective date as entered on this transaction.
	Corrective Acton:
	Check the 'Review Transactions' option in MINC to determine if a swap was previously processed for either unit with the same effective date. If found, and this transaction must be processed, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Duplicate swap 1	The first household of the swap transaction already has a swap transaction in the system with the same effective date as entered on this transaction.
	Corrective Acton:
	Check the 'Review Transactions' option in MINC to determine if a swap was previously processed for either unit with the same effective date. If found, and this transaction must be processed, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Duplicate transfer	The indicated household already has a Transfer transaction in the system with the same effective date as entered on this transaction.
	Corrective Acton:
	Check the 'Review Transactions' option in MINC to determine if a transfer was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Duplicate vacate	The indicated household already has a Vacate transaction in the system with the same effective date as entered on this transaction.
	Corrective Acton:
	Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit with the same effective date. If found, and this transaction must be processed, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Effective date does not match cotenant residency	The effective date on this transaction falls outside the start and end date range of the co-tenant's stay in that unit or the co-tenant is not part of that household for the effective date.
	Corrective Acton:
	Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the status of the tenant/co-tenant and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Income verification only valid for 90 days	The effective date of the submitted transaction is more than 90 days in the future. **Corrective Acton:** The effective date may only be within less than 90 days before the date of the transaction. Correct the effective date.
Initial Cert is not the latest action	A transaction has occurred that makes the initial certification invalid. **Corrective Acton:** Verify data in the transaction. If the effective date of the initial certification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Inside Transfer action not allowed due to prior action	A previous transaction (e.g. vacate or outside transfer) has occurred that makes an inside transfer invalid. **Corrective Acton:** Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact CSC for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Inside Transfer date prior to current cert effective date	A previous certification has occurred with a later effective date than the transfer effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact CSC for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Inside Transfer date prior to current swap effective date	A swap has occurred with a later effective date than the effective date of the inside transfer. **Corrective Acton:** Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact CSC for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Inside Transfer date prior to current transfer effective date	A transfer has occurred with a later effective date than the effective date of the inside transfer. **Corrective Acton:** Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Inside Transfer effective date past cert expiration date	The previous certification has expired; the tenant must be re-certified before being transferred. **Corrective Acton:** Verify data in the transaction. If the effective date of the inside transfer is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the units in the transfer per the project worksheet. If incorrect, contact CSC for assistance in modifying the units' status and have them reapply the transaction. Process changes in correct date order.
Invalid absence information - effective or received date	The absence transaction must have a valid effective and received date. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid borrower id and project number combination	The borrower ID and project numbers on the transaction do not match any project defined in the system. **Corrective Acton:** Validate the borrower ID and project number. Correct the information and resubmit the transaction. If this information is correct, contact the RD Servicing Office to determine the error.
Invalid cert modify, subsequent actions exist	Certifications cannot be modified if other actions have occurred after the certification was applied except for transfers, swaps or absence transactions. **Corrective Acton:** Verify data in the transaction. If the effective date of the modify transaction is not the same as the current certification, resubmit the transaction with corrected data. Verify the current certification effective date on the unit in the modify transaction per the project worksheet. If incorrect, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid co-tenant/dependent information - birth date or last name	A co-tenant and/or dependent must have a non-blank last name and valid birth date. **Corrective Acton:** Validate the co-tenant's last name and/or birth date. Correct the information and resubmit this action.
Invalid hshold member birth date -- greater than current date	A birth date for one or more household members is after the current date. **Corrective Acton:** Validate the birth dates of household members. Resubmit the transaction with corrected data. If the birth date is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant subsidy 8, project subsidy is not 21	A tenant subsidy code 8 (Voucher at HUD rent) is not allowed unless the project has subsidy code 21 (Section 8, Plan II, RA). **Corrective Acton:** Validate the project subsidy code on the Project Worksheet and the tenant subsidy code on the transaction. If the tenant subsidy code is 8 and the project subsidy code is not 21, correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is correct, contact the RD Servicing Office to determine what the correct project subsidy and/or tenant subsidy codes are. Make appropriate changes and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant subsidy -- must be one of 0, 1, 2, 4, 5, 6, 7, or 8.	The tenant subsidy code must be 0, 1, 2, 4, 5, 6, 7, or 8. **Corrective Acton:** Validate the tenant subsidy code. If the value is other than 0 – 8 correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid tenant subsidy for project subsidy 02 -- must be one of 0, 4, 5, 6, 7	The tenant subsidy code must be 0, 4, 5, 6, or 7. **Corrective Acton:** Validate the tenant subsidy code. If the value is other than 0, 4, 5, 6, or 7, correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant subsidy for project subsidy 05 -- must be one of 0, 1, 4, 5, 6, or 7.	The tenant subsidy code must be 0, 1, 4, 5, 6, or 7. **Corrective Acton:** Validate the tenant subsidy code. If the value is other than 0, 1, 4, 5, 6, or 7, correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant subsidy for project subsidy 24 -- must be 2 or 6	The tenant subsidy code must be 2 or 6. **Corrective Acton:** Validate the tenant subsidy code. If the value is other than 2 or 6, correct the tenant subsidy code and resubmit the transaction. If the tenant subsidy code is being modified by vendor software, contact the vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid transaction effective date	Every transaction must have a valid effective date. **Corrective Acton:** Validate the effective date. All transactions except Vacates must have an effective date of the 1st day of the month. A Vacate cannot be effective on the 1st day of the month. Resubmit the transaction with corrected data. If the effective date is correct, contact the software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid vacancy information - effective or received date	The vacancy transaction must have a valid effective and received date. **Corrective Acton:** Validate the effective date and received date. If in error, resubmit the transaction with corrected data. If the effective and/or received dates are correct, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Mark household as ineligible in Part X of TC form and resubmit	The value entered for the income is more than the moderate income on the income limits table and the tenant is not marked as ineligible. **Corrective Acton:** Verify and correct the reported income. If correct, mark the tenant as ineligible.
