

PIC Error Correction Guidebook for the HCV Program



U.S. Department of Housing and
Urban Development



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Introduction

The Inventory Management System/PIH Information Center (IMS/PIC) is the computer system used by HUD to review and monitor information submitted by public housing authorities (PHAs) regarding participants in subsidized housing programs. PHAs with the Housing Choice Voucher (HCV) Program use the HUD-Form 50058 to electronically submit tenant data from the system of record to the Department of Housing and Urban Development (HUD). The 50058 contains information about:

- ▶ Demographics and citizenship status for all household members,
- ▶ Disability status of all household members,
- ▶ Income and assets,
- ▶ The subsidized unit the family is leasing, and
- ▶ Rent calculations.

HUD uses the information submitted in PIC on the 50058 to:

- ▶ Monitor PHA performance for both the Public Housing (PH) and Section 8 Rental Assistance Programs;
- ▶ Analyze the program and determine future funding levels;
- ▶ Detect fraud and monitor family compliance with income reporting requirements and other aspects of eligibility for housing assistance;
- ▶ Provide information to Congress and other parties; and
- ▶ Supply information to HUD's Enterprise Income Verification (EIV), a computer matching system that verifies HCV tenant-reported income and confirm tenant identity data.

50058 Types

HUD implemented several types of 50058s for PHAs to use to submit data via the PIC system. Each action type services a different purpose, as indicated below.

Action Code	Action Type	Purpose and Details
1	New Admission	Family signed a lease under the HCV or PH Program for the first time, experienced an interruption of voucher assistance where the former PHA submitted an End of Participation (EOP) action, or moved from one PHA program to another (PH to HCV).
2	Annual Reexamination	<p>PHA conducts regularly scheduled reexamination of family income, composition, and circumstances.</p> <ul style="list-style-type: none"> Depending on the PHA, this may occur on an annual, biennial, or triennial basis. Depending on the PHA's Administrative Plan, this may also include the annual or biennial HQS (Housing Quality Standards) inspection for the unit.
3	Interim Reexamination	<p>PHA may conduct an interim reexamination for the family due to certain circumstances that occur at a time other than the regularly scheduled reexamination, such as:</p> <ul style="list-style-type: none"> Change in income Addition or removal of family member Owner request for a rent increase Other circumstances that change the tenant rent
4	Portability Move-in	<p>Family moves into a new PHA's jurisdiction through portability.</p> <ul style="list-style-type: none"> Receiving PHA may bill initial PHA or absorb the voucher. If a family exercises portability with its first admission into the voucher program, process an action 1 – New Admission instead.
5	Portability Move-out	<p>Family moves out of a PHA's jurisdiction through portability.</p> <ul style="list-style-type: none"> Receiving PHA may bill initial PHA or absorb the voucher. Action 5 – Portability Move-out may only be reported after the receiving PHA has executed a HAP Contract for the family and returns the portability billing 52665 form to the initial PHA.

6	End of Participation	<p>The head of household and all family members discontinue participation in the PHA's program.</p> <ul style="list-style-type: none"> ■ This is typically a result of program termination due to a violation of family responsibilities, a deceased sole member household, when a participating family relinquishes its voucher or PH unit voluntarily, or when the agency has not paid HAP to the property owner for 180 consecutive days. ■ This also occurs if the family moves from one program to another within the PHA (PH to HCV).
7	Change of Unit	<p>The family moves to a different unit but stays within the PHA's program.</p> <ul style="list-style-type: none"> ■ Processed when the family moves to a new unit at a time other than the regularly scheduled annual/biennial or triennial reexamination or an interim reexamination.
8	Family Self-Sufficiency/ Welfare to Work	<p>This occurs during enrollment, program progress report, or exit of a family participating in Family Self-Sufficiency (FSS) or Welfare to Work (WtW) at a time other than another reported action.</p> <ul style="list-style-type: none"> ■ The family continues to receive housing assistance. ■ This code action type does not generate HAP information.
9	Annual Reexamination Searching	<p>The family is due for a reexamination but has moved from the former unit and is searching for a new unit.</p> <ul style="list-style-type: none"> ■ This code action type does not generate HAP information.
10	Issuance of Voucher	<p>The PHA issued a voucher to the family, and the family begins to search for housing.</p> <ul style="list-style-type: none"> ■ This gives the PHA access to EIV for new families issued vouchers. ■ This code action type does not generate HAP information.
11	Expiration of Voucher	<p>The family failed to lease a unit by the expiration date of the voucher.</p> <ul style="list-style-type: none"> ■ Report each voucher issuance and expiration, for new admission, or unit transfers. ■ This code action type does not generate HAP information.

