

Appendix D: TRACS Discrepancy Code Tables

Note: Due to field size restrictions in the TRACS Systems, messages returned to the owners and their agents may be an abbreviated version of the message descriptions in this guide.

All TRACS discrepancy codes pertaining to certifications and voucher information are listed in this appendix. Part 1 contains TRACS Tenant System discrepancy codes and part 2 contains TRACS Voucher System discrepancy codes.

The **Action-Required** column lists codes that indicate correction submission procedures and designate those messages that are informational.

Valid codes are:

- 01** - Submit correction within 45 days.
- 02** - Submit correction on next submission and/or certification.
- 03** - Informational message; may or may not require correction.
- 04** - Follow up required (For Field Office Use Only).

This chapter is organized into the following major sections:

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Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
AD	TRACS calculated allowance for dependents differs from reported value.	Verify number of dependents; recalculate total allowance for dependents.	01
ADI	TRACS calculated adjusted income differs from reported value.	Verify care/special status codes; recalculate total allowance and annual income.	01
AHE	TRACS calculated allowance for handicapped expenses differs from reported value.	Verify special status/care code (H); recalculate handicapped expense, income and allowances.	01
AME	TRACS calculated allowance for medical expenses differs from reported value.	Verify head/spouse/adult co-tenant with E/H special status code; recalculate.	01
ANI	TRACS calculated annual income differs from reported value.	Recalculate member incomes, income from assets, and annual income.	01
AP	TRACS calculated assistance payment differs from reported value. No override set.	Recalculate gross rent, TTP, and assistance payment Or Enter the appropriate override.	01
ASI	TRACS calculated income from assets differs from reported value.	Choose greater of imputed income from assets or actual yearly income from assets.	01
CCE	TRACS child care allowance for working differs from reported expense value.	Verify care code and age of child(ren); recalculate child care expense for working.	01
CE001	Effective date cannot be greater than next recertification date.	Submit a correction certification with the correct effective date and next recertification date.	01
CE002	Next recertification date not submitted.	TRACS provided next recertification date; no correction required.	03
CE003	Next recertification date exceeds one year.	Verify next recertification date; cannot be > one year from effective date. TRACS provided a calculated date.	03
CE005	Employment income of child included in annual income.	Exclude employment income of child; recalculate income.	01

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE006	Apparent late certification. Effective Date is after next annual Recertification date.	The effective date submitted in the annual recertification is greater than the next recertification date of the certification it supersedes. Verify and correct Effective Date and /or Recertification Date.	01
CE008	Effective date precedes move-in date.	Verify effective date and move-in date reported; revise one or both.	01
CE009	Effective date submitted for annual recertification begins after first day of month.	Verify effective date of recertification.	03
CE012	Tenant signature date not provided on 50059.	Submit date tenant signed certification.	02
CE013	Owner signature date not provided on 50059.	Submit date owner signed certification.	02
CE014	Adult member listed on more than one certification active in same period.	Research and take appropriate steps to resolve duplicate subsidy.	01
CE016	A unit is occupied by multiple households.	Verify unit number and household identification.	01
CE018	Household Member is reported as Handicapped, Not Handicapped in previous certification.	Verify the reported disability; correct if necessary.	04
CE019	Previous head of household does not match current head of household.	Verify head of household on current and previous certifications; correct if necessary.	01
CE020	Current assets decreased from previous certification by more than 20% and more than \$500.	Compare the assets listed on current and previous certifications.	04
CE021	Current income decreased from previous certification by more than 20% and more than \$500.	Compare the income listed on current and previous certifications.	04
CE022	Incorrect income status code submitted for Post-81 Section 8 annual or interim recertification.	Verify annual income amount and income limit; correct income status code.	02
CE023	Household member was previously handicapped; not handicapped in current certification.	Verify current and previously reported disability; correct if necessary.	03