Missing type (M, F, D, H) for DEPENDENT household member	A transaction was received with missing information for one or more dependents. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Validate the classification information for the dependent and resubmit the transaction with corrected data. If the dependent type is correct, have the management agent contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Mod cert must have same eff date as last cert, else should be recert	The modified certification must have the same effective date as the last certification. If not, a re-certification should be processed. **Corrective Acton:** Validate the project unit and effective date against the current project worksheet. Verify that the modified certification has the same effective date as the most recent certification. Resubmit the transaction with the corrected data. If the effective date is correct, contact the software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Monthly Actuals have already been approved	A monthly actual budget was submitted but one has already been approved. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Validate the effective date and/or selected fiscal year (FY) of the budget. Verify that the effective date is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction. If the effective dates are correct on the budget, rent schedule and FY, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Monthly Actuals month not valid	A monthly actual budget was submitted with an invalid date. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Validate the effective date and resubmit the transaction with corrected data. If the effective date is correct, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Monthly/Quarterly actuals style 3560-7 does not match corresponding proposed budget style 1930-7	The monthly/quarterly actual budget was submitted on a 3560-7 budget style but the proposed budget for the FY was submitted on budget style 1930-7. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Verify the data in the budget and resubmit using the correct budget style. If the data is correct, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
New Project Rent Schedule effective date must align with fiscal year start and end	The effective date of the project rent schedule is outside the start and end date range of the fiscal year (FY).
	Corrective Acton:
	Validate the effective date and/or selected FY of the budget and the associated Rent Schedule. Verify that the effective date is within the effective and end dates of the FY. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction. If the effective dates are correct on the budget, rent schedule and FY, management agents must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
New Project Rent Schedule effective date must be equal to Project Proposed Budget effective date	The effective date of the project rent schedule must be the same as the effective date of the Proposed Budget.
	Corrective Acton:
	Validate the effective date and/or selected FY of the budget and the associated Rent Schedule. Verify that the effective date is within the effective and end dates of the FY. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction. If the effective dates are correct on the budget, rent schedule and FY, have the management agent contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Non-elderly co- tenant is marked as elderly	The co-tenant is less than 62 years old.
	Corrective Acton:
	Validate the birth date of the co-tenant. If the birth date is incorrect, resubmit the transaction with the corrected data.
Non-elderly tenant not eligible for initial entry to elderly project	A tenant must be at least 62 years old to be eligible to gain residence in an elderly project. The birth date of the tenant is calculated to be less than 62 years old.
	Corrective Acton:
	The transaction is for an elderly project, but the tenant is not 62 or older. Either correct the information on the initial certification and resubmit or contact the Centralized Servicing Center (CSC) to reject or approve the transaction.

Error Condition/System Message	Description/Corrective Action by Management Agent
OTHER budget line item has no supporting comment	The information entered on the OTHER line of the budget does not have a supporting comment. **Corrective Acton:** Validate the information entered on this line of the budget and enter an applicable comment. Verify that all budget lines containing the word 'Other' have an associated comment indicating what the 'Other' is. Resubmit the transaction.
