U.S. Department of Housing and Urban Development

Inventory Management System
Moving to Work Technical Reference Guide

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Office of Public and Indian Housing Office of Information Technology

MTW Technical Reference Guide Table of Contents

1 Introduction

1.1 Purpose

The *Moving to Work (MTW) Technical Reference Guide (Guide)* provides information for MTW public housing agencies (PHAs) and software vendors to develop software to capture, edit and submit select fields from the Form HUD-50058 MTW data to the U.S. Department of Housing and Urban Development (HUD). MTW PHAs submit data to the Public and Indian Housing (PIH) Inventory Management System (IMS) MTW module. The MTW module is a HUD system that captures and stores information on residents participating in the MTW Demonstration program.

1.2 Intended Audience

HUD prepared the *Guide* to instruct MTW PHAs and software vendors on how to develop software to capture, store and submit Form HUD-50058 MTW data to the MTW module and to view transmission error reports. The MTW development team at HUD Headquarters also uses the *Guide* to develop the edit and validation process for MTW data.

1.3 Summary

The *Guide* contains the following information:
- Summary of the Form HUD-50058 MTW
- Transmission file layout description
- Descriptions of each field in the transmission file layout and edits
- Cross-references between the data lines in Form HUD-50058 MTW and the data field positions in the transmission file.

1.4 Questions

Users of this *Guide* with questions can post their questions on the Form 50058 forum available on the IMS website. Questions should contain "MTW" in the first line of the posting. HUD monitors and responds to questions posted to this forum on a regular basis. The address for this forum is: http://www.hud.gov/offices/pih/systems/pic/50058/forums.cfm.

1.5 Form HUD-50058 MTW

The Form HUD-50058 MTW captures information about residents who live in public and assisted housing and participate in the MTW Demonstration program. The form contains:
- Demographic information for all members of the household
- Citizenship information
- Income information
- Rent information.

PHAs that participate in the MTW Demonstration program collect and transmit select fields from the Form HUD-50058 MTW and send it electronically to HUD. HUD uses the information for the following purposes:
- Support the analysis of policy, legislative, budget, and program management initiatives and evaluations
- Monitor the MTW Demonstration program

- Provide demographic information on program participants to support HUD management, HUD Field Office, and PHA program objectives
- Monitor compliance with income reporting requirements and related eligibility factors
- Produce demographic information that describes the present occupancy of resident communities to Congress, other Federal agencies, and special housing-related interest groups
- Perform income matching with the Social Security Administration and other agencies.

MTW PHAs and software vendors can use the Form HUD-50058 MTW, the Form HUD-50058 MTW Instruction Booklet and this *Guide* to understand the flow of the information and to develop or modify their software.

1.6   Transmission File Layout Description

An MTW transmission file is an Excel file that contains information for one or more families. HUD receives the file submitted to IMS, extracts information from the file, and performs edits and validations before IMS stores the information in the MTW database.

IMS provides a template for the MTW PHAs to upload the MTW data file. This template can be downloaded from MTW -> Data Collection sub module in IMS. Before uploading the MTW data file, MTW PHAs should run the macro to perform an initial validation of the data. This will help the MTW PHAs identify any obvious invalid data. The step to run the macro is available in IMS in the Data Collection sub module.

MTW PHAs can also upload their MTW data in a pipe (|) delimited file. Detailed instructions to upload MTW data in the pipe delimited format are available in the Data Collection sub module in IMS.

1.6.1 Household Sheet

This is the sheet where MTW PHAs enter the Household information.

1.6.2 Household Member Sheet

This is the sheet where MTW PHAs enter the Household Member information.

1.7   Information on transition to New Project or New Development Numbers

This section of the technical reference guide provides information regarding transition to new project or new development numbers.

With the June 22, 2007 release, the existing project numbers in the PICTEST environment will be replaced by new project numbers. This transition in PICTEST is intended to provide system users a first hand look of the new project numbers and also provide an opportunity for the Form 50058 Software Vendors to make changes to their software and test those changes so that the PHAs are ready to submit the Form 50058s with the new project numbers once the transition to new project numbers takes place in PIC Production.

The transition to new project or new development numbers in PIC Production is currently planned for January 2008.

Format of the new project or new development numbers

The format of the new project or new development numbers is derived from the Asset Management Project (AMP) numbers. AMP numbers are 12 characters in length with the character "P" as the 12th character.

The full AMP number format is:

> [5-Character HA Code] + [6-digit AMP number] + "P"
>
> For e.g. NY001000022P

The new project or new development number will be the AMP number <u>WITHOUT</u> the character "P". In the above example, the new project or new development number will be "NY001000022". Consequently, the new project or new development number is 11 characters in length.

Field 1d – Project Number in the MTW form needs to be used to submit the new project or development number. The field is 11 characters in length.

Please refer to field 1d (Page 9) for more details.

2   File Layout for MTW Data Transmission

2.1   Household -Transmission File Format

NAME: **Record Identifier**

DESCRIPTION: An identifier to indicate the file is MTW data

TYPE: Alphanumeric

SIZE: 5

COMMENTS: Set to 'MTWHR'.

EDITS:

        Fatal: • Must be valued with 'MTWHR'

FIELD NUMBER: 1

POSITION: A

LINE REFERENCE NO: n/a

NAME: **Record Number**

DESCRIPTION: A number to identify the record in the file

TYPE: Numeric

SIZE: 5

COMMENTS: Set to '00002'. This is a sequential number incremented by 1 for each record in the transmission. The record number for the first record will always be '00002'.

EDITS:

        Fatal: • Must be valued

        Fatal: • First record number must equal '00002'

FIELD NUMBER   2

POSITION: B

LINE REFERENCE NO: n/a

2.2   Section 1 – MTW Agency (Household)

NAME: **PHA Name**

DESCRIPTION: Name of the PHA as in IMS

TYPE: Alphanumeric

SIZE: 60

COMMENTS: None

EDITS:

> Warning: • Must be valued with a valid agency name of a PHA
> participating in the MTW Demonstration program

FIELD NUMBER: 4

POSITION: D (Household Sheet)

LINE REFERENCE NO: 1a.

NAME: **PHA Code**

DESCRIPTION: Unique code assigned to the PHA by HUD

TYPE: Alphanumeric

SIZE: 5

COMMENTS: Use the postal state code (exception for Islands) and the
number HUD uses to recognize the PHA in that state.

EDITS:

> Fatal: • Must be valued with a PHA code of a PHA participating
> in the MTW Demonstration program

FIELD NUMBER: 5

POSITION: E (Household Sheet)

LINE REFERENCE NO: 1b.

NAME: **Program**

DESCRIPTION: The type of housing program

TYPE: Alpha

SIZE: 2

COMMENTS: May use either one letter or two letter codes, where
applicable. Use codes 'P' for Public Housing, 'PR' for MTW
Project Based Assistance or 'T' for MTW Tenant Based

Assistance and 'H' for MTW Homeownership.

EDITS:

    Fatal: •   Must be valued with 'P', 'PR' 'T' , or 'H'

FIELD NUMBER:	n/a
POSITION:	F (Household Sheet)
LINE REFERENCE NO:	1c.

NAME: **Project Number**

DESCRIPTION: Official number for the Public Housing Project

TYPE: Alphanumeric

SIZE: 11

COMMENTS: If 1c equals 'PR', 'T' or 'H', should be blank

EDITS:

    Fatal: •   If 1c equals 'P', must be valued

    Fatal: •   If valued, Project Number, Building Number, Building Number Entrance, Unit Number combination must exist in IMS

FIELD NUMBER:	n/a
POSITION:	G (Household Sheet)
LINE REFERENCE NO:	1d.

NAME: **Building Number**

DESCRIPTION: Official number for the Public Housing building

TYPE: Alphanumeric

SIZE: 6

COMMENTS: If 1c equals 'PR', 'T' or 'H', should be blank

EDITS:

    Fatal: •   If 1c equals 'P', must be valued

    Fatal: •   If valued, Project Number, Building Number, Building Number Entrance, Unit Number combination must exist in IMS

FIELD NUMBER:	8
POSITION:	H (Household Sheet)
LINE REFERENCE NO:	1e.

