

## VOUCHER FORMS: HUD-52646, 52665, & 50058

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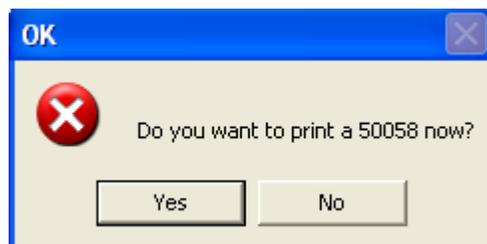
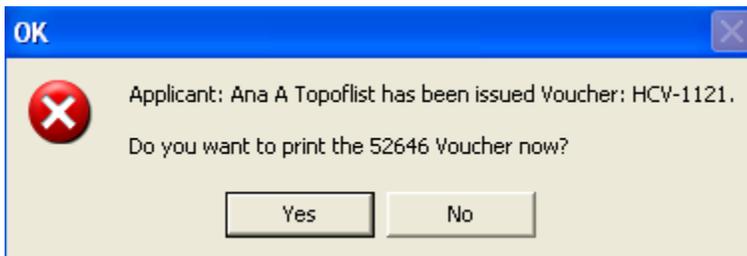
The voucher forms HUD-52646, 52665, and 50058 can be printed from different areas of the software, depending on whether the voucher is issued to an Applicant or Tenant, and which forms you're printing.

- 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).
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### 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.



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. If you choose the Portability form 52665, please follow the instructions on pages 3 & 4.

Voucher - Issue/Un-Issue

Vouchers For: Vouchers

Available  Issued Looking  
 Issued Tenant  Issued Pending

**Build List**

  **Sort**

Voucher #	Bed Rooms	Status	Proj ID	Last Name	First Name	M.I.	Prog ID
HCV-0240	1	IL	812	Wendy		J	8000
HCV-0396	2	IL	812	Dara			8000
HCV-0429	2	IL	812	Stanley		P	8000
HCV-0444	1	IL	812	Kathy		M	8000