13	Annual HQS Inspections	<p>Report an HQS inspection if it happens at a time other than another reported action for the family.</p> <ul style="list-style-type: none"> ■ PHAs must ensure that each annual/biennial HQS inspection is reported to PIC within 60 days of the effective date. ■ This code action type does not generate HAP information.
14	Historical Adjustment	<p>Capture information for households who do not have an action 1 – New Admission recorded in PIC but required an action other than a 1 – New Admission or a 10 – Issuance of Voucher.</p> <ul style="list-style-type: none"> ■ This action will serve as the baseline action for the household. ■ This tool is used to import families into PIC that were not previously successfully reported. ■ This should be rarely used. Coordinate with a PIC Coach prior to processing this action.
15	Void	<p>PHA can remove the most recently submitted record from the database.</p> <ul style="list-style-type: none"> ■ This erases the last action for the family in PIC. ■ It should be used to correct data when the PHA sends erroneous information to PIC, such as the Social Security Number (SSN).

Form 50058 Submissions

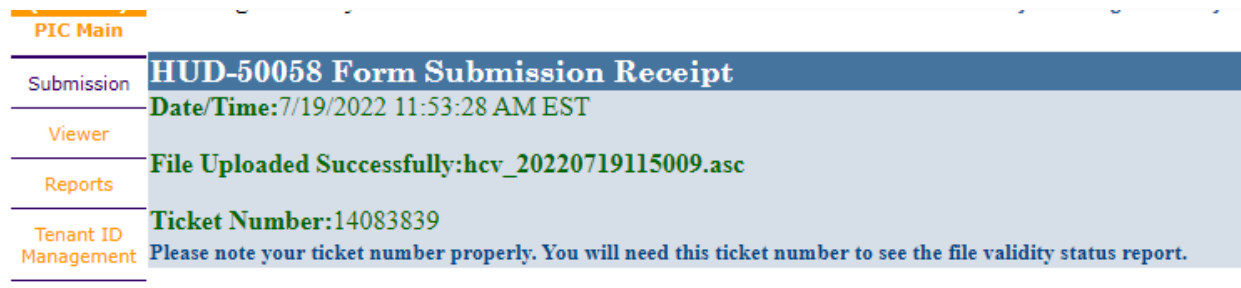
PHAs are required to submit a 50058 at initial intake and at least during reexaminations for each participating household. PIC requires transactional reporting, where PHAs submit every action type for a household on an ongoing basis.

Submission Requirements

In accordance with PIH Notice 2011-65, 50058s and any related corrections must be submitted within **60 calendar days from the effective date of any action**, and PHAs are required to submit a 50058 each time the PHA takes action that corresponds with a 50058 action type. In addition, PIC must receive submissions in chronological order for a household; once a 50058 for a certain effective date is accepted in PIC, it will not

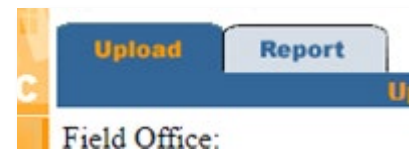
accept 50058s with earlier effective dates. To submit a 50058 with an earlier effective date, PHA staff must void any actions with more recent effective dates, submit the missing 50058(s), and resubmit 50058(s) with more recent effective dates.

Once a file is transmitted to PIC, a submission receipt displays:



PIC Main	HUD-50058 Form Submission Receipt
Submission	Date/Time: 7/19/2022 11:53:28 AM EST
Viewer	File Uploaded Successfully: hcv_20220719115009.asc
Reports	Ticket Number: 14083839
Tenant ID Management	Please note your ticket number properly. You will need this ticket number to see the file validity status report.

To determine whether any errors were encountered, click the **Report** tab to show results. If no errors were encountered, a green success message will display.



Upload Report

Field Office:

No Errors were found in the HUD 50058 forms you submitted.
All the forms are **accepted** without any change requirement.

PIC Errors

From time to time, agencies may submit data to the PIC system that cannot be accepted due to an error. The PIC system recognizes two types of errors:

- ▶ **Fatal errors** are serious in nature and stop the submission of the 50058 to PIC. Most fatal errors must be corrected because the 50058 containing the fatal error was not accepted.
NOTE: A fatal error does not have to be corrected if the Fatal Error Report indicates that the submission of the 50058 failed because the action was already completed (such as an End of Participation [EOP], when the family was already EOP'ed in PIC).
- ▶ **Warning errors** do not stop the submission of the 50058 for that household and caution the user to verify the value submitted. Submissions with warning errors are accepted by PIC. If the warning advises of information that is incorrect, the information should be corrected. If the value originally entered is correct, then the user does not need to take any further action.

A member of the PHA's staff must be designated to generate PIC error reports and assign errors for correction. It is a best practice to correct errors within **5 business days** of being received to minimize occurrences of overlapping dates, which could cause further issues. The designated staff member should monitor the progress of the corrective actions and analyze types of errors to provide training and work to reduce future errors. Once errors are corrected, they must be resubmitted and accepted in PIC.

PIC Error Dashboard

To assist PHAs with the resolution of PIC errors, HUD developed the [PIC Error Dashboard](#), which is accessed via HUD's website.

The dashboard provides a summary analysis and overview of PIC errors. The PIC Error Dashboard is publicly available, meaning anyone can review the dashboard's content (i.e., PHA executives, the public, other PHAs, etc.).

The dashboard will be used to:

- Centralize data, allowing users to identify PIC fatal errors and overdue reexaminations greater than 14 months by PHA;
- Provide weekly updates on a PHA's outstanding errors;
- Track common errors; and
- Identify PHAs that may need additional guidance or technical assistance.

