



Creating Repayment Agreements

HUD Repayment Agreements are the result of tenant misreporting and require the resident to return improper subsidy payments back to HUD. In i-CAM 3.1, HUD Repayment Agreements are handled through a special GL Account called HUD Repayment that is available by default.

There are three ways to generate HUD Repayment Agreements in i-CAM 3.1.

- Generate a HUD Repayment Agreement from Corrections.
Process a correction to a certification with a correction code of Correct Tenant Misreporting. This type of correction will require that the amount of subsidy decreases.
- Process a termination of assistance with the termination reason of Tenant submitted false data.
- Manually create a HUD Repayment Agreement. This should only be done if a HUD Repayment action item was deleted by mistake.

The following guide will walk you through the process of correcting certification and creating Repayment Agreements.

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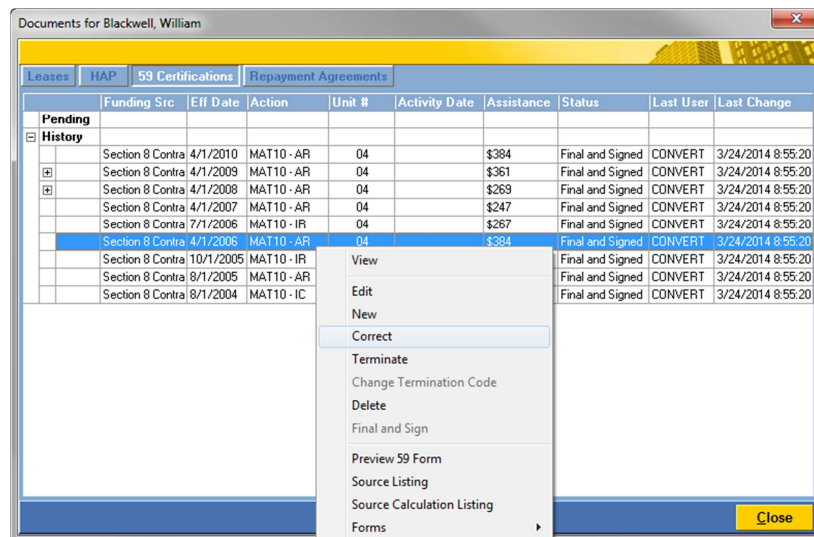
Process Certifications

1. Go to **Occupancy > Resident** and locate the household to be corrected.
2. Right-click on the household and select **Household > Documents**.
3. Go to the **59 Certifications** tab.

Correcting Certifications for HUD Repayment Agreements:

Before making any corrections it is important to review the certifications that already exist for the household so you will know what certifications will be affected by the misreporting.

1. Determine when the misreporting took place. For example 4/1/2006 - 4/1/2007.
2. Determine if a certification already exists on the date the misreporting started as well as when the misreporting ends. This step is extremely important because HUD does not have a tenant misreporting flag for new full certifications. A full certification will need to be established before a correction can be made to indicate a misreporting.
 - I. If a certification does not exist on the date the misreporting starts (in this example, 4/1/06) an IR will need to be processed on that date. This IR will report the same information as the full certification prior to it. This certification will establish the original information for this date so that it can be corrected due to tenant misreporting.
 - II. If a certification does not exist for the date the misreporting is ending (in this example 4/1/07), a new IR will need to be processed indicating when the misreporting period will end.





3. Right-click on the certification to be corrected, and choose **Correct**.

The New Correction to Prior wizard will open.

HUD AR For [Blackwell, William]

Contract	Section 8 Contract
Project Number	1234567
Contract Number	TX:790098909
Program Type	Section 8
Section 8 Type	Loan Management Set-Aside
Type of Certification	Annual Recertification
Effective Date	4/1/2006
Next Annual Recertification*	4/1/2007
Unit Type*	1 Bedroom
Correction Type Code*	Not a correction Administrative Resubmission Correct Owner/Agent Certification Error Correct Tenant Misreporting

