

Create Portability Move-in and New Admission Certification for Terminated Outgoing Portable Contracts and Edit/Delete Portable Contract Actions

Portability specialists in WinTen 2+ are now able to terminate an existing outgoing portable contract so that they can:

- Create a Portability Move In Certification
- Ensure correct HAP amount calculations
- Report up to date HAP amounts to the receiving PHA, and
- Ensure correct 52665 forms.

In addition, portability specialists may also modify income and bedroom size on a current participant's existing outgoing portable contract after a contract has been finalized.

- 1. From the **Home** tab, type "household" in the search bar. Click on the **Household Search** link to open the **Household Search** tab.
- 2. Search for the head of household whose outgoing portable contract is terminated. Click the **View** link to the open the **Household** record screen.
- 3. Click on the big **Actions** button at the top of the screen and click on **View Portability Record** to view the Portability history for this tenant.



- 4. On the **Portable** Record Screen, click on the little **Actions** button at the end of the row of the **Inactive** (Contract Terminated) record in the **Activity** table of the **Outgoing Contracts** section.
- 5. Depending on the desired outcome, select either Start Portability Move-in or Start New Admission.

Cancel Contract Start Portability Move-in
Cancel Contract
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Modify Contract

6. To edit/delete a contract after it has been finalized, click on the small **Actions** button at the end of the row in the Contract Activity table and select **Edit** or **Delete**.

Contract Activity								
Effective Date 💌	Action	Certifying Employee	Contact Employee	Contact Phone	Submission Date 💌	Create Date 🔻	Created By	
3/9/2014	Contract Terminated				3/10/2014	03/10/2014		
8/1/2013	Contract Updated				8/27/2013	08/27/2013	2014-041, Fair (Franks) 🔮	H0D-32003
8/1/2013	Contract Created				8/6/2013	08/06/2013		Edit
8/6/2013	Initiated (Looking)	Danshap, Pat	Danifras, Pat	10.465.4755	8/6/2013	08/06/2013	🛃	< Delete