NAME:	**Building Entrance Number**
DESCRIPTION:	Number of each postal address of a single building that may have multiple entrances with different postal addresses.
TYPE:	Alphanumeric
SIZE:	3
COMMENTS:	Applies only when a building has multiple entrances with different postal addresses. If there is a single building entrance, default to '1'. If 1c equals 'PR', 'T' or 'H', should be blank.
EDITS:	

	Fatal:	•	If 1c equals 'P', must be valued
	Fatal:	•	If 1c does not equal 'P', must be blank
	Fatal:	•	If valued, Project Number, Building Number, Building Number Entrance, Unit Number combination must exist in IMS

FIELD NUMBER:	9
POSITION:	I (Household Sheet)
LINE REFERENCE NO:	1f.

NAME:	**Unit Number**
DESCRIPTION:	Official number for the Public Housing unit
TYPE:	Alphanumeric
SIZE:	10
COMMENTS:	If 1c equals 'PR', 'T' or 'H', should be blank
EDITS:	

	Fatal:	•	If 1c equals 'P', must be valued
	Fatal:	•	If 1c does not equal 'P', must be blank
	Fatal:	•	If valued, Project Number, Building Number, Building Number Entrance, Unit Number combination must exist in IMS

FIELD NUMBER:	10
POSITION:	J (Household Sheet)
LINE REFERENCE NO:	1g.

2.3   Section 2 – MTW Action

NAME:	**Type of Action**
DESCRIPTION:	Indicates the reason PHA submitting a Form HUD-50058 MTW record for the family
TYPE:	Numeric
SIZE:	2
COMMENTS:	Use 1 = New Admission; 2 = Annual Reexamination; 3 = Interim Reexamination; 4 = Portability Move-in, 5 = Portability Move-out; 6 = End Participation; 7 = Other Change of Unit; 8 = FSS/MTW Self Sufficiency Program Only; 9 = Annual Reexamination Searching; 10 = Issuance of Voucher Equivalent; 11 = Expiration of Voucher Equivalent; 13 = Annual HQS Inspection Only; 14 = Historical Adjustment; 15 = Void

EDITS:

Fatal:	•	Must be valued '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '13', '14' or '15'
Warning:	•	If 1c equals 'P', cannot equal '4', '5', '9', '10', '11' or '13'
Warning:	•	Must not equal '12'

FIELD NUMBER:	12
POSITION:	L (Household Sheet)
LINE REFERENCE NO:	2a.

NAME:	**Effective Date of Action**
DESCRIPTION:	This is the effective date of the action occurring in line 2a
TYPE:	Date
SIZE:	10
COMMENTS:	Must be in MM/DD/YYYY format.
EDITS:	

Fatal:	•	Must be valued in MM/DD/YYYY format
Fatal:	•	Cannot be earlier than the 2h, if provided
Fatal:	•	Cannot be 4 months later than the Transmission date in the Header record
Fatal:	•	Cannot be later than 3 months from Date Last Modified

FIELD NUMBER:	13
POSITION:	M (Household Sheet)
LINE REFERENCE NO:	2b.

NAME:	**Correction**
DESCRIPTION:	Indicate if the Form HUD-50058 MTW record is correcting the previously submitted Form HUD-50058 MTW record for the family
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes, 'N' for no
EDITS:	

Warning:
- Must be valued with 'Y' or 'N'

Warning:
- If 2a equals '15', must equal 'N'

FIELD NUMBER:	14
POSITION:	N (Household Sheet)
LINE REFERENCE NO:	2c.

NAME:	**Correction Code**
DESCRIPTION:	Indicates primary reason for the correction occurring in line 2c
TYPE:	Numeric
SIZE:	1
COMMENTS:	Use '1' for family income correction, '2' for family correction (non-income), '3' for PHA income correction, '4' for PHA correction (non-income). If 2c equals 'N', put 0.
EDITS:	

Warning:
- If 2c equals 'Y', must be valued with '1', '2', '3' or '4'

FIELD NUMBER:	15
POSITION:	O (Household Sheet)
LINE REFERENCE NO:	2d.

NAME:	**Date of Admission to Program**
DESCRIPTION:	Date the family was initially admitted to the program in line 1c
TYPE:	Date
SIZE:	10
COMMENTS:	Use MM/DD/YYYY format. If 2a equals '5','6', '8','9', '10', '11', '13' or '15', should be blank
EDITS:	

- Warning: • If 2a equals '1', '2', '3', '4', '7', or '14', must be valued in MM/DD/YYYY format
- Warning: • If 2a equals '1' or '4', must equal 2b
- Warning: • If 2a equals '2', '3', '7' or '14', must be earlier than 2b

FIELD NUMBER:	16
POSITION:	P (Household Sheet)
LINE REFERENCE NO:	2h.

NAME:	**Projected Effective Date of Next Re-Examination**
DESCRIPTION:	Projected effective date of next re-exam
TYPE:	Date
SIZE:	10
COMMENTS:	Use MM/DD/YYYY format. If 2a equals '5', '6', '8', '10', '11', '13', '14' or '15', should be blank.
EDITS:	

- Warning: • If 2a equals '1', '2', '3', '4', '7', or 9, must be valued in MM/DD/YYYY format
- Warning: • If valued, must be later than 2b

FIELD NUMBER:	17
POSITION:	Q (Household Sheet)
LINE REFERENCE NO:	2i.

2.4   Section 3 – MTW Household

NAME:	**Member Last Name**
DESCRIPTION:	Last name of the head of household
TYPE:	Alpha
SIZE:	30
COMMENTS:	Separate name suffixes with commas (ex.: Smith, Jr.).
EDITS:	

Warning: •   Must be valued

FIELD NUMBER:	19
POSITION:	S (Household Sheet)
LINE REFERENCE NO:	3b.

NAME:	**Member First Name**
DESCRIPTION:	First name of the head of household
TYPE:	Alpha
SIZE:	30
COMMENTS:	Do not include name prefixes such as Mr. or Ms.
EDITS:	

Warning: •   Must be valued

FIELD NUMBER:	20
POSITION:	T (Household Sheet)
LINE REFERENCE NO:	3c.

NAME:	**Member Middle Initial**
DESCRIPTION:	Middle initial of the member of the household
TYPE:	Alpha
SIZE:	1
COMMENTS:	Optional information.
EDITS:	None
FIELD NUMBER:	21
POSITION:	U (Household Sheet)
LINE REFERENCE NO:	3d.

NAME: **SSN of Head of Household**

DESCRIPTION: Social Security Number of the Head of the household.

TYPE: Alphanumeric

SIZE: 9

COMMENTS: If tenant is eligible for assistance but does not have an SSN, obtain alternate identifier from PIC.

EDITS:

    Fatal: • Must be nine digits or a valid alternate identifier (AID) issued by HUD

    Fatal: • Cannot equal '999999999', '111111111', '222222222', '333333333', '444444444', '555555555', '666666666', '777777777', '888888888', '123456789', '987654321', '090909090', '009009009', '000000000'

FIELD NUMBER: 22

POSITION: V (Household Sheet)

LINE REFERENCE NO: 3n.

NAME: **Total Number in Household**

DESCRIPTION: The total number of members in the household

TYPE: Numeric

SIZE: 4

COMMENTS: Use whole number. If 2a equals '5', '6', '8', '11', '13' or '15', should be blank.

EDITS:

    Warning: • If 2a equals '1', '2', '3', '4', '7', '9', '10', '14, must be valued with the sum of the number of household members

    Warning: • Must be greater than zero.

FIELD NUMBER: 23

POSITION: W (Household Sheet)

LINE REFERENCE NO: 3t.

2.5   Section 5 – MTW Unit to be occupied

NAME:	**Unit Address (Number and Street)**
DESCRIPTION:	Address of the unit
TYPE:	Alphanumeric
SIZE:	100
COMMENTS:	Unit number and street. Do not use post office boxes. If 2a equals '5', '6', '8', '9', '10', '11' or '15', should be blank.
EDITS:	
Warning:	• If 2a equals '1', '2', '3', '4', '7', '13' or '14', must be valued
FIELD NUMBER:	
	25
POSITION:	Y (Household Sheet)
LINE REFERENCE NO:	5a.

NAME:	**Unit Apartment Number**
DESCRIPTION:	Apartment number of the unit
TYPE:	Alphanumeric
SIZE:	10
COMMENTS:	If 2a equals '5', '6', '8', '9', '10', '11' or '15', should be blank.
EDITS:	None
FIELD NUMBER:	26
POSITION:	Z (Household Sheet)
LINE REFERENCE NO:	5a.

