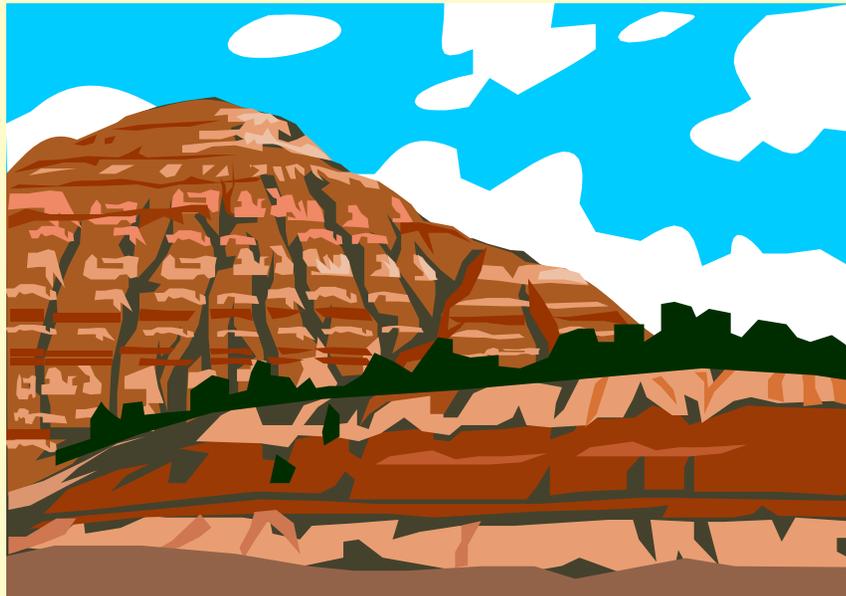




Welcome

Managing with HUD's Secure Systems

September 1, 2010



Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training

Overview- Topics To be Covered

- Using HUD's Secure Systems to meet HUD Requirements
 - IMS-PIC
 - EIV
 - VMS

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What is required in IMS-PIC?

- Submission of 50058 records for all assisted families – recommended at least monthly
- 95% Reporting Rate for PH and HCV
- Maintenance of status of units – automated through 50058 submissions; exceptions approved by field office
- Maintenance of PHA information – staff and contact info
- Maintenance of PHA users – inactive users no longer with PHA



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TOOLS TO USE TO STAY ABOVE 95% PIC Reporting Rate

Helpful Reports:

Viewer Sub-module - “Reports” Tab

- Overlapping Dates Report
- Portability Billing Report

50058 “Reports” Sub-Module

- Delinquency Report
- SEMAP Indicators Report (Current Year tab)

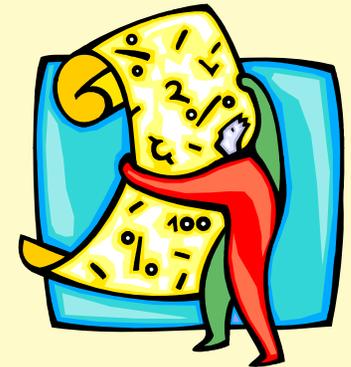
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Helpful Reports...cont'd

50058 "Reports" Sub-Module – cont'd

- Tenant ID Management Reports
 - AID Report
 - Possible Duplicate Tenant Report
 - Invalid Tenant ID (AID/SSN) Report



Ad-Hoc Module

- Form 50058 Ad-Hoc Report
- HA Query Report

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Viewer sub-module

MTCS - Search for Tenants - Microsoft Internet Explorer

Address: https://pic.hud.gov/pic/mtcs/viewer/mtcssearch.asp

HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL

pic Search Household Search Members Rent FSS/MtW Iss/Exp Of Vouchers Reports

PIC Home Select View: Field Office HA
PIC Main Hub: 8HDEN Denver Hub
Logoff Field Office: 8APH DENVER HUB OFFICE
Help Housing Authority: UT031 CEDAR CITY
Guided Tour

Submission

Viewer

Reports Historical Database Current Database

Alt ID Generator

SSN:
First Name:
Last Name:

Search

Current or Historical database. Viewer shows information from 50058 submitted (family members, TTP, rent, FSS, etc).

Done Local intranet 2:38 PM

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Viewer – Reports Tab

- Overlapping Dates Report
- Portability Billing Report



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Jane Kiles (H22191)

IC Home

WASS Main

IC Main

goff

Submission

Viewer

Reports

Tenant ID Management

Search Household Members Rent FSS/WTW Iss/Exp Of Vouchers Reports
MTCS Transaction Report MTCS VO Iss/Exp Report Overlapping Date Report Portability Billing Report

Select View: Field Office HA
HQ Division: Public and Indian Housing
HQ Office: PO Field Operations
Hub: 8HDEN Denver Hub
Field Office: 8APH DENVER HUB OFFICE
Housing Authority: CO001 DENVER

Occurrence Date (Automatic EOPs/ Port Outs Processed) :

From: 5/14/2007 * MM/DD/YYYY
To: 5/14/2008 * MM/DD/YYYY

Generate Report

Overlapping Date Report- Automatic EOP's/Port Outs Pending

MTCS Overlapping Date Report - Microsoft Internet Explorer

Overlapping Date Report As of 5/9/2007

Hub: 8HDEN Denver Hub
Field Office: 8APH DENVER HUB OFFICE
Housing Authority: CO001 DENVER

 Download in Excel
  Print Page
  View Entire Report

Automatic EOP's / Port Outs Pending
 New Admissions / Port Ins Causing Overlapping Dates
 Automatic EOP's / Port Outs Processed

Total Number of Records = 9

#	HOH SSN or AID	HOH Name	HA CODE Gaining	HA NAME Gaining	Program Type Gaining	Occurrence Date of Overlap	Projected Automatic EOP / Port Out Date	Online EOP	
1	xxx-xx-7375	MAESTAS	R	CO049	LAKEWOOD	P	12/23/2002	01/01/2003	Online EOP
2	xxx-xx-2563	Barella	M	CO001	DENVER	VO	11/12/2002	12/01/2002	Online EOP
3	xxx-xx-5559	Valdez	R	CO001	DENVER	VO	09/30/2005	10/01/2005	Online EOP
4	xxx-xx-8370	MOORE	C	CO058	ADAMS COUNTY	VO	05/08/2007	06/01/2007	-
5	xxx-xx-8043	COOPER	L	CO036	LITTLETON	VO	05/08/2007	06/01/2007	-
6	xxx-xx-3544	AL-MOSAWI	A	WA006	Everett	P	02/25/2003	03/01/2003	Online EOP
7	xxx-xx-9703	Fontes	D	CO001	DENVER	VO	11/12/2002	12/01/2002	Online EOP
8	xxx-xx-8127	MUNOZ	Y	CO049	LAKEWOOD	VO	12/23/2002	01/01/2003	Online EOP
9	xxx-xx-7112	SHEIKHUNA	M	MD015	Prince Georges HA	VO	05/01/2007	06/01/2007	-

Note: An Automatic EOP / Port Outs will be generated on the first of the month after the Occurrence Date of the Overlap

Page 1 of 1

Start | Inbox - Micro... | 2007 NAHRO... | Microsoft Po... | MTCS Overla... | Document1 - ... | MTCS Over... | 9:04 AM

Overlapping Date Report

As of 5/14/2008

Hub: 8HDEN Denver Hub
 Field Office: 8APH DENVER HUB OFFICE
 Housing Authority: CO001 DENVER

 Download in Excel
  Print Page
  View Entire Report

Automatic EOPs / Port Outs Pending
 New Admissions / Port Ins Causing Overlapping Dates
 Automatic EOPs / Port Outs Processed

New Admissions / Port Ins Causing Overlapping Dates

Total Number of Records = 5

#	HOH SSN or AID	HOH Name		HA CODE Losing	HA NAME Losing	Program Type Losing	Occurrence Date of Overlap	Projected Automatic EOP/ Port Out Date
1	2563	Barela	Michael	CO001	DENVER	P	11/12/2002	12/01/2002
2	2591	Bonner	Vickie	SC002	COLUMBIA HA	P	07/29/2004	08/01/2004
3	5559	Valdez	Renee	CO001	DENVER	P	09/30/2005	10/01/2005
4	4050	Williams	Melresha	CO001	DENVER	P	05/04/2008	06/01/2008
5	9703	Fontes	Desiree	CO001	DENVER	P	11/12/2002	12/01/2002

Note: An Automatic EOP / Port Outs will be generated on the first of the month after the Occurrence Date of the Overlap

