

INSTRUCTIONS FOR COMPLETING PARENT PAPER VOUCHERS FORM HUD-52670

For SECTION 811 PRA PROGRAM Owners ONLY

To ensure data entry accuracy and program consistency please read the following tips before completing the RAC voucher submission.

IMPORTANT TERMS

Executed RACs. A RAC is a Rental Assistance Contract. This is the contract your entity has signed with the state grantee to offer a specific number of units as PRA 811 Units at the site.

Grantee/Parent. This is the state entity that provides payment to you as the RAC contract owners.

Child Voucher. The child voucher is the voucher submitted by the Owner of the project that provides units for occupancy under the Section 811 PRA Program to the grantee for HUD assistance.

PROCESS FOR REQUESTING APPROVAL OF SPECIAL CLAIMS FOR VACANCY LOS ON RAC VOUCHERS

- The RAC agent/owner prepares the Special Claim and submits to the Grantee for review/approval.
- Grantee reviews the Special Claim for payment and creates a Special Claims approval number within their processing software.
- Grantee returns the Special Claim with the approved amount and the approval number to agent/owner.
- RAC Agent/owner incorporates the approved Special Claim on Part 5 of the next child voucher they submit to the grantee. The approved claim is then paid to the owner via this child voucher adjustment.

SENDING RAC CHILD VOUCHER TO THE GRANTEE

All tenants requesting PRA 811 assistance must be listed on HUD-52670-A, Schedule of Tenant Assistance Payments Due. Pursuant to the TRACS Automation Rule, all tenant certifications appearing on a child voucher must be transmitted via iMAX from the RAC owner to the grantee via TRACS Complaint software. Successful processing of an error-free certification from the RAC owner is required in order for the grantee to pay subsidy based on that certification.

TIPS FOR POPULATING FIELDS OF THE CHILD RAC VOUCHER CORRECTLY

HUD-52670 Part I. Contract Information

6. Project Name. Insert name of Property Name included in the executed RAC.

7. FHA/EH/Non-Insured No. Not applicable under the Section 811 PRA program. Leave blank

8. Sec/PAC/Contract No. Input the RAC contract number as assigned to the RAC Property. This number will display on page 1 of the executed RAC and will always end in a 4-digit sequence with the FY of the grant and two numbers. The ending numbers will never be 01. The number ending in 01 belongs to the grantee, not to the RAC.

9. Type of Subsidy. Input "Section 811 PRA Demo", not 811 PRAC.