Project 1 unit has been vacated	A swap or transfer transaction has been received for a project unit that has been vacated. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit. If found, and this transaction must be processed, contact the Centralized Servicing Center (CSC) for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project cannot be determined from borrower id and project number	The borrower ID and project numbers do not match any in the system. **Corrective Acton:** The transaction does not have the correct Project Information in it. Verify the Project information against the project worksheet for that project. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Project is not active, paycode is: xxx	Only active projects with pay code 000 can receive transactions. **Corrective Acton:** The transaction does not have the correct Project Information in it. It has the Project information for a project that has been paid off or transferred to another project ID. Verify the project information against the new project worksheet for that project. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Project unit 1 not occupied	A swap or transfer has been received for a project unit that is not occupied. **Corrective Acton:** Validate the effective date and project unit. Determine if the specified units have had the tenants vacated or transferred out of those units before the effective date of the transaction. If in error, correct and resubmit the transaction. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project unit 2 not date effective	The effective date does not fall within the effective date range of project unit 2 (project unit start and end date). **Corrective Acton:** Validate the effective date and project unit. If either is in error, correct and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project unit 2 not occupiable	Project unit 2 has been marked un-occupiable for the effective date of the transaction. **Corrective Acton:** Validate the effective date and project unit. Determine if the tenant has vacated or transferred out of the unit before the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project unit has already been vacated	A vacate transaction has been received for a project unit that has been vacated. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit. If found, and this transaction must be processed, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Project unit has been occupied subsequent to initial vacate	The unit has been occupied after the initial vacate date. **Corrective Acton:** Validate the effective date and project unit. Determine if a new tenant has been placed into that unit for the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project unit has been vacated	A transaction has been received (other than an Initial certification) for a project unit that has been vacated. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a vacate transaction was previously processed for that unit. If found, and this transaction must be processed, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project unit not date effective	The effective date of the transaction does not fall within the effective date range of the project unit (project unit start and end date). **Corrective Acton:** Validate the effective date and project unit on the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project unit not found	The project unit does not match any defined for the project. **Corrective Acton:** Validate the project unit. Verify that the unit is entered exactly as it is displayed on the Project Worksheet. If in error, correct and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Project unit not occupiable	The project unit has been marked un-occupiable for the effective date of the transaction. **Corrective Acton:** Validate the effective date and project unit. Determine if the unit is uninhabitable as of the effective date of the transaction. If either field is in error, correct and resubmit the transaction. A tenant cannot be placed in the unit if the date is before or the SAME as the end date of the unit's uninhabitable record. If the data is correct, contact CSC for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Project unit not vacant	An Initial certification has been received for a project unit that is still Occupied. **Corrective Acton:** Validate the effective date and project unit. Determine if a new tenant has been placed into that unit for the effective date of the transaction. If either field is in error, correct and resubmit the transaction. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Proposed Budget has already been approved	A proposed budget was submitted but one for that Fiscal Year (FY) and effective date has already been approved. **Corrective Acton:** Validate the effective date and/or selected FY. Verify that the effective date entered is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Quarterly Actuals have already been approved	A quarterly actual budget was submitted but one for that FY and effective date has already been approved. **Corrective Acton:** Validate the effective date and/or selected FY. Verify that the effective date entered is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.
Quarterly Actuals qtr not valid	A quarterly actual budget was submitted with an invalid date. **Corrective Acton:** Validate the effective date of the budget. Have the management agent resubmit the transaction with the corrected date if applicable.

Error Condition/System Message	Description/Corrective Action by Management Agent
RA date cannot be same as current RA effective date	Cannot remove rental assistance (RA) in a Tenant Subsidy transaction on the same date it was added. Cannot add RA on the same date it was removed. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if an RA assignment was previously processed for that unit with the same effective date. Also check for a recertification that also assigned RA on that unit for that day. If found, and this transaction must be processed, the effective date of the transaction cannot be before the 1st day of the next month. If neither is found, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
RA date prior to current cert effective date	Cannot add or remove RA effective before the last certification effective date. **Corrective Acton:** Verify the effective date. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
RA date prior to current swap effective date	Cannot add or remove RA effective before the last swap effective date. **Corrective Acton:** Verify the effective date. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
RA date prior to current transfer effective date	Cannot add or remove RA effective before the last transfer effective date. **Corrective Acton:** Verify the effective date. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
RA delete not allowed due to subsequent action	A subsequent action has made an RA delete transaction invalid. **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. If correct, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
RA effective date past cert expiration date	Cannot add or remove rental assistance (RA) if the last certification has expired. **Corrective Acton:** Verify data in the transaction. If another action has processed against the unit since the last RA assignment, you cannot delete the RA. If it should be removed, process a re-certification or contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
RA not allowed due to subsequent action	A subsequent action has made an RA transaction invalid. **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. If correct, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Recert cannot have same effective day as cotenant recert	Cannot re-certify on the same effective date as a co-tenant-to-tenant transaction. **Corrective Acton:** Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if a co-tenant-to-tenant certification or recertification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Recert cannot have same effective day as initial cert	Cannot re-certify on the same effective date as an initial certification transaction. **Corrective Acton:** Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Recert date cannot be same current cotenant to tenant effective date	Cannot re-certify on the same effective date as a co-tenant-to-tenant transaction. **Corrective Acton:** Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if a co-tenant-to-tenant certification or recertification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Recert date cannot be same current init cert effective date	Cannot re-certify on the same effective date as an initial certification transaction. **Corrective Acton:** Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Recert date does not match tenant residency	The re-certification effective date falls outside the start and end date range of the tenant's stay in that unit or the tenant is not part of that household for the effective date of the re-certification. **Corrective Acton:** Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet to determine the initial entry effective date or the expiration date of the current certification for the tenant in that unit. Verify that the effective date of the Recertification falls within that date range. If information is correct, contact the software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC. If none of the above situations apply, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Recert date prior to current cert effective date	A re-certification cannot be effective before the current certification. **Corrective Acton:** Verify the effective date and unit. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification or recertification was previously processed for that tenant/unit. If found, but the data associated to this certification must be resubmitted, process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Recert date prior to current swap effective date	A re-certification cannot be effective before the current swap effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Recert date prior to current transfer effective date	A re-certification cannot be effective before the effective date of the transfer. **Corrective Acton:** Verify data in the transaction. If the effective date is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Recert is not the latest action	A Remove Recertification has been sent but a Re-Certification is not the last action posted to this unit. **Corrective Acton:** No action is necessary.