Overlapping Date Report

As of 5/14/2008

Hub: 8HDEN Denver Hub
 Field Office: 8APH DENVER HUB OFFICE
 Housing Authority: CO001 DENVER
 Occurrence Date Starts: 5/14/2007

 Download in Excel
  Print Page
  View Entire Report

Occurrence Date Ends: 5/14/2008

Automatic EOPs / Port Outs Pending
 New Admissions / Port Ins Causing Overlapping Dates
 Automatic EOPs / Port Outs Processed

Select Page Set : 1 - 10

Total Number of Records = 134

#	HOH SSN or AID	HOH Name		HA CODE Gaining	HA NAME Gaining	Program Type Gaining	Occurrence Date of Overlap	Date of Automatic EOP / Port Outs
	1413	Daughtry	Robin	CO001	DENVER	VO	11/01/2007	12/01/2007
	1946	LILLEY	RASHEEDA	CO911	CO DOH	VO	07/26/2007	08/01/2007
	3017	ISKHAKBAYEV	YAKUB	CO036	LITTLETON	VO	04/28/2008	05/01/2008
	0318	Hagerty	Aerial	CO072	JEFFERSON COUNTY	VO	07/01/2007	08/01/2007
	2786	CURRY	JOEY	GA901	Georgia DCA	VO	06/29/2007	07/01/2007
	1060	Wooden	Robina	CO001	DENVER	VO	07/23/2007	08/01/2007
	5787	TAYLOR	KEYANA	CO052	AURORA	VO	06/27/2007	07/01/2007
	7263	Artis	Kameia	CO001	DENVER	VO	11/01/2007	12/01/2007
	1905	Johnson	Felicia	CO052	AURORA	VO	12/27/2007	01/01/2008
	0124	Morris	Tamesha	CO090	WELD COUNTY	VO	06/21/2007	07/01/2007

Note: An Automatic EOP / Port Outs will be generated on the first of the month after the Occurrence Date of the Overlap

1 2 3 4 5 6 7 8 9 10

Page 1 of 14

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Portability Billing Report

The screenshot shows a web browser window titled "Portability Billing Report - Windows Internet Explorer". The address bar displays the URL: <https://picint.hud.gov/pic/mtcs/viewer/mtcsportabilitybillingreportnav.asp>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons.

The application interface features a top navigation bar with links: LOGOFF, HUD HOME, PIH HOME, Q & A, SEARCH / INDEX, E-MAIL, and WASS MAIN. Below this is a secondary menu with tabs: Search, Household, Members, Rent, FSS/WtW, Iss/Exp Of Vouchers, and Reports. The "Reports" tab is active, showing sub-tabs: MTCS Transaction Report, MTCS VO Iss/Exp Report, Overlapping Date Report, and Portability Billing Report.

The main content area is titled "pic" and includes a user profile for Diane Kiles (M00296). Navigation links include PIC Home, WASS Main, PIC Main, and Logoff. A sidebar menu lists: Submission, Viewer, Reports, Tenant ID Management, and Logoff.

The "Select View:" dropdown is set to "Field Office HA". The "Hub:" dropdown is set to "3HBLT Baltimore Hub". The "Field Office:" dropdown is set to "3BPH BALTIMORE HUB OFFICE". The "Housing Authority:" dropdown is set to "MD001 Annapolis Housing Authority".

The "Program Type:" section has three radio buttons: "Tenant-based Vouchers", "Homeownership Vouchers", and "All Relevant Programs (listed above)". The "Effective Date:" section has "From:" set to "2/22/2009" and "To:" set to "2/22/2010". A "Generate Report" button is located at the bottom right of the form.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "8:22 AM".

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Portability Billing Report

As of February 22, 2010

Hub: **3HBLT Baltimore Hub**
 Field Office: **3BPH BALTIMORE HUB OFFICE**
 Housing Authority: **MD001 Annapolis Housing Authority**
 Program Type: **All Relevant Programs**
 Effective Dates: **February 22, 2009 through February 22, 2010**
 Included:

 Download in Excel
  Print Page
  View Entire Tab

PHA Billing Report
PHA Billed Report

Select Page Size: ▼

Total Number of Records = 5

The selected PHA is billing other (initial) PHAs

Head of Household's Name ▲▼	Head of Household's SSN ▲▼	Alien Registration Number ▲▼	Initial PHA Code ▲▼	Cost Billed to the Initial PHA ▲▼	Type of action ▲▼	Effective date of action ▲▼	Voucher Type ▲▼
ggviizt-bzdvggk z n	xxx-xx-7338	N/A	MD901	1581	2	09/01/2009	TBV
hnzroord z	xxx-xx-1928	N/A	MD901	863	3	09/01/2009	TBV
hwizdw-mrzxxn v	xxx-xx-4251	N/A	NY904	516	1	07/02/2009	TBV
ivbdzh z x	xxx-xx-4017	N/A	MD901	1085	7	06/01/2009	TBV
mzndly z m	xxx-xx-3208	N/A	MD901	881	2	08/01/2009	TBV

Page 1 of 1

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Portability Billing Report

As of February 22, 2010

Hub: **3HBLT Baltimore Hub**
 Field Office: **3BPH BALTIMORE HUB OFFICE**
 Housing Authority: **MD001 Annapolis Housing Authority**
 Program Type: **All Relevant Programs**
 Effective Dates: **February 22, 2009 through February 22, 2010**
 Included:



Download in Excel Print Page View Entire Tab

PHA Billing Report **PHA Billed Report**

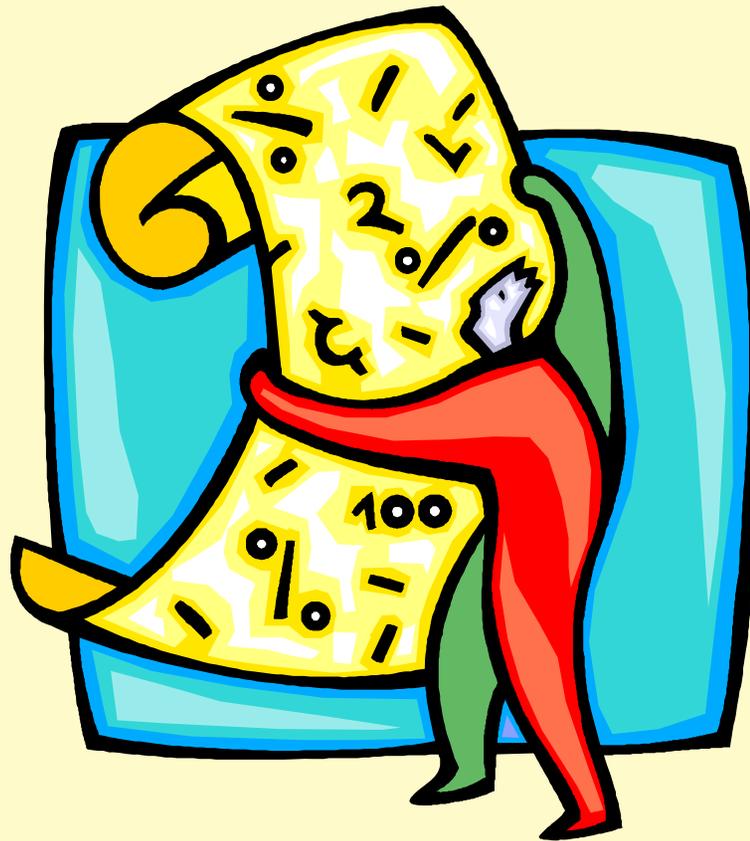
Select Page Size: 10

Total Number of Records = 5

Other (receiving) PHAs are billing the selected PHA

Head of Household's Name	Head of Household's SSN	Alien Registration Number	Receiving PHA Code	Cost Billed by Receiving PHA	Type of action	Effective date of action	Voucher Type
hvopflrtfle v k	xxx-xx-7288	N/A	MD032	668	4	05/01/2009	TBV
mlhpxzq b z	xxx-xx-2603	N/A	MD023	1513	2	07/01/2009	TBV
sgrnh z g	xxx-xx-2695	N/A	MD022	678	4	09/01/2009	TBV
wgmlx z	xxx-xx-6296	N/A	MD018	1068	4	08/10/2009	TBV
wizvy s p	xxx-xx-0136	N/A	MD023	851	3	09/01/2009	TBV

50058 “Reports” Submodule



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What is PIC Monthly “Summarization?”

