Instructions for Completing the 50058 End of Participation (EOP)

In order for properties to be removed from IMS/PIC and for families to formally transition from the public housing program, PHAs must submit a Form-50058 End of Participation (EOP) for every resident at the converting site within 5 days of the HAP effective date. The EOP may be created by a PHA's software or using Family Reporting Software (FRS) and uploaded to IMS/PIC or the PHA may submit an on-line EOP. Failure to do so may result in delays in HAP payments to the property.

To perform an on-line EOP, please complete the following:

- On the PIC Main Navigation page, click to select 'Viewer' submodule under Form 50058 module.
- Select the desired PHA by selecting the HUB and Field Office (if the PHA is not already selected. When searching in the Viewer, the Search Results screen will display a column (second from right) for all active tenants called "Online EOP".
- Click the link there and a window will pop open displaying the tenant and the last action and effective date for the tenant. This window will permit you to change the effective date to the online EOP date. It must be at least one day later than the date in the window.
- Click "Save" to implement the EOP or click "Close" to back out without taking action

Notes:
- You must have the Submit Online EOP role assigned for the Viewer submodule in IMS/PIC
- When searching for a name or SSN, the user should make sure they haven't changed the default to look in the Current Database and not the historical database.