

February 2018 General Management Review Discussion Points:

- The Social Security Administration recently announced a 2 percent cost-of-living adjustment (COLA) increase for 2018. The COLA will begin with benefits payable to Social Security beneficiaries in January 2018. Increased payments to SSI beneficiaries will begin on December 29, 2017. For guidance on processing certifications for the first quarter of 2018, please refer to HUD Handbook 4350.3 Rev. 1, Change 4, Par. 9-6.
- The Ramsey County Child Support office no longer provides payment histories. Child support verifications are now completed online. Please have your tenant provide you with information they obtain from MN Child Support Online at <http://www.childsupport.dhs.state.mn.us/Action/Welcome>.

Participants will need to have their MCI number and their PIN number to access the information. If they do not have that information, they will need to request it from their child support enforcement agent. For clients of Ramsey County, that information can be requested by calling 651.266.3344. The access information is sent via US mail to the participant within two business days.

- Effective January 1, 2018, Minnesota Housing will cite tenant files that have not been properly documented per HUD guidelines, specifically when verifying the cash value of a checking account (i.e. 6-month average). O/As must follow HUD's order of acceptability with regards to verification methods: 1) Upfront Income Verification (UIV), 2) third-party from source (written), 3) third-party from source (oral), and 4) family certification.

If upfront verification is not available, O/A must then attempt third-party verification. Third-party verification can either be written documentation sent directly by the third-party source (i.e. financial institution) or tenant provided documentation (i.e., bank statements). When third-party from the source is not available or a fee is charged to get the information and the tenant does not have the necessary documents, the O/A must revert to the next form of verification in order of acceptability, with the last resort being a family certification. If third-party verification is not available, O/As must document the tenant file to explain why third-party verification was not available. Note: it is not permissible to use less than a 6-month average, unless the account is newly established. **Reference: HH 4350.3 R1 C4 P5-13 and Appendix 3.**

- The transition from TRACS 202D to TRACS 203A has been delayed again because HUD is updating the TRACS platform to provide a more current and reliable version. HUD expects to release TRACS 203A before the end of the calendar year and will announce a new release date after the update is complete. Questions? Visit https://www.hud.gov/program_offices/housing/mfh/trx/trxsum or contact your TRACS Data Analyst.

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