

HOUSING ASSISTANCE PAYMENT (HAP)
VOUCHERS / TENANT DATA & SPECIAL CLAIMS

All Section 8 properties are required to submit the electronic data for the monthly housing assistance voucher to PHFA through HUD's Integrated Multifamily Access Exchange (iMAX) in the current TRACS file format.

To ensure timely processing of your monthly HAP, the Agency must receive electronic transmissions of tenant data files and voucher file, along with a signed hard copy of the paper voucher, by the 10th of the preceding month for which payment is requested.

Example: The signed September hard copy voucher, any electronic tenant data files and the electronic voucher file must be received no later than August 10th.

Upon receipt, PHFA will process the electronic files and generate a voucher to be compared to the property's hard copy voucher. PHFA will contact the owner/agent to resolve any discrepancies or errors prior to finalizing the voucher for payment. PHFA will submit the finalized/approved voucher to TRACS for payment. A copy of the approved voucher will be returned to the owner/agent each month, along with a discrepancy letter when needed.

More information pertaining to PHFA's voucher submission requirements can be found in Chapter 9 of the *HUD Handbook 4350.3 Rev-1 CHG 3: Occupancy Requirements of Subsidized Multifamily Housing Programs* and in the *TRACS MAT Guide*.

Tenant Rental Assistance Certification System (TRACS)

PHFA transmits electronic files of your tenant data to the TRACS database through iMAX. Data is sent to the TRACS data base and responses are received from HUD daily. Any TRACS Response errors requiring owner/agent action will be sent back to the property through iMAX.

Submission of Special Claims for Vacancy, Unpaid Rent and Damages for Review and Approval

All claims are reviewed for approval in accordance with *HUD's Special Claims Guidebook HSG-06-01*, issued effective 8/1/06 and *Chapter 9 of the HUD Handbook 4350.3 Rev-1 CHG 3: Occupancy Requirements of Subsidized Multifamily Housing Programs*.

CHAPTER 6

*HOUSING ASSISTANCE PAYMENT (HAP) VOUCHERS / TENANT DATA
AND SPECIAL CLAIMS*

Claim submissions must include a completed checklist, a signed Claim Form and a signed Special Claims Schedule. In addition, back-up documentation, per the checklist, must be included in the claim submission. Checklists may be obtained from PHFA's Website www.phfa.org and claim forms may be obtained from HUD's Website

All claims must be submitted to PHFA's Special Claim Analyst in the Harrisburg office. Once reviewed and processed by PHFA, an approval/denial letter will be issued and claim id provided.

Payment for the claim must be requested within 90 days of receipt of the approval letter. When requesting payment for approved claims, please include a copy of the Special Claim Schedule with your hard copy voucher submission.