Navigation buttons: Preview, Cancel, Back, Next, Finish

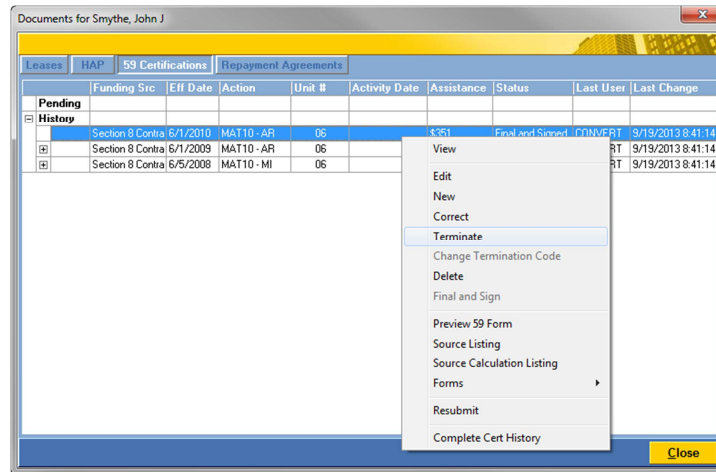
4. On the *Certification Type* page, select the following:
 - **Correction Type Code:** Correct Tenant Misreporting.
5. Click **Next** through the certification wizard making any changes as needed.
6. After making all needed changes, click **Next** to until you are on the *Finalization* page and click **Finish**.
7. Complete the certification as normal.
8. Repeat steps 3-7 for each certification that needs to be corrected.

Balances	Resident	Subsidy	Security Deposit
Ledger Code	Balance		
Rent Subsidy	\$417.00		
Subsidy Payback	\$600.00		

After completing the corrections for Tenant Misreporting, the household's ledgers will be adjusted as it normally would with a correction. These adjustments will be rolled back if a repayment agreement is created.



Terminating a Household due to Tenant Misreporting



1. Right-click on the full certification with the effective date directly before the date of the termination and choose **Terminate**.

For Example:

In the screenshot above, the unit has a 6/5/2008 MI, a 6/1/2009 AR, and a 6/1/2010 AR. If the resident will be terminated effective 9/1/2009, you would need to right-click on the 6/1/2009 certification and choose Terminate.

The Termination wizard will open.

Termination information for Smythe, John J

Last Day of Assistance* 6/30/2010

Reason* Tenant submitted false data

Information
Print Outs

Cancel Back Next Finish

2. Enter the following information:
 - **Last Day of Assistance:** Enter the last day that the household will/has received subsidy.
 - **Reason:** Select Tenant submitted false data.



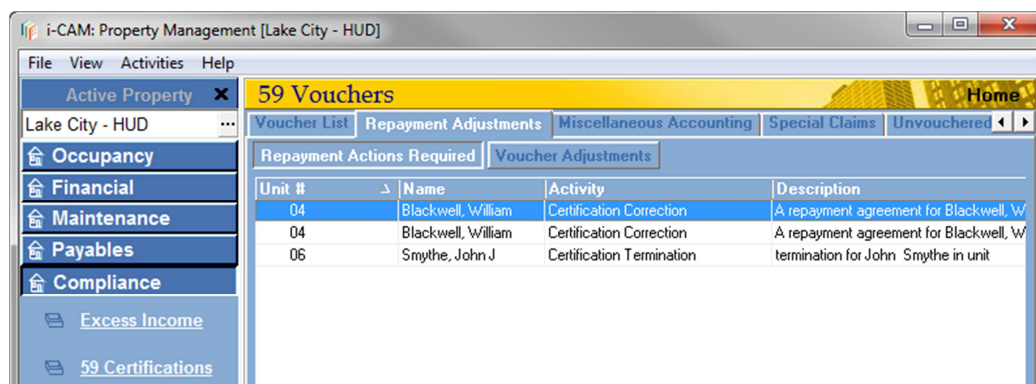
3. Complete the remainder of the Termination as usual.

Balances	Resident	Subsidy	Security Deposit
Ledger Code			Balance
Rent			\$702.00
Rent Subsidy			(\$351.00)

The resident's ledger will adjust as it normally would for a termination. These adjustments will be rolled back if a HUD Repayment Agreement is created.