Recert prior to current cert effective date	A re-certification cannot be effective before the current certification. **Corrective Acton:** Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Recert prior to current swap effective date	A re-certification cannot be effective before the current swap effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Recert prior to current transfer effective date	The re-certification effective date falls outside the start and end date range of the tenant stay in that unit or the tenant is not part of that household for the effective date of the re-certification – this is usually due to invalid data from the conversion effort. **Corrective Acton:** Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Rent Schedule does not support all project units	A rent schedule must contain at least one row of rents for each unique combination of bedroom and type of unit defined at USDA. This error message is received when a unit is not matched by a row of rents. **Corrective Acton:** Verify that the rent schedule has all unit types defined. Use the Project Worksheet to verify the types of units defined within the system. Each must be present. Add or remove unit types where appropriate. Resubmit the transaction with corrected information. If all units are covered, contact the RD Servicing Office to determine what is missing.
Subsidy change not allowed due to subsequent action	A Tenant Subsidy Change transaction cannot be applied if other actions have occurred after the Tenant Subsidy Change effective date. **Corrective Acton:** Validate the effective date. Determine whether previous actions are correct or should be removed. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Subsidy date on or prior to current cert effective date	A Tenant Subsidy Change effective date cannot be before the effective date of the current certification. **Corrective Acton:** Validate the effective date. Determine whether previous actions are correct or should be removed. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Subsidy effective date past cert expiration date	A Tenant Subsidy Change effective date cannot be after the expiration date of the current certification. **Corrective Acton:** Validate the effective date. Determine whether previous actions are correct or should be removed. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Subsidy not changed from current certification setting	The Tenant Subsidy Change is the same as the current tenant subsidy type on the current certification. **Corrective Acton:** Validate the Tenant Subsidy type being submitted. Determine whether previous actions are correct or should be removed. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 1 date past cert expiration date	A re-certification cannot be effective before the current swap effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 1 date prior to current swap effective date	A swap cannot be effective before the current swap effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 1 date prior to current transfer effective date	A swap cannot be effective before the effective date of the transfer. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 1 delete not allowed due to subsequent action	A subsequent action has made a swap delete transaction invalid. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Swap 2 action not allowed due to prior action	A previous transaction has occurred that makes a swap invalid. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 2 date past cert expiration date	The previous certification has expired; the tenant must be re-certified before being swapped. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 2 date prior to current cert effective date	A swap cannot be effective before the current certification effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 2 date prior to current swap effective date	A swap cannot be effective before the current swap effective date. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Swap 2 date prior to current transfer effective date	A swap cannot be effective before the effective date of the transfer. **Corrective Acton:** Verify data in the transaction. If the effective date of the Swap is in error, resubmit the transaction with corrected data. Verify the current certification expiration date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Swap 2 delete not allowed due to subsequent action	A subsequent action has made a swap delete transaction invalid. **Corrective Acton:** The remove swap transaction is not allowed because subsequent actions have been taken upon the units that cannot be reversed without removing those transactions. For example, a Swap action cannot be deleted if one of the tenants of the swap was later vacated. Verify the status of both the units and tenants in the transaction. Only if absolutely necessary, contact the Centralized Servicing Center (CSC) for assistance in modifying the status of the tenants/units and have them reapply the transaction. Process changes in correct date order.
Swap 2nd household could not be determined	No household could be found living in the swap-to project unit. **Corrective Acton:** This error indicates that one of the tenants listed is not in the unit specified. Validate the information provided on the certification; specifically, the Social Security Number (SSN) for the tenant and the unit number. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Swap action not allowed due to prior 1 action	A previous transaction has occurred for the first tenant on the swap that makes a swap invalid. **Corrective Acton:** The swap transaction is not allowed because prior actions have been taken upon the unit in the transaction that makes the execution of the swap as defined impossible. Such as a Swap action cannot be executed if one of the tenants of the swap has already vacated. Verify the status of both the units and tenants in the transaction on the project worksheet. If the swap should still be processed, contact CSC for assistance in modifying the status of the tenants/units and have them reapply the transaction. Process changes in correct date order.
Swap project unit id could not be determined	The swap-to project unit id could not be matched to any in the project. **Corrective Acton:** This error indicates that one of the units listed is not defined within the project. Validate the information provided on the Swap. Specifically, verify that the unit number exists as defined on the project worksheet. If the data is correct, contact CSC for assistance in modifying the unit number and have them reapply the transaction. Process changes in correct date order.
