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Bruce Rauner, *Governor*

MANAGEMENT BULLETIN #479

DATE: October 17, 2018

TO: Owners/Agents of Section 8 Properties

CC: Asset Management Department Staff

FROM: Asset Management Department, IHDA

RE: TRACS User Certification Requirements

SUMMARY:

Important Deadline: TRACS Certification

In 2017, HUD implemented the requirement for all external users of HUD's TRACS system to be recertified on an annual basis. This year, **all users must be recertified in TRACS no later than November 30, 2018.**

If your properties submit TRACS vouchers and tenant files (HUD-50059/50059A), please be aware that users who have not been recertified by their organization's TRACS coordinator will not be able to log into the TRACS system, which could cause a delay in submitting your properties' TRACS files and delay the payment of HAP (Housing Assistance Payments).

For more information about recertifying your TRACS users, please visit HUD's TRACS website: https://www.hud.gov/program_offices/housing/mfh/trx/trxsum

The official TRACS External User Recertification Notification can be found here: https://www.hud.gov/sites/dfiles/Housing/documents/TRACS_External_User_Rec.pdf

The TRACS Recertification User's Guide can be found here: <https://www.hud.gov/sites/documents/TRACSRECERTGUIDE.PDF>

If you have any questions regarding this requirement, please contact HUD at 1.800.767.7588 or TRACS@hud.gov.