

MEMORANDUM NO. 08-11-01

TO: Section 8 Owners and Management Agents
FROM: Vona Johnson, Director of Rental Housing Management
SUBJECT: 202C and iMAX Implementation
DATE: November 18, 2008

Vona

This memo brings you important information regarding the implementation of 202C and iMAX. These changes will not only affect the way TRACS files are transmitted, but also many aspects of your reporting requirements as owners/agents of Section 8 assisted units.

202C implements changes to the HUD Form 50059. There are also new calculation methods you need to be aware of. It is your responsibility as an owner/agent to stay abreast of updates to the TRACS Mat Guide and specifications, along with the 4350.3 Handbook and to keep current on policy updates and changes.

iMAX is the new method in which TRACS files will be transmitted. You may want to check with your software vendor as to how this new method will affect your agency.

We strongly encourage you to utilize the following tools and resources:

* **iMAX Users Guide** - This document can be accessed through our website; under Forms, Manuals and Resources >> Section 8 Forms >> TRACS Documents. The manual can be printed or saved as a PDF file.

* **TRACS 202C Final Industry Specification** - This document can be accessed through our website; under Forms, Manuals and Resources >> Section 8 Forms >> TRACS Documents. It is a downloadable form. It is imperative that you read this document, as it explains all of the changes that are to be implemented with 202C.

* **SDHDA website** - www.sdhda.org Under the Owner/Manager tab, you will find a multitude of information, links to current HUD forms and manuals, training opportunities, marketing help and more.

* **RHIIP Website** - www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm This website provides free and convenient updates, delivered right to your inbox via email. HUD uses this venue to communicate all changes and updates to their policies and procedures. You may also access previous editions of newsletters and tips from this webpage.



Please make note of the important dates below:

* **December 1, 2008** SDHDA will begin accepting 202C files on this date. You may continue to send 202B files until March 31, 2009. Utilize this time period to ensure your 202C software is working properly. It is in your best interest to have these updates in place and functioning correctly as soon as possible.

* **December 15, 2008** TRACS 202C/EIV Training in Oacoma from 9-4 presented by National Resources for Housing. Email Beth Todd at beth@sdhda.org for more information.

* **February 29, 2009** Last date to use TRACSmial. You must use iMAX after this date. In order to use iMAX, you must have a WASS (Secure Systems) ID and password. Your WASS coordinator should be able to help you with this if you do not already have an ID and password.

* **March 31, 2009** Last date to use the 202B format. Your files must be in 202C format by this date. Check with your software vendor to ensure they will comply with this requirement. 202B files will not be accepted after this date. Files that are not in 202C format will result in non-payment of vouchers.

VJ:bt