

**EXTENUATING  
CIRCUMSTANCE  
CODES**

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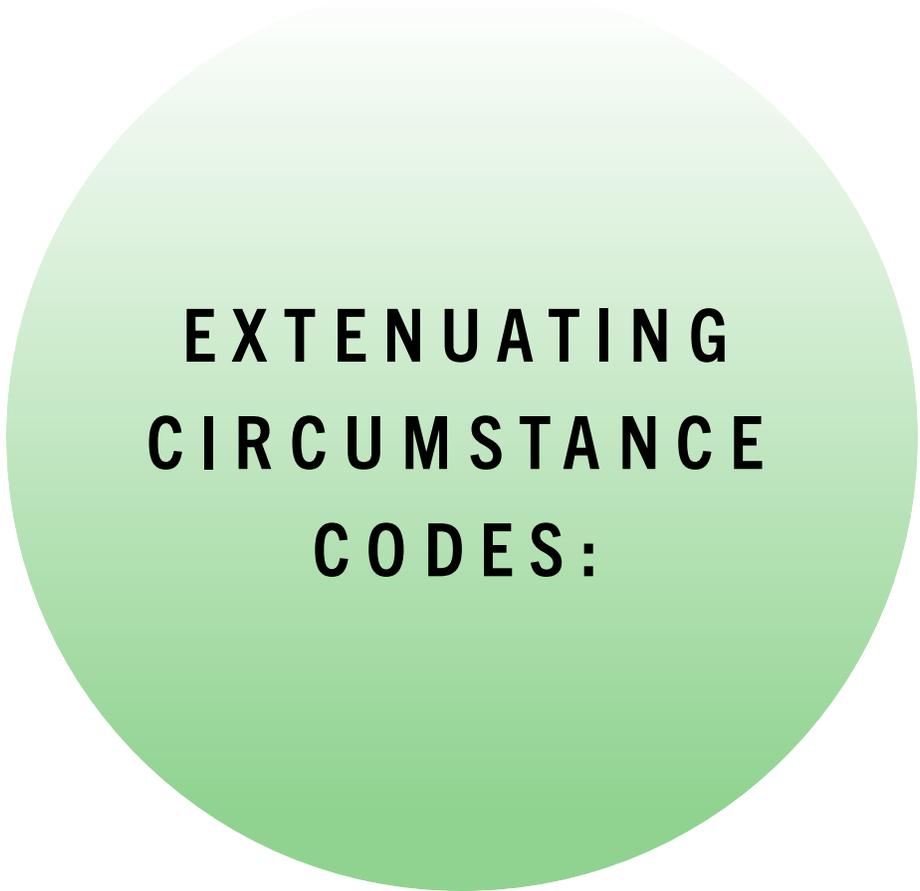
202D

## **EXTENUATING CIRCUMSTANCE CODES:**

- While working on the 202D working group, we wanted to create as many extenuating circumstance codes as possible, that we could to assist owners and agents with getting signatures. As we know it can be very challenging to get signatures, due to a host of reasons.
- Unfortunately, Extenuating Circumstance Codes are not used as often as they could be
- Once TRACS 203A goes live, there will be additional codes to choose from, but until the final specifications are released, we are not adding those now, in case there are any additional changes.

For 202D

- 1 = Medical
- 2 = Late annual (re)certification due to accommodation or extenuating circumstances.
- 3 = Late annual (re)certification due to owner/agent delay
- 4 = Late annual (re)certification due to third party delay (For example a Guardian)
- 5 = Military Deployment
- 6 = Eviction In Progress. Must be for a valid HUD Handbook reason.
- 7 = Court order
- 8 = No Signature Required (Retroactive GR done after a MO or a GR correction to a previously transmitted 50059 where the only change is the GR modification of the contract rent and where none of the TTP, Tenant Rent, or Utility Allowance changes). See 202D MAT Guide: Chapter 7, Paragraph 7-8
- 9 = No signature required for 60 days (based on anticipated voucher reported on date). An example would be a retroactive GR causing a correction to a previously transmitted 50059 and where any of the TTP, Tenant Rent or Utility Allowance changes. A signature is required but the cert may be transmitted immediately, and the signature collected within 60 days.
- 10 = Other



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# EXTENUATING CIRCUMSTANCE CODES:

## Notes:

- When the tenant is able to sign, submit a corrected (re)certification with the tenant's signature and leave this Item blank on the 50059.
- Note: With respect to Code 8—this is to be used whenever a full cert for a moved-out tenant is corrected by a GR—even in cases where a code 9 would normally be used. This is because a tenant signature will never be obtained.
- Note: A code of “Y” is allowed when correcting a (re)certification originally created under TRACS 202C or earlier with a “Y” in this Item.
- (MAT10 Section 2 Field 99)
- EPS, Inc., aided in the 50059 Instructional to assist the industry: [50059INS.DOC \(live.com\)](#)

# ANNUAL RECERIFICATIONS AND EXTENUATING CIRCUMSTANCE CODES

EPS, Inc., knows that in a perfect world, a property will send out their notices timely, and the residents will come directly in to sign their 50059s by the next Annual Recertification date happens. Unfortunately, EPS also knows that doesn't always happen, so what do you do? As the O/A, you have done everything right in sending notices, and getting verifications, if necessary, now you are just waiting for the eligible residents that are required to sign!

**If all residents required to sign the 50059, do not come in the day before their next AR date:**

1. First, determine if there is an extenuating circumstance that is preventing all the required residents from signing the 50059. Please see all examples here under the 50059 Instructional: [50059INS.DOC\(live.com\)](https://live.com/50059INS.DOC)
2. If all residents do not sign and recertify on time, and there are no extenuating circumstance codes that apply, the tenant must go to Market Rent (for at least one month, or the first of the month after they have signed the 50059. They can come back on to subsidy if they are still eligible at IC, and units are available.

**Note: if the delay is caused by the O/A and not the tenant, then do an Annual Recertification on the information you currently have, using extenuating circumstances codes of either of the following to report timely. Once you have verified the necessary information, submit a corrected AR signed by all eligible residents – see 4350.3 Rev. 1, Chg. 4, Chapter 7, Paragraph 7-8. D1 to determine the effective date of the AP, TTP and TR:**

Extenuating Circumstance Code 3 – Late annual (re)certification due to O/A delay

Extenuating Circumstance Code 4 – Late annual (re)certification due to third party delay (for example, a Guardian)

**EPS' TRACS Service Bureau can help you with sending out notices timely, and ensuring the correct extenuating circumstance codes are included on your certifications.**