Create the Repayment Agreement

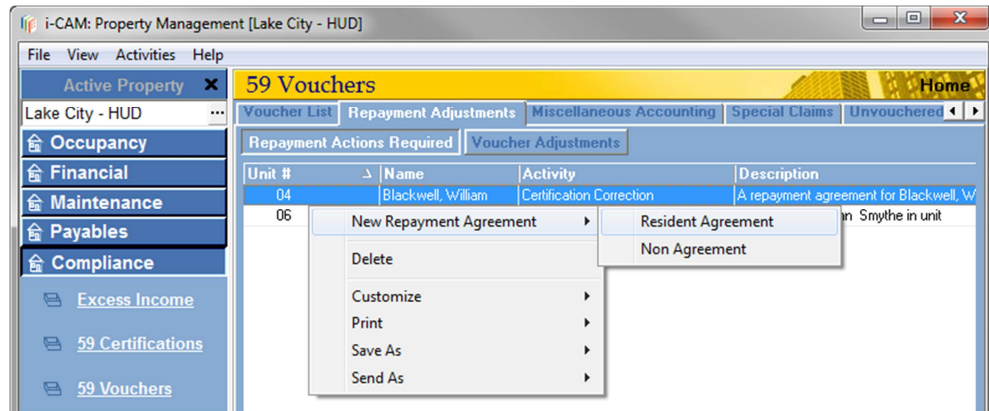
1. Go to **Compliance - 59 Vouchers > Repayment Adjustments - Repayment Actions Required**.



The 59 Vouchers - Repayment Actions Required tab is a work area that will show actions that may need to be completed in order to properly report repayment agreements and payment refunds to HUD. These actions are created when certifications are corrected or households are terminated due to tenant fraud. Actions are also created when a resident makes a payment towards their HUD Repayment Agreement.

Actions will list the unit, resident's name, what activity caused the action, as well as a description of that activity. In the screenshot above, unit 4 had 2 certifications corrected and unit 6 was terminated.

Note: If multiple corrections were made creating multiple actions, the extra actions can be removed. For instructions and examples of this, see the additional information section at the bottom of the guide.



1. Right-click the action you would like to complete and choose **New Repayment Agreement >**
 - **Resident Agreement:** Select this option if the resident has signed the repayment agreement, agreeing to repay HUD for any incorrect subsidy that was received.
 - **Non Agreement:** Select this option for an unsigned repayment agreement.

The Repayment Agreement wizard will open.

2. Enter the following information:
 - **Pre-existing Agreement:** For a new agreement created due to corrected certifications, this option should not be selected. This option will mark the repayment agreement as a pre-existing agreement and will prevent the household's ledgers from being adjusted.
 - **Funding Source:** Select the funding source associated with the tenant misreporting.



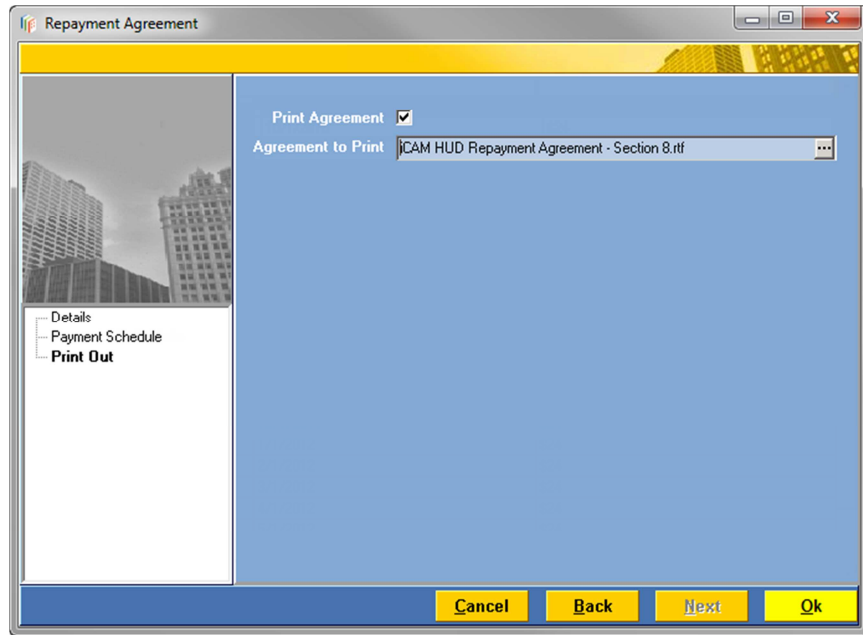
- **Identifier:** This is a unique number provided by the property. You can leave the system generated number or create your own. The number must be a unique number assigned to this resident only. It cannot be used for any prior, current, or future residents with a repayment agreement.
- **Effective Date:** This is the date the repayment agreement was signed.
- **Start Date:** Enter the date the repayment agreement will begin and the resident will start making payments.
- **Agreement Amount:** Enter the full amount of the repayment agreement.
- **Amount of PBE in Agreement:** Enter the amount of subsidy due back to HUD that is specific to the Utility Reimbursement the resident was receiving, if any.
- **Monthly Payment:** Enter the amount the resident will be required to pay each month for the repayment agreement.
- **Number of Payments:** The number of payments will be calculated based on the monthly payment amount and the agreement amount.
- **Cost Balance:** Enter the amount of costs incurred to establish the repayment agreement.
- **Expected Monthly costs:** Enter the expected amount of costs incurred to maintain the repayment agreement on a monthly basis.
- **Violations:** Add information regarding the circumstances that caused the repayment agreement.