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE024	Household composition has changed from previous certification.	Verify household members on current and previous certifications; correct if necessary.	03
CE027	Lower income limit reported as zero at move-in or initial certification.	Lower income limit must be > zero at move-in or initial certification.	01
CE029	Interim effective is after next annual recertification date.	Verify and correct certification effective date and/or next recertification date.	01
CE031	Income exception code not submitted for household receiving Section 8 after 7/1/84. Income exception code submitted for a unit not receiving 84 assistance.	Verify income exception code and submit appropriate values, if applicable. Submit a valid income exception code (VL, CV, ET, EDT, EIT, AA, EAT, or EP).	02
CE033	An income exception code was entered for post-8/1/84 Section 8 recipient.	The certification indicates that the family began receiving assistance on or after 8/1/1984. An income exemption code was also submitted. These two conditions appear inconsistent.	03
CE034	Lower income limit reported as zero at annual or interim recertification.	Lower income limit must be > zero at annual or interim recertification.	02
CE035	Current Assets Amount increased by > 20% + >\$500 from previous certification.	Compare the assets listed on the current and previous certification.	04
CE036	Current Income Amount increased by > 20% + >\$500 from previous certification.	Compare the income listed on the current and previous certification.	04
CE040	No waiver or qualifying family member for 811 PRAC/202 PAC.	At annual or interim recertification the household must contain a disables family member age 18 or older, specify a disabled waiver, or specify a survivor status.	02
CE041	No waiver or qualifying family member for Section 202 PRAC.	At annual or interim recertification the household must contain an elderly member or specify an age waiver, near elderly waiver, or survivor status.	02

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE042	No waiver or qualifying family member for 202/8.	At annual or interim recertification the household must contain a disabled family member age 18 or older or specify a disabled waiver or survivor status.	02
CE050	Contract number submitted for non-Section 8 project.	Remove contract number for non-Section 8 units on next submission.	02
CE056	Move in to project date cannot exceed TRACS processed date plus one month.	Verify reported move into project date.	01
CE058	Member birth date is after effective date of the certification.	Verify birth date of member.	01
CE060	An IC submitted for a 236 project should have a project number.	TRACS added the project number and stored the IC.	03
CE061	An IC submitted for a 236 project should have a secondary subsidy type code of "S".	TRACS added the secondary subsidy code "S" and stored the IC.	03
CE062	An IC submitted for a 236 project should have a secondary subsidy type and project #.	TRACS added the secondary subsidy code "S" and the project number and stored the IC.	03
CE077	Incorrect previous housing code submitted for move-in.	Submit correct previous housing code (1, 2, 3, 4, 5 or 6).	02
CE078	Incorrect displacement status code submitted for move-in.	Submit correct displacement status code (1, 2, 3 or 4).	02
CE081	Elderly family status code omitted.	Resubmit the certification with the Special Status Code set to "E".	03
CE083	Incorrect special status code submitted for non-elderly household member.	Verify elderly status code and age of the household member.	01
CE084	Incorrect sex code submitted.	Submit the appropriate sex code (F, M or Blank).	02
CE085	Full-time student status code "F" not permitted when member's age is less than 18.	Check special status code and the age of the household member. Correct or leave blank.	02
CE086	Incorrect/blank relationship code submitted.	Submit an appropriate relationship code (H, S, D, K, O, F, L or N).	02

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE100	Incorrect or blank income exception code submitted.	Submit correct income exception code (VL, CV, ET, EDT, EIT, AA, EAT or EP).	02
CE101	Incorrect or blank able to work care code submitted.	Submit a correct able to work care code (C, H or CH).	01
CE110	Incorrect/blank income type code submitted.	Submit correct type code on next submission.	02
CE111	Incorrect or blank income status code submitted.	Submit correct income status code (1=Lower; 2=Very Low, 3 = Extremely Low).	02
CE114	Incorrect or blank eligibility universe code submitted.	Submit the correct eligibility universe code (1 or 2) on the next submission.	02
CE115	Incorrect or blank Section 8 assistance 7/01/84 indicator.	Submit either “Y” or “N” on next submission.	02
CE117	Tenant not eligible for rent supp based on assistance payment amount.	For init cert or move-in, rent supp assistance must be $\geq 10\%$ of gross rent unless an income (INC) waiver was granted.	01
CE131	Security deposit is now being collected by TRACS.	Enter the security deposit amount and resubmit the transaction as a correction.	03
CE146	Incorrect next recertification date reported.	Next recertification date cannot exceed certification effective date plus one year. Next recert date is effective date plus one year unless alternative next recert date approved by HUD.	02
CE147	Very low income limit is reported as zero or blank for Section 8 or PRAC.	Verify subsidy type and submit very low income limit for Section 8 or PRAC.	02
CE148	TRACS calculated income exceeds the lower and very low income limit.	Verify lower and very low income limits. Recalculate income.	02
CE150	Household member reported more than once on this certification.	Verify each member’s last name, first name, birth date and SSN.	01

