



November 18, 2024

HCV PROGRAM NEWS

HUD Issues Letter to EDs on VMS Data Entry Deadlines

Last week, HUD’s Office of Public and Indian Housing (PIH) sent a [letter](#) to executive directors informing PHAs administering the Housing Choice Voucher (HCV) program of required actions to support the program’s cash reconciliation and funding process. Specifically, the document sets the following deadlines to complete data entry into the voucher management system (VMS).

- PHAs must submit all CY 2023 prior-month corrections into VMS by **December 23, 2024**. Adjustments made to CY 2023 data after this date will not be applied to the CYE 2024 reconciliation.
- PHAs must submit December 2024 cost and leasing data, and other CY 2024 adjustments, into VMS by **January 22, 2025**.

The letter emphasizes that compliance with VMS reporting requirements is essential to ensure the accuracy and timeliness of the housing assistance payment and administrative fee reconciliation process. HUD encourages PHAs to begin making the necessary VMS submissions and corrections before the December 23, 2024, and January 22, 2025, deadlines to ensure timely input. The calendar year end VMS data reporting is time sensitive; therefore, the submission deadline will not be extended.

PHAs that fail to meet the VMS submission requirements will be considered noncompliant and may be subject to administrative actions, including reduction or offset of administrative fee eligibility in the amount determined by HUD. PHAs unable to meet the reporting deadline due to circumstances beyond their control should contact their designated Financial Management Center (FMC) financial analysts for further instruction. Additional information can be found in the [letter](#).



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