- The Monthly summarization process summarizes the Form 50058 data submitted by the PHAs at different levels – participant level, development level, state level, county level, and for different program types Public Housing, Vouchers, Mod Rehab.
- The Monthly Summarization extract is run the first Friday of the month and continues throughout the weekend. If something hangs we rerun that part of the summarization the next weekend.
- The Monthly Summarization reports include information with regards to the previous month.
- There are approximately 20 jobs run – which includes generation of the reports like Delinquency Report, Resident Characteristics Report (RCR), SEMAP Indicators report, New Admissions report, Families Ending Participation, Reexamination, HQS Inspection, Newly Leased HQS Inspection, Income, Key Management Indicators (KMI) etc.
- Data for some of these reports are extracted from other subsystems like VMS and HUDCAPS.



Reports sub-module

- Most of 14 reports offer choice of program type:
 - Public housing
 - All voucher funded assistance
 - Tenant-based vouchers
 - Project-based certificates
 - Project-based vouchers
 - Combined project-based certs and project-based vouchers
 - Homeownership vouchers
 - Moderate Rehab (excluding SRO)
 - Moderate Rehab SRO
 - All Relevant Programs



Reports sub-module

MTCS Delinquency Start Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://pic.hud.gov/PIC/mtcs/reports/mtcsdelir> Go Links >>

pic

LOGOFF HUD HOME PIH HOME Q & A SEARCH/INDEX E-MAIL WASS MAIN

RCR Rent Calc HQS SEMAP New Adm Rent & Rent Burden Income

Delinquency Reexam Decon KMI EOP Mob & Port Budget Rel. Averages

Delinquency Query

Field Offices

Select Field Office(s) from:

- 7BPH - IOWA STATE OFFICE
- 7DPH - NEBRASKA STATE OFFICE
- 7EPH - ST. LOUIS AREA OFFICE
- 8APH - COLORADO STATE OFFICE**
- 9APH - CALIFORNIA STATE OFFICE
- 9CPH - HAWAII STATE OFFICE

Reports

Important Reports:

EXECUTIVE DIRECTOR/MGMT

- RCR – demographic info
- KMI – management info

Important Reports:

STAFF/MGMT

- Delinquency Report – reporting rate
- Reexam – fix any delinquencies
- HQS – fix any deficiencies
- SEMAP Current Year – monitor for best score

Submission

Viewer

Reports

Tenant ID Management

Trusted sites

Start | Inbox - Microsoft ... | 2007 NAHRO Pres... | Microsoft PowerP... | MTCS Delinquen... | Document1 - Micr... | 8:26 AM

Delinquency Report

ACC=YES, Status Occupied by Tenant, Not Reported or Vacant= Baseline
58 Required = VMS data or Bldg & Unit data
58 Received =successfully submitted by PHA
Report Rate Red = less than 95%

Detailed Delinquency Report - Microsoft Internet Explorer

Delinquency Report
As of March 31, 2007

Effective Dates Included : **December 01, 2005 through March 31, 2007**

 Download in Excel
 Print Report
 Back to Report

Field Office Code	HA Code	HA Name	HA FYE	Program Type	ACC Units	VMS Units Leased	As of (MM/YY)	Port Outs	Port Ins	50058 Required	50058 Received	Difference	Reporting Rate	Forms Received			
														Last Month	Last 3 Months	Last 6 Months	
8APH	CO001	DENVER	12/31	Public Housing	3,894					3,372	3,414	-42	101.25	525	1,585	3,253	4,514
8APH	CO001	DENVER	12/31	Mod Rehab	52					53	80	-27	150.94	39	63	64	
8APH	CO001	DENVER	12/31	Voucher Funded Assistance	60	5260	12/06	370	21	4,911	4,910	1	99.98	1,585	3,253	4,514	
8APH	CO002	PUEBLO	03/31	Public Housing	900					881	882	-1	100.11	62	220	501	
8APH	CO002	PUEBLO	03/31	Mod Rehab	181					230	225	5	97.83	30	59	138	
8APH	CO002	PUEBLO	03/31	Voucher Funded Assistance	0	1459	12/06	28	5	1,436	1,433	3	99.79	135	375	785	
8APH	CO003	WALSENBURG	03/31	Public Housing	129					129	125	4	96.90	23	52	75	
8APH	CO004	ALAMOSA	03/31	Public Housing	199					190	184	6	96.84	5	148	158	
8APH	CO005	TRINIDAD	03/31	Public Housing	198					193	184	9	95.34	33	73	126	
8APH	CO005	TRINIDAD	03/31	Voucher Funded Assistance	0	76	12/06	1	0	75	72	3	96.00	8	24	45	
8APH	CO006	LAMAR	12/31	Public Housing	30					30	30	0	100.00	2	7	16	
8APH	CO007	HOLLY	12/31	Public Housing	16					15	11	4	73.33	0	3	5	

Select View Entire Report to get what is shown here.

Housing for the 2010 Sustainable Homes and Communities Practitioner Training

Delinquency Query: Can toggle between columns for different programs, and click on link in "50058 Received" Column to get a detailed list of tenant records counted as received for the month

Delinquency Report - Windows Internet Explorer

Delinquency Report
As of January 31, 2010

Field Office Code : **SAPH**
Field Office Name : **COLORADO STATE OFFICE**
Effective Dates Included : **October 01, 2008 through January 31, 2010**

Download in Excel Print Report View Entire Report

Program Type: **Detailed Report**

Public Housing **Voucher Funded Assistance** Mod Rehab SRO

Click on ▲ for Ascending sort and on ▼ for Descending sort

HA Code	HA Name	HA FYE	ACC Units	VMS Units Leased (a)	As of (MM/YY)	Port Outs (b)	Port Ins (c)	50058 Required (a-b+c)	50058 Received	Difference	Reporting Rate	Forms Received		
												Last Month	Last 3 Months	Last 6 Months
CO001	DENVER	12/31	0	5882	11/09	407	2	5,477	5,323	154	97.19	0	302	2,927
CO002	PUEBLO	03/31	0	1469	11/09	30	13	1,452	1,436			0	40	509
CO005	TRINIDAD	03/31	0	64	11/09	0	2	66	65			0	2	33
CO016	BOULDER HOUSING PARTNERS	12/31	0	625	11/09	1	0	624	615			0	0	275
CO019	BRIGHTON	12/31	0	195	11/09	3	1	193	190			0	0	76
CO024	LAS ANIMAS	12/31	0	99	11/09	0	1	100	94			0	0	52
CO028	COLORADO SPRINGS	12/31	0	2042	11/09	34	321	2,329	2,351			0	2	869
CO034	LOVELAND	06/30	0	495	11/09	11	1	485	480			0	1	238
CO035	GREELEY	12/31	0	445	11/09	7	3	441	436			0	3	163
CO036	LITTLETON	09/30	0	267	11/09	6	194	455	448			0	9	185
CO040	DELTA	12/31	0	225	11/09	3	5	227	226			0	0	118
CO041	FORT COLLINS	12/31	0	751	11/09	13	8	746	746			0	0	340
CO043	CENTER	06/30	0	17	11/09	0	0	17	19			0	0	5
CO045	ROCKY FORD	12/31	0	50	11/09	6	1	45	37			0	0	18
CO048	ENGLEWOOD	12/31	0	396	11/09	18	0	378	346			0	45	175
CO049	LAKEWOOD	12/31	0	1123	11/09	45	30	1,108	1,089	19	98.29	0	8	659
CO050	ARVADA	12/31	0	511	11/09	11	12	512	502	10	98.05	0	3	251
CO051	GRAND JUNCTION	09/30	0	843	11/09	14	8	837	857	-20	102.39	0	28	397
CO052	AURORA	12/31	0	1215	11/09	22	337	1,530	1,515	15	99.02	0	0	916

Click here to get detail for received 50058's

start MTCS D... Inbox - ... PIC Trai... PIC_Pre... PIC PIC Ne... Delinqu... 10:11 AM

Year-to-Date SEMAP Indicators Report

LOGOFF HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL WASS MAIN

RCR Rent Calc HQS **SEMAP** New Adm Rent & Rent Burden Income

Delinquency Reexam Decon KMI EOP Mob & Port Budget Rel. Averages

SEMAP FSS

SEMAP Indicators Report

All Voucher Programs

Housing Agency Selection:

Within a State

Within a State and County

Within a Field Office

SEMAP

FIRST, click on the “SEMAP” tab,
THEN Select your agency (either by State or by Field Office)

Suggestion:
Choose “Within A State”. An “HA List” button will appear. Click it to continue.