Available Reports

The PIC Error Dashboard features six reports:

1. **50058 Fatal Errors Summary Report:** This report displays records submitted by PHAs that were rejected due to fatal errors. PHA staff can use this report to locate errors to correct and resubmit the 50058s with fatal errors. The report provides a high-level summary of the number of PHAs with fatal errors, the number of unique PIC rejections, the number of PIC tickets, and includes a list of all PIC fatal errors by PHA.
2. **50058 Fatal Errors Monitoring:** This report shows which PHAs have the most rejections due to fatal errors. Tables in this report show list of PHAs with a high percentage of errors as compared to their portfolio size broken out by program

(HCV, PH, and MTW) and PHAs with the most total errors broken out by program. The report is used to effectively target technical assistance.

3. **Common 50058 Fatal Errors:** This report provides a high-level overview of rejected records by PIC action type, highlighting the most common fatal errors, which helps HUD target areas of PIC submission operations and reporting requirements that need additional training to improve accuracy. Metrics captured include the number of fatal errors by action type, the number of errors by action categories (new admission, reexams, and exits), and a list of error details by count of PIC errors.
4. **50058 Overdue Reexam Summary:** This report summarizes all PHAs that have PIC submissions with a reexamination overdue by at least 14 months. PHAs can use this report to locate overdue reexaminations and use that information to update and submit those reexaminations to PIC. This report shows a high-level summary of the number of PHAs with overdue reexaminations, the average months overdue, and the number of overdue reexaminations and includes a list of all overdue reexaminations by PHA.
5. **50058 Overdue Reexams Monitoring:** This report displays the PHAs with a high percentage of reexaminations overdue by at least 14 months as compared to their portfolio size broken out by program (HCV and PH) and PHAs with the most errors broken out by program. This information is used to effectively target technical assistance. The metrics captured include a summary of all overdue reexaminations (total as well as in PH and HCV).
6. **50058 Overdue Reexams – Forms Rejected:** This report displays PHAs with overdue reexaminations by at least 14 months because the submitted form was rejected. PHAs can use this report to locate overdue reexaminations and use that information to update and fix the fatal error(s) in PIC and resubmit. Metrics captured include the number of PHAs, number of overdue reexaminations, and the list of overdue reexaminations due to forms rejected.

For the purposes of correcting PIC errors, the primary reports that will be used from the PIC Error Dashboard are:

- ▶ 50058 Fatal Errors Summary Report
- ▶ 50058 Fatal Errors Monitoring Report
- ▶ Common 50058 Fatal Errors
- ▶ Overdue Reexam Summary

Main Menu

[faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

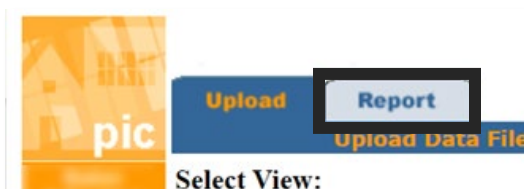
Systems

- [Business Intelligence \(BIMSTR\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Electronic Voucher Management System \(EVMS\)](#)
- [PIC - CSSR Report](#)
- [PIH Information Center \(PIC\)](#)

7. Click **Submission** under the **Form 50058** heading.



8. Select the **Report** tab at the top of the screen.



9. In the populated list, locate the specific error identified in the PIC Error Dashboard by matching the **Ticket Number** in PIC to the **Ticket Number** gathered from the PIC Error Dashboard.

Recent Submissions	
Records 1 to 50 of 4670	
Ticket Number ▲	
65	
61	

PHA Code	PHA Name	Ticket Number
	Housing Authority	61

An arrow points from the '61' ticket number in the 'Recent Submissions' table to the '61' ticket number in the 'PHA Name' table.

10. Select the **HTML – Fatal** report within the **Submission Report Format** section.

Form 50058 Report Details	
Submission Date: 2022-05-26	Submission Time: 16:10:18
Submission Filename: 14.asc	
Ticket Number: 53	
Submission Error Report Format	
HTML	HTML representation of the Entire Error report
HTML - WARNING	HTML representation of the Warnings only
HTML - FATAL	HTML representation of the Fatal Errors only

11. To drill further down to view the file results, select **HTML** within the **Submission Summary Report Format** section. Then, the **FORM HUD-50058 ERROR ANALYSIS REPORT** displays.

Multifamily Tenant Characteristics System	
FORM HUD-50058 ERROR ANALYSIS REPORT	
HA ID:	Return ID:
Transmission Date: 07-19-2022	Vendor Data:
Ticket Number:	Filename: hcv_ .asc
Summary	
Number of 50058 Submitted	5
Number of 50058 accepted (may contain warnings)	4
Number of 50058 rejected without any processing	0

12. In the pop-up window, locate the correct **Form Number** by referencing the **Form Number** collected from the PIC Error Dashboard. Also verify that the **Error Number** and **Field Number** in both the dashboard and the PIC system are the same.