NAME:	**Unit City**
DESCRIPTION:	City of the unit
TYPE:	Alphanumeric
SIZE:	30
COMMENTS:	If 2a equals '5', '6', '8', '9', '10', '11' or '15', should be blank.
EDITS:	

Warning: • If 2a equals '1', '2', '3', '4', '7', '13' or '14', must be valued

FIELD NUMBER: 27

POSITION: AA (Household Sheet)

LINE REFERENCE NO: 5a.

NAME: **Unit State**

DESCRIPTION: State code of the unit

TYPE: Alpha

SIZE: 2

COMMENTS: If 2a equals '5', '6', '8', '9', '10', '11' or '15', should be blank.

EDITS:

Warning: • If 2a equals '1', '2', '3', '4', '7', '13' or '14', must equal a valid state code

FIELD NUMBER: 28

POSITION: AB (Household Sheet)

LINE REFERENCE NO: 5a.

NAME: **Unit Zip Code**

DESCRIPTION: Five digit Zip Code of the unit

TYPE: Alphanumeric

SIZE: 5

COMMENTS: If 2a equals '5', '6', '8', '9', '10', '11' or '15', should be blank.

EDITS:

Warning: • If 2a equals '1', '2', '3', '4', '7', '13' or '14', must be valued

FIELD NUMBER: 29

POSITION: AC (Household Sheet)

LINE REFERENCE NO: 5a

NAME:	**Unit Zip Code +4**
DESCRIPTION:	Zip +4 of the unit
TYPE:	Alphanumeric
SIZE:	4
COMMENTS:	If 2a equals '5', '6', '8', '9', '10', '11' or '15', should be blank.
EDITS:	

      Warning: • If 2a equals '1', '2', '3', '4', '7', '13' or '14', must be valued

FIELD NUMBER:	30
POSITION:	AD (Household Sheet)
LINE REFERENCE NO:	5a.

NAME:	**Number of Bedrooms in Unit**
DESCRIPTION:	The number of bedrooms in the unit
TYPE:	Numeric
SIZE:	1
COMMENTS:	If unit is an efficiency or Single Room Occupancy (SRO), enter 0. If 2a equals '5', '6', '8', '9', '10', '11' or '15', put 0.
EDITS:	

      Warning: • If 2a equals '1', '2', '3', '4', '7', '13' or '14', must be valued

      Warning: • If valued, must be greater than or equal to 0 and less than or equal to 9

FIELD NUMBER:	31
POSITION:	AE (Household Sheet)
LINE REFERENCE NO:	5d.

2.6   Section 18 – MTW Asset Income

NAME: **Final Asset Income**

DESCRIPTION: The final asset income of the family.

TYPE: Numeric

SIZE: 6

COMMENTS: Use whole dollar amounts (no decimals). If 2a equals '5',
                        '6', '8', '10', '11', '13' or '15', put 0.

EDITS:

    Warning: • If 2a equals '1', '2', '3', '4', '7', '9', or '14', must be valued

    Warning: • Must be greater than or equal to 0 and less than or
              equal to 999999

FIELD NUMBER: 33

POSITION: AG (Household Sheet)

LINE REFERENCE NO: 18j.

2.7   Section 19 - Income

NAME: **Total Income After Exclusion**

DESCRIPTION: The total income after exclusions

TYPE: Numeric

SIZE: 6

COMMENTS: Use whole dollar amounts (no decimals).

EDITS:

    Warning: • Must be greater than or equal to 0 and less than or
              equal to 999999

FIELD NUMBER: 35

POSITION: AI (Household Sheet)

LINE REFERENCE NO: 19h.

NAME: **Total Annual Income**

DESCRIPTION: The total annual income for all family members

TYPE: Numeric

SIZE: 6

COMMENTS: Sum of 18j and 19h. Use whole dollar amount (no decimals).

EDITS:

    Warning: • Must be valued with sum of 18j and 19h

    Warning: • Must be greater than or equal to 0 and less than 190000

FIELD NUMBER: 36

POSITION: AJ (Household Sheet)

LINE REFERENCE NO: 19i.

NAME: **Adjusted Annual Income**

DESCRIPTION: The total annual income of the family after adjustments

TYPE: Numeric

SIZE: 6

COMMENTS: Use whole number dollar amount (no decimals). Subtract 19j (deductions) from 19i (total annual income)

EDITS:

    Warning: • Must be greater than or equal to zero and less than or equal to 999999

FIELD NUMBER: 37

POSITION: AK (Household Sheet)

LINE REFERENCE NO: 19k.

2.8   Section 20 – Public Housing

NAME:	**Flat Rent or Income Based Rent Indicator**
DESCRIPTION:	Indicate whether the family is paying a Flat Rent or an Income Based Rent
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'F' for Flat Rent or 'I' for Income Based Rent to indicate the type of rent. If 1c equals 'PR', 'T' or 'H', should be blank.

EDITS:

         Warning: •   If 1c equals 'P', must be valued with 'F' or 'I'

FIELD NUMBER:	39
POSITION:	AM (Household Sheet)
LINE REFERENCE NO:	20a.

NAME:	**Tenant Rent**
DESCRIPTION:	Amount of rent the tenant must pay through MTW
TYPE:	Numeric
SIZE:	6
COMMENTS:	Use whole dollar amount (no decimals). If 20a equals 'F', put 0. If 1c equals 'PR', 'T' or 'H', should be blank

EDITS:

         Warning: •   If 1c equals 'P', must be valued with an amount greater than -2500 and less than 2500

FIELD NUMBER:	40
POSITION:	AN (Household Sheet)
LINE REFERENCE NO:	20b.

NAME:	**Mixed Family Tenant Rent**
DESCRIPTION:	Amount of rent the tenant must pay through MTW based on the Noncitizens Rule
TYPE:	Numeric

SIZE:	6
COMMENTS:	Use positive or negative numbers. If 20a equals 'F', put 0. Use left-most position for sign. Numeric value must be right-justified. Zero fills the remaining open positions. If 1c equals 'PR', 'T' or 'H', should be blank
EDITS:	

Warning: • If 1c equals 'P', must be valued with an amount greater than -3500 and less than 3500

FIELD NUMBER:	41
POSITION:	AO (Household Sheet)
LINE REFERENCE NO:	20c.

NAME:	**Utility Allowance/Estimate**
DESCRIPTION:	Allowance determined for utilities
TYPE:	Numeric
SIZE:	4
COMMENTS:	Use whole dollar amount (no decimals). If 1c equals 'P' and there is no utility allowance, put 0. If 1c equals 'PR', 'T' or 'H', should be blank.
EDITS:	

Warning: • If 1c equals 'P', must be valued with an amount greater than or equal to 0 and less than 1400

FIELD NUMBER:	42
POSITION:	AP (Household Sheet)
LINE REFERENCE NO:	20d.

NAME:	**Ceiling Rent Indicator**
DESCRIPTION:	Indicate whether the family's rent is the ceiling rent
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no. If 1c equals 'PR', 'T' or 'H', should be blank.
EDITS:	

Warning: • If 1c equals 'P', must be valued with 'Y' or 'N'

FIELD NUMBER:	43
POSITION:	AQ (Household Sheet)
LINE REFERENCE NO:	20e.

2.9 Section 21 – MTW Tenant or Project Based Assistance

NAME:	**Flat Subsidy or Income Based Subsidy Indicator**
DESCRIPTION:	Indicate if the family is receiving a flat subsidy or an income based subsidy
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'F' for Flat subsidy and 'I' for Income-based. If 1c equals 'P' or 'H', should be blank.
EDITS:	

Warning: • If 1c equals 'PR' or 'T', must be valued with 'F' or 'I'.

FIELD NUMBER:	45
POSITION:	AS (Household Sheet)
LINE REFERENCE NO:	21a.

NAME:	**Number of Bedrooms on Voucher/Equivalent**
DESCRIPTION:	The number of bedrooms listed on the voucher or equivalent
TYPE:	Numeric
SIZE:	1
COMMENTS:	Use whole number. If 1c equals 'P' or 'H', should be blank.
EDITS:	

Warning: • If 1c equals 'PR' or 'T', must be valued

Warning: • If valued, must be greater than or equal to 0 and less than or equal to 9

FIELD NUMBER:	46
POSITION:	AT (Household Sheet)
LINE REFERENCE NO:	21b.