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Year-to-Date SEMAP Indicators Report

SEMAP Indicators Report - Microsoft Internet Explorer

SEMAP Indicators Report
As of March 31, 2007

Housing Authority: CO052
Housing Authority FYE: December 31
Assessment Year: 2007

 Download in Excel
  Print Page
  View Entire Report

Year-to-Date SEMAP Indicator Information

Most Recent SEMAP Indicator Information

Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment
---------------------------------------	---	--	---	---------------------------	---

Reporting Rate as of March 31, 2007

Program Type	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Programs	135	1345	

Percent of Families with reexaminations overdue (%) (SEMAP scores zero points when more than 10 percent of reexaminations are more than 2 months overdue)	2%
--	----

[+] Families with reexaminations overdue

Use this Tab to View CURRENT "Year to Date" SEMAP Indicator data (as of the date of the report). You can monitor your performance monthly.

This tab shows SEMAP Indicators for the LAST fiscal year's SEMAP (already scored by HUD).

Start | Inboxes - Micro... | 2007 NAHRO... | SEMAP Indic... | Document1 -... | Microsoft Po... | SEMAP Indi... | 12:59 PM

Year-to-Date SEMAP Indicators Report

The screenshot shows a web browser window titled "SEMAP Indicators Report - Microsoft Internet Explorer". The address bar shows the URL "https://pic.hud.gov/PIC/mtcs/reports/mtcssem". The page features a navigation menu with tabs for LOGOFF, HUD HOME, PIH HOME, Q & A, SEARCH/INDEX, E-MAIL, and WASS MAIN. Below this, there are sub-tabs for RCR, Rent Calc, HQS, SEMAP (highlighted), New Adm, Rent & Rent Burden, and Income. A secondary row of tabs includes Delinquency, Reexam, Decon, KMI, EOP, Mob & Port, and Budget Rel. Averages. The main content area is titled "SEMAP Indicators Report" and includes a link for "All Voucher Programs >>> Within Colorado". A "Select HA(s) from:" dropdown menu is open, displaying a list of housing agencies: CO048 - ENGLEWOOD, CO049 - LAKEWOOD, CO050 - ARVADA, CO051 - GRAND JUNCTION, CO052 - AURORA (highlighted), and CO057 - SHERIDAN. Below the dropdown is a "Reports" button. A yellow callout box points to the dropdown menu with the text: "A drop-down box will appear. Chose your PHA/agency, then click on the 'Reports' button below the selection box to continue." The browser's taskbar at the bottom shows several open applications, including "Inbox - Microsoft...", "2007 NAHRO Pre...", "SEMAP Indicato...", "Document1 - Micr...", and "Microsoft PowerP...", along with the system clock showing 12:58 PM.

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Year-to-Date SEMAP Indicators Report

SEMAP Indicators Report - Microsoft Internet Explorer

SEMAP Indicators Report
As of March 31, 2007

Housing Authority: CO052
Housing Authority FYE: December 31
Assessment Year: 2007

[Download in Excel](#) [Print Page](#) [Back to Report](#)

Year-to-Date SEMAP Indicator Information **Most Recent SEMAP Indicator Information**

Reporting Rate as of March 31, 2007

Program Type	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Programs	1398	1345	96

**Indicator 9:
Annual Reexaminations**

Percent of Families with reexaminations overdue (%)
(SEMAP scores zero points when more than 10 percent of reexaminations are more than 2 months overdue) 2%

[+] Families with reexaminations overdue

**Indicator 10:
Correct Tenant Rent Calculations**

Percent of Families with incorrect rent calculation (%)
(SEMAP scores zero points when more than 2 percent of HA tenant rent calculations are incorrect) 0%

[+] Families with incorrect rent calculation(s)

**Indicator 11:
Precontract HQS Inspections**

Windows taskbar: Start, Internet Explorer, Outlook, 2007 NAHRO..., SEMAP Indic..., Document1..., Microsoft Po..., SEMAP Indi..., 1:00 PM

Click on the "plus" sign to get what is shown here.

Year-to-Date SEMAP Indicators Report

SEMAP Indicators Report - Microsoft Internet Explorer

SEMAP Indicators Report
As of March 31, 2007

Housing Authority: CO052
Housing Authority FYE: December 31
Assessment Year: 2007

 Download in Excel
  Print Page
  Back to Report

Year-to-Date SEMAP Indicator Information **Most Recent SEMAP Indicator Information**

Reporting Rate as of March 31, 2007

Program Type	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Programs	1390	1345	96

**Indicator 9:
Annual Reexaminations**

Percent of Families with reexaminations overdue (%)
(SEMAP scores zero points when more than 10 percent of reexaminations are more than 2 months overdue) **2%**

[+] Families with reexaminations overdue:

Last name, First name	SSN or Alt ID	Date of last annual reexamination	Number of Months since Last Annual Examination
Minor M	xxx-xx-3341	06/01/2005	22
Flakes K D	xxx-xx-6443	11/11/2005	22
Tindal M	xxx-xx-6067	06/01/2005	21
Fisher K	xxx-xx-3759	06/01/2005	21
Sanchez I	xxx-xx-8760	07/01/2005	20
Elam A	xxx-xx-9937	09/01/2005	18
Morgan B	xxx-xx-3601	09/01/2005	18
Williams S A	xxx-xx-5892	12/05/2005	18
Rueda Y	xxx-xx-7390	09/13/2005	18
Sims C	xxx-xx-9358	10/01/2005	17
Mursal K	xxx-xx-0259	12/01/2005	17
Holmes D L	xxx-xx-2732	01/01/2006	16
...

Start | Internet Explorer | Outlook | 2007 NA... | SEMAP Indi... | Microsoft Po... | SEMAP Indi... | 1:01 PM

Tenant ID Management Submodule



Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training



Alternative ID Generator sub-module

MTCS Form 50058 - Generate AID - Windows Internet Explorer

https://picint.hud.gov/pic/mtcs/mtcsgenerateaid/mtcsgenerateaid.asp

LOGOFF HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL WASS MAIN

Alternate ID Reports

Generate ID Replace ID Duplicates

Select View: Field Office HA

Hub: 3HBLT Baltimore Hub [Select]

Field Office: 3BPH BALTIMORE HUB OFFICE [Select]

Housing Authority: MD001 Annapolis Housing Authority [Select]

Submission **Generate Alternate ID**

Viewer PHA Code MD001

Reports Last Name [Text] *

Tenant ID Management First Name [Text] *

Middle Initial [Text]

Sex Male Female

Date Of Birth [Text] *(MM/DD/YYYY) *

Place Of Birth

Country United States [Select]

State Alaska [Select]

City [Text]

Ethnicity Hispanic NonHispanic

Race

Use this sub-module to generate an alternative ID for any assisted individual without a SSN or when SSN fails the validation check.

Done Trusted sites 100%

start MTCS F... Inbox - ... PIC Trai... PIC_Pre... PIC PIC Ne... Delinqu... 10:21 AM

Replace ID/Correct Other data

MTCS Form 50058 - Replace AID - Windows Internet Explorer

https://pic.hud.gov/pic/mtcs/mtcsgenerateaid/mtcsreplaceaid.asp

LOGOFF HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL WASS MAIN

Alternate ID Reports
Generate ID **Replace ID**

Select View: Field Office HA [Select]
HQ Division: Public and Indian Housing
HQ Office: PO Field Operations
Hub: 8HDEN Denver Hub [Select]
Field Office: 8APH DENVER HUB OFFICE
Housing Authority: CO001 DENVER [Select]

Tenant ID Modification

Modification Types

- Alt ID to Alt ID
- Alt ID to SSN
- SSN to Alt ID
- SSN to SSN
- Other Data

Select...

Modification IDs

Alt ID [] * Replace With Alt ID [] *

Reason

- Data Mismatch with Alt ID Table
- Duplicate Person
- Other

Comments

[] *

Use this sub-module to replace one ID with another in the IMS/PIC database, or to correct data entered incorrectly for an Alternate ID.

Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training

Remove Duplicate Flag

MTCS Form 50058 - Duplicate Tenants - Windows Internet Explorer

https://pic.hud.gov/pic/mtcs/mtcsgenerateaid/mtcsdup tenantsmanagement.asp

denver water

File Edit View Favorites Tools Help

Pay Bill & Account Managemen... MTCS Form 50058 - Dupli...

