

PIC Error 4182: Tenant Already Exists

This tenant already exists at this PHA in the IMS-PIC database. New admission cannot be accepted.

1 Identify error in the PIC Error Dashboard. Assess the reason for the error.

2 Locate the error in PIC by cross referencing the **Ticket Number, Form Number, Error Number, and Field Number** from the dashboard.

Form Number : 74

Last Name
SSN
Program Type VO
Effective Date 10-01-2021
PHA USE ONLY

Error Number: 1 Field Number: 3n
Error Message FATAL: 4174 - This is a new submitted first

Rec Nbr in Error	Section
000323	B

Form Number : 78

50058 Submissions that we				
Ticket Number	Unique ID	Form Number	Error Number	Error Field Data
61	49	74	1	3n

3 Use the information in PIC to locate that error for the head of household (HoH) in the system of record (SoR).

4 Make the necessary correction(s) in the SoR. It is possible you have the wrong action type or need to change it.

- a. In the SoR, review the 50058 transactions to determine if a previous new admission has been submitted.
 - a1. If the error was a result of an incorrect action code, create a 50058 correction using the correct action code in the SoR. Resubmit the correction to PIC.

a2. If the error was the result of a tenant transferring from public housing to HCV and the **End of Participation (EOP)** was not submitted properly, contact public housing to process an EOP with an earlier effective date (at least the day before the effective date of the 50058).

b. If the error was a result of an attempt to submit a duplicate 1 or 4 action with different effective dates:

1. Determine the correct effective date and void the incorrect 50058 in the SoR.
2. Determine whether the rejected action code should be submitted as a correction to the existing 1 or 4 action or submitted as an interim action (action 3).
3. Submit the correction to PIC.

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Resubmit original action or new 50058 to PIC. Verify successful transmission.

NOTE: If correcting a current record already accepted by PIC, mark fields 2c as a correction and indicate the correction type in 2d on the 50058. Depending on the issue, you may not need to mark these fields when addressing a fatal error that was not accepted by PIC.

2. Action

2a. Type of action		2a.
2b. Effective date (mm/dd/yyyy) of action		2b.
2c. Correction? (Y <input type="checkbox"/> or N <input type="checkbox"/>)		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)

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Check the PIC Error Dashboard on a weekly basis to ensure the error dropped off. The **Data current as of** box displays the most recent update date.

If the error is still present after the weekly update, drill-down to view the error and open the corresponding ticket in PIC/IMS to verify whether the resubmitted file reported any additional errors. If no errors are present, try retransmitting the 50058 to PIC.

If the error still appears, you may need to contact your PIC coach.

Clear All Filters

Data current as of: 8/2/2022
Source: IMS/PIC System

# Unique PIC Rejections	# PIC Ticket & 58 Forms Needing Revision
183.7K	128.9K

You can find a video walkthrough of these steps [here](#) on HUD Exchange.