Tenant 1 does not reside in unit to be swapped from	The swap transaction specifies a different project unit than the one in which the tenant currently resides. **Corrective Acton:** This error indicates that the tenant listed in one of the units is not in the unit specified. Validate the information provided on the swap; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Tenant 1 does not reside in unit to be vacated	The vacate transaction specifies a different project unit than the one in which the tenant currently resides. **Corrective Acton:** This error indicates that the tenant listed in the unit being vacated is not in the unit specified. Validate the information provided on the vacate transaction; specifically, the Social Security Number (SSN) for the tenant and the unit number on the project worksheet. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant 2 does not reside in unit to be swapped from	The swap transaction specifies a different project unit than the one in which the tenant currently resides. **Corrective Acton:** This error indicates that the tenant listed in one of the units is not in the unit specified. Validate the information provided on the swap; specifically, the SSN for the tenant and the unit numbers on the project worksheet. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant 2 does not reside in unit to be vacated	The vacate transaction specifies a different project unit than the one in which the tenant currently resides. **Corrective Acton:** This error indicates that the tenant listed in the unit being vacated is not in the unit specified. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant already resides in a project. State: xx District: xxx Borrower ID: xxxxxxxxx Project Nbr: xxx	The tenant already resides in a different project and cannot be certified into another one. **Corrective Acton:** This error indicates that the tenant listed on the certification already resides in another MFH project. Validate the information provided on the certification; specifically, the SSN for the tenant on the application. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Tenant already resides in this project	Cannot process an initial certification for a tenant who already resides in the project. **Corrective Acton:** This error indicates that the tenant listed on the certification already resides in another unit in this MFH project. Validate the information provided on the certification; specifically, the Social Security Number (SSN) for the tenant. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit, even if they were defined as a co-tenant or a dependent. Correct any data in error and resubmit the transaction. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant application has ended	An initial certification was submitted for an applicant with an expired application. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Tenant certification has ended	A modified certification was submitted for a tenant with an expired certification. **Corrective Acton:** Verify data in the transaction. When processing a modify transaction, it must have the same effective date as the last certification recorded. If the effective date of the modify transaction is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Tenant does not currently reside in unit	The transaction specifies a different project unit than the one in which the tenant currently resides. **Corrective Acton:** This error indicates that the tenant listed in the unit is not in the unit specified. Validate the information provided on the certification; specifically, the SSN for the tenant and the unit number on the project worksheet. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Tenant does not reside in unit to be transferred from	The transfer transaction specifies a different project unit than the one in which the tenant currently resides. **Corrective Acton:** This error indicates that the tenant listed in the unit being transferred from is not in the unit specified. Validate the information provided on the transfer; specifically, the Social Security Number (SSN) for the tenant and the unit number on the project worksheet. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant does not reside in unit to be vacated	The vacate transaction specifies a different project unit than the one in which the tenant currently resides. **Corrective Acton:** This error indicates that the tenant listed in the unit being vacated is not in the unit specified. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant has already vacated this project	A vacate transaction was received for a tenant who has already vacated the project. **Corrective Acton:** This error indicates that the tenant listed in the unit being vacated is not listed in the project. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant has vacated this project	A transaction was received for a tenant who has already vacated the project. **Corrective Acton:** This error indicates that the tenant listed in the unit being vacated is not listed in the project. Validate the information provided on the vacate transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant household not found	Tenant SSN not matched to any currently on file. **Corrective Acton:** This error indicates that the tenant listed is not in the unit specified. Validate the information provided on the transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact CSC for assistance in modifying the status of the co-tenant/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Tenant household record not found	Tenant Social Security Number (SSN) not matched to any currently on file. **Corrective Acton:** This error indicates that the tenant listed is not in the unit specified. Validate the information provided on the transaction; specifically, the SSN for the tenant and the unit number. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant income too high for allotment of Rental Assistance	The tenant's income is too high to be eligible for rental assistance (RA). **Corrective Acton:** Verify the tenant's income. Correct if in error and resubmit. If income is correct, check the amount of BASIC rent + Utilities defined for the unit. If correct and 30% of the adjusted monthly income or 10% of the annual income is equal to or greater than the BASIC rent plus utilities, then this tenant is not authorized for RA assistance. If the BASIC rent information is incorrect, contact the RD Servicing Office for assistance in correcting the rents.
Tenant is already a project resident	Cannot process this transaction for a tenant who already resides in the project. **Corrective Acton:** This error indicates that the tenant listed on the certification already resides in another unit in this MFH project. Validate the information provided on the certification; specifically, the SSN for the tenant. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit, even if they were defined as a co-tenant or dependent. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Tenant is already a resident of this project	Cannot process this transaction for a tenant who already resides in the project. **Corrective Acton:** This error indicates that the tenant listed already resides in another unit in this MFH project. Validate the information provided on the certification; specifically, the SSN for the tenant. Also verify the effective date of the certification, especially if the tenant formerly was in another MFH project. A tenant cannot be added into a new project/unit until they are removed from the old project/unit, even if they were defined as a co-tenant or dependent. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Tenant transaction not found	An undo transaction was received but the transaction to be undone cannot be found. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if the 'Send' action for the applicable action type was completed. If the action was accepted through MINC, contact the Centralized Servicing Center (CSC) for assistance in determining the current status and possible removal of that action.
Transaction project not found	The project on the transaction does not match any defined. **Corrective Acton:** The transaction does not have the correct Project Information in it. Verify the Project information entered against the project worksheet. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, have the management agent contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, the management agent can resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Transfer not allowed on same date as previous transfer	A transfer has been submitted with the same effective date as the previous transfer. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a Transfer action was previously processed for that unit with the same effective date. If found, and this transaction must be processed, the effective date cannot be before the 1st day of the next month. If neither is found, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Transfer not allowed on same day as initial certification	A transfer has been submitted with the same effective date as the initial certification. **Corrective Acton:** Verify the effective date and unit of the transfer. If in error, correct data and resubmit the transaction. If correct, check the project worksheet and the 'Review Transactions' option in MINC to determine if an initial certification was previously processed for that tenant/unit with the same effective date. If found, but the data associated to this certification must still be sent, either process a Modification to the current certification or resubmit this transaction with an effective date of the 1st day of the next month. If none of the above situations apply, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Unapproved Proposed Budget already exists	A proposed budget was submitted but an unapproved proposed budget with an effective date earlier than the submitted budget already exists in the system. **Corrective Acton:** Contact the RD Servicing Office for assistance in determining if the date of the submitted budget needs to be changed or if the unapproved budget should be removed.
