

Discrepancy Codes

These are codes that are used on SHCC's Discrepancy Report. You will receive a Discrepancy Report in your voucher reconciliation file if there is a difference between what is being requested on your voucher and what has been received by SHCC's software. The following is a description of each code.

1. **Error certification received – review your TRACS error message:** This code is used if SHCC receives a certification with one or more fatal errors. (The only exception to this is the error "Submitted household already established" in which case the code listed in number 2 below would be used).
2. **Tenant currently receiving subsidy in another subsidized property or unit:** This code is used when SHCC has received a move in or initial certification that receives the fatal error "Submitted household already established." Contact the resident's former property to secure a move out date.
3. **Updated tenant data not yet reported on voucher:** There are two uses for this code:
 - a. If you are requesting an amount that was received and accepted by SHCC, however you then submitted a subsequent certification which changed the HAP amount displayed on the Voucher Report. This code is only used the first month that the new certification is received. If the next voucher still requests the old amount for a second month in a row, then the discrepancy code would change to "Voucher requesting an outdated certification," and a confirmation of the correct amount would be required.
 - b. If the SHCC Voucher Report is paying on a certification that was just received this month, while the voucher is requesting an amount based on a previously submitted error certification.
4. **Site lacking signed certification to support requested amount:** This code is only used in conjunction with a **confirmation** from you that the amount SHCC is paying is the correct amount. This happens when you submit a request for a specific HAP amount but have no certification to support that request.
5. **Voucher requesting an outdated certification:** This code is used if you are requesting an amount on the voucher that was paid in the past, but SHCC has since received a newer certification for the resident or unit and are paying an updated amount. This code is similar to the "Updated Tenant data not yet reported on the voucher" (UTD) code, however the main difference is that with UTD, the certification that we are paying on was received on the *current* voucher month. This code is used in conjunction with a **confirmation** from you that the amount SHCC is paying is the correct amount.
6. **Premature request for certification with future effective date:** This code is used if you are requesting an amount on the voucher that is based on a certification that has been received by SHCC, but has a future effective date.
7. **Missing gross rent change certification:** This code is used if you implemented a gross rent change but did not apply the new rent to a particular unit or units.
8. **Certification cannot be reported until next voucher cycle per 202D processing rules:** Due to 202D voucher processing rules, certifications must be reported per the guidelines set forth in the MAT Guide Appendix H. The new certification will be reported on the next voucher cycle.
9. **Requested cert has a future requested voucher date – payment scheduled for that date:** Due to 202D voucher processing rules, SHCC cannot put a certification on its Voucher Report if the requested voucher date field is a future date. When you submit a certification to us that could go on the voucher based on the effective date, however it has a future date in the requested voucher date field, SHCC must wait until the requested voucher date to pay on the certification. This code is used any time the voucher is requesting subsidy based on the cert with a future requested voucher date.
10. **Missing certification resulting from established unit within CANet:** This code is used if you use CANet and are not able to submit a Move In or Initial certification because one or more of the residents are still listed on certifications in another unit or property.
11. **Duplicate request for unit – please contact your software vendor:** This code is used if you are requesting payment for the same unit twice on your voucher.
12. **Property exceeded approved unit allocation (last move in for this unit type has not been paid):** This code is used if you are overvoucher for this unit type based on the approved number of units on the property's rent schedule. The most recent Move In for that unit type will be made inactive, and no subsidy will be paid on that unit.