Voucher Processing Overview

Voucher Submission by property
Between the 1st & 10th of the month - A complete voucher packet including the electronic voucher (MAT30), tenant data (MAT10, MAT15, MAT40, MAT70) files are received.

Navigate receives & reconciles
Our software will perform checks of the data received and compare the requested amounts on the site submission compared to the certifications received and recorded in our system determine any differences.

Approved
Voucher passed all checks and will be approved and submitted to TRACS waiting payment processing.

More Information Needed
More information needed, corrections required, or differences found, are addressed and requested from the property using the contact information on file.

Missing tenant data or other pertinent information is needed in order to continue processing. You will receive an e-mail advising you of the items needed. Respond as quickly as possible to expedite the remaining voucher process.

Remember, vouchers are placed at the bottom of the stack to be worked once requested information is received.

TRACS
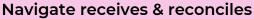Voucher is in TRACS awaiting payment action from LOCCS.

LOCCS
LOCCS will initiate payment processing and release from the Treasury at the appropriate time.

Navigate
Navigate receives payment notice from LOCCS. Once monies are deposited into our account, batches are created to send the appropriate amount to each property.

Property
Monies released from Navigate batch deposited into property's account within two business days of receipt.

navigate
AFFORDABLE HOUSING PARTNERS