Vacancy date prior to current absence effective date	Tenant cannot be vacated from the project before the date of the absence. **Corrective Acton:** Verify data in the transaction. If the effective date of the vacancy is in error, resubmit the transaction with corrected data. Verify the current absence effective date on the unit per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Vacancy date prior to current cert effective date	Tenant cannot be vacated from the project before the last certification date. **Corrective Acton:** Verify data in the transaction. If the effective date of the vacancy is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Vacancy date prior to current subsidy effective date	A subsidy transaction has occurred with a later effective date than the effective date of the vacancy. **Corrective Acton:** Verify data in the transaction. If the effective date of the vacancy is in error, resubmit the transaction with corrected data. Verify the current subsidy effective date on the unit per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Vacancy date prior to current swap effective date	A swap has occurred with a later effective date than the effective date of the vacancy. **Corrective Acton:** Verify data in the transaction. If the effective date of the vacancy is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the swapping units per the project worksheet. If incorrect, contact CSC for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Vacancy date prior to current transfer effective date	Tenant cannot be vacated from the project before the last transfer date. **Corrective Acton:** Verify data in the transaction. If the effective date of the recertification is in error, resubmit the transaction with corrected data. Verify the current certification effective date on the unit being transferred per the project worksheet. If incorrect, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
Vacancy delete not allowed due to subsequent action	A subsequent action has made a vacancy delete transaction invalid. **Corrective Acton:** Verify that a vacancy delete is appropriate for this unit. If so, contact CSC for assistance in determining other actions processed against this unit which may have caused this error. Work with them to modify the tenant's status and have them reapply the transaction if appropriate. Process changes in correct date order.
Vacate not allowed due to prior action	A previous action (such as outside transfer) has made a vacate transaction invalid. **Corrective Acton:** The vacate transaction is not allowed because prior actions have been taken against the unit in the transaction that makes the vacate transaction as defined impossible. For example, a vacate action cannot be executed if the tenant has already vacated or transferred to another unit. Verify the status of the unit and tenant on the project worksheet. If the vacate should still be processed, contact CSC for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.
Vacates not allowed on first of month	Vacate effective date must not be the 1st of the month. **Corrective Acton:** Verify that the effective date of the vacancy is not on the first of the month. Resubmit the transaction with the corrected data.
Year End Actuals have already been approved	A year end actual budget was submitted but one has already been approved. **Corrective Acton:** Validate the effective date and/or selected Fiscal Year (FY) of the budget. Verify that the effective date entered is within the effective and end dates of the FY. Multiple budgets can be submitted for the same FY but not for the same effective date. The effective date must be at least one month later than the approved budget effective date. Correct any errors and resubmit the transaction. In rare cases, the effective and end dates of the FY may be in error. If so, contact the RD Servicing Office for assistance in determining the effective and end dates for the FY in the system. Let them know if changes are required to the FY dates. If the FY dates were corrected, have the RD Servicing Office reapply the transaction.

Held up Messages

This category is used to indicate that the transaction cannot be processed until another transaction currently in 'Pending' status is processed. For example, an Initial Certification with an effective date in January is pending because its effective date is over 2 months old. This transaction is a 'Modify' transaction for that tenant. Until the Initial Certification is processed, the modify transaction cannot be processed. After the related transaction is processed, the transaction can be processed.

Error Condition/System Message	Description/Corrective Action by Management Agent
Heldup pending approval of previous recert	The transaction is for the same tenant and unit as another transaction in the system in 'PENDING' status. This transaction cannot be processed until a previously received transaction has been processed. **Corrective Acton:** No action is necessary. This error indicates that the transaction was received but cannot be completely processed until a previous transaction, for the same borrower/unit, is processed by the Centralized Servicing Center (CSC). When the previous transaction processes, this transaction will be reviewed and processed within the next hour. After that hour, review this transaction again to determine if further processing issues exist.
Next in held-up queue	Indicates that this transaction is waiting on another pending transaction for this unit. The transaction must be resolved before processing on this transaction can continue. **Corrective Acton:** Locate and determine resolution on outstanding pending transaction for this unit.

Error Messages

These messages indicate that the combination of data in the transaction would break a major business rule or cause a problem with MFIS data integrity. It can not be re-applied in MFIS. The data must be re-entered by the Management Agent with correct data and resent to USDA.

