

VOUCHER FORMS: HUD-52646, 52665, & 50058

The voucher forms HUD-52646, 52665, and 50058 can be printed from different areas of the software, depending on whether the voucher is issued to an Applicant or Tenant, and which forms you're printing.

- Pages 1-2 contain instructions for printing HUD-52646 (Voucher form) and/or HUD-50058 (Issued Looking 58) as you issue a voucher to an Applicant, from the Applicant Interview screen, or for either an Applicant or Tenant from the Vouchers, Issue/Un-Issue option.
- Pages 3-4 contain instructions for printing the Family Portability Information form HUD-52665 for an Applicant or Tenant (who is already receiving assistance or is searching).

To print a Voucher form (HUD-52646) or Issued Looking 50058 (reason 10) for an Applicant during the issue voucher process:

Option: WINFAM, APPLICANT, OFFER MOVE IN WIZARD, ISSUE VOUCHER

After you issue the voucher and click on Issue, the software will display the following prompts.

ОК		X
8	Applicant: Ana A Topoflist has been issued Voucher: HCV-1 Do you want to print the 52646 Voucher now?	121.
	OK Do you want to print a 50058 now? Yes No	



IF YOU MISSED PRINTING EITHER FORM DURING ISSUING THE VOUCHER, OR anytime you want to print any of the forms (including the 52665, instructions on pg 3-4), you can find these options under **Applicant Interview**, **Reports** (after looking up an applicant who has been issued a voucher).



To print a Voucher form (HUD-52646), Issued Looking 50058 (reason 10), or the Family Portability form (HUD-52665) for an Applicant or Tenant:

OPTION: WINFAM OR WINHAP, VOUCHERS, ISSUE/UNISSUE

Check the box that pertains to the type of voucher (Issued Looking, Pending, or Tenant), and Build List. Please note: if you've used the *Active Move About* option on a Tenant and re-issued a voucher, the Tenant will be found under Issued Looking, otherwise Issued Tenant; Applicants (not moved in yet) will only be found under Issued Looking or Pending.

HINT: Use the white box next to the light-house to easily search for the Applicant or Tenant by typing in part of the first or last name (use enough characters to narrow down the selection).

Highlight the person and click on any of the 3 Print choices on the right. <u>If you choose the</u> Portability form 52665, please follow the instructions on pages 3 & 4.



/0	oucher - Issue/Un-Issu	e										
Build List				V	ouchers For:	Vouch	iers			•		
So <u>r</u> t							Available Issued Tenant			 Issued Looking Issued Pending 		
	Voucher #	Bed Rooms	Status	Proj ID	Last Name	Firs	t Name	M.I.	Prog ID			
	HCV-0240	1	IL	812	- Personal and a second se	Wen	idy	J	8000		Print 52646	
	HCV-0396	2	IL	812	Theiritati	Dara	1		8000		Print 50058	
	HCV-0429	2	IL	812	HANNEL	Stan	ley	Р	8000		Print 52665	
	HCV-0444	1	IL	812		Kath	у	М	8000		<u> </u> ssue	
											Recs	
											found:	
											4	
		Ok		Canad				-	•			
	Export	<u>O</u> k		<u>C</u> ance	el							



The HUD-52665 Print choice is an interactive screen that allows you to fill in information at will, Save, and Print.

Part I

The software will pre-fill information from the Applicant or Tenant's record in winFAM, as shown in the example on this page. However, if you choose to overwrite information in boxes 4–9, that will not change the person's record but will save to the form for the *current printing only*.

5ª	Form HUD-52665 Family Portability Information - [Form HUD 52665] _ E 🛪											
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	E <u>x</u> it <u>EIND</u>			2	AVE					<u>P</u> rint		
	Form HUD-52665 Part I			Part II - A				Part II - B				
	Family Portability Information Housing Choice Voucher Program	U.S. and Offic	U.S. Department of Housing and Urban Development Office Of Public and Indian Housing					OMB Approval No. 2577-0169				
	Part I Initial PHA Information and Certification Instructions: This portion of the form is to be completed the the Initial PHA for a family that is moving out of the Initial PHA's jurisdiction under the portability procedures.									der		
	1. Head of Household Name						2. Head	I of Household Social Security Number				
	Dara Handlan						4818-271					
3. Voucher Number 4. Bedroo Size			oom 5. Issuance Date 6. Expiration (mm/dd/yyyy) (mm/dd/yy				xpiration D mm/dd/yyy	Date 7. Date of Last Income Examination /yy) (mm/dd/yyyy)				
	HCV-0396 2			10/01/2	010	1	11/30/2010			10/01/2010		
8. Annual income if new admission (not currer			rrenly a	enly a voucher participant)					\$		8,765.0	0
9. Date by which initial billing must be received (60 days following the expiration date of the initial PHA vouc 01/29/2011							1/29/2011					
	10. 80% of Initial PHA ongoing administrative fee \$ 0.0									D		
	11. Receiving PHA to which family has be	en referre	d:									
	Attachments: a. A copy of the voucher issued by the initial PHA. b. A copy of the current form HUD-50058 and copies of the income verification for the current form I (Note: This is the latest from HUD-50058 completed for either an admission, an annual reexamination, or an interim red It is not the form HUD-50058 that the initial PHA completes to report the portability move-out.)											
												-

PLEASE NOTE :

- The checkboxes in the Certification Statement section will only pre-select if this is for an Applicant (at this time). You must manually check a box if this is for a Tenant.
- Notice fields 10 & 11 in the above example are not filled in; continue to the next page.



Finish **Part I** by filling in any fields that are applicable, starting with box 10, as in the example below, then Save and Print. If you choose to print this form again at a later date, the information in box 10 thru the end of Part I will be saved as of the last time that you printed (but can be changed).

Attachmente:		
a A copy of the youcher issued by the initial PHA		
 A copy of the volume issued by the initial PTA. A copy of the current form HUD-50058 and copies (Note: This is the latest from HUD-50058 completed f It is not the form HUD-50058 that the initial PHA completed 	of the incom for either an ac pletes to repor	e verification for the current form I Imission, an annual reexamination, or an interim red t the portability move-out.)
Cartification Statements		
The family □ is a current program participe ☑ is not a construction of the second program participe ☑ is not a construction of the second program participe ☑ is not a construction of the second program participe 0 is not a construction of the second program program participe 0 is not a construction of the second program program participe 0 is not a construction of the second program program participe 0 is not a construction of the second program program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program part of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second program participe 0 is not a construction of the second	current program ce with the po 6 (the expirati formation cont purse amounts billing payment y result in the	n particbut is income-eligible in the receiving PHA's juit rgram regulations. Please issue the family a receiving on date on the initial PHA's voucher) for the appropriate tained on Part I of this form and the attached document paid on behalf of the above family within 30 calendar d nts are received by your agency no later than the fifth w transfer of the family's voucher in accordance with program
Name of Certifying PHA Official:	Type Full Nam	e and Address of Initial PHA below:
	Name:	COOS CURRY HOUSING AUTHORITY
Initial PHA Contact Name:	Address:	1700 MONROE ST.
Phone Number:	City: State:	NORTH BEND
Form Submission Date (mm/dd/)	Zipcode:	97/59
Form HUD-52665 Family Portability Information - [Form HUD 52665]		_ = ×
Exit	<u>s</u> ave	_ & ×
Form HUD-52665 Part I	Part II - A	Part II - B

Part II-A & II-B are not available at this time.