Print 52646  
 Print 50058  
 Print 52665  
**Issue**

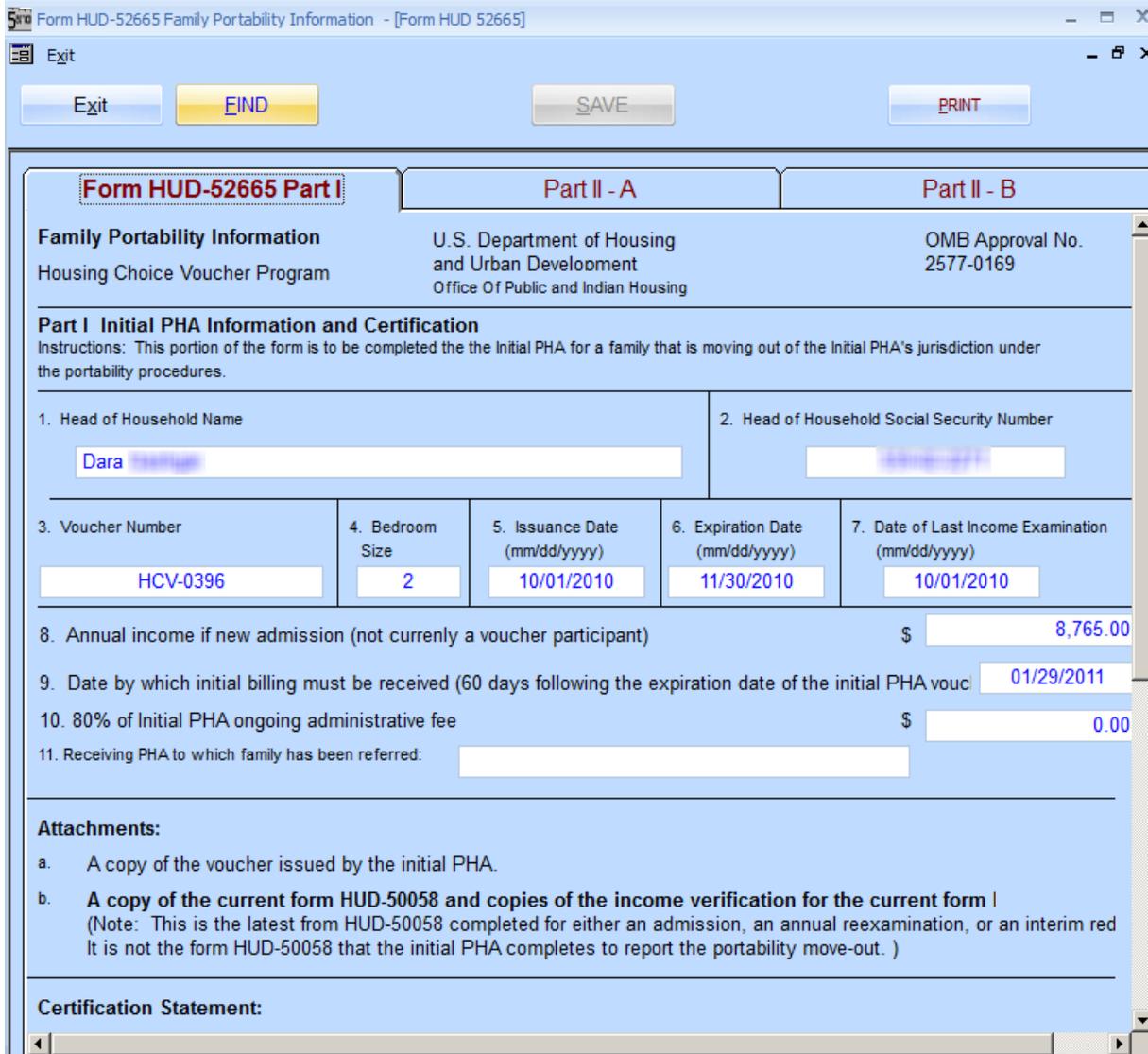
Recs found: **4**

**E** Export

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**.



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).

**Attachments:**

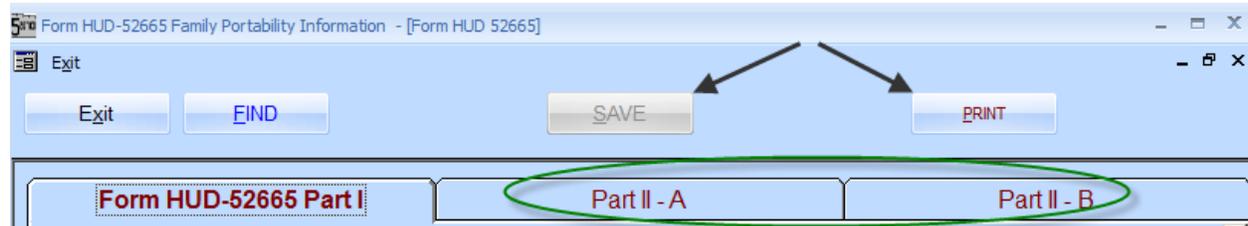
- a. A copy of the voucher issued by the initial PHA.
- b. **A copy of the current form HUD-50058 and copies of the income verification for the current form I**  
(Note: This is the latest from HUD-50058 completed for either an admission, an annual reexamination, or an interim red It is not the form HUD-50058 that the initial PHA completes to report the portability move-out. )

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**Certification Statement:**

The family  is a current program participant  is not a current program participant but is income-eligible in the receiving PHA's jurisdiction (see line 8 above), and the voucher was issued in accordance with the program regulations. Please issue the family a receiving voucher that does not expire before the expiration date indicated in Item 6 (the expiration date on the initial PHA's voucher) for the appropriate jurisdiction (based on the receiving PHA's policies). I certify that the information contained on Part I of this form and the attached document agency is true and correct. My agency will promptly reimburse amounts paid on behalf of the above family within 30 calendar days of Part II of this form and thereafter ensure that subsequent billing payments are received by your agency no later than the fifth month. Failure to comply with these payment due dates may result in the transfer of the family's voucher in accordance with program regulations.

<p>Name of Certifying PHA Official:</p> <input type="text"/>	<p>Type Full Name and Address of Initial PHA below:</p>
<p>Initial PHA Contact Name:</p> <input type="text"/>	<p>Name: <input type="text" value="COOS CURRY HOUSING AUTHORITY"/></p>
<p>Phone Number:</p> <input type="text"/>	<p>Address: <input type="text" value="1700 MONROE ST."/></p>
<p>Form Submission Date (mm/dd/yy)</p> <input type="text"/>	<p>City: <input type="text" value="NORTH BEND"/></p>
	<p>State: <input type="text" value="OR"/></p>
	<p>Zipcode: <input type="text" value="97459"/></p>



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