Error Condition/System Message	Description/Corrective Action by Management Agent
Action is not a cotenant-to-tenant	The transaction submitted was a co-tenant-to-tenant certification but the information contained in the transaction does not contain the data necessary to process a co-tenant-to-tenant certification. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action is not a recert	The transaction submitted was a recertification but the information contained in the transaction does not contain data necessary to process a recertification. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action is not a swap	The transaction submitted was a swap but the information contained in the transaction does not contain data necessary to process a swap. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action is not a vacancy	The transaction submitted was a vacancy but the information contained in the transaction does not contain data necessary to process a vacancy. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Action is not an absence	The transaction submitted was an absence but the information contained in the transaction does not contain data necessary to process an absence. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action is not an application	The transaction submitted was an application but the information contained in the transaction does not contain data necessary to process an application. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action is not an init cert	The transaction submitted was an initial certification but the information contained in the transaction does not contain data necessary to process an initial certification. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action is not an inside transfer	The transaction submitted was an inside transfer but the information contained in the transaction does not contain data necessary to process an inside transfer. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Action is not an RA	The transaction submitted was a Rental Assistance (RA) transaction but the information contained in the transaction does not contain data necessary to process an RA transaction. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action is not a Subsidy action	The transaction submitted was a subsidy action but the information contained in the transaction does not contain data necessary to process a subsidy action. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Action not an eviction	The transaction submitted was an eviction transaction but the information contained in the transaction does not contain data necessary to process an eviction transaction. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Cannot determine application tenant	The data specifically related to the Tenant on the application cannot be determined or located. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Cannot determine unit id for R5 rent schedule line	The R5 rent schedule line requires that a specific unit be listed to go along with the rent schedule. The unit information was not included in the transaction. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
CURRENT Project Rent Schedule detail records not available	A remove transaction was received for a project rent schedule that does not exist. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if the 'Send' action on the selected budget type was completed. If the budget with related latest Rent Schedule information was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status and possible removal of the Rent Schedule.
Duplicate recert	The indicated household already has a recertification transaction in the system with the same effective date as entered on this transaction. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if a recertification was previously processed for the unit with the same effective date. If found, and this transaction must be processed, contact the Centralized Servicing Center (CSC) for assistance in modifying the tenant's status and have them reapply the transaction. Process changes in correct date order.
ERROR – Incomplete data due to invalid date in transmission file	Some portion of the transaction has been lost since an invalid date was received in the transmission file. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Verify data in the transaction. If incorrect, resubmit the transaction with corrected data. If correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Incomplete data due to invalid date in transmission file	Some portion of the transaction has been lost since an invalid date was received in the transmission file. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Input Error – ORA-01843: not a valid month	Date entered does not contain the values 01-12. **Corrective Acton:** Correct the date and re-submit the transaction.
Invalid budget line code: xxxxxxxx	Each line of a budget has a unique identifier. Either the line code sent or the information associated to this line of the budget is invalid. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid budget transaction code	A budget action has been sent but the transaction type or the information entered is invalid. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid cert information - effective or received date	The certification transaction must have a valid effective and received date. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid cert modify, effective date change with existing subsequent actions	Certifications cannot be modified if other actions have occurred after the certification was applied except for transfers, swaps or absence transactions. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid co-tenant information - birth date or last name	A co-tenant must have a non-blank last name and valid birth date. **Corrective Acton:** Validate the co-tenant's last name and/or birth date. Correct the information and resubmit this action. If last name or birth date appears to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid effective date -- must be first of month	Certifications must have an effective date that is the 1st of the month. **Corrective Acton:** Validate the effective date of the transaction. Correct the information and resubmit this action. If the effective date is correct and appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid household member birthday	A birthday for one or more household members is not in the correct format. **Corrective Acton:** Validate the birth dates of the household members. Correct the information and resubmit this action. If the birthdays appear to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid hshld member – Minor is older than 18 years	A household member was marked as being a minor but from the provided birth date they are calculated to be older than 18 years. **Corrective Acton:** Validate the birth dates of the household members. If a household member is not a minor, remove the indication that the member is a minor. Resubmit the transaction with corrected data. If the birth date is correct and the vendor software does not have the dependent marked as a minor, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid hshld member birth date -- more than 150 years	A household member birth date was received that when processed calculates them to be more than 150 years ago.
	Corrective Acton:
	Validate the birth dates of the household members. Resubmit the transaction with corrected data. If the birth date is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid inside transfer information - effective or received date	The information entered on the selected line of data is not appropriate for the line type associated to that data.
	Corrective Acton:
	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid late date – not same month as effective date	A remove transaction was received but the transaction type it was attempting to remove appears to have never been received and processed to the system.
	Corrective Acton:
	No action is necessary.
Invalid line code for R3 rent schedule unit size	A Social Security Number (SSN) was received with non-numeric characters. The field may be transmitted as all spaces or all zeros to cause a SSN to be generated for the household member. Any other entries must be numeric. The SSN field is 9 numeric characters in length.
	Corrective Acton:
	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid line code for R3 rent schedule unit type	The swap transaction must have a valid effective and received date.