Form Number : 74

Last Name

SSN

Program Type VO

Effective Date 10-01-2021

PHA USE ONLY

Error Number: 1 **Field Number: 3n**

Name	Ticket Number	Unique ID	Form Number	Error Number	Error Field Data	Speci Program Code
Using Authority	61		74	1	3n	

13. Finally, correct the error and submit the corrected file by following these steps:

- ▶ Select the family's file (electronic or paper) and open it in the system of record.
- ▶ In the system of record, identify the 50058 with the error as reported by PIC.
- ▶ Correct the error by following [HUD's guidance for PIC error correction](#).
 - ▶ **BEST PRACTICE:** Have a manager review/approve the correction.
- ▶ Once the 50058 is approved, transmit the updated 50058 to PIC.
- ▶ The PIC Error Dashboard is updated weekly. After successful submission, verify the error is no longer present when the data are refreshed.

NOTE: Repaired errors will not “fall off” the dashboard immediately. Corrected errors will no longer be present once the dashboard is updated. If the error is still present on the dashboard after an update, check the dashboard and the file again to verify another error isn't present. Then, submit the 50058 to PIC again.
- ▶ It is recommended that PIC errors be reviewed on a time frame established in the PHA's transmission policy.

Common PIC Errors

Error 4174: This is a new tenant in IMS-PIC. No 50058 data for this head of household exists. At least one New Admission or Historical Adjustment record must be submitted first.

The tenant with this SSN is not currently in PIC and a 50058 with an action code other than 1 or 4 is submitted. **Correction:**

- ▶ **Action 1** – New Admission for families housed less than a year
- ▶ **Action 14** – Historical Adjustment for families housed over a year

Error 4080: A record with a later effective date exists in the database. Either remove the later record or change this effective date to a later date.

The PHA tries to submit a 50058 with an effective date that is earlier than the last 50058 accepted by PIC. This generally happens when a PHA submits 50058s with future effective dates and now has an earlier 50058 that needs to go into PIC. **Correction:**

- ▶ PIC is a chronological system, so once an action with a specific effective date is accepted for a family in PIC, actions with prior effective dates will not be accepted without additional action.

NOTE: The following 50058s may be accepted with an earlier effective date: 8 – FSS, 10 – Voucher issuances, and 11 – Voucher expirations. These records are housed on a separate database.

- ▶ Review the last transaction performed. Ensure it is not the same transaction with different dates.
- ▶ Mark as a correction using line 2c on the 50058 if it is a correction to the 8 prior action.
- ▶ Void the last transaction, submit the action with the prior effective date, and submit the action that was previously accepted in PIC again.
- ▶ If the family ported into the agency, and the action 4 is rejected, review the initial housing authority's 52665 to verify whether the household is currently assisted. If yes, contact the initial agency and request it removes the family's later record so the receiving agency can submit the action 4.

Error 5332: The SSN/AID (Alternate ID) in this household appears in other households. Please refer to Chapter 5 of the Technical Reference Guide (TRG) for instructions to submit Form 50058 for this SSN.

The SSN usually does not belong to the head of household but rather a household member. Review the submission error report to identify which SSN is being rejected.

Correction:

- ▶ Check the Possible Duplicate Report to determine the other agency.
- ▶ If another agency is involved, contact that agency to determine which family member is on a family's record in error and remove that person from the household that does not house the family member 51% or more of the time.
- ▶ One PHA will need to submit a 50058 without the SSN in question. Once done, this should clear the error and allow the other PHA to submit a 50058 with the family member in their household.

Error 4176: A different unit is already occupied by this head of household. Use action 7 to change a unit.

May occur when tenant is transferring between programs at the same agency. **Correction:**

- ▶ Verify the tenant is transferring units within the same program. If so, generate an action type 7.
- ▶ If moving to a different program, process an EOP for the current program and resubmit action 1 under new program.

Error 5324: This SSN has been previously found to be invalid upon verification with Social Security Administration (SSA). Please refer to Chapter 5 of the TRG for instructions to submit Form 50058 for this SSN. **Correction:**

- ▶ Verify the Social Security card and the number in the PIC system.
- ▶ If the numbers are the same, request that family bring certification from the SSA.
- ▶ There may exist up to a four-month delay between SSA office filing and national validation. An alternate ID may be needed in the meantime.

Error 4182: This tenant already exists at this PHA in the IMS-PIC database. New Admission cannot be accepted. **Correction:**

- ▶ This person is already in HUD's system. It is most likely a duplicate transmission, so further action is not likely required.

Error 5326: This SSN has been found to have an incorrect last name upon verification with SSA. Please refer to Chapter 5 of the TRG for instructions to submit Form 50058 for this SSN. **Correction:**

- ▶ Verify data on the Social Security card and ensure everything matches.
- ▶ Ask the tenant if there have been any other last names or spelling changes. If so, inform them to make the correction with the SSA. The SSA must make changes before PHA can perform changes.
- ▶ Tenant must request verification at an SSA office.

Error 5348: This SSN is an active record in another agency and there is no overlapping date situation. Port-out cannot be accepted and is not necessary.

Corrections Versus Voiding a 50058

A common mistake made by PHAs is to void a 50058 and then generate a correction, which may be an unnecessary action.

