

## FREQUENTLY ASKED QUESTIONS

### Regarding the newly available household member demographic fields in WBARS September 2021

#### Why am I seeing new tabs called “Household Member Info” and “Household Member Income” in my resident records?

Previously, only Tax Credit-financed properties were required to fill in demographic data in WBARS for each household member. However, in order to gather more comprehensive data on all Washington State citizens we serve, state and local public funders have agreed to open all these demographic fields in WBARS so they are editable for every project, regardless of funder. Here is what the tabs look like (the field values shown on the “Household Member Info” tab are the default field values displayed when a new resident record is generated):

First Name	Last Name	Middle Initial	Relationship to HOH	Date of Birth	FT Student?	SSN-Last 4	Race	Ethnicity	Disabled	ACTIONS
Mary	Tester	A	H - Head of Household	01/01/1999	3 - Did Not Disclose	9999	1 Selected	9 - Missing/Not Collected	3 - Did Not Disclose	

First Name	Last Name	(A) Employment or Wages	(B) SOC Sec/Pensions	Public Assistance	Other Income
Mary	Tester				
		\$0	\$0	\$0	\$0
Total Income: \$0					

  

HH Mbr	(F) Type of Assets	(G) Current or Imputed	(H) Cash Value	(I) Annual Asset Income	Other Asset Type Description	ACTIONS
Mary Tester	Checking	C			N/A	
Totals:				\$0	\$0	

#### Is filling in these fields required?

It depends on your project’s Funder. **Tax credit projects are required to fill in this data.** Other funders may require some or all of this data. If you aren’t sure if these fields are required as part of your annual reporting, please check with your project’s Funder(s).

**What if I don't fill in all the fields? Will WBARS prevent me from saving my resident record (or give me a validation error if I'm uploading data via XML)?**

No, you can fill in as little or as much as you want (or as much as your Funder requires). The more you fill in, the better our data is and the better we can all understand who we are serving and determine how to serve them better!

**What if a resident doesn't want to disclose Race/Ethnicity or Disability status information?**

That is fine! Residents don't have to disclose that information if they don't want to. In the Race field, click the drop down arrow and select "8-Did Not Disclose". In the Ethnicity field, click the drop down arrow and select "3-Did Not Disclose". In the Disabled field, click the drop down arrow and select "3-Did Not Disclose".

**What is the difference between the Race/Ethnicity fields on the Household Member Info tab and the HOME Race/Ethnicity fields on the General tab of the resident record?**

The HOME Race/Ethnicity fields on the General tab are meant to report the race/ethnicity of the head of household only. Those fields are required for any project with HOME funds where the user has identified the unit as a HOME program unit. The HOME race/ethnicity codes are specific to HUD's HOME program reporting requirements.

The Race/Ethnicity fields on the "Household Member Info" tab are available for *every* household member, not just head of household. The codes correspond to federal requirements for annual reporting of household demographic data from tax credit properties to HUD. Although the codes are specific to tax credit program requirements, all WBARS participating funders have agreed that this data can help us better understand who we house and hopefully help us better serve our citizens in the future. This is especially important as public service agencies strive to better serve and support persons and communities of color.

**Oh no! I previously designated multiple race codes for a household member in a resident record, but now the field value is "7-Multi-Racial" – why did that happen?**

HUD recently updated its Race/Ethnicity codes, therefore we had to update the codes in WBARS. As a result, any household member record displaying more than one race had its Race code updated to "7-Multi-Racial".

**I import my project's data into WBARS. Do I have to update the codes we use to identify different Race/Ethnicity categories?**

YES, you'll need to make sure that the Race/Ethnicity codes in your XML file corresponds to the new Race/Ethnicity codes we've noted in our new XML Schema Dictionary. HUD revised the codes recently so we had to revise the codes in WBARS to match. The new Schema Dictionary is available on WSHFC's WBARS website.

**We serve people for whom confidentiality is a critical concern. We don't want to enter actual names, birth dates or the last 4 digits of Social Security numbers in WBARS. Is this okay?**

First, check with your Funder(s) to make sure you don't have a contractual requirement to provide that information. You can always use numbers or other kinds of unique identifiers to record a "name" for a household or household member. The Date of Birth and SSN-Last 4 fields already have default values in them, so you don't need to edit them at all. If you have any questions or concerns about what data to enter, please check with your project funders, they will be happy to help you!

**What is the “FT Student?” field for?**

The “FT Student?” field is only required for tax credit properties (properties that have Washington State Housing Finance Commission as a funder) and pertains to a federal prohibition against renting tax credit units to households comprised entirely of fulltime students. If your property doesn't report to WSHFC, then you can just ignore that field.

**How do I know who my project Funder(s) is/are?**

When you are in a project record in WBARS, click on the Funders tab. Every Funder for your project will have its own record on that tab – just click the Funder name to get detailed information about your project's funding requirements and contact information for that specific Funder. Note that WBARS only contains funding requirements from Washington State local, regional and state public funder agencies. WBARS is not used by HUD or USDA/RD.