NAME: **Portability Indicator**

DESCRIPTION: Indicates that this family moved into this PHA jurisdiction under portability

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no. If 1c equals 'P' or 'H', should be blank.

EDITS:

       Warning: •   If 1c equals 'PR' or 'T', must be valued with 'Y' or 'N'.

       Warning: •   If 2a equals '4', must equal 'Y'

FIELD NUMBER: 47

POSITION: AU (Household Sheet)

LINE REFERENCE NO: 21d.

NAME: **Cost Billed per Month**

DESCRIPTION: Monthly amount billed to another PHA for this family

TYPE: Numeric

SIZE: 4

COMMENTS: If 1c equals 'P' or 'H', should be blank.

EDITS:

       Warning: •   If 1c equals 'PR' or 'T', must be valued with an amount greater or equal to 0 and less than 3000

FIELD NUMBER: 48

POSITION: AV (Household Sheet)

LINE REFERENCE NO: 21e.

NAME:	**PHA Code Billed**
DESCRIPTION:	PHA code of the PHA billed under portability
TYPE:	Alphanumeric
SIZE:	5
COMMENTS:	If 1c equals 'P' or 'H', should be blank.
EDITS:	

Warning: • If valued, 1c must equal 'PR' or 'T'

Warning: • If valued, must equal a valid PHA code

Warning: • If valued, cannot equal 1b

FIELD NUMBER:	49
POSITION:	AW (Household Sheet)
LINE REFERENCE NO:	21f.

NAME:	**Rent to Owner**
DESCRIPTION:	Monthly rent payable to owner
TYPE:	Numeric
SIZE:	5
COMMENTS:	Use whole dollar amount (no decimals). If 1c equals 'P' or 'H', should be blank.
EDITS:	

Warning: • If 1c equals 'PR' or 'T', must be valued with an amount greater than or equal to 5 and less than 3000

FIELD NUMBER:	50
POSITION:	AX (Household Sheet)
LINE REFERENCE NO:	21i.

NAME: **Utility Allowance/Estimate**

DESCRIPTION: The allowance for utilities

TYPE: Numeric

SIZE: 4

COMMENTS: Use whole dollar amount (no decimals). If 1c equals 'PR' or 'T' and there is no utility allowance, put 0. If 1c equals 'P' or 'H', should be blank.

EDITS:

         Warning: •   If 1c equals 'PR' or 'T', must be valued with an amount greater than or equal to 0 and less than 1400

FIELD NUMBER: 51

POSITION: AY (Household Sheet)

LINE REFERENCE NO: 21j.

NAME: **Gross Rent of Unit**

DESCRIPTION: The contract rent to owner plus the utility allowance

TYPE: Numeric

SIZE: 5

COMMENTS: Use whole dollar amount (no decimals). If 1c equals 'P' or 'H', should be blank.

EDITS:

         Warning: •   If 1c equals 'PR' or 'T', must equal the sum of 21i and 21j

         Warning: •   Must be greater than or equal to zero and less than 5000

FIELD NUMBER: 52

POSITION: AZ (Household Sheet)

LINE REFERENCE NO: 21k.

NAME: **Flat Subsidy Amount If Any**

DESCRIPTION: Provide the amount of the flat subsidy

TYPE: Numeric

SIZE: 5

COMMENTS: Use whole dollar amount (no decimals). If 1c equals 'P' or 'H', should be blank.

EDITS:

             Warning: • If valued, 1c must equal 'PR' or 'T'

             Warning: • If valued, 21a must equal 'F'

             Warning: • If valued, must be greater than 0 and equal to or less than 5000

FIELD NUMBER: 53

POSITION: BA (Household Sheet)

LINE REFERENCE NO: 21m.

NAME: **Tenant Rent to Owner**

DESCRIPTION: Amount of tenant rent

TYPE: Numeric

SIZE: 6

COMMENTS: Use positive or negative numbers. Use left-most position for sign. Numeric value must be right-justified. Zero fills the remaining open positions. If 1c equals 'P' or 'H', should be blank.

EDITS:

             Warning: • If valued, 1c must equal 'PR' or 'T'

                        • If valued, must equal an amount greater than -1400 and less than 5000

FIELD NUMBER: 54

POSITION: BB (Household Sheet)

LINE REFERENCE NO: 21n.

NAME: **Mixed Family Tenant Rent to Owner**

DESCRIPTION: Tenant rent as determined by the citizenship composition of the family based on the non-citizens rule.

TYPE: Numeric

SIZE: 6

COMMENTS: Use positive or negative numbers. Use left-most position for sign. Numeric value must be right-justified. Zero fill the remaining open positions. If 1c equals 'P' or 'H', should be blank.

EDITS:

      Warning: • If valued, 1c must equal 'PR' or 'T'

      Warning: • If valued, must be greater than -3500 and less than 3500

FIELD NUMBER: 55

POSITION: BC (Household Sheet)

LINE REFERENCE NO: 21p.

NAME: **Ceiling Rent Indicator**

DESCRIPTION: Indicate whether the family's rent is the ceiling rent

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no. If 1c equals 'P' or 'H', should be blank.

EDITS:

      Warning: • If 1c equals 'PR' or 'T', must be valued with 'Y' or 'N'

FIELD NUMBER: 56

POSITION: BD (Household Sheet)

LINE REFERENCE NO: 21q.

2.10 Section 22 – MTW Homeownership

NAME:	**Flat Subsidy or Income Based Subsidy Indicator**
DESCRIPTION:	Indicate if the family is receiving a flat subsidy or an Income based homeownership subsidy
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'F' for Flat subsidy and 'I' for Income-based. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

> Warning: • If 1c equals 'H', must be valued with 'F' or 'I'

FIELD NUMBER:	58
POSITION:	BF (Household Sheet)
LINE REFERENCE NO:	22a.

NAME:	**Portability Indicator**
DESCRIPTION:	Indicate if this family moved into this PHA's jurisdiction under portability
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

> Warning: • If 1c equals 'H', must be valued with 'Y' or 'N'
>
> Warning: • If 2a equals '4', must equal 'Y'

FIELD NUMBER:	59
POSITION:	BG (Household Sheet)
LINE REFERENCE NO:	22d.

NAME:	**Cost Billed per Month**
DESCRIPTION:	Monthly amount billed to another PHA for this family
TYPE:	Numeric
SIZE:	4
COMMENTS:	Enter '0' if this PHA has absorbed this family into it's own program. If 1c equals 'P', 'PR' or 'T', should be blank.

EDITS:

Warning: • If 1c equals 'H', must be valued with an amount greater than or equal to 0 and less than 3000

FIELD NUMBER:	60
POSITION:	BH (Household Sheet)
LINE REFERENCE NO:	22e.

NAME:	**PHA Code Billed**
DESCRIPTION:	PHA code of the PHA billed under portability
TYPE:	Alphanumeric
SIZE:	5
COMMENTS:	If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

Warning: • If 1c equals 'H', must be valued with a valid PHA code

Warning: • If valued, cannot be equal to 1b

FIELD NUMBER:	61
POSITION:	BI (Household Sheet)
LINE REFERENCE NO:	22f.

NAME:	**Monthly Homeownership Payment**
DESCRIPTION:	Provide the payment information related to homeownership
TYPE:	Numeric
SIZE:	4
COMMENTS:	Include PITI and MIP if applicable. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

	Warning:	•	If valued, 1c must equal 'H'
	Warning:	•	If valued, 22a must equal 'F'
	Warning:	•	If valued, must be greater than or equal to 5 and less than 3000

FIELD NUMBER:	62
POSITION:	BJ (Household Sheet)
LINE REFERENCE NO:	22g.

NAME:	**Utility Allowance/Estimate**
DESCRIPTION:	Allowance determined for utilities
TYPE:	Numeric
SIZE:	4
COMMENTS:	Use whole dollar amount (no decimals). If 1c equals 'H' and there is no utility allowance, put 0. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

	Warning:	•	If 1c equals 'H', must be valued with an amount greater than or equal to 0 and less than 1400

FIELD NUMBER:	63
POSITION:	BK (Household Sheet)
LINE REFERENCE NO:	22h.