- ## Submitting Corrected 50058s

1e.	Building number (Public Housing only)	[] [] [] [] [] [] []	1e.
1f.	Building entrance number (Public Housing only)	[] [] [] []	1f.
1g.	Unit number (Public Housing only)	[] [] [] [] [] [] [] [] [] [] [] []	1g.
2. Action			
2a.	Type of action		2a.
2b.	Effective date (mm/dd/yyyy) of action		2b.
2c.	Correction? (Y or N)		2c.
2d.	If correction: (check primary reason)	<input type="checkbox"/> Family correction of income <input type="checkbox"/> Family correction (non-income)	<input type="checkbox"/> PHA correction of family income <input type="checkbox"/> PHA correction (non-income)
2h.	Date (mm/dd/yyyy) of admission to program		2h.
2i.	Projected effective date (mm/dd/yyyy) of next reexamination		2i.
2j.	Projected date (mm/dd/yyyy) of next flat rent annual update (Public Housing flat rent only)		2j.
2k.	FSS participation now or in the last year? (Y or N)		2k.
2m.	Special program: (vouchers only) (check only one)	<input type="checkbox"/> Enhanced Voucher <input type="checkbox"/> Welfare to Work Voucher	
2n.	Other special programs: Number 01		2n.
2o.	Other special programs: Number 02		2o.



1. Enter Y on line 2c.
2. Enter the primary reason for the correction record:
 - ▶ Family correction of income
 - ▶ Family correction (non-income)
 - ▶ PHA correction of family income
 - ▶ PHA correction (non-income)

Once the correction 50058 is created, transmit the 50058 into PIC to ensure that the action is accepted.

However, if the updated PIC Error Dashboard still reflects the error after the correction 50058 was submitted to PIC, follow these steps:

1. **Verify there wasn't another error on the 50058.**
2. **Submit the 50058 again.**
3. **Contact your PIC Coach, if necessary.**

NOTE: The PIC Error Dashboard does not update in real time but on a weekly basis. Check the upper right-hand corner of the dashboard to view the **Data Current As Of:** box to determine if the dashboard has been updated since submitting the corrected 50058.

PIC Summarization

HUD runs a PIC summarization process each month to collect new data and generate reports of percentages and averages for the Form 50058 for the previous month's activities. PHAs must transmit all required 50058s by midnight on the Thursday before the first Friday of the month for inclusion in the summarization process. Generally, to be accepted in PIC, the 50058s must have an effective date that falls within the report date range. On the first Friday evening of each month, HUD begins the summarization process; once the summarization process is complete, PHAs can only access the summarization report for the previous month.

For example, if a PHA transmits 50058 data during the month of April and May 1 falls on Tuesday, PHAs must submit data by midnight (EST) on Thursday, May 3 for inclusion in April's monthly reports. Once the May summarization process is complete, the PHA

will not be able to view the March summarization data, which will be updated with the April summarization data.

PIC 50058 Viewer

To view or print a 50058 from PIC for a family that was previously reported, click on the **Viewer** sub-module and within the **Search** tab, enter the SSN, first name, and/or last name of the head of household, and then click the **Search** button. In the search response, click the **View** link in the right-hand column of the table row related to the tenant to review. This will display the Form 50058 for that family, which can then be printed. Agencies can use this for analysis or verification.

The screenshot shows the 'Search' tab of the PIC 50058 Viewer. At the top, there are tabs for 'Search', 'Household', 'Members', 'Rent', 'FSS/MTW', 'Iss/Exp Of Vouchers', and 'Reports'. Below these, the 'Search' sub-tab is active. The interface includes fields for 'Select View:' (set to 'Field Office HA'), 'Field Office:', and 'Housing Authority:' (set to '002 Muni HA' with a 'Select' button). A section titled 'Housing Authorities Search Filters' contains two radio buttons: 'Historical Database' (unselected) and 'Current Database' (selected). Below this are input fields for 'SSN:', 'First Name', and 'Last Name'. A 'Search' button is located at the bottom right of the form.

PIC Reports

The PIC system also has a variety of reports that should be used in HCV Program management. The reports in the **Form 50058 Reports** sub-module are updated every month. All other reports are either updated each night (Invalid Tenant ID, Possible Duplicate Tenant Report, and Portability Billing Report) or they report live data directly from the system.

SEMAP Indicators Report

RCR Rent Calc HQS **SEMAP** New Adm

Delinquency Reexam Decon KMI EOP Mob

SEMAP

SEMAP Indicators Report

All Voucher Programs

Housing Agency Selection:

☐ Within a State

☐ Within a State and County

☐ Within a Field Office

Select...

Agencies use the **PIC SEMAP Indicators Report** as verification for Indicators 9-12 and 14. Management should review data for each indicator in this report each month to correct issues timely and well before the official SEMAP certification is due.

Indicator 9: Annual Reexaminations

The overdue annual reexaminations are the households listed in the monthly **Reexamination Report** where the number of months since last reexamination (right-most column) is greater than 13 months.