	Corrective Acton:
	Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid line code for R4 rent schedule unit size	A tenant birth date was received that is in the future. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid line code for R4 rent schedule unit type	The tenant's birth date, when processed, calculates to be more than 150 years ago. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid line code for R4 rev rent schedule	The tenant's birthday format is invalid. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid line code length for R3 rent schedule	A tenant must have a non-blank last name and valid birth date. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid line code size for R4 rent schedule line	A tenant subsidy code 8 (Voucher at HUD rent) is not allowed unless the project has subsidy code 21 (Section 8, Plan II, RA). **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid line type	The information entered on the selected line of data is not appropriate for the line type associated to that data. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid non-tenant gender -- must be M or F	A tenant action has been sent but the non-tenant's gender is not M or F. **Corrective Acton:** Validate the household member's gender. Correct the information and resubmit this action. If the household member's gender appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid removal transaction type	A remove transaction was received but the transaction type it was attempting to remove appears to have never been received and processed to the system. **Corrective Acton:** Check the 'Review Transactions' option in MINC to determine if the selected budget type was sent. If the transaction was accepted through MINC, contact the RD Servicing Office for assistance in determining the current status of the unit, tenant, or budget related to the transaction.
Invalid ssn --- non-numeric characters	A Social Security Number (SSN) was received with non-numeric characters. The field may be transmitted as all spaces or all zeros to cause a SSN to be generated for the household member. Any other entries must be numeric. The SSN field is 9 numeric characters in length. **Corrective Acton:** Validate the SSN of the household members and resubmit the transaction with corrected data. If the SSN's appear to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid swap information - effective or received date	The swap transaction must have a valid effective and received date. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted and cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid tenant birth date -- greater than current date	A tenant birth date was received that is in the future. **Corrective Acton:** Validate the tenant's birth date. Correct the information and resubmit this action. If the birth date appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant birth date -- more than 150 years	The tenant's birth date, when processed, calculates to be more than 150 years ago. **Corrective Acton:** Validate the tenant's birth date. Correct the information and resubmit this action. If the birthday appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant birthday	The tenant's birthday format is invalid. **Corrective Acton:** Validate the tenant's birth date. Correct the information and resubmit this action. If the birthday appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant gender -- must be M or F	A tenant action has been sent but the tenant's gender is not M or F. **Corrective Acton:** Validate the tenant's gender. Correct the information and resubmit this action. If the gender appears to be in the correct format, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Invalid tenant information - birth date or last name	A tenant must have a non-blank last name and valid birth date. **Corrective Acton:** Validate the tenant's last name and/or birth date. Correct the information and resubmit this action. If the last name or birth date appears to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.

Error Condition/System Message	Description/Corrective Action by Management Agent
Invalid tenant transaction code	The tenant transaction code must be one of the following: I, R, C, T, V, M, A, L, B, P, S, or X. This error should not occur unless the management agent uses vendor software. **Corrective Acton:** Management agents must contact their software vendor for assistance in determining the action code transmitted or the cause of the error. When the error is corrected or the vendor has provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Non-elderly tenant is marked as elderly	The tenant is less than 62 years old but an elderly condition has been set. **Corrective Acton:** Validate the birth date of the tenant. Validate data in the elderly, elderly/disabled or elderly/handicapped fields on the transaction. If the birth date is incorrect, resubmit the transaction with the corrected data. If the elderly count is in error, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
PRJ2000_Tmp Unit NF	The unit is not found on the Project Worksheet. **Corrective Acton:** Validate the project unit. If the data is correct, contact the RD Servicing Office for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Problem finding associated project	The associated project cannot be found. **Corrective Acton:** The transaction does not have the correct Project Information in it. Verify the Project information against the project worksheet for that project. If the information is in error, resubmit the transaction with the corrected data. If the information is correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Project Tenant 1 Household Unit Error	The associated project tenant 1 cannot be found in the associated household. **Corrective Acton:** This error indicates that the tenant listed on the certification is not in the unit specified. Validate the information provided on the certification; specifically, the tenant's Social Security Number (SSN) and unit number. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the status of the tenant/unit and have them reapply the transaction. Process changes in correct date order.

Error Condition/System Message	Description/Corrective Action by Management Agent
Project Tenant Data is corrupted	The Tenant SSN or other tenant not matched to any currently on file or cannot be found. **Corrective Acton:** Verify data in the transaction. If any data is incorrect, resubmit the transaction with corrected data. If the data appears to be correct, the management agent must contact their software vendor for assistance in determining the cause of the error. When the vendor has corrected the error or provided a work around, resubmit the transaction. Until the error is resolved, send the transaction via the Fill-A-Form option in MINC.
Project Unit NF	The project unit does not match any defined for the project. **Corrective Acton:** Validate the project unit. Verify that the unit is entered exactly as it is displayed on the Project Worksheet. If in error, correct and resubmit the transaction. If the data is correct, contact the Centralized Servicing Center (CSC) for assistance in modifying the unit's status and have them reapply the transaction. Process changes in correct date order.
Tenant Household Member AE	Tenant Household Member already exists in the system. **Corrective Acton:** This error indicates that a household member listed already resides in another MFH project. Validate the information provided on the certification. Also verify the certification effective date, especially if the household member formerly was in another MFH project. A household member cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the household member/unit and have them reapply the transaction. Process changes in correct date order.
Tenant Household Member NU	Tenant Household Member not unique. **Corrective Acton:** This error indicates that a household member listed already resides in another MFH project. Validate the information provided on the certification. Also verify the certification effective date, especially if the household member formerly was in another MFH project. A household member cannot be added into a new project/unit until they are removed from the old project/unit. Correct any data in error and resubmit the transaction. If the data is correct, contact CSC for assistance in modifying the status of the household member/unit and have them reapply the transaction. Process changes in correct date order.