Creating a Historical Adjustment for PIC (eTrans 14)

A historical adjustment is needed when a PHA is unable to submit a move-in transaction to PIC in cases where household information has never been submitted but the household has been living in the community for years. PIC will not accept an Annual or Interim Certification unless there is a move-in record for the household (eTrans code 01, eTrans code 04, or an eTrans code 14). Below is an example of the error message you would see if trying to submit an annual certification:

"PIC does not contain a current record for this household. Submit a Historical Adjustment or New Admission to move the household into PIC. Then submit this record to PIC."

A historical adjustment allows you to get a subsidized household into PIC, at which point all future 50058 submissions should be accepted by PIC without errors. Creating a historical adjustment eTrans code 14 is helpful when you are:

- Converting from Multifamily Tenant Characteristic System (MTCS) database to Move-To-Work (MTW) database in PIC
- Moving a participant from a unit-based Public Housing program type to tenant-based voucher program type
- Admitting a participant from your waitlist who was already leased in another PHA

To create a historical adjustment for a household in WinTen 2+:

1. Click on Household Search from the Home screen.

2. Type the name of the household who received the PIC error into the Search bar and click the Search button. Click the View link to open their Household screen.
3. Click the big **Actions** button and choose **Create Historical Adjustment eTrans Record (Action Code 14)**.

4. The **Effective Date** window appears. Choose an **Effective Date** that is in accordance with your agency’s administrative plan/ACOP. Click **OK**.

5. The **eTrans code 14** appears in the household’s **eTrans** tab.

6. Click **View** to open the record.