3. Click **Next**.

Payment Date	Payment Amount
9/1/2010	\$24
10/1/2010	\$24
11/1/2010	\$24
12/1/2010	\$24
1/1/2011	\$24
2/1/2011	\$24
3/1/2011	\$24
4/1/2011	\$24
5/1/2011	\$24
6/1/2011	\$24
7/1/2011	\$24
8/1/2011	\$24
9/1/2011	\$24
10/1/2011	\$24
11/1/2011	\$24
12/1/2011	\$24
1/1/2012	\$24
2/1/2012	\$24
3/1/2012	\$24
4/1/2012	\$24
5/1/2012	\$24
6/1/2012	\$24
7/1/2012	\$24


The *Payment Schedule* page will list the date and amount of each payment the resident will make based on the Agreement amount and the Monthly Payment amount entered on the *Details* page.

4. Click **Next**.

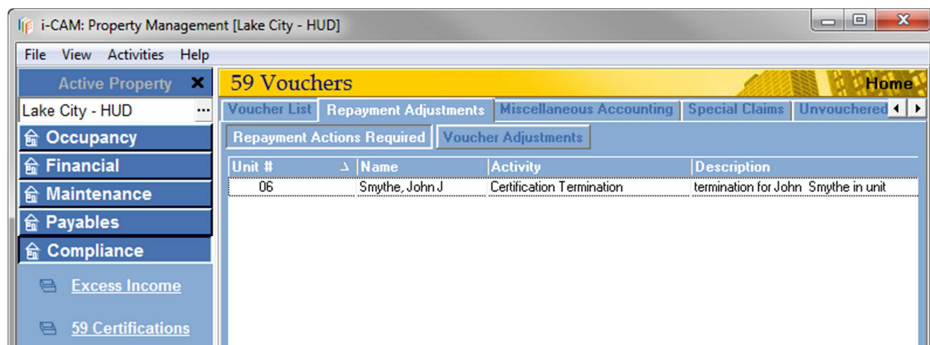


5. The Print Out page will give you the option to print out an agreement.

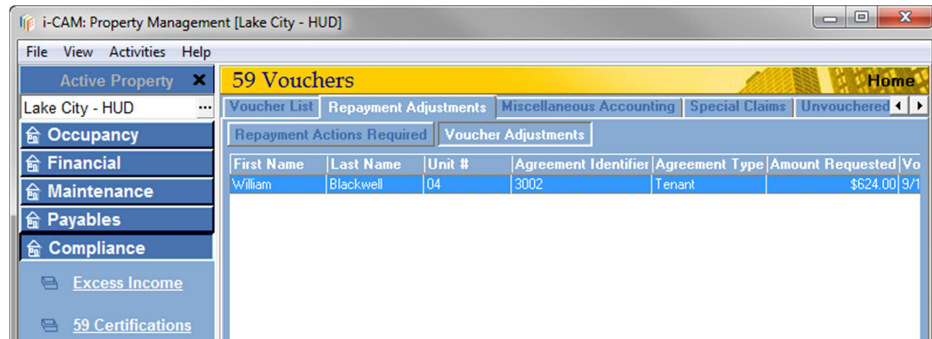
To print an agreement:

- I. Check **Print Agreement**.
- II. Click the **Ellipsis** button, , to select the agreement you would like to print.