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE155	Very low income limit submitted, but subsidy type is not Section 8 or PRAC.	Verify subsidy type and leave blank if subsidy type is not Section 8 or PRAC.	03
CE156	Income status code reported for tenant in a non-Section 8 unit.	Verify income type and tenant income status. If it isn't Section 8, leave the field blank.	03
CE157	Incorrect or blank current subsidy indicator reported.	Submit "Y" or "N" on next submission.	02
CE161	Eligibility universe code reported for non-Section 8.	Verify subsidy type and submit on next submission. If subsidy type isn't Section 8, leave the field blank.	03
CE164	Previous housing code reported for certification code other than move-in.	Verify certification type. If not a move-in, leave blank.	03
CE166	Section 7/01/84 assistance indicator reported for a non-Section 8 unit.	Verify and correct subsidy type on next submission. If subsidy type isn't Section 8, leave the field blank.	03
CE169	Current subsidy type is not consistent with last submission.	Verify and correct subsidy type, if appropriate.	03
CE170	Displacement status code was reported for other than move-in.	Verify certification type and omit the code if certification type is not a move in.	03
CE174	Income exception code reported for a non-Section 8 tenant.	Verify and correct subsidy type on next submission. If subsidy type is not Section 8, leave blank.	03
CE176	Incorrect ethnicity code submitted.	Submit correct ethnicity code (0, 1 or 2).	02
CE180	Able to work care code reported for ineligible family member.	Verify and correct relationship code, age or able to work care code.	03
CE181	Elderly special status code can apply only to relationship code "H", "S" or "K".	Verify relationship code and status code.	02
CE182	Full-time student special status code incompatible with reported household composition.	Verify relationship code, age and status code.	01

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TRACS Code	Description	Recommended Solution	Action Required
CE183	Handicapped special status code (“H”) is incompatible with household composition.	Verify relationship code and status code.	02
CE184	Household has a live-in attendant but no handicapped or elderly.	Verify household composition.	02
CE186	WARNING: Section 202 PRAC unit has more than one bedroom.	Verify number of bedrooms and submit a correction.	04
CE189	TRACS calculated income exceeds the very low income limit for a PRAC.	Verify very low income limits. Recalculate income.	04
CE190	Child care expense claimed, but there are no children under the age of 13 in the household.	Verify age of child or children. Recalculate child care expense.	01
CE191	The certification effective date must occur before the voucher date.	Verify certification effective date and voucher date reported.	03
CE192	Head, spouse or co-head is less than 15 years of age.	Verify relationship code, age or birth date and correct if necessary.	03
CE193	Project and contract number on MAT70 differs from the current TRACS certification.	The project and contract number from the current certification will be used by TRACS to process the MAT70.	03
CE196	Tenant transferred into an occupied unit.	Verify unit occupancy. Submit a correction if needed.	03
CE199	Tenant moved into an occupied unit.	Verify unit occupancy. Submit a correction if needed.	03
CE202	This action changes the certification in force. The future gross rent change remains on file.	Verify this action against the future gross rent change. Submit correction if required.	02
CE216	No SSN was submitted. TRACS created a temporary identification number.	Use the TRACS temporary identification number on all transactions until the tenant provides a SSN. Use the head of household ID change procedure to replace the temporary ID with a SSN.	03
CE217	Other member income/full-time student income cannot be greater than \$480.	Verify family member’s earned income.	03

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE221	Invalid secondary subsidy code submitted.	Submit a correction with a valid secondary subsidy code. NOTE: Secondary subsidy applies only to 236 tenants with a deeper subsidy; submit correction with spaces or “S” as appropriate.	01
CE222	Invalid household assistance status code submitted.	Submit a correction with a valid household assistance status code.	01
CE224	Invalid citizenship eligibility code and relationship code combination submitted.	Submit a correction with a valid citizenship eligibility code and relationship code combination.	01
CE225	Invalid relationship code for citizenship eligibility code “IC”.	Submit a correction with a valid citizenship eligibility code and relationship code combination.	01
CE226	Invalid relationship code for citizenship eligibility code “IP”.	Submit a correction with a valid citizenship eligibility code and relationship code combination.	01
CE227	Invalid household assistance status code “N” submitted for subsidy type.	Submit a correction with a valid household assistance status code and subsidy type combination. NOTE: Household assistance status “N” is invalid when subsidy type is Section 8, RAP, Rent Supplement or Section 236.	01
CE228	Invalid household assistance status code “E” when members are ineligible.	Submit a correction with a household assistance status matching the family composition.	01
CE229	Invalid assistance status code “C” for move-in date or family composition.	Submit a correction with consistent assistance status, eligibility, and move-in date. NOTE: Assistance status code “C” is invalid if the family was not a tenant as of June 19, 1995 or if there are ineligible family members.	01
CE230	Invalid assistance status code “P” when family composition not mixed.	Submit a correction with consistent assistance status and family composition.	01

Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE231	Invalid assistance status code “T” submitted for family composition when family composed of all eligible members or members awaiting verification.	Submit a correction with consistent assistance status and family composition. NOTE: Assistance status code “T” is invalid for a family with all eligible members or members awaiting verification.	1
CE232	Invalid household assistance status code, “F” submitted for the family composition.	Submit a correction with consistent assistance status and family composition. NOTE: Household assistance status “F” is valid only if there is a family member pending verification.	01
CE233	Invalid household assistance status code submitted for a subsidy type not affected by the Non-citizen rule.	Submit a correction with a consistent assistance status and subsidy type. NOTE: Household assistance status code must be “N” for BMIR, 202 PRAC, 811 PRAC or 202/162 PAC.	01
CE234	Invalid special status code, “F” submitted for the relationship code.	Submit correction with consistent special status and relationship code. NOTE: A co-head or “none of the above” cannot be designated as a full-time student.	01
CE236	Invalid secondary subsidy code submitted for subsidy type.	Submit a correction with a valid secondary subsidy code and subsidy type.	01
CE237	Secondary subsidy code not required until the Noncitizen Rule effective date of June 19, 1995.	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995.	01
CE238	Household Assistance Code is not required until the Noncitizen Rule effective date of June 19, 1995.	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995.	01

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TRACS Code	Description	Recommended Solution	Action Required
CE239	Citizenship Eligibility code is not required until the Noncitizen Rule effective date of June 19, 1995.	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995.	02
CE246	TRACS calculated MAT70 TTP differs from reported value.	Recalculate TTP on appropriate worksheet.	02
CE247	TRACS calculated MAT70 TR differs from reported value.	Recalculate tenant rent on appropriate worksheet.	02
CE248	TRACS calculated MAT70 AP differs from reported value.	Recalculate gross rent, TTP, and assistance payment.	02
CE252	Security Deposit should equal the greater of total tenant payment or \$50.	Check the security deposit guidelines in the 4350.3 Handbook for 202 PAC, 202/811 PRAC. Resubmit the transaction as a correction.	03
CE254	Late – MO/YR in Trans Effect Date is more than 3 mos. Older than voucher date. Voucher Date:	TRACS stored the certification. No action required. MO/YR transaction effective date may be up to 3 months older than the voucher date but no more than 3 months. Forewarning: This edit becomes fatal in the future.	03
CE258	Household must be terminated before an initial certification (IC) is submitted.	TRACS stored the certification. No action is required.	03
CE259	Security Deposit for this Section 8 program should equal on month's TTP.	Check the security deposit guidelines in the 4350.3 Handbook for the following: a) New Construction (with AHAP executed before 11/05/79) b) New Construction FMHA (RHS 515 with Section 8) c) Substantial Rehab (with AHAP executed before 02/20/80) d) State Agency (with AHAP executed before 02/29/80) Resubmit the transaction as a correction.	03

Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE260	Security Deposit for this Sec 8 program should be equal to the greater of TTP or \$50.	Check the security deposit guidelines in the 4350.3 Handbook for the following: a) Property Disposition b) Section 202 (with Sec 8 or PAC) c) State Agency (with AHAP executed on or after 02/29/80) d) New Construction (with AHAP executed on or after 11/05/79) e) Substantial Rehab (with AHAP executed on or after 02/20/80) Resubmit the transaction as a correction.	03
CE261	Security Deposit for this Sec 8 program may not exceed TTP.1.	Check the security deposit guidelines in the 4350.3 Handbook for the Loan Management Set-Aside. Resubmit the transaction as a correction.	03
CE263	Invalid student status code submitted.	Verify the student's status and submit a correction containing a valid code.	03
CE267	Previous subsidy should be blank for a move-in certification.	Verify transaction type and resubmit, if appropriate.	03
CE289	Incorrect status code submitted for family member.	Codes are C (Joint custody dependent – no dependent allowance), E (elderly), H (handicapped), J (Joint custody dependent – resides with family receiving dependent allowance), K (Joint custody dependent – resident 50% or more in unit), S (full-time student).	02
CE301	Incorrect race code submitted for American Indian or Alaska native.	Submit correct race code "Y" or leave blank.	02
CE302	Incorrect race code submitted for Asian.	Submit correct race code "Y" or leave blank.	02

