

Monthly 811PRA HAP Billing Cycle

Day of the Month	Activity
1 to 10	Owner/Agent submits tenant data to PHFA via iMAX
1 to 10	Owner/Agent submits "child" voucher request for upcoming month to PHFA via iMAX
1 to 17	PHFA works with owner/agent to correct all TRACS and billing issues
18	PHFA combines all "child" vouchers into one "parent" voucher
18	PHFA submits "parent" voucher to HUD via iMAX (due to HUD by 20th day)
1st business day of following month	HUD direct deposits "parent" voucher payment to PHFA
Within 2 business days following payment to PHFA	PHFA direct deposits "child" payments to each owner
NOTE	Weekends and holidays could shorten PHFA's parent voucher submission deadline by one or two days. It is crucial on these "short months" that owners/agents submit timely and work diligently to correct any issues as soon as possible.