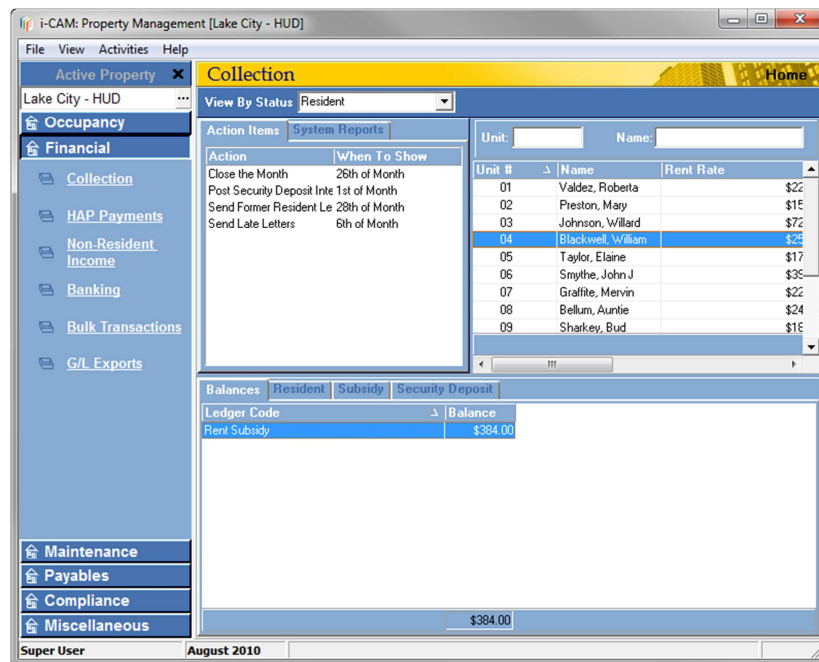
6. Click **Ok**.



The action will be removed from the **Repayment Actions Required** tab once the action has been completed.

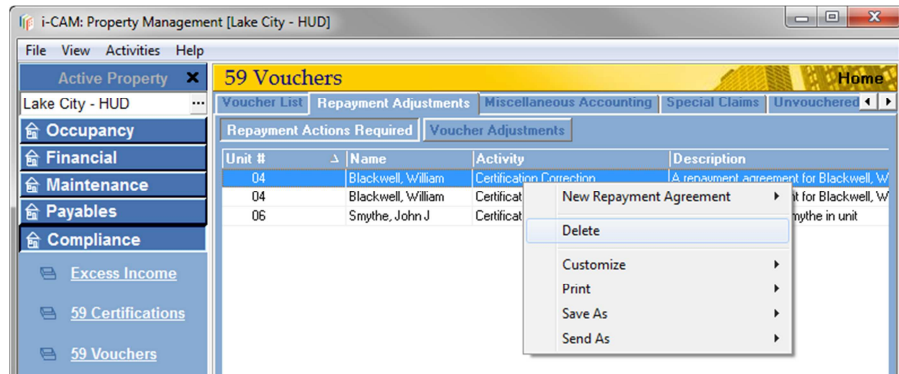


i-CAM will automatically create a reclaim for the amount of the HUD Repayment Agreement on the **Repayment Adjustments - Voucher Adjustments** tab. The **Voucher Adjustments** tab will list all voucher adjustments for HUD Repayment Agreements, these adjustments can be the reclaims when a HUD Repayment Agreement is initiated or a payment adjustment for when a resident has made a payment towards a HUD Repayment Agreement. By default, this adjustment will be reported on the next voucher, if you need to change the amount of the adjustment or would like the adjustment to report on a different voucher, right-click on the adjustment and choose **Edit**.



