Voucher Processing Overview

navigate
AFFORDABLE HOUSING PARTNERS

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 Necessary

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

Missing tenant data or other pertinent information is needed to continue processing. You will receive an e-mail advising you of the items required.

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

The voucher is in TRACS awaiting payment action from LOCCS.

LOCCS

The voucher is in TRACS awaiting payment action from LOCCS.

Navigate

Navigate receives payment notice from LOCCS. Funds are deposited into Navigate's account.

Property

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