NAME:	**Other Monthly Allowance**
DESCRIPTION:	Any other monthly allowances that the homeowner receives
TYPE:	Numeric
SIZE:	4
COMMENTS:	Use whole dollar amounts (no decimals). If 1c equals 'H' and there are no other monthly allowances, put 0. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

Warning: • If 1c equals 'H', must be valued with an amount greater than or equal to 0 and less than 1400

FIELD NUMBER:	64
POSITION:	BL (Household Sheet)
LINE REFERENCE NO:	22i.

NAME:	**Gross Homeownership Expense**
DESCRIPTION:	The total amount of homeownership expenses
TYPE:	Numeric
SIZE:	4
COMMENTS:	Sum of monthly homeownership payment, utility allowance, and any other monthly allowances. Use whole dollar amount (no decimals). If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

Warning: • If 1c equals 'H', must be valued with an amount greater than or equal to zero and less than 9999

FIELD NUMBER:	65
POSITION:	BM (Household Sheet)
LINE REFERENCE NO:	22j.

NAME:	**Flat Subsidy Amount**
DESCRIPTION:	Provide the amount of the flat subsidy
TYPE:	Numeric
SIZE:	5
COMMENTS:	Use whole dollar amount (no decimals). If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

Warning: • If valued,1c must equal 'H'

Warning: • If valued, 22a must equal 'F'

Warning: • If valued, must be greater than or equal to 0 and less than or equal to 5000

FIELD NUMBER:	66
POSITION:	BN (Household Sheet)
LINE REFERENCE NO:	22k.

NAME:	**Total Family Share**
DESCRIPTION:	Amount of tenant rent
TYPE:	Numeric
SIZE:	4
COMMENTS:	Use positive or negative numbers. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

      Warning: • If valued, 1c must equal 'H'.

      Warning: • If valued, must be greater than -1400 and less than 5000.

      Warning: • If valued, must equal sum of 22g, 22h and 22i.

FIELD NUMBER:	67
POSITION:	BO (Household Sheet)
LINE REFERENCE NO:	22m.

NAME:	**Mixed Family Total Family Share**
DESCRIPTION:	Tenant rent as determined by the citizenship composition of the family
TYPE:	Numeric
SIZE:	5
COMMENTS:	Determine the rent based on the Noncitizens rule. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

      Warning: • If valued, 1c must equal 'H'

      Warning: • If valued, must be greater than -1400 and less than 5000

FIELD NUMBER:	68
POSITION:	BP (Household Sheet)
LINE REFERENCE NO:	22n.

NAME:	**Ceiling Family Share Indicator**
DESCRIPTION:	Indicate whether the family's share is the ceiling amount
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no. If 1c equals 'P', 'PR' or 'T', should be blank.
EDITS:	

Warning: • If 1c equals 'H', must be valued with 'Y' or 'N'

FIELD NUMBER:	69
POSITION:	BQ (Household Sheet)
LINE REFERENCE NO:	22p.

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NAME:	**Employed Status Indicator**
DESCRIPTION:	Indicates the employment status of the head of household
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'F' for Full-time, 'P' for Part-time, or 'N' for Not employed.
EDITS:	

        Warning: •   If valued, must equal 'F', 'P' or 'N'

FIELD NUMBER:	71
POSITION:	BS (Household Sheet)
LINE REFERENCE NO:	23h(1).

NAME:	**Benefits in Current Employment – Health Indicator**
DESCRIPTION:	Indicates health benefit in the current employment
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no. If 23h(1) equals 'N', must be blank
EDITS:	

        Warning: •   If 23h(1) equals 'F' or 'P', must be valued with 'Y' or 'N'

FIELD NUMBER:	72
POSITION:	BT (Household Sheet)
LINE REFERENCE NO:	23h(3)(A).

NAME:	**Benefits in Current Employment – Retirement Account Indicator**
DESCRIPTION:	Indicates retirement account benefit in the current employment
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no. If 23h(1) equals 'N', must be blank
EDITS:	

        Warning: • If 23h(1)equals 'F' or 'P', must be valued with 'Y' or 'N'

FIELD NUMBER:	73
POSITION:	BU(Household Sheet)
LINE REFERENCE NO:	23h(3)(B).

NAME:	**Benefits in Current Employment – Other Indicator**
DESCRIPTION:	Indicates other benefit in the current employment
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no. If 23h(1) equals 'N', must be blank.
EDITS:	

        Warning: • If 23h(1) equals 'F' or 'P', must be valued with 'Y' or 'N'

FIELD NUMBER:	74
POSITION:	BV (Household Sheet)
LINE REFERENCE NO:	23h(3)(C).

NAME:	**GED Needs Met Indicator**
DESCRIPTION:	Indicates if the needs were met through the FSS or MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

> Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	75
POSITION:	BW (Household Sheet)
LINE REFERENCE NO:	23i(2)(A).

NAME:	**High School Needs Met Indicator**
DESCRIPTION:	Indicates if the needs were met through the FSS or MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

> Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	76
POSITION:	BX (Household Sheet)
LINE REFERENCE NO:	23i(2)(B).

NAME: **Post Secondary Needs Met Indicator**

DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER: 77

POSITION: BY(Household Sheet)

LINE REFERENCE NO: 23i(2)(C).

NAME: **Vocational/Job Training Needs Met Indicator**

DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency Program

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER: 78

POSITION: BZ (Household Sheet)

LINE REFERENCE NO: 23i(2)(D).

NAME:	**Job Search/Job Placement Needs Met Indicator**
DESCRIPTION:	Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	79
POSITION:	CA (Household Sheet)
LINE REFERENCE NO:	23i(2)(E).

NAME:	**Job Retention Needs Met Indicator**
DESCRIPTION:	Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	80
POSITION:	CB (Household Sheet)
LINE REFERENCE NO:	23i(2)(F).

NAME:	**Transportation Needs Met Indicator**
DESCRIPTION:	Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

    Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	81
POSITION:	CC (Household Sheet)
LINE REFERENCE NO:	23i(2)(G).

NAME:	**Health Services Needs Met Indicator**
DESCRIPTION:	Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

    Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	82
POSITION:	CD (Household Sheet)
LINE REFERENCE NO:	23i(2)(H).

NAME:	**Alcohol and Other Drug Abuse Prevention Services Needs Met Indicator**
DESCRIPTION:	Indicates if the needs were met through the FSS/MTW Self Sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

    Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	83
POSITION:	CE(Household Sheet)
LINE REFERENCE NO:	23i(2)(I).

NAME: **Mentoring Needs Met Indicator**

DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	84
POSITION:	CF (Household Sheet)
LINE REFERENCE NO:	23i(2)(J).

NAME: **Homeownership Counseling Needs Met Indicator**

DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self Sufficiency program

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	85
POSITION:	CG (Household Sheet)
LINE REFERENCE NO:	23i(2)(K).

NAME: **Individual Development Account (IDA) Needs Met Indicator**

DESCRIPTION: Indicates if the program or service was completed during the reported period

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

> Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER: 86

POSITION: CH (Household Sheet)

LINE REFERENCE NO: 23i(2)(L).

NAME: **Child Care Needs Met Indicator**

DESCRIPTION: Indicates if the needs were met through the FSS/MTW Self
                         Sufficiency program

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

> Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER: 87

POSITION: CI (Household Sheet)

LINE REFERENCE NO: 23i(2)(M).

NAME: **Selection Preference**

DESCRIPTION: Indicates whether the family received selection preference
                         based on service program participation

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

> Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER: 88

POSITION: CJ (Household Sheet)

LINE REFERENCE NO: 23j(5).

NAME:	**Current Monthly Credit**
DESCRIPTION:	The current monthly credit as of the date of action
TYPE:	Numeric
SIZE:	5
COMMENTS:	Use whole dollar amount (no decimals).
EDITS:	

Warning: • If valued, must be greater than or equal to 0 and less than or equal to 99999

FIELD NUMBER:	89
POSITION:	CK (Household Sheet)
LINE REFERENCE NO:	23k(1).

NAME:	**Current Account Balance**
DESCRIPTION:	The current account balance as of the date of action
TYPE:	Numeric
SIZE:	5
COMMENTS:	Use whole dollar amount (no decimals).
EDITS	

Warning: • If valued, must be greater than or equal to 0 and less than or equal to 99999

FIELD NUMBER:	90
POSITION:	CL (Household Sheet)
LINE REFERENCE NO:	23k(2).