Indicator 10: Correct Tenant Rent Calculations

It is rare that families are reported under this indicator. If families are reported, it could mean there is a problem with how the PHA's system of record is reporting data to PIC.

Indicator 11: Precontract HQS Inspections

The **HQS Inspection Report** tab has a second sub-tab named **Newly Leased Units Query**, which lists all new-lease inspections (actions 1, 4, 2 [with move], and 7).

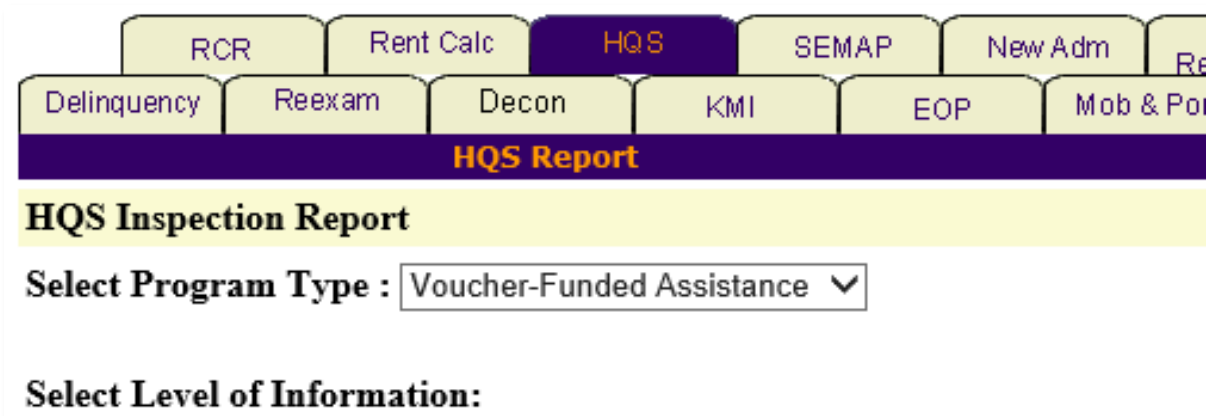
Indicator 12: Continuing HQS Inspections

The overdue HQS inspections are the households listed in the monthly **HQS Inspection Report** where the number of months since last inspection (right-most column) is greater than one month past due.

Indicator 14: Family Self-Sufficiency Enrollment

Families enrolled in any mandatory Family Self-Sufficiency (FSS) Program are reported in Indicator 14. If a PHA's program does not have a mandatory FSS Program, this indicator is not included in the SEMAP score.

HQS Reports



The screenshot displays a web interface for generating HQS reports. At the top, a navigation bar contains several tabs: RCR, Rent Calc, HQS (which is highlighted in purple), SEMAP, New Adm, and Re. Below the navigation bar, there is a section titled "HQS Report" in a yellow box. Under this title, there is a dropdown menu labeled "Select Program Type :" with "Voucher-Funded Assistance" selected. Below the dropdown menu, there is a label "Select Level of Information:".

Agencies can use the PIC HQS reports to not only see any HQS inspections that are late but also to work ahead to ensure any inspections nearing the 12- or 24-month cycle are inspected in advance.

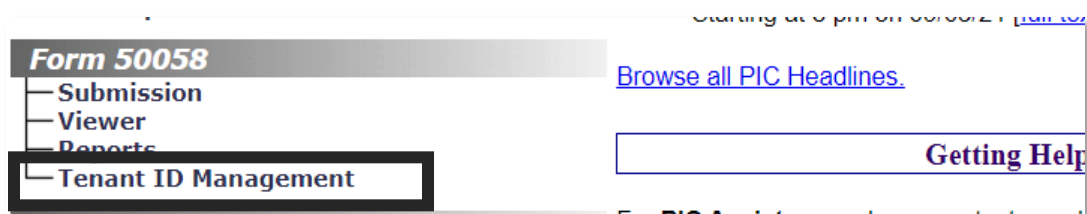
Form 50058 Tenant ID Management

The **Tenant ID Management** module gives agencies the ability to identify and correct identity problems. IMS/PIC validates all SSNs received against the SSA national database monthly to protect against fraud, identity theft, ineligible tenants, and tenants with potential duplicate assistance.

Agencies can use the tool to:

- Generate an Alternate ID for a tenant without a valid SSN.
- Change an Alternate ID to an SSN, if an SSN was later assigned.
- Change an Alternate ID to a new Alternate ID.
- Change an SSN (mostly used if the SSN was incorrectly reported).
- Change an SSN to an Alternate ID.

To open the module, select **Tenant ID Management** within the **Form 50058** heading.



The **Alternate ID** landing page then appears.

