

TRACS General Submission Requirements

The following will serve as a reminder of monthly time frames and submission requirements pursuant to HUD regulations:

- Electronic voucher, electronic tenant data for any tenant changes which appear on the voucher (i.e. AR, IR, UT, MI, MO, IC, GR, address records, terminations, and corrections to prior records), and paper voucher (Including documentation for all miscellaneous requests, special claims and copies of approved rent schedule where applicable) must be received by PHFA no later than the 10th of the month preceding the month for which payment is requested. Owner submissions received after the 10th of the month will be processed within 20 days of receipt.
- Fax the Data Sent to iMAX form to PHFA every time you submit TRACS files.
- Payment can not be made for units that are not annually recertified in a timely manner. Payments will be made when the annual recertification has been completed and transmitted by the owner.

Special Claims must be submitted to PHFA for approval with all appropriate supporting documents (see special claims check lists) in accordance with HUD regulations.

All HUD regulations will be strictly enforced beginning with the October voucher.

Owners are required to electronically submit through iMAX in the current 2.0.2 C TRACS file format. Owners may use a service bureau to submit vouchers if they do not have the appropriate software. PHFA's TRACS submission address is TRACSM00722.

Reference information pertaining to HUD's voucher submission requirements for TRACS, 50059 certification and Section 8 special claims can be found in HUD Handbook 4350.3 REV-1 Occupancy Requirements of Subsidized Multifamily Housing Programs, HUD's Special Claims Processing Guide, and the TRACS MAT Guide.