NAME:	**Current Amount Disbursed to the Family**
DESCRIPTION:	The current amount disbursed to the family
TYPE:	Numeric
SIZE:	5
COMMENTS:	Use whole dollar amount (no decimals). If none, enter 0.
EDITS:	

Warning: • If valued, must be greater than or equal to 0 and less than or equal to 99999

FIELD NUMBER:	91
POSITION:	CM (Household Sheet)
LINE REFERENCE NO:	23k(3)

NAME:	**Completed Contract Participation Indicator**
DESCRIPTION:	Indicates if the family exited the program because of contract completion
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

Warning: • If valued, must equal 'Y' or 'N'

FIELD NUMBER:	92
POSITION:	CN (Household Sheet)
LINE REFERENCE NO:	23m(1).

NAME:	**Left Because Family Moving to Homeownership Indicator**
DESCRIPTION:	Indicates if the family exited the self sufficiency program and moving to homeownership
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes and 'N' for no.
EDITS:	

Warning: • If 23m(1) equals 'Y', must be valued

Warning: • If 23m(1) equals 'N', must be blank

FIELD NUMBER: 93
POSITION: CO (Household Sheet)
LINE REFERENCE NO: 23m(2).

NAME:	**Reason for Exiting Program**
DESCRIPTION:	Indicates the reason for the family's exit from the self sufficiency program
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use the following values: A = Left voluntarily; B = Asked to leave program; C = Portability move out; D = Left because essential service was unavailable; E = Contract expired but family did not fulfill obligation.
EDITS:	

Warning: • If 23m(1) equals 'N', must be valued

Warning: • If 23m(1) equals 'Y', must be blank

FIELD NUMBER: 94
POSITION: CP (Household Sheet)
LINE REFERENCE NO: 23m(3).

2.12 Household Member - Transmission File Format

NAME:	**Record Number**
DESCRIPTION:	A number to identify the household in the household sheet.
TYPE:	Numeric
SIZE:	5
COMMENTS:	This number will identify to which household these members belong to.
EDITS:	
Fatal:	• Must equal the value of the Record Number specified in the Household sheet
FIELD NUMBER	1
POSITION:	A
LINE REFERENCE NO:	n/a

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NAME:	**Member Number**
DESCRIPTION:	The numeric value assigned to the member of the household
TYPE:	Numeric
SIZE:	2
COMMENTS:	Use '01' for the Head of Household; order sequentially. Cannot be blank

EDITS:

Warning:	•	Must equal a numeric value
Warning:	•	Highest member number must equal the total count of Family Records (members in the household)
Warning:	•	The highest member number must equal 3t in the Basic Record
Fatal:	•	The Head of Household member number must be equal to 01

FIELD NUMBER:	3
POSITION:	C (Household Members)
LINE REFERENCE NO:	3a.

NAME:	**Member Last Name**
DESCRIPTION:	Last name of the member of the household
TYPE:	Alpha
SIZE:	30
COMMENTS:	Separate name suffixes with commas (ex.: Smith, Jr.).
EDITS:	

Fatal:	•	Must be valued
Warning:	•	If 3h equals 'H', must match the Head of Household's last name

FIELD NUMBER:	4
POSITION:	D (Household Members)

LINE REFERENCE NO:	3b.

NAME: **Member First Name**

DESCRIPTION: First name of the member of the household

TYPE: Alpha

SIZE: 30

COMMENTS: Do not include name prefixes such as Mr. or Ms.

EDITS:

Fatal:	• Must be valued
Warning:	• If 3h (Relation Code) equals 'H', must equal the Head of Household's first name

FIELD NUMBER: 5

POSITION: E (Household Members)

LINE REFERENCE NO:	3c.

NAME: **Member Middle Initial**

DESCRIPTION: Middle initial of the member of the household

TYPE: Alpha

SIZE: 1

COMMENTS: Optional information.

EDITS: None

FIELD NUMBER: 6

POSITION: F (Household Members)

LINE REFERENCE NO:	3d.

NAME: **Member Birth Date**

DESCRIPTION: Birth date of the member of the household.

TYPE: Date

SIZE: 10

COMMENTS: Use MM/DD/YYYY format. If 3h equal 'F' or 'L', may be blank.

EDITS:

Warning:	• If 3h equals 'H', 'S', 'Y', 'E', 'A', or 'K' (person is a family member), must be valued
Warning:	• If valued, must be MM/DD/YYYY format

Warning: • If valued, must be earlier than or equal to 2b (effective date of action)

FIELD NUMBER: 7
POSITION: G (Household Members)
LINE REFERENCE NO: 3e.

NAME: **Member Sex Code**
DESCRIPTION: Gender of the member of the household
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'M' for male and 'F' for female.
EDITS:

    Warning: • Must be valued with 'M' or 'F'

FIELD NUMBER: 8
POSITION: H (Household Members)
LINE REFERENCE NO: 3g.

NAME: **Member Relation Code**
DESCRIPTION: Describes the member's category in the household
TYPE: Alpha
SIZE: 1
COMMENTS: Use 'H' for head, 'S' for spouse, 'K' for co-head, 'F' for foster child/foster adult, 'Y' for other youth under 18, 'E' for full-time student 18+, 'L' for live-in aid, and 'A' for other adult.
EDITS:

    Warning: • Must be valued with 'H', 'S', 'K', 'F', 'Y', 'E', 'L' or 'A'
    Warning: • If valued 'S', 3h for other Family Records cannot be 'K'
    Warning: • If valued 'K', 3h for other Family Records cannot be 'S'
    Warning: • Must equal 'H' for the first record in the file
    Warning: • Only one record can be valued 'H'

FIELD NUMBER: 9
POSITION: I (Household Members)

LINE REFERENCE NO: 3h.

NAME: **Member Citizenship Code**

DESCRIPTION: Code indicating the member's citizenship status

TYPE: Alpha

SIZE: 2

COMMENTS: Use 'EC' for eligible citizen, 'EN' for eligible non citizen, 'IN' for ineligible non citizen and 'PV for pending verification. If 3h equal 'F' or 'L', may be blank.

EDITS:

    Warning: • If 3h equals 'H', 'S', 'K', 'Y', 'E', or 'A', must be valued with 'EC', 'EN', 'IN' or 'PV'.

FIELD NUMBER: 10

POSITION: J (Household Members)

LINE REFERENCE NO: 3i.

NAME: **Member Disability Indicator**

DESCRIPTION: Indicates if the member of the household has a disability

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes and 'N' for no.

EDITS:

    Warning: • Must be valued with 'Y' or 'N'

FIELD NUMBER: 11

POSITION: K (Household Members)

LINE REFERENCE NO: 3j

NAME: **Member Race Code White Indicator**

DESCRIPTION: Indicates if the race of the member of the household is white

TYPE: Alpha

SIZE: 1

COMMENTS: Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

       Warning: • If 3h equals 'H', must be valued

       Warning: • If valued, must equal 'Y' or 'N'

       Warning: • If 3h equals 'H' and each of 3k(2), 3k(3), 3k(4) and 3k(5) equals 'N' or is blank, must equal 'Y'

FIELD NUMBER:	12
POSITION:	L (Household Members)
LINE REFERENCE NO:	3k (1).

NAME:	**Member Race Code Black/African American Indicator**
DESCRIPTION:	Indicates if the race of the member of the household is Black/African American
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

       Warning: • If 3h equals 'H', must be valued

       Warning: • If valued, must equal 'Y' or 'N'

       Warning: • If 3h equals 'H' and each of 3k(1), 3k(3), 3k(4) and 3k(5) equals 'N' or is blank, must equal 'Y'

FIELD NUMBER:	13
POSITION:	M (Household Members)
LINE REFERENCE NO:	3k (2).

NAME:	**Member Race Code American Indian/Alaska Native Indicator**
DESCRIPTION:	Indicates if the race of the member of the household is Indian/Alaska Native
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

        Warning: • If 3h equals 'H', must be valued

        Warning: • If valued, must equal 'Y' or 'N'

        Warning: • If 3h equals 'H' and each of 3k(1), 3k(2), 3k(4) and 3k(5)
                        equals 'N' or is blank, must equal 'Y'

FIELD NUMBER:	14
POSITION:	N (Household Members)
LINE REFERENCE NO:	3k (3).

