



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

Special Attention of:

Notice PIH 2010-12 (HA)

Directors of HUD Regional and Field
Offices of Public Housing;
Agencies that Administer the
Housing Choice Voucher Program

Issued: April 13, 2010

Expires: April 30, 2011

Cross References: Notice PIH 2008-37(HA)

Subject: Reporting Requirements for the HUD-Veterans Affairs Supportive Housing Program

1. Purpose. The purpose of this Notice is to inform and update those public housing agencies (PHAs) that have been awarded HUD-Veterans Affairs Supportive Housing (HUD-VASH) vouchers (which will further be referred to in this Notice as initial PHAs) as well as those receiving PHAs that administer HUD-VASH vouchers under portability of the reporting requirements related to this program in order to track its success. These reporting requirements are essential to the coordination of data between HUD and the Department of Veterans Affairs and to ensure that the vouchers remain available upon turnover. The Public and Indian Housing Information Center (PIC) reporting requirements were initially described in section II. f. and III. of the Implementation of the HUD-VASH Program (Operating Requirements) published in the *Federal Register* on May 6, 2008.

2. Operating Requirements. In accordance with Section III of the Operating Requirements, a new code (VASH) has been established for use on line 2n of the form HUD-50058 to indicate that the family is participating in a special program. This code must remain on the form HUD-50058 for the duration of the HUD-VASH family's participation in the program by the initial and receiving PHA, if applicable (see Attachment). Please note that Moving to Work (MTW) agencies are required to use the regular form HUD-50058 for HUD-VASH families, not the form HUD-50058 MTW until further notice.

a. Issuance of Voucher. The initial PHA must track issuance of vouchers for families referred by the Veterans Affairs Medical Center (VAMC) through PIC reporting. The initial PHA must enter the VASH code at the time of issuance of the HUD-VASH voucher (Action Code 2a=10) in order to ensure proper tracking for the HUD-VASH program. Under the portability regulation, 24 CFR § 982.355(c)(6), the receiving PHA must issue a voucher to the family. The receiving PHA is also required to enter a form HUD-50058 into PIC for this action.

b. Leasing and Ongoing Reporting.

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

PHA will not get credit for the family's leasing. In most portability cases, the initial PHA (the one that has been selected to partner with the local VAMC) must be billed for all portable families under the HUD-VASH program. However, if the receiving PHA has been awarded HUD-VASH vouchers, it may elect to absorb the family if it has an available HUD-VASH voucher to offer the family and corresponding case management services will be provided through its partnering VAMC. Prior to the absorption, the partnering VAMC of the receiving PHA must confirm in writing that case management services will be provided. These cases will be handled as long-distance portability under section II.f.(2) of the Operating Requirements if the family is absorbed.

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

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

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

If a PHA believes that a receiving PHA either mistakenly absorbed the family or failed to enter the VASH code, the local Field Office should be contacted if the receiving PHA is under the jurisdiction of the same Field Office. If the receiving PHA is under the jurisdiction of another Field Office, this information should be provided to Headquarters at the following email address:

Phyllis.A.Smelkinson@hud.gov. Each PHA should also compare the data for its HUD-VASH program in VMS and PIC. In VMS, the PHA should report all families that are supported by housing assistance payments (HAP) funds under its own Annual Contributions Contract. This would include families that are being served within the PHA's jurisdiction as well as families for which it is billed under portability. Any problems related to vendor software, including coding issues, must be addressed with the vendor.

4. HUD Tracking. HUD Headquarters will match data from the Department of Veterans Affairs with data in PIC and VMS. If there are discrepancies (such as in the number of families referred by the

VAMCs and those issued vouchers by the initial PHA or the success rate), HUD may contact these PHAs to address these issues. In addition, HUD will monitor the data in VMS and PIC to ensure that families served under the initial PHA's award of HUD-VASH vouchers (either directly or through portability) match in both systems.

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

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

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

/s/

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