



National Housing Compliance Voucher Processing Reminders & Helpful Hints

Vouchers should be submitted by the 10th of the month

With the implementation of 202D, **please do not send** hardcopy vouchers to NHC unless asked to by your Voucher Financial Specialist.

| Completed | Steps to consider | Items to Review/Prepare |
|-----------|-------------------|---|
| | 1. | Print out a summary report indicating all certifications completed within the previous month that have not been submitted for payment on any previous voucher. |
| | 2. | Compare your summary report with your preliminary voucher. Ensure all certifications are included on the voucher. |
| | 3. | Review each adjustment on your voucher to ensure that the time period for each adjustment and the amount of each adjustment is correct. |
| | 4. | Make sure the total number of units on the HAP voucher matches the number of units allocated and approved under the Section 8 contract. Ensure that 6A must equal 6B + 6C + 6D + 6E |
| | 5. | If you are applying a gross rent, be sure to apply it to ALL certifications. |
| | 6. | If you are applying special claims, ensure you are using the 14 digit approval number located on the HUD 52671-A or HUD 52671-C |
| | 7. | Review TRACS to ensure that all current residents are active and that you are at 100% compliance. Resubmit any missing certifications and notify your voucher specialist with the units that need to be updated. |
| | 8. | If you have a new repayment agreement, please email your voucher specialist with the agreement and backup information for the adjustments. |
| | 9. | If you have an OARQ or a SERV please email your voucher specialist with backup information for the adjustment. Ensure you are inputting the correct comments in the necessary field. For an OARQ submit the unit # and tenant's name. |

Reminder: Move-ins, move-outs, and unit transfers should be processed and reported on a HAP voucher once they have actually happened, not ahead of time. For AR's, & IR's with future effective dates, please don't send them until they are reported on the appropriate HAP voucher.

After Voucher Submission:

If you have any questions on how to complete the following, please contact your Voucher Specialist.

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| 1. | Address any Fatal Errors, Discrepancy Messages or Informational Messages received from NHC. |
| 2. | Check TRACS (HUD Secure Systems) to be sure any new files have been received and that the contract remains at 100% compliance. |