NAME:	**Member Race Code Asian Indicator**
DESCRIPTION:	Indicates if the race of the member of the household is Asian
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

        Warning: • If 3h equals 'H', must be valued

        Warning: • If valued, must equal 'Y' or 'N'

        Warning: • If 3h equals 'H' and each of 3k(1), 3k(2), 3k(3) and 3k(5)
                        equals 'N' or is blank, must equal 'Y'

FIELD NUMBER:	15
POSITION:	O (Household Members)
LINE REFERENCE NO:	3k (4).

NAME:	**Member Race Code Native Hawaiian/other Pacific Islander Indicator**
DESCRIPTION:	Indicates if the race of the member of the household is Native Hawaiian/other Pacific Islander
TYPE:	Alpha
SIZE:	1
COMMENTS:	Use 'Y' for yes, 'N' for no. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may be blank.

EDITS:

Warning:	• If 3h equals 'H', must be valued
Warning:	• If valued, must equal 'Y' or 'N'
Warning:	• If 3h equals 'H' and each of 3k(1), 3k(2), 3k(3) and 3k(4) equals 'N' or is blank, must equal 'Y'

FIELD NUMBER:	16
POSITION:	P (Household Members)
LINE REFERENCE NO:	3k (5).

NAME:	**Member Ethnicity Code**
DESCRIPTION:	Indicates whether the individual is Hispanic or Latino
TYPE:	Numeric
SIZE:	1
COMMENTS:	Use '1' for Hispanic or Latino and '2' for Not Hispanic or Latino. If 3h equals 'S', 'K', 'F', 'Y', 'E', 'L' or 'A', may equal 0.
EDITS:	

Warning:	• If 3h equals 'H', must be valued
Warning:	• If valued, must equal '0','1' or '2'

FIELD NUMBER:	17
POSITION:	Q (Household Members)
LINE REFERENCE NO:	3m.

NAME:	**Member SSN**
DESCRIPTION:	Social Security Number of the member of the household
TYPE:	Alphanumeric
SIZE:	9
COMMENTS:	If tenant is eligible for assistance but does not have an SSN, obtain alternate identifier from PIC.
EDITS:	

Fatal:	• If 3h equals 'H', 'S', 'K', 'Y', 'E' or 'A', must be valued
Fatal:	• If 3h equals 'H', must equal 3n in Household Record and must be nine digits or a valid alternate identifier (AID) issued by HUD
Fatal:	• SSN cannot be equal to 000000000, 999999999,

111111111, 222222222, 333333333, 444444444,

555555555, 666666666, 777777777, 888888888,

123456789, 987654321, 090909090, 009009009

Fatal: • Must be nine digits or a valid alternate identifier (AID)

issued by HUD for ALL the members of the household

FIELD NUMBER: 18

POSITION: R (Household Members)

LINE REFERENCE NO: 3n.

2.14 Section 19 – Income

NAME:	**Member Number**
DESCRIPTION:	The numeric value assigned to the member of the household who contributed the income
TYPE:	Numeric
SIZE:	2
COMMENTS:	Use the same member number that was used in 3a. Please note that member number should be entered as "01", "02", "03" etc and not "1", "2", "3" etc.
EDITS:	

    Fatal: • Must be greater or equal to 01 and less than or equal to 99

    Fatal: • Must be valued

FIELD NUMBER:	20
POSITION:	T (Household Members)
LINE REFERENCE NO:	19a.

NAME:	**Income Code**
DESCRIPTION:	The code to indicate the source of the income for the member of the family
TYPE:	Alpha
SIZE:	2
COMMENTS:	Use 'P' for pension, 'S' for SSI, 'G' for general assistance, 'I' for Indian trust/per capita, 'B' for own business, 'F' for Federal wage, 'W' for other wage, 'N' for other non wage sources, 'SS' for Social Security, 'T' for TANF, 'C' for child support, 'E' for Medical Reimbursement, 'M' for military pay, 'HA' for PHA wage, 'U' for unemployment benefits, 'IW' for annual imputed welfare income, and 'X' for MTW Income. Multiple Income Codes must be separated by '/'.
EDITS:	

    Warning: • If 19d is greater than 0, must be valued

    Warning: • If valued, must equal 'P', 'S', 'G', 'I', 'B', 'F', 'W', 'N', 'SS',

'T', 'C', 'E', 'M', 'HA', 'U', 'IW' or 'X'

Warning: • Number of income code values (19b) different than number of 'dollar per year' (19d) values

FIELD NUMBER:	21
POSITION:	U (Household Members)
LINE REFERENCE NO:	19b.

NAME:	**Dollars Per Year**
DESCRIPTION:	Identifies the dollars per year for the income source listed in 19b
TYPE:	Numeric
SIZE:	19
COMMENTS:	Use whole dollar amount. Multiple Dollars Per Year must be separated by '/'.
EDITS:	

Warning: • If 19b is valued, must be greater than or equal to 0 and less than 150000

Warning: • If valued, the number of "Dollars Per Year" (19d) values should equal the number of "Income Code" (19b) values

FIELD NUMBER:	22
POSITION:	V (Household Members)
LINE REFERENCE NO:	19d.

2.15 Additional Section Fields

This section of the technical reference guide contains specifications of new fields added to the "household" section of the MTW Templates (CSV, XLS). These fields will also be available on the MTW Online Data Entry form.

With the November 16, 2007 release, MTW templates and Online Data Entry will have the following additional fields:

NAME:	**PHA Use Only (1)**
DESCRIPTION:	Reserved for future use
TYPE:	Alpha
SIZE:	30
COMMENTS:	PHAs may retrieve this information from PIC. Please use this field to report Special Purpose Vouchers.
EDITS:	None
FIELD NUMBER:	96
POSITION:	CR (Household Sheet)
LINE REFERENCE NO:	2q.

NAME:	**PHA Use Only (2)**
DESCRIPTION:	Reserved for future use
TYPE:	Alpha
SIZE:	30
COMMENTS:	PHAs may retrieve this information from PIC. Please use this field to report Special Purpose Vouchers.
EDITS:	None
FIELD NUMBER:	97
POSITION:	CS (Household Sheet)
LINE REFERENCE NO:	2r.

NAME:	**PHA Use Only (3)**
DESCRIPTION:	Reserved for future use
TYPE:	Alpha
SIZE:	30
COMMENTS:	PHAs may retrieve this information from PIC. Please use this field to report Special Purpose Vouchers.
EDITS:	None
FIELD NUMBER:	98
POSITION:	CT (Household Sheet)
LINE REFERENCE NO:	2s.

NAME:	**PHA Use Only (4)**
DESCRIPTION:	Reserved for future use
TYPE:	Alpha
SIZE:	30
COMMENTS:	PHAs may retrieve this information from PIC. Please use this field to report Special Purpose Vouchers.
EDITS:	None
FIELD NUMBER:	99
POSITION:	CU (Household Sheet)
LINE REFERENCE NO:	2t.

NAME:	**PHA Use Only (5)**
DESCRIPTION:	Reserved for future use
TYPE:	Alpha
SIZE:	30
COMMENTS:	PHAs may retrieve this information from PIC. Please use this field to report Special Purpose Vouchers.
EDITS:	None
FIELD NUMBER:	100
POSITION:	CV (Household Sheet)
LINE REFERENCE NO:	2u.

NAME: **Former HoH SSN**

DESCRIPTION: If new Head of Household, this is the SSN of the former Head of Household

TYPE: Alpha

SIZE: 9

COMMENTS: When not applicable leave blank. For CSV files, when not applicable, please submit this field with one blank space, for example ||

EDITS:

Fatal: • If valued, must be nine digit numeric or a valid alternate identified (AID) issued by HUD and must equal the SSN of the current head of household associated with that building unit

Fatal: • If valued, cannot be the same SSN value as of the Head of Household (3n where 3h equals H)

FIELD NUMBER: 101

POSITION: CW (Household Sheet)

LINE REFERENCE NO: 3w.

