

Version: 2021.07.15

Template Name: Participant Household Payment Data

Instructions to Reporter:

- Do not change the cell formatting
- Do not reformat the template
- All data should be as text
- Do not publish the "Field ID" row (Treasury Internal Use Only)

Label	Address Line 1	Address Line 2	Address Line 3	City Name
Required or Optional	Required	Optional	Optional	Required
Help Text	Record the first line of the Payee's physical address.	Second line of Payee's physical address.	Third line of the Payee's physical address.	Name of the city in which the Payee address is located.

State Code

Zip5

Zip4

Payee Type

Required

Report the United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the Payee address is located. Valid

Responses: (AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)

Required

Report the United States ZIP code (five digits) concatenated with the additional +4 digits associated with the Payee's physical address.

Format XXXXX, 5 numeric characters.

Required

Zip Plus4 (four digits) identifying where the physical address of the payee. Format XXXX, 4 numeric characters.

Required

Select the drop down correlating to the type of Payee. Select one of the following:

'|- Tenant  
|- Landlord or Owner  
|- Utility / Home Energy Service Provider  
|- Other Housing Services and Eligible Expenses Provider

Amount of Payment	Date of Payment	Type of Assistance Covered by the payment	Start Date Covered by the Payment
<p>Required Report the total amount dispersed to the Payee. DO NOT INCLUDE \$ sign when entering amount.</p>	<p>Required Report the date which payment was processed to Payee. Formatt MMDDYYYY</p>	<p>Required Select the drop down correlating to the type of assistance. Select one of the following: '- Financial Assistance: Rent; - Financial Assistance: Rental Arrears; - Financial Assistance: Utility/Home Energy Costs; - Financial Assistance: Utility/Home Energy Costs Arrears; - Financial Assistance: Other Housing Costs Incurred due to Covid-19;</p>	<p>Required Report the start date indicating the time period covered by the assistance. Format MMDDYYYY</p>

End Date Covered by  
the Payment

Required

Report the end date  
indicating the time  
period covered by the  
assistance.

Format MMDDYYYY