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE303	Incorrect race code submitted for Black or African American.	Submit correct race code “Y” or leave blank.	02
CE304	Incorrect race code submitted from Native Hawaiian or other Pacific Islander.	Submit correct race code “Y” or leave blank.	02
CE305	Incorrect race code submitted for White.	Submit correct race code “Y” or leave blank.	02
CE306	Incorrect race code submitted for Other.	Submit correct race code “Y” or leave blank.	02
CE307	Incorrect race code submitted for Declined to Report.	Submit correct race code “Y” or leave blank.	02
CE320	Income of (L) live-in attendant or (N) None of the Above included in household income.	Exclude all income of household members with a relationship code of Live-in or None of the Above. Recalculate income and resubmit certification.	01
CE323	Invalid citizenship eligibility code submitted.	Submit a correction with a valid citizenship eligibility code (EC, EN, IC, IN, IP, PV, ND, or XX).	01
CE343	No waiver or qualifying family member for Section 202 PRAC.	At move-in or initial certification the household must contain an elderly family member or specify an age or near elderly waiver.	02
CE344	No waiver or qualifying family member for Section 811 PRAC.	At move-in or initial certification the household must contain a disabled family member age 18 or older or specify a disabled waiver.	02
CE345	No waiver or qualifying family member for Section 202/162 PAC.	At move-in or initial certification the household must contain a disabled family member age 18 or older or specify a disabled waiver.	02
CE348	Certification recorded. Household member was previously an eligible non-citizen with no SSN. Now ineligible non-citizen with no SSN.	Household member cannot change status from eligible to ineligible in order to bypass disclosure requirements Verify that status has changed.	03

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE349	Certification recorded. Household member under 6 years of age has no SSN.	Owner/Agent has 90 days to provide valid SSN. In some cases OA can provide additional 90 days. Correct certification within 180 days and re-submit. If resident does not provide SSN, begin steps to terminate tenancy, Refer to Notice 10-08 and HH 4350.3, R1, Chapter 3.	02
CE352	Household submitted with a relationship of “L”.	HUD has added two new relationship codes of F = Foster child/Adult and N = None of the Above. If those codes are more appropriate, correct and re-submit. If the member is a live-in aide, disregard this message.	03
CE353	Tenant rent calculation does not follow the standard rule. Rent override code used.	If override of standard tenant rent was intended, no action required.	03
CE354	Tenant rent calculation does not follow the standard rule for PRAC. Rent override code used.	If override of standard tenant rent was intended, no action required.	03
CE355	Extenuating Circumstances Code used when tenant signature date is present.	Must be corrected within 45 days. Extenuating circumstances codes provide HUD with an explanation of why a certification is not signed. If all adults have signed the 50059, remove the extenuating circumstances code and re-submit. If appropriate signatures have not been collected, use the appropriate extenuating circumstances code and remove the tenant signature date.	01

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE356	Invalid Extenuating Circumstances Code used.	Must be corrected within 45 days. Extenuating circumstances codes provide HUD with an explanation of why a certification is not signed. If all adults have signed the 50059, remove the extenuating circumstances code and re-submit. If appropriate signatures have not been collected, use a valid extenuating circumstances code. 1 = Medical, 2 = Late annual certification due to accommodation or extenuating circumstances, 3 = Late annual certification due to owner/agent delay, 4 = Late annual certification due to third party delay (Guardian), 5 = Military deployment, 6 = Eviction, 7 = Court order, 8 = No signature Required, 9 = No signature required for 60 days, 10 = Other.	01
CE357	Certification Not Signed.	If the tenant is unable to sign for a legitimate reason, you must document the file and explain why there is no signature and explain when or if a signature will be obtained. Resubmit the certification as a correction when/if tenant signs.	03
CE358	EIV Correction Indicator included on cert with a current or future effective date.	EIV indicators are used to denote certifications that are corrected or created as a result of using the EIV reports. It is not generally used for a current certification.	03
CE359	Invalid EIV Indicator.	EIV indicator is "Y" or the field is Blank.	03
CE360	TM submitted for a PRAC.	Must be corrected within 45 days. PRAC program is not subject to Termination. Rent is the greater of 10% of annual income or 30% of adjusted income.	01
CE361	SSN Benefits Claim Number entered as 999999999. This is not a valid entry.	Enter a valid SSN of the claimant (usually deceased spouse or parent) or leave field blank.	02
CE362	TTP at RAD Conversion has value when property is not Section 8 RAD.	N/A	02

Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	Description	Recommended Solution	Action Required
CE363	TTP at RAD Conversion has Value on most recent certification. New certification does not have value and is not a correction.	N/A	03
CE364	TTP at RAD Conversion is different from previous certification and new certification is not a correction.	N/A	03
CE365	TTP Before Override field has a value but no “Y” in Rent Override field.	Either add a “Y” to Rent Override field and provide new rent value or remove value from TTP Before Override field.	03
CE366	Rent Override field set to “Y” but no value included in the TTP Before Override field.	Must be corrected within 45 days. Either remove “Y” from Rent Override field or add value to TTP Before Override field.	01
CE367	Current TTP is less than TTP AT RAD.	N/A	03
CE368	Rent Override field set to “Y” and TTP is greater than calculated TTP.	Normally, rent override is lower than calculated rent. Disregard if this is a PRAC resident who is paying operating because of failure to re-certify	03
CE369	Invalid Tax Credit Building Identification Number (BIN).	If applicable. For example: VA0312345. Required if the unit is part of a low income tax credit building. Note: Do not fill the field unless there is a valid BIN. A valid BIN is in the format SSYYNNNNN where SS is the state postal abbreviation, YY is the last 2 digits of the allocation year and NNNNN is 5 digits. YY can be in the range 85-99 and 00-13 and so forth. If YY is either 19 or 20, the year is not valid.	02
CE370	Asset disposed of for less than market value is included when divested date is over 2 years.	Must be corrected within 45 days. Disposed assets are considered for 2 years from the date the resident sold/gave away the asset. Either correct the divested date or do not include the asset in the “income from asset” calculation.	01

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
CE387	Invalid SSN Exception Code.	Valid Exception codes are C – not contending eligible immigration status, E – exempt elderly, M – exempt minor (90 to 180 days), and Blank. Resubmit with a valid code.	03
DN001	Different DUNS# submitted previously for contract/project number	Verify DUNS# is correct for current contract/project number	03
CVOA	Cash value of an asset is zero, but actual yearly income from asset is valued.	Verify the information and submit a correction if necessary. This is a valid transaction if the asset is making regular periodic payments. Don't know why this is a 1 and not a 3	01
EHA	TRACS calculated elderly allowance differs from the reported value.	Verify the “E” or “H” special status codes for the Head of Household, Spouse or Adult Co-head.	01
GR	TRACS calculated gross rent differs from the reported value.	Verify contract rent and utility allowance on HUD-approved rent schedule.	01
IIA	TRACS calculated imputed income from assets differs from the reported value.	Verify the passbook rate, and recalculate the imputed income from assets.	01
NDP	TRACS calculated number of dependents differs from the reported value.	Recalculate the number of dependents based upon relationship, age and special status.	01
NFL	TRACS calculated number of Live-ins/None of the Above differs from the reported value.	Recalculate the total number of members listed with the relationship code of “L” or “N”.	02
NFM	TRACS calculated number of family members differs from the reported value.	Recalculate the number of family members excluding foster children and live-in attendants.	02
PAI	TRACS calculated 3% of annual income differs from reported value.	Recalculate the annual income and 3% of annual income.	01
TA	TRACS calculated total allowances differs from the reported value.	Verify all allowances, care codes, and special status codes and recalculate the allowances.	01