When a repayment agreement is created, the household's ledger will be adjusted back to what the balances were before the corrections were processed.

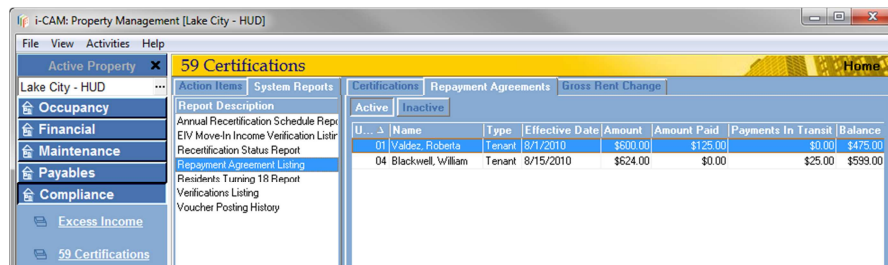
Additional Information



In a situation where multiple certifications were corrected but only one repayment agreement is desired, extra actions can be removed by right-clicking on the action and choosing **Delete**.

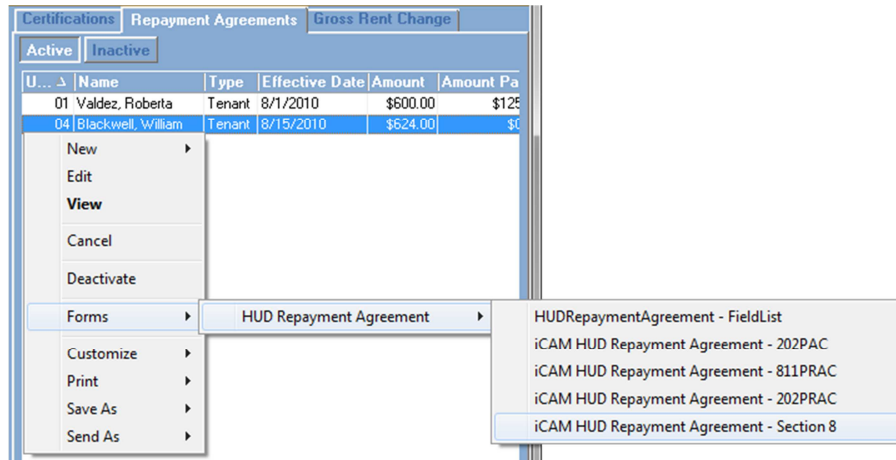
Example:

For Unit 04 - William Blackwell, two certifications were corrected for tenant misreporting, a 4/1/2008 AR and a 7/1/2006 IR. Due to this, two actions have been created on the Repayment Actions Required workspace to initiate HUD Repayment Agreements. In this example, only one agreement is needed. The extra action would be removed by right-clicking on one of the actions and choosing **Delete**.



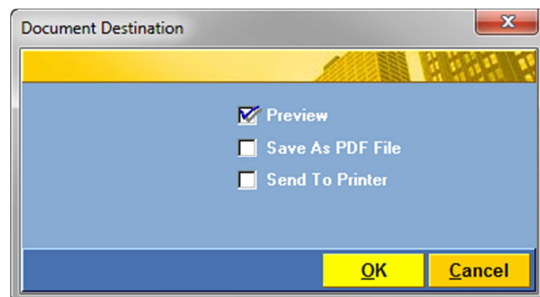
Go to **Compliance - 59 Certifications > Repayment Agreements - Active** to track the status and current balance of a HUD Repayment Agreement.

The Repayment Agreement Listing report is available to be generated to keep track of active HUD Repayment Agreements and payment statuses.



HUD Repayment Agreements can also be printed from **Compliance - 59 Certifications > Repayment Agreements - Active**.

Right-click on the repayment agreement you would like to print > **Forms > HUD Repayment Agreement >** Select the form you would like to print.



Select how you would like to view the form:

- **Preview:** Select this option to view the document before you print it.
- **Save As PDF File:** Select this option to save the document as a PDF file instead of printing it.
- **Sent To Printer:** Select this option to send the document to the printer.

Click **OK**.