NAME: **Date Unit Last Passed HQS Inspection**

DESCRIPTION: The date the unit last passed inspection

TYPE: Date

SIZE: 10

COMMENTS: Use MM/DD/YYYY format

EDITS:

Fatal: • Must be in MM/DD/YYYY format

FIELD NUMBER: 102

POSITION: CX (Household Sheet)

LINE REFERENCE NO: 5h.

NAME: **Date of Last Annual HQS Inspection**

DESCRIPTION: The date the unit was last inspected

TYPE: Date

SIZE: 10

COMMENTS: Use MM/DD/YYYY format

EDITS:

Fatal: • Must be in MM/DD/YYYY format

FIELD NUMBER:	103
POSITION:	CY (Household Sheet)
LINE REFERENCE NO:	5i.

NAME:	**Other Special Program Indicator (1)**
DESCRIPTION:	Indicates if the family participates in another special program
TYPE:	Alpha
SIZE:	30
COMMENTS:	If no other special program, leave blank. If 2a equals '5', '6', '8', '11', '13' or '15', leave blank
EDITS:	

Warning:
- If valued with "FUP", if participant is a FUP-Eligible Family, use "FUPF" OR if participant is a FUP-Eligible Youth, use "FUPY".

Fatal:
- If valued with FUP, FUPF, FUPY, Program type must be Tenant Based Voucher (TBV).

Fatal:
- If valued, must be equal to "EDSS", "ROSS", "HOPE" or "PHDEP" for Public Housing tenants.

Fatal:
- If valued, must be equal to "DHAPIK", "DHAPK", "FUP", "FUPF", "FUPY", "KATHU", "LIT", "MFDES", "MS1", "MS5", "MTO", "NED", "NHT", "PA", "PHDES", "PHRR", "ROC", "ROSS", "TCU", "VASH" for Section 8 tenants.

Fatal:
- If valued with "MS1", "MS5" or "PA", 3j must equal Y for the Head, Co-head or Spouse (3h=H, S or K).

FIELD NUMBER:	104
POSITION:	CY (Household Sheet)
LINE REFERENCE NO:	2n.

NAME:	**Other Special Program Indicator (2)**
DESCRIPTION:	Indicates if the family participates in another special program
TYPE:	Alpha
SIZE:	30
COMMENTS:	If no other special program, leave blank. If 2a equals '5', '6', '8', '11', '13' or '15', leave blank

EDITS:	Warning:	• If valued with "FUP", if participant is a FUP-Eligible Family, use "FUPF" OR if participant is a FUP-Eligible Youth, use "FUPY".
	Fatal:	• If valued with FUP, FUPF, FUPY, Program type must be Tenant Based Voucher (TBV).
	Fatal:	• If valued, must be equal to "EDSS", "ROSS", "HOPE" or "PHDEP" for Public Housing tenants.
	Fatal:	• If valued, must be equal to "DHAPIK", "DHAPK", "FUP", "FUPF", "FUPY", "KATHU", "LIT", "MFDES", "MS1", "MS5", "MTO", "NED", "NHT", "PA", "PHDES", "PHRR", "ROC", "ROSS", "TCU", "VASH" for Section 8 tenants.
	Fatal:	• If valued with "MS1", "MS5" or "PA", 3j must equal Y for the Head, Co-head or Spouse (3h=H, S or K).

FIELD NUMBER: 105

POSITION: CZ (Household Sheet)

LINE REFERENCE NO: 2p.

3 File Transmission Layout

The Form HUD-50058 MTW file transmission layout is as follows:

3.1 Household Sheet

Record Identifier	Record Number

Section 1 - MTW Agency	Agency Name - 1a	PHA Code - 1b	Program Type - 1c	Project Number - 1d	Building Number - 1e	Building Entrance Number - 1f	Unit Number (PH only) - 1g

Section 2 - MTW Action	Action Type - 2a	Effective Date of Action - 2b	Correction - 2c	Correction Code - 2d	Date of Admission - 2h	Projected Effective Date of Next Re-Exam - 2i

Section 3 - MTW Household	Last Name - 3b	First Name - 3c	Middle Initial - 3d	SSN - 3n	Number of Household Members - 3t

Section 5 - MTW Unit to be Occupied on Effective Date of Action	Unit Address (Number and Street) - 5a	Unit Apartment Number - 5a	Unit City - 5a	Unit State - 5a	Unit Zip Code - 5a	Unit Zip Code + 4 - 5a	Number of Bedrooms - 5d

Section 18 - MTW Asset Income	MTW Asset Income - 18j

Section 19 - Income	Total Income After Exclusions - 19h	Total Annual Income - 19i	Adjusted Annual Income - 19k

Section 20 - Public Housing	Type of Rent - 20a	Tenant Rent - 20b	Mixed Family Tenant Rent - 20c	Utility Allowance/monthly allowances - 20d	Ceiling Rent Indicator - 20e

Section 21 - MTW Tenant Based or Project Based Assistance	Flat Subsidy or Inc. based sub - 21a	Number of Bedrooms - 21b	Portability Indicator - 21d	Cost Billed per Month - 21e	PHA Code Billed - 21f	Rent to owner - 21i

Utility Allowance/monthly allowances - 21j	Gross Rent of Unit - 21k	Flat Subsidy Amount - 21m	Tenant Rent to owner - 21n	Mixed FamilyTenant Rent to Owner - 21p	Ceiling Rent Indicator- 21q

Section 22 - MTW Homeownership	Flat Sub or Income based sub - 22a	Portability Indicator - 22d	Cost Billed per Month - 22e	PHA Code Billed - 22f	Monthly Homeownership payment - 22g	Utility Allowance/ Estimate - 22h

Other monthly allowances - 22i	Gross Homeownership expense - 22j	Flat Subsidy Amount - 22k	Total Family Share - 22m	Mixed FamilyTotal Family Share - 22n	Ceiling Family Share Indicator - 22p

Section 23 - FSS/MTW FSS Addendum	Employed Status Indicator - 23h(1)	Benefits In Current Employment - Health Indicator - 23h(3)(A)	Benefits In Current Employment - Retirement Account Indicator - 23h(3)(B)	Benefits In Current Employment - Other Indicator - 23h(3)(C)	GED Needs Met Indicator - 23i(2)(A)	High school Needs Met Indicator - 23i(2)(B)

Post Secondary Needs Met Indicator - 23i(2)(C)	Vocational/Job Training Needs Met Indicator - 23i(2)(D)	Job Search/Job Placement Needs Met Indicator - 23i(2)(E)	Job Retention Needs Met Indicator - 23i(2)(F)	Transportation Needs Met Indicator - 23i(2)(G)	Health Services Needs Met Indicator - 23i(2)(H)	Alcohol and Other Drug Abuse Prevention Services Needs Met Indicator - 23i(2)(I)

Mentoring Needs Met Indicator - 23i(2)(J)	Homeownership Counseling Needs Met Indicator - 23i(2)(K)	Individual Development Account (IDA) Needs Met Indicator - 23i(2)(L)	Child Care Needs Met Indicator - 23i(2)(M)	Selection Preference - 23j(5)	Current Monthly Credit - 23k(1)	Current Account Balance - 23k(2)

Current Amount Disbursed to Family - 23k(3)	Completed Contract Participation Indicator - 23m(1)	Left Because Family Moving to Homeownership Indicator - 23m(2)	Reason for Exiting Program - 23m(3)

Additional Section Fields	PHA use only - 2q	PHA use only - 2r	PHA use only - 2s	PHA use only - 2t	PHA use only - 2u	Former HOH SSN - 3w

Date Unit Last Passes HQS Inspection - 5h	Date of Last Annual HQS Inspection -5i	Other Special Program Indicator (1) - 2n	Other Special Program Indicator (2) - 2p

3.2   Household Member Sheet

Record Number

Section 3 - MTW Household	Member Number - 3a	Last Name - 3b	First Name - 3c	Middle Initial - 3d	Date of Birth - 3e	Sex - 3g

Member Relation Code - 3h	Citizenship - 3i	Disability - 3j	Race White Indicator - 3k(1)	Race Black / African American Indicator - 3k(2)	Race American Indian / Alaska Native Indicator - 3k(3)

Race Asian Indicator - 3k(4)	Race Native Hawaiian / other Pacific Islander Indicator - 3k(5)	Ethnicity - 3m	SSN - 3n

Section 19 - Income	Family Member Number - 19a	Income Code - 19b	Dollars per Year - 19d