A screenshot of the 'Alternate ID' landing page. The page has a purple header with 'Alternate ID' and 'Reports' tabs. Below the header, there are sections for 'Generate ID' and 'Replace ID'. The 'Generate ID' section is active. It contains a 'Select View:' dropdown, 'Field Office:' and 'Housing Authority:' labels, and a 'Generate Alternate ID' section. The 'Generate Alternate ID' section has fields for 'PHA Code', 'Last Name', 'First Name', 'Middle Initial', 'Sex' (Male/Female), 'Date Of Birth' (MM/DD/YYYY), 'Place Of Birth' (Country, State, City), 'Ethnicity', 'Race' (White, Black, American Indian/Alaskan Native, Asian, Hawaiian Pacific), 'Reason for no SSN', 'Alien Registration Number', 'If no Alien Registration Number, provide reason', 'Declaration of Section 214 status', 'What other identification document does the tenant have?' (Written Statement that family member is not contending eligible immigration status), 'Other Supporting Documents' (Select One), and 'Date Requested' (8/10/2022). There are 'Reset' and 'Generate AID' buttons at the bottom.

Generate Alternate ID

An authorized user can generate an Alternate ID by completing all fields on the **Alternate ID** page with requested information. Click the **Generate AID** button to submit.

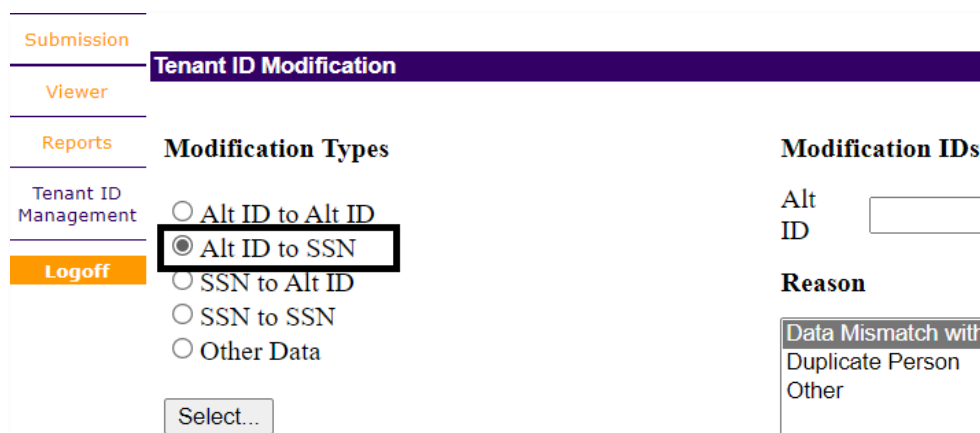
Replace ID

If an **Alternate ID** was issued and the SSN is now received, use the **Replace ID** function to update PIC with the correct information.

1. On the top of the page, click the **Replace ID** heading.

A screenshot of a web interface showing a purple header bar with the text "Replace ID" in white. Below the header bar, the text "Field Office HA" is visible in a smaller font.

2. Within the **Modification Types** heading, ensure the **Alt ID to SSN** radio button is selected. Then, click the **Select** button.

A screenshot of a web form titled "Tenant ID Modification". On the left is a sidebar with navigation links: "Submission", "Viewer", "Reports", "Tenant ID Management", and "Logoff". The main content area has a heading "Modification Types" with five radio button options: "Alt ID to Alt ID", "Alt ID to SSN" (which is selected and highlighted with a black box), "SSN to Alt ID", "SSN to SSN", and "Other Data". Below these options is a "Select..." button. To the right of the radio buttons is a section titled "Modification IDs" with a label "Alt ID" and an empty text input field. Below that is a section titled "Reason" with a dropdown menu showing "Data Mismatch with", "Duplicate Person", and "Other".

3. Enter the information requested. Click **Save**.

Generate ID	Replace ID	Duplicates
Select View:	Field Office HA	
Field Office:		
Housing Authority:	Housing Authority	
Tenant ID Modification		
Modification Types <input type="radio"/> Alt ID to Alt ID <input checked="" type="radio"/> Alt ID to SSN <input type="radio"/> SSN to Alt ID <input type="radio"/> SSN to SSN <input type="radio"/> Other Data <input type="button" value="Select..."/>	Modification IDs Alt ID <input type="text"/> * Replace With SSN <input type="text"/> * Reason <div>Tenant Provided SSN Duplication</div> * Comments <div></div> <input type="button" value="Save"/>	

If the **Replace ID** modification is being completed to correct an SSN error for the head of household, follow these steps:

1. Select the **SSN to SSN** radio button within the **Modification IDs** section.

Tenant ID Modification	
Viewer	
Reports	
Tenant ID Management	
Logoff	
Modification Types <input type="radio"/> Alt ID to Alt ID <input type="radio"/> Alt ID to SSN <input type="radio"/> SSN to Alt ID <input checked="" type="radio"/> SSN to SSN <input type="radio"/> Other Data <input type="button" value="Select..."/>	Modification IDs Alt ID <input type="text"/> Reason <div>Data Mismatch with Duplicate Person Other</div>

2. Enter the correct reason (such as **SSN Invalid Value**).
3. Add supplementary information in the **Comment** section.
4. After verifying the information entered is correct, click **Save**.

Modification IDs

SSN * Replace With SSN *

Reason

SSN Invalid Value *
 Wrong Information from the Tenant
 Incorrect Validation Result

Comments

Incorrect SSN entered

Save

- The system displays a message that the request is scheduled to process.