LOGOFF HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL WASS MAIN

pic

Alternate ID Reports

Generate ID Replace ID Duplicates

Select View: Field Office HA [Select]

HQ Division: Public and Indian Housing

HQ Office: PO Field Operations [Select]

Hub: 8HDEN Denver Hub [Select]

Field Office: 8APH DENVER HUB OFFICE

Housing Authority: CO001 DENVER [Select]

Duplicate Tenant Management

Tenant ID []

Last Name []

Search

start MTCS Form 50058 - D... Calculator Microsoft PowerPoint ... 1:52 PM

Use this sub-module to certify that a tenant is not a "duplicate" and to remove the "flag" so the 50058 can be submitted successfully

Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training

Tenant ID Mgt – Remove Duplicate Flag

The screenshot shows the 'Duplicate Tenant Management' section of the MTCS Form 50058 application. The search criteria are: Tenant ID (empty) and Last Name (herandez). The search results table is as follows:

	Participant Code	Member Tenant ID	Member Name	HOH Tenant ID	Dup Flagged Date
<input checked="" type="radio"/>	NY077	6853	CARLOS HERNANDEZ	6037	11/30/2007
<input type="radio"/>	MI901	6050	Carlos Hernandez	1833	11/30/2007

Below the table is a 'Comments' text area and a 'Remove' button.

Alternative ID - reports

MTCS Form 50058 - Generate AID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Alternate ID **Reports**

AID Report **Possible Dup Tenant Report** **Invalid Tenant ID Report** **Tenant ID Modification Report**

Select View: National

Search Parameters

Search Parameter Alternate ID Date Requested N

Active Indicator All

Display Filters for AID Report

No of rows to display: 50 Rows per page

Sort report data by: AID in Descending order.

Generate Report

Three key reports:

1. AID Report
2. Possible Duplicative Tenant Report
3. Invalid Tenant ID (SSN) Report

Start | Inbox - Microsoft Outlook | 2007 NAHRO Presentati... | Microsoft PowerPoint - [... | MTCS Form 50058 - G... | 2:19 PM

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AID Report

- This report shows history of all the “Alt ID’s” a PHA has generated in PIC.
- Name, Birth date and Sex must match these exactly as originally generated;
- If not, 50058’s submissions will have Fatal Errors
- Common 50058 “Problems” after AID Generated
 - Misspelling of First or Last Name
 - Missing Punctuation (i.e. hyphenated name - missing hyphen)
 - Multiple Middle or Last Name Combinations don’t match the AID report for current 50058 uploads

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AID Report



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HQ Division: **Public and Indian Housing**
 HQ Office: **PO Field Operations**
 Hub: **SHDEN Denver Hub**

Report generation Date: **Tuesday, May 22, 2007 1:22:04 PM**

AID Report generated for the selected HA(s) are **CO052**

Records 1 - 50 of 169 [\(View All\)](#)

<< Prev page [1](#) [2](#) [3](#) [4](#) Next Page >>

#	HA Code	AID	Name (Last, First)	Sex	Date of Birth	Place of Birth	Ethnicity	Race	Date Requested	Active Indicator	Reason for no SSN	Alien Reg. No.	Reason For no Alien Reg No.	Declaration Section 214 status	Written Statement Ind	Other Support Doc Type Code
1	CO052	H00117010	Uribe-Padilla Fatima	F	07/26/1985	MX	Hispanic	White	03/27/2007	A	Ineligible citizen		ineligible citizen		S	BIRTHC
2	CO052	H00107988	Barrera Alexis	F	08/09/2006	NM US	Hispanic	Black	01/22/2007	Y	not received		N/A	yes	N	BIRTHC
3	CO052	H00105825	Rodriguez Xabier	M	06/09/2006	Denver CO US	Hispanic	White	01/03/2007	A	Newborn		NA	Yes	N	BIRTHC
4	CO052	H00104949	Jones Ge'ovonni	M	07/25/2006	Aurora CO US	Non Hispanic	Black	12/23/2006	A	Family has not received yet		N/A	Yes	N	BIRTHC
5	CO052	H00103143	Watkins K'jeon	M	07/10/2006	Denver CO US	Non Hispanic	Black	12/10/2006	Y	unable to verify		N/A	yes	N	BIRTHC
6	CO052	H00103089	Sanchez Irene	F	01/25/1974	MX	Hispanic	White	12/08/2006	Y	Invalid SSN		Unavailable	Yes	N	NONE
7	CO052	H00102754	Larios Vivian	F	11/02/2006	Aurora CO US	Hispanic	White	12/07/2006	Y	Has not been received yet		N/A		S	BIRTHC
8	CO052	H00099757	Johnson Neelani	M	10/10/2002	Denver CO US	Non Hispanic	Black	11/13/2006	Y	not valid through		N/A	yes	N	BIRTHC

Possible Duplicate Tenant Report



- Lists tenant personal data from both PHAs
- Possible statuses in report:
 - “Duplicate Personal ID number” (must correct SSN or AID duplication)
 - “Duplicate Personal Information” (must certify same name and birth date as non-duplicate)
 - “Removed” (if flag removed by certification)



Possible Duplicate Tenant Report –Verify

Duplicate Assistance –Remove Invalid Duplicates

Possible Duplicate Tenant Report - Netscape



Possible Duplicate Tenant Report

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HQ Division: **Public and Indian Housing**
 HQ Office: **PO Field Operations**
 Hub: **SHDEN Denver Hub**
 Field Office: **SAPH DENVER HUB OFFICE**
 Housing Authority: **UT031 CEDAR CITY**

Records 1 - 40 of 40 << Prev page 1 Next Page >>

#	Participant Code	AID SSN	Member Name (First, Last)	Sex	Date of Birth	Type of Action	Effective Date	Admission Date	SSN Head	HOH Name (First, Last)
1	UT011	88732	RACHEL CALLISTER	Female	12/03/1997	Annual Reexamination	03/01/2005	03/01/2001	4554	BRENDA CALLISTER
2	UT031	88732	RACHEL CALLISTER	Female	12/03/1997	Interim Reexamination	11/01/2000	01/01/1998	7103	RICK CALLISTER
3	UT031	75309	AMANDA LAMINGER	Female	03/14/1984	New Admission	06/01/2002	06/01/2002	3362	JAMES LAMINGER
4	UT031	75309	AMANDA LAMINGER	Female	03/14/1984	Interim Reexamination	01/01/2005	06/01/2002	5309	AMANDA LAMINGER
5	UT031	21477	DEREK DUNFORD	Male	01/12/1991	Other Change of Unit	05/20/1999	02/01/1997	2202	MICHELLE DUNFORD
6	UT031	21477	DEREK DUNFORD	Male	01/12/1991	Interim Reexamination	02/01/2005	02/01/1997	7322	JEFF DUNFORD
7	MA901	65555	JOSE ACEVEDO	Male	11/03/2003	Interim Reexamination	02/01/2005	09/12/2001	3385	MARILUZ VARGAS
8	UT031	65555	AKAISHA HENDERSON	Female	12/27/2003	Other Change of Unit	03/15/2005	06/20/1999	4971	RACHEL HENDERSON
9	UT011	29938	RICHARD CALLISTER	Male	09/19/1992	Annual Reexamination	03/01/2005	03/01/2001	4554	BRENDA CALLISTER
10	UT031	29938	RICHARD CALLISTER	Male	09/19/1992	Interim Reexamination	11/01/2000	01/01/1998	7103	RICK CALLISTER

start Kathryn J. Grossc... MTCS Form 50058... Possible Duplicate ... Microsoft PowerPo... 10:57 AM

Invalid Tenant ID (SSN) Report – clean up any invalid data

Invalid Tenant ID Report - Microsoft Internet Explorer



Invalid Tenant ID Report

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HQ Division: **Public and Indian Housing**
 HQ Office: **PO Field Operations**
 Hub: **SHDEN Denver Hub**
 Field Office: **SAPH DENVER HUB OFFICE**
 Housing Authority: **CO052 AURORA**