Part 1: TRACS Tenant Discrepancy Code Tables			
TRACS Code	Description	Recommended Solution	Action Required
TCVA	TRACS calculated total cash value of assets differs from the reported value.	Verify the values submitted and recalculate the total cash value of assets.	01
TEI	TRACS calculated total employment or business income differs from the reported value.	Verify the values submitted and recalculate the employment or business income including all income codes that now fall into that category.	01
TNAI	TRACS calculated income from all sources except assets differs from the reported value.	Verify the values submitted and recalculate the total income from all sources except assets.	01
TOI	TRACS calculated total other income differs from the reported value.	Verify the values submitted and recalculate total other income including all of the current income codes that fall into this category.	01
TPEI	TRACS calculated total social security and pension income differs from the reported value.	Verify the values submitted and recalculate total social security and pension income including all of the current income codes that fall into this category.	01
TPUI	TRACS calculated total public assistance income differs from the reported value.	Verify values submitted and recalculate total public assistance income including all of the current income codes that fall into this category.	01
TR	TRACS calculated tenant rent differs from the reported value. No override set.	Recalculate tenant rent Or Enter the appropriate override.	01
TTP	TRACS calculated total tenant payment differs from the reported value. No override set.	Recalculate the total tenant payment (TTP) Or Enter the appropriate override.	01
TYIA	TRACS calculated total actual yearly income from assets differs from the reported value.	Verify the values submitted and recalculate the total actual yearly income from assets.	01
UR	TRACS calculated utility reimbursement differs from the reported value.	Recalculate: If the utility allowance is greater than TTP, subtract TTP from utility allowance.	01

Part 2: TRACS Voucher Discrepancy Code Tables				
TRACS Code	Voucher Field	Description	Recommended Solution	Action Required
VE001		Reported total number of units in contract is less than the reported number of units receiving subsidy.	Verify reported units in contract and reported units receiving subsidy.	02
VE005		Reported Total Unit in Contract is not equal to the reported sum of units receiving subsidy, vacant units and market rent units.	Verify units in contract and sum of all units.	02
VE006		Reported units in billing is greater than reported number of units receiving subsidy.	Verify reported units in billing and units receiving subsidy.	02
VE008		Incorrect Section 8 type code submitted for Section 8 contract.	Verify Section 8 type code (1, 2, 3, or 4); if not Section 8, leave blank.	02
VE009		Section 8 type indicator is not required for non Section 8 subsidy.	Verify/correct subsidy type on next submission; if not Section 8, leave blank.	02
VE010		Incorrect HAP signed on/after 10/1/81 indicator submitted.	Verify/submit correct HAP signed on/after 10/1/81 indicator (Y or N or spaces).	02
VE011		HAP signed on/after 10/1/81 indicator reported for non Section 8 contract.	Verify and correct subsidy type; if non Section 8, leave blank.	02
VE012		Incorrect HAP contract effective on/after 10/1/81 indicator submitted.	Verify/submit correct HAP contract effective on/after 10/1/81 indicator (Y or N).	02
VE013		HAP contract effective on/after 10/1/81 indicator reported for non Section 8 contract.	Verify and correct subsidy type; if non Section 8, leave blank.	02
VE014		Incorrect HAP contract signed on/after 10/3/84 indicator submitted.	Verify/submit contract signed on/after 10/3/84 indicator (Y or N).	02
VE015		HAP contract signed on/after 10/3/84 indicator reported for non Section 8 contract.	Verify and correct subsidy type; if non Section 8, leave blank.	02

Part 2: TRACS Voucher Discrepancy Code Tables				
TRACS Code	Voucher Field	Description	Recommended Solution	Action Required
VE016		HAP contract signed on/after 10/3/84 indicator not required.	Verify/correct Section 8 type or HAP contract signed on/after 10/3/84 indicator.	02
VE017		Reported total exceptions not equal to the sum of tenant and allocated project-based exceptions.	Verify total exceptions.	02
VE018		Contract number does not exist in TRACS database.	Verify voucher contract number.	02
VE019		Project number does not exist in TRACS database.	Verify voucher project number.	02
VE020		Number of units receiving subsidy is greater than the total contracted units.	Correct Total Units in contract and/or Number of Units receiving subsidy and resubmit the voucher	02
VE021	NA	Number of subsidized units in billing>the total authorized units.	Verify the subsidized units.	02
VE022	NA	Reported contract units are greater than total authorized units.	Verify the contract units.	02
VE023		The unrequested payment amount is greater than the available amount authorized on the original voucher.	Verify the requested amount.	02
VE024		The reported total voucher amount is greater than the TRACS calculated total voucher amount.	Verify the requested amount.	02
VDN01		Different DUNS# submitted previously for contract / project.	Verify DUNS# submitted for the voucher is correct for the contract number.	03