SSN:
 Reason: SSN Invalid Value
 Comments: Incorrect SSN entered
 Status: Success

Your Tenant ID Modification Request Has Been Scheduled to Process Overnight

Form 50058 Adhoc Report

The **Form 50058 Adhoc Report** module provides agencies access to live tenant data in a flexible format. Staff use filters and select specific fields to view from the Form 50058 for immediate review. This data can be used by agencies in analysis and special reporting.

- Under the **ADHOC** heading, select the **Form 50058 Adhoc Report**.

Reports

Tenant ID Management

ADHOC

Form 50058 Adhoc Report

PHA Query Report

PIC Downloads

Building And Unit

Getting Help

For **PIC Assistance**, please contact your I
 If you must include a user's ID in an email,
 message. The PIC Coach list as well as job
 can be found on the [PIC home page](#).

For **Secure Systems** assistance, PHA use

2. Select the correct program type.

Select Program Type:

- ☒ All Voucher Funded Assistance
- ☐ Homeownership Voucher
- ☐ Section 8 Mod Rehab (excluding SRO)
- ☐ Project-based Certificate
- ☐ Project-based Certificate and Project-based Voucher
- ☐ Project-based Voucher
- ☐ Public Housing
- ☐ Section 8 Mod Rehab SRO (Single Room Occupancy)
- ☐ Tenant-based Voucher

3. To return all program types, select the **Select All** checkbox. To review specific action types, select the appropriate radio buttons next to each item (such as **New Admission**, **Annual Reexamination**, etc.). Though multiple actions may have been submitted for a family within the specified date range, the report will return only the most current record reflected in the database.

Type of Action Selection:

- ☐ New Admission
- ☐ Annual Reexamination
- ☐ Interim Reexamination
- ☐ Portability Move-in
- ☐ Portability Move-out
- ☐ End of Participation
- ☐ Other Change of Unit
- ☐ Annual Reexamination Searching
- ☐ Historical Adjustment

☐ Select All ☒ Deselect All

4. Input the **Effective Date of Action** fields.

5. Select **Go To Field Selection**.

☒ **Effective Date of Action:**

☐ **Update Date of Action:**

From *(MM/DD/YYYY)
To *(MM/DD/YYYY)

Go To Field Selection

- Use the checkboxes to customize the report.

Select the fields	
Form	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All <input type="checkbox"/> Head of household first name <input type="checkbox"/> Head of household middle initial <input type="checkbox"/> Head of household last name <input type="checkbox"/> Date modified (mm/dd/yyyy) <input type="checkbox"/> Update Date
Agency	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All 1a Agency name - HA 1b <input type="checkbox"/> PHA code
Action	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All 2a <input type="checkbox"/> Type of action 2b <input type="checkbox"/> Effective date (mm/dd/yyyy) of action 2c <input type="checkbox"/> Correction? (Y or N) 2d <input type="checkbox"/> If correction: (check primary reason) 2e <input type="checkbox"/> Date correction transmitted (mm/dd/yyyy) 2f <input type="checkbox"/> Repayment agreement? (Y or N) 2g <input type="checkbox"/> Monthly amount of repayment 2h <input type="checkbox"/> Date (mm/dd/yyyy) of admission to program 2i <input type="checkbox"/> Projected effective date (mm/dd/yyyy) of next reexamination 2k <input type="checkbox"/> FSS participant now or in the last year (Y or N) 2m <input type="checkbox"/> Special program(s): Enhanced Voucher; Welfare to Work Voucher 2n(1-5) <input type="checkbox"/> Other special programs 2q <input type="checkbox"/> PHA use only 2r <input type="checkbox"/> PHA use only 2s <input type="checkbox"/> PHA use only 2t <input type="checkbox"/> PHA use only 2u <input type="checkbox"/> PHA use only
Household	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All 3a <input type="checkbox"/> Member number 3b <input type="checkbox"/> Last name & Sr., Jr. etc. 3c <input type="checkbox"/> First name 3d <input type="checkbox"/> MI 3e <input type="checkbox"/> Date of birth <input type="checkbox"/> Age on effective date of action

HA Query Report

The **HA Query Report** module provides nationwide searches for a head of household by SSN. The report provides the family's current agency housing authority code, last action, and effective date.

- Enter the SSN for the head of household and additional household members, as applicable.
- Click **Retrieve**.

HA Query

HA Query Report

Enter SSN Numbers:

Retrieve

PIC Reporting Resources

- ▶ [50058 Report FAQs](#)
- ▶ [50058 Submission FAQs](#)
- ▶ [PIH Notice 2011-65 – Reporting Requirements](#)
- ▶ [50058 Technical Reference Guide](#)
- ▶ [50058 Error Codes](#)
- ▶ [MTW 50058 Technical Reference Guide](#)
- ▶ [IMS/PIC Job Aids](#)
- ▶ [IMS/PIC User Manuals](#)
- ▶ [PIH 2021-20 – EHV Reporting Requirements](#)
- ▶ [PIH Notice 2016-09 - Housing Choice Voucher \(HCV\) Family Moves with Continued Assistance, Family Briefing, and Voucher Term's Suspension](#)