Records 1 - 50 of 125 ([View All](#)) << Prev page 1 2 3 Next Page >>

#	SSN	Last Name	First Name	Date Of Birth	Sex	HH SSN	HH Last Name	HH First Name	Type of Action	Effective Date	Admission Date	Invalid/Duplicate Status	Update Date
1	7988	Berrera	Alexuis	2006	Female	8690	Robinson	Keebra	Interim Reexamination	02/01/2007	01/21/2005	INVALID AID	01/22/2007
2	6461	Grant, Jr.	Latha	2006	Male	6899	Burke	April	Interim Reexamination	09/01/2006	08/31/2005	INVALID AID	08/08/2006
3	9688	Douglas	Milton	1995	Male	4681	Fuller	Loneva	Annual Reexamination	07/01/2006	07/04/2004	INVALID AID	06/04/2006
4	1843	Sauceda	Neveah	2005	Female	4371	Mondragon	Tina	Annual Reexamination	12/01/2006	12/02/2005	INVALID AID	11/06/2006
5	3440	Metcalf, Jr.	Brian	2005	Male	6521	Wilmington	Latisha	Annual Reexamination	09/01/2006	09/15/2005	INVALID AID	08/12/2006
6	9391	Reynold	Christopher	2001	Male	3549	Loftin	Jestina	Annual Reexamination	07/01/2006	11/27/2001	INVALID AID	05/26/2006
7	4358	Allen	Deyon	2005	Male	8808	Allen-Carter	Bernadette	Annual Reexamination	06/01/2006	06/01/2005	INVALID AID	06/13/2006
8	9999	GUERRA	MOISES	1998	Male	9595	GUERRA	ADA	Annual Reexamination	05/01/2000	05/15/1996	INVALID SSN	04/07/2000
9	9790	Ali	Eman	1997	Female	8701	Ali	Altaib	Annual Reexamination	08/01/2006	08/07/2002	INVALID SSN	06/24/2006
10	5772	Roberts	Charles	1998	Male	4865	Johnson	Jeanette	Annual Reexamination	09/01/2006	09/04/2005	INVALID SSN	08/12/2006
11	9584	Jackson, III	Alan	2006	Male	9264	Thomas	Emmatt	Portability Move-in	02/01/2007	02/01/2007	INVALID LASTNAME	02/21/2007

Windows Taskbar: Start | Inboxes - Microsoft... | 2007 NAHRO Pres... | Microsoft PowerP... | MTCS Form 50058... | Invalid Tenant L... | 2:24 PM



Ad-Hoc Module

- User can design individual report
 - Select program type
 - Select type of action
 - Select effective date or update date of 50058s to be included
 - Select 50058 fields to be included
 - Generate report



Ad-Hoc MTCS Reports

Ad-HOC Main - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://pic.hud.gov/PIC/adhoc/mtcs/mtcsadho> Go Links

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MTCS

Select View: Field Office HA

HQ Division: **Public and Indian Housing**

HQ Office: PO Field Operations

Hub: 8HDEN Denver Hub

Field Office: **8APH DENVER HUB OFFICE**

Housing Authority: CO052 AURORA

Select Program Type:

- All Voucher Funded Assistance
- Homeownership Voucher
- Section 8 Mod Rehab (excluding SRO)
- Project-based Certificate
- Project-based Certificate and Project-based Voucher
- Project-based Voucher
- Public Housing
- Section 8 Mod Rehab SRO (Single Room Occupancy)
- Tenant-based Voucher

Continue

Done

Start | Inbox - Microsoft ... | 2007 NAHRO Pres... | Document1 - Micr... | Microsoft PowerP... | Ad-HOC Main - ... | 10:55 AM

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Ad-Hoc MTCS Reports - cont

Ad-HOC Main - Microsoft Internet Explorer

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Address <https://pic.hud.gov/PIC/adhoc/mtcs/mtcsadho> Go Links

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MTCS

Housing Authority: **CO052 AURORA**
Program Type: **Public Housing**

Type of Action Selection:

- New Admission
- Annual Reexamination
- Interim Reexamination
- End of Participation
- Other Change of Unit
- Flat Rent Annual Update
- Historical Adjustment

Select All

Effective Date of Action: Update Date of Action:

From *(MM/DD/YYYY)
To *(MM/DD/YYYY)

Go To Field Selection

Suggestion: For PH, select the effective date and range that matches the period of the 50058 Delinquency Report

Done Trusted sites

Start | Inbox - Microsoft ... | 2007 NAHRO Pres... | Document1 - Micr... | Microsoft PowerP... | Ad-HOC Main - ... | 10:46 AM

Ad-Hoc MTCS Reports - cont

Ad-HOC Field Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://pic.hud.gov/PIC/adhoc/mtcs/mtcsadho> Go Links

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PIC Main
Logoff
Help
Guided Tour
MTCS

Housing Authority: **CO052 AURORA**
Program Type: **Public Housing**

Select the fields

Form	<input type="checkbox"/> Select All <input type="checkbox"/> Deselect All
	<input checked="" type="checkbox"/> Head of household first name
	<input type="checkbox"/> Head of household middle initial
	<input checked="" type="checkbox"/> Head of household last name
	<input checked="" type="checkbox"/> Date modified (mm/dd/yyyy)
Agency	<input type="checkbox"/> Select All <input type="checkbox"/> Deselect All
1a	Agency name - AURORA
1b	<input type="checkbox"/> PHA code
1d	<input type="checkbox"/> Project number (Public Housing only)
1e	<input type="checkbox"/> Building number (Public Housing only)
1f	<input type="checkbox"/> Building entrance number (Public Housing only)
1g	<input type="checkbox"/> Unit number (Public Housing only)
1h	<input type="checkbox"/> Asset Management Project Group Number
Action	<input type="checkbox"/> Select All <input type="checkbox"/> Deselect All
2a	<input checked="" type="checkbox"/> Type of action
2b	<input checked="" type="checkbox"/> Effective date (mm/dd/yyyy) of action
2c	<input type="checkbox"/> Correction? (Y or N)
2d	<input type="checkbox"/> If correction: (check primary reason)
2e	<input type="checkbox"/> Date correction transmitted (mm/dd/yyyy)
2f	<input type="checkbox"/> Repayment agreement? (Y or N)
2g	<input type="checkbox"/> Monthly amount of repayment

Trusted sites

Start | Inbox - Microsoft ... | 2007 NAHRO Pres... | Document1 - Micr... | Microsoft PowerP... | Ad-HOC Field Se... | 10:48 AM

Select the details from form 50058 you want on report.

Suggestion: choose HOH first & last name, date modified, type of action and effective date of action at minimum.

Ad-Hoc MTCS Reports - cont

Ad-HOC Field Selection - Microsoft Internet Explorer

Address: <https://pic.hud.gov/PIC/adhoc/mtcs/mtcsadho>

7g	<input type="checkbox"/> Column total
7l	<input type="checkbox"/> Total annual income: 6j + 7g
Expected Income Per Year	<input type="checkbox"/> Select All <input type="checkbox"/> Deselect All
8a	<input type="checkbox"/> Total annual income: copy from 7l
8e	<input type="checkbox"/> Total permissive deductions
8f	<input type="checkbox"/> Medical/disability threshold: 8a x 0.03
8g	<input type="checkbox"/> Total unreimbursed disability assistance expense (if no disability expenses, skip to 8k)
8h	<input type="checkbox"/> Maximum disability allowance: n If 8g minus 8f is positive or zero, put amount. n If negative and head/spouse/co head under 62 and head/spouse/co head not disabled, put 0n If negative and head/spouse/co-head elderly or head/spouse/co-head disabled, copy
8l	<input type="checkbox"/> Earnings in 7d made possible by disability assistance expense
8j	<input type="checkbox"/> Allowable disability assistance expense: lower of 8h or 8l (if 8g is less than 8f and head/spouse/co-head elderly or head/spouse/co-head disabled, copy from 8h)
8k	<input type="checkbox"/> Total out of pocket medical expense (if head/spouse/co-head under 62 and head/spouse/co-head not disabled, put 0)
8m	<input type="checkbox"/> Total disability assistance and medical expenses: 8j+ 8k (if no disability expenses, copy from 8k)
8n	<input type="checkbox"/> Medical/disability assistance allowance: n if no disability assistance expenses or if 8g is less than 8f, put 8m minus 8f (if 8m minus 8f is negative, put 0)n If disability assistance expenses and 8g is greater than or equal to 8f, copy from 8m
8p	<input type="checkbox"/> Elderly/disability allowance (default=\$400)
8q	<input type="checkbox"/> Number of dependents (people under 18, or with disability, or full-time student. Don't count head of household, spouse, co-head, foster child/adult, or live-in aide).
8r	<input type="checkbox"/> Allowance per dependent (default=\$480)
8s	<input type="checkbox"/> Dependent allowance: 8q x 8r
8t	<input type="checkbox"/> Yearly estimated childcare costs that are not reimbursed
8x	<input type="checkbox"/> Total allowances: 8e + 8n + 8p + 8s + 8t
8y	<input type="checkbox"/> Adjusted annual income: 8a minus 8x (if 8x is larger, put 0)

Continue Generate Report

Trusted sites

Start | Inbox - Microsoft ... | 2007 NAHRO Pres... | Document1 - Micr... | Microsoft PowerP... | Ad-HOC Field Se... | 10:50 AM

Click here to generate the report.

MTCS Query Report: shows PHA connected to a SSN

The screenshot shows a web browser window titled "HA Query Main - Windows Internet Explorer". The address bar contains the URL <https://picint.hud.gov/pic/adhoc/haquery/mtcshaquerymain.asp>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features a navigation bar with links for LOGOFF, HUD HOME, PIH HOME, Q & A, SEARCH/INDEX, and E-MAIL. A sidebar on the left lists user information for Diane Kiles (M00296) and various report links: PIC Home, WASS Main, PIC Main, Logoff, Form 50058 Adhoc Report, MTW Adhoc Report, and HA Query Report. The main content area is titled "HA Query Report" and contains a form with the label "Enter SSN Numbers:" and a "Retrieve" button. Below the form, it states: "Enter up to 14 SSNs. Separate each SSN by a ','." A callout box with a double border and orange text provides additional context: "Good tool if your 50058 is rejected because family is receiving assistance at another PHA, or a PHA where family was previously assisted has not terminated family. It will show you the PHA code and the current 50058 action in PIC database." The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 8:11 AM.

HA Query Report

Enter SSN Numbers:

Retrieve

Enter up to 14 SSNs.
Separate each SSN by a ",".

Good tool if your 50058 is rejected because family is receiving assistance at another PHA, or a PHA where family was previously assisted has not terminated family. It will show you the PHA code and the current 50058 action in PIC database.

Notice PIH 2010-25

- Timely Reporting Requirements for Form 50058
 - Reports must be submitted no later than 60 calendar days from effective date of any action
 - Submit report each time a PHA takes an action
 - Issuance of Voucher – Action 10, required for HCV program
 - New Admissions
 - Other change of unit
 - Interim where family is moving to new unit

Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training





PIH Notice 2010-25



- FSS Reporting Requirements

- FSS Reports of all types must be submitted within 60 days of FSS action reported in 17c
- Progress report must be completed at least annually
- Only non-MTW agencies may submit addendum separately as Action 8 –FSS Addendum only
- FSS report **must** be submitted as Action Code 8 for non-MTW when effective date in 2b is not the same as date reported in 17c ; 2b & 17c must be the same date

PIC References & Resources

- PIC main page for general information and updates
- PIC headlines
- PIC Coach in field office
- REAC Technical Assistance Center (TAC) 1-888-245-4860 or REAC_TAC@hud.gov



- **Form 50058 Discussion Forum:**

- <http://ptp.hud.gov/forumswww/main.cfm?CFApp=13>

- **PIC User Guides and Manuals:**

- <http://www.hud.gov/offices/pih/systems/pic/userguides.cfm>

- **HUD Form 50058 and 50058 Instruction Guide**

- <http://www.hud.gov/offices/pih/systems/pic/50058/pubs/>

- **Form 50058 Error Codes**

- <http://www.hud.gov/offices/pih/systems/pic/50058/50058errorcodes.pdf>

MORE PIC RESOURCES



PIH Information Center (PIC)

- <http://www.hud.gov/offices/pih/systems/pic/>

Technical Support – PIC Job Aids

- <http://www.hud.gov/offices/pih/systems/pic/ts/>

Frequently Asked Questions - IMS-PIC

- <http://www.hud.gov/offices/pih/systems/pic/faq/>

IMS – PIC Release Summaries

- <http://www.hud.gov/offices/pih/systems/pic/news/>

Denver Office of Public Housing Webpage

- <http://www.hud.gov/local/shared/working/r8/ph/index.cfm?state=co>

News-to-Use (Replaces our OPH Newsletter)-PIC Coach Corner

- <http://www.hud.gov/local/shared/working/r8/ph/whatsnew.cfm?state=co>

Social Security Number Verification Service

- <http://www.ssa.gov/employer/ssnvhighgroup.htm>



EIV System Functions



- Obtain tenant income information
- Obtain tenant employment information
- Employer information (FEIN, Name, Address)
- Quarterly Unemployment compensation
- Monthly SS/SSI benefit information
- Medicare premium/buy-in information
- Identify tenants who have started new jobs
- Identify tenants with income discrepancies

EIV System Functions (continued)

- Discover tenants whose identity cannot be verified
- Identify tenants who are deceased
- Identify tenants who may be receiving multiple assistance
- Identify individuals (applicants) who may already be receiving rental assistance



Permissible Disclosures of EIV Data

HUD is authorized to provide data to:

- PHAs-Only for the purpose of verifying employment and income of program participants
- HUD OIG
- Attorney General



PHA must provide information to tenant upon request, **BUT** - only to the individual to whom information pertains; PHA may provide minor's information to HOH



HUD Monitoring of PHA EIV Access & Usage



PHAs will be monitored to confirm access to and use of EIV system

HUD will confirm PHA's implementation of effective safeguards to protect Privacy Act data

- HUD will monitor level of Income Discrepancies
- Deceased Tenants
- Invalid/erroneous SSNs



Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training



EIV Reports

- Income Report
 - By HOH
 - By Reexamination Month
 - Failed EIV Prescreening Report
 - Failed Verification Report
 - No Income report
 - New Hires Report
- Income Discrepancy Report
 - Discrepancy Resolution



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EIV Income Report



Use of EIV Income Report:

- Identify income (*wages, unemployment and SS/SSI benefits –only*) not previously reported
- Identify historical patterns of earnings and received income
- Identify new employment
- Determine need to pursue traditional 3rdparty verification
- Identify reason(s) for tenant failed identity verification
- Identify household members who may be receiving multiple HUD rental assistance

Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training





Access Tenant Information

Income Verification HUD Home PIH Home EIV Home Search Email

WELCOME NICOLE X FAISON

Announcement

Announcement Date: 12/08/2008

The weekend EIV PIH and MF Housing Summarization jobs both ran successfully. All reports have been updated.

Cost of Living Adjustment (COLA): Based on the increase in the Consumer Price Index from the third quarter of 2007 through the third quarter of 2008, Social Security Supplemental Security Income (SSI) beneficiaries will receive a 5.8 percent increase in 2009. We are matching all valid tenant household member SSNs against SSA data in batches. As result, the data is being loaded incrementally. This process will be complete until late in December. We will post a notice here when the data is complete.

Your EIV Session will time out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

Notice of Browser Compatibility

The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software..

Next User re-certification is due by "1/30/2009." . If not, Access will be Terminated at 12:00AM, EST 1/31/2009

Left Sidebar Navigation:

- Welcome NICOLE X FAISON
- Back to Secure Systems
- Income Discrepancy Report
- Income Discrepancy Report
- Income Information
- By Head of Household
- By Reexamination Month
- New Hires Report
- Verification Reports
- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- Deceased Tenants Report

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EIV: Failed Verification Report

- Provides information useful in correcting invalid tenant personal identifiers:
 - Incorrect SSNs
 - Date of Birth
 - Surnames
- Identifies deceased household members



Choose Income Information by Reexamination month from menu bar

Make selections for program type, month(s) to view, and participant code, then search; summary reports links appear below after search

HUD-EIV: Income Information - By Reexamination Month - Windows Internet Explorer

https://hudapps.hud.gov/eiv/reexamination/reexamsearch

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> Reports Summary

Select Program Type and Reexamination Month. Click Search to retrieve reports summary:

Select Program Type: All PIH Programs

Select Reexamination Month: All

Select Participant Code: CO911 CO DIVISION OF HOUSING

Search

Summary Reports as of February 22, 2010

Report Type	Number of Households	Number of Members
Income Report	2,367	3,414
New Hires Report	267	271
Income Discrepancy Report		--
Failed Verification Report		71
Failed EIV Pre-Screening Report	43	85
No Income Report	20	86

Note: The report (s) links will not be active because of any of the following:

- The number of households for display is more than the specified number of households for the reexamination month.
- If the number of households is Zero (0).

Choose the Failed Verification Report Link

Report displays the reason verification failed; when failed due to SSN or birth date mismatch, report gives you the information in the SSA records

HUD-EIV:By Reexamination Month - Failed Verification Report - Windows Internet Explorer

https://hudapps.hud.gov/eiv/reexamination/reexamreportsummary

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed Verification Report

Welcome DIANE M KILES

- Back to Secure Systems
- Back to EIV Main Page
- Debits Owed to PHAs & Terminations
 - Search for Former Tenant
 - Debits Owed to PHAs & Terminations Report
- Income Information
 - By Head of Household
 - By Reexamination Month
 - New Hires Report
- Income Discrepancy Report
 - Income Discrepancy Report
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
 - Immigration Report
 - Deceased Tenants Report
- User Administration
 - By Roles
 - By Users
 - PHA Access Requests
 - Requests Report
 - User Maintenance

Failed Verification Report

Participant Code: CO911 CO DIVISION OF HOUSING
 Program Type: All PIH Programs
 Reexamination Month: All
 Households that Failed Verification: 63

[Download in Excel](#)
[Printer Friendly Version](#)

Next Group 
 1 - 50 of 63 Households [Last Page](#)

HOH SSN ***-**-3152 HOH Name KRISTEN NOONAN HOH DOB 01/30/1979			
Member SSN	Member Name	Member DOB	Failed Verification Description
***-**-3152	KRISTEN NOONAN	01/30/1979	Verification failed - SSN not found in SSA records 154803152
HOH SSN ***-**-0123 HOH Name ESTHER MANNON HOH DOB 06/12/1953			
Member SSN	Member Name	Member DOB	Failed Verification Description
***-**-1541	ASHLEY MANNON	05/17/1993	Verification failed - Surname matched, but date of birth did not match with SSA records 05/17/1995
HOH SSN ***-**-3124 HOH Name LISA KINCHELOW HOH DOB 03/22/1961			
Member SSN	Member Name	Member DOB	Failed Verification Description
***-**-6456	ANYIA GARDNER	05/12/2008	Verification failed - SSN not found in SSA records 650500456
HOH SSN ***-**-5288 HOH Name SHAYLA STEVENSON HOH DOB 12/24/1979			
Member SSN	Member Name	Member DOB	Failed Verification Description
***-**-7413	ZAIRE STEVENSON	06/25/2001	Verification failed - Date of birth matched, but surname did not match with SSA records
HOH SSN ***-**-4259 HOH Name TYRE BARRIS HOH DOB 11/02/1964			

Done

Trusted sites 100%

start HUD-EI... Inbox - ... 2008 Pr... PIC_Pre... PIC Delinqu... EIV PIC ... 10:47 AM

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Guidance on Failed Verification Report

- No income information is obtained for any individual listed on this report
- View report on a monthly basis (minimum)
- Update 50058s **ASAP to obtain income information**
- See PIH Notice 2008-44 for suggested corrective actions to address errors



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Failed EIV Pre-Screening Report

- Identifies household members that were not sent to SSA for verification because the SSN or 50058 failed HUD's EIV pre-screening test
- Provides PHAs information useful in correcting invalid tenant personal identifiers (Surname, DOB, SSN)
- Provides clarification of error descriptions
- PHAs can use this report to update 50058s and improve PIC reporting rate

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Choose Income Information by Reexamination month from menu bar

Make selections for program type, month(s) to view, and participant code, then search; summary reports links appear below after search

HUD-EIV: Income Information - By Reexamination Month - Windows Internet Explorer

https://hudapps.hud.gov/eiv/reexamination/reexamsearch

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> Reports Summary

Select Program Type and Reexamination Month. Click Search to retrieve reports summary:

Select Program Type: All PIH Programs

Select Reexamination Month: All

Select Participant Code: CO911 CO DIVISION OF HOUSING

Search

Summary Reports as of February 22, 2010

Report Type	Number of Households	Number of Members
Income Report	2,367	3,414
New Hires Report	257	271
Income Discrepancy Report	352	--
Failed Verification Report	89	71
Failed EIV Pre-Screening Report	0	85
No Income Report	0	86

Note: The report (s) links will not be active because of any of the following reasons:

- The number of households for display is more than the specified number of households for the reexamination month.
- If the number of households is Zero (0).

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Trusted sites 100%



Failed EIV Pre-screening Report - Example

Enterprise Income Verification [HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed EIV Pre-Screening Report

Failed EIV Pre-Screening Report	
Participant Code:	M0009 JEFFERSON CITY
Program Type:	All PIH Programs
Reexamination Month:	December
Households that Failed EIV Pre-Screening Test:	1

[Download in Excel](#)
[Printer Friendly Version](#)
[Error Description Help](#)

Click here for error descriptions

1 - 1 of 1 Households

HOH SSN 486 04 1527 HOH Name ERICA HANSBROUGH HOH DOB 08/30/1980 Project M0009000001 HOUSING AUTHORITY OF JEFFERSON CITY			
Member SSN	Member Name	Member DOB	Failed EIV Pre-screening Description
H00-18-0373	ZARIA JEFFERSON	08/26/2008	Failed SSN check.

1 - 1 of 1 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

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Failed EIV Pre-screening Error Descriptions

Error Code	Error Short Description	Error Long Description
1	Failed effective date check.	The effective date of action is more than 15 months old.
2	Failed DOB check.	The date of birth is blank or null.
3	Failed last name check.	The last name is blank or null.
4	Failed SSN check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000}.
5	Failed DOB & effective date check.	The date of birth is blank or null & the effective date of action is more than 15 months old.
6	Failed last name & effective date check.	The last name is blank or null & the effective date of action is more than 15 months old.
7	Failed last name & DOB check.	The last name is blank or null & the date of birth is blank or null.
8	Failed SSN & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the effective date of action is more than 15 months old.
9	Failed SSN & DOB check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the date of birth is blank or null.
10	Failed SSN & last name check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null.
11	Failed last name & DOB & effective date check.	The last name is blank or null & the date of birth is blank & the effective date of action is more than 15 months old.
12	Failed SSN & DOB & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the date of birth is blank or null & the effective date of action is more than 15 months old.
13	Failed SSN & last name & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the effective date of action is more than 15 months old.
14	Failed SSN & last name & DOB check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the date of birth is blank or null.
15	Failed SSN & last name & DOB & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the date of birth is blank or null & the effective date of action is more than 15 months old.

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No Income Report



- Identifies households in which there was no income reported by HHS and SSA
- This does not mean that the household has zero income
 - For Example, the household may have income from self employment, child support, private pension, railroad retirement, in-kind contributions, etc.

No Income Report -Example

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> No Income Report

No Income Report	
Participant Code:	AL047 HUNTSVILLE
Program Type:	All PIH Programs
Reexamination Month:	All
Households With No Income:	32

[Download in Excel](#)
[Printer Friendly Version](#)

1 - 32 of 32 Households

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
<u>55</u>	TAMIEKA	AYANECHI	08/18/1975			3812 MELODY CIRCLE, HUNTSVILLE AL 35811
<u>12</u>	PAMELA	COCHRAN	03/27/1982	AL047000004 BUTLER TERRACE ADDITION	0109	2216 C HARDEN AVENUE 0109, HUNTSVILLE AL 35805
<u>44</u>	GLADYS	DILLARD	10/08/1958	AL047000003 SPARKMAN HOMES	0100	121 D MASON COURT 0100, HUNTSVILLE AL 35805
<u>13</u>	DIANNA	FEARN	11/14/1956			3010 GREENHILL DRIVE, HUNTSVILLE AL 35810

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New Hires Report



- HUD requests two years' worth of new hire information each month
- Useful for identifying tenants who have started a new job within the last 6 months
- New Hire information is updated monthly



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Summary New Hires Report

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> New Hire Report Summary

New Hires Summary Report	
Participant Code:	MO009 JEFFERSON CITY
Program Type:	All PIH Programs
Reexamination Month:	December
Period Reviewed:	06/10/2008 - 12/07/2008
Households With New Hires:	10
Household Members With New Hires:	11

[Download in Excel](#)
[Printer Friendly Version](#)

Click on Details Report Tab

1 - 10 of 10 Households

Summary Reports		Detail Reports						
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
44	BEVERLY	BANKS	12/22/1951	BEVERLY BANKS	Sec.8 Vouchers			1012 LINDEN WAY 209, JEFFERSON CITY MO 651090000
44	DEBORAH	DEVENPORT	04/04/1953	DEBORAH DEVENPORT	Public Housing	MO009000003	247	10 JACKSON STREET 247, JEFFERSON CITY MO 65101
11	AMANDA	EVERS	03/16/1989	BRYAN LOWE	Public Housing	MO009