

HOW TO: Use the MA Age Verification Tools

Manage America provides an age verification screen and report to be used by age-restricted communities to show the ratio of homes that have at least one occupant 55 years of age and older to meet federal 80/20 requirements.

1. To enter the required information for a resident, open Resident Admin, select the site/resident and click GO.
2. Under the RESIDENCY heading in the RESIDENT STATUS BAR, click on the QUICKSET link to open the resident's QUICKSET screens.
3. At the top of the Quick Set 1.0, click the CERTIFY AGE button.
4. The AGE VERIFICATION screen will open.
5. Enter the name of the qualifying resident.
6. Enter the date of birth. Note that you may use the calendar OR manually enter the date. If entering manually, be sure to use the correct date format: mm/dd/yyyy.
7. From the drop-down menu, select the verification document.
8. Enter the document ID number (driver's license, passport number, etc.) (Example ODL 123456)
9. Enter the document expiration date. Note that you may use the calendar OR manually enter the date. If entering manually, be sure to use the correct date format: mm/dd/yyyy.
10. Enter the initial certification date. – This date is the first time you verified the age of the qualifying resident. (Usually the Move In Date). Note that you may use the calendar OR manually enter the date. If entering manually, be sure to use the correct date format: mm/dd/yyyy.
11. Enter the recertification date. (This is the date that you need to recertify the age of the qualifying resident.) Note that you may use the calendar OR manually enter the date. If entering manually, be sure to use the correct date format: mm/dd/yyyy. (*This date should be two years from the last date we completed the "55 OR OLDER COMMUNITIES HUD VERIFICATION OF OCCUPANCY SURVEY." If the survey for your community was done in April of 2008, then the recertification date should be 04/01/2010. You can use the first of the month so everyone has the same recertification date.*)
12. Click SAVE.
13. The screen will close and you will return to the QuickSet 1.0. The button now reflects the name of the qualifying resident. Should you need to make changes or updates to the qualifying resident's information, click on this button. Enter the changes or updates as appropriate, and click SAVE. When you are done, click SAVE & CLOSE to exit the QuickSet 1.0.
14. All QuickSet 1.0 age verification data is reported on the 3.1.1 Age Verification Report in MONTHLY REPORTS.
15. To run the Age Verification report, from the QUICKACCESS screen, click on the MONTHLY REPORTS button.
16. The REPORT MANAGER screen will open in your browser.
17. From the Current Period report menu, select the 3.1.1 Age Verification Report and click VIEW/PRINT.
18. The report will open as an Excel document in your browser window. The top of the report lists an auto calculation of the number of verified sites at the community. It lists all sites with age verification data entered in the QuickSet 1.0. You may use the Excel "sort" function to sort by any of the column headers. To update data on the report, go to the resident's QuickSet 1.0 and update the Age Verification screen as described above.