



## BREAKING NEWS

### 2017 Income Limits

On April 14, 2017, HUD released the [2017 Income Limits](#). Owners of properties participating in HUD's Multifamily Housing Programs **must** utilize these limits when processing Move-Ins and Initial Certifications effective April 14, 2017 or later.

Owner/Agents **must** verify the appropriate income limits are loaded into their compliance software. If Management uses a Service Bureau to process certifications, please check with the Service Bureau to verify who will be responsible for updating the data. If PMCS is processing your property's certifications, we will be responsible for verifying the appropriate income limits are being used.

Owner/Agents will need to reference their vendor instructions for specific guidance regarding how to make this update in their software. Please note, if PMCS processes your certifications and vouchers, we will update these limits in the software.

### Having Trouble Transmitting?

Due to a recent change in the iMAX system, the capitalization of the TRACM portion of the TRACSMail ID has become important in the log-in authorization step. The TRACS team recognized the problem, and made all TracsMail IDs in their system uppercase – a broadcast message was sent to all users on 3/2/17 stating:

Due to inconsistencies recently discovered with the iMAX WebServices login process, the following standardization guidelines are strongly recommended. When transmitting data via Web Services, always use UPPERCASE for all TRACM id references. Note: This does not effect WASS id requirements, and those procedures are unchanged. If you have any questions, please contact the TRACS Multi-Family Hotline.

You need to check your software settings and be sure the TRACM portion of your TracsMail ID is all uppercase – ex.TRACM12345

Note – this is separate from the send and receive "speed" issues that many experience in the early days of each month. The TRACS team is also addressing this issue.

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**INDUSTRY NEWS**

## **Q & A: SAVE Verification**

**Question:** A 16 year old member of a household at my Section 8 property is an Eligible Non-Citizen. Do I have to verify this individual through the SAVE system?

**Answer:** Yes. Because all family members, regardless of age, **must** submit documentation of their status and owners are required to verify the validity of the documents through SAVE, all members claiming eligible non-citizen status **must** be verified through SAVE (Systematic Alien Verification for Entitlements) program.

**Citation:** HUD handbook, **4350.3 REV-1 CHG-4, 3-12 B. 3.** "All family members, regardless of age, **must** declare their citizenship or immigration status. Noncitizens (except those age 62 and older) **must** sign a Verification Consent Form and submit documentation of their status or sign a declaration of eligible immigration status and provide a proof of age document." Section 3-12H goes on to indicate that "Owners are required to verify with the DHS the validity of documents provided by applicants" through the SAVE (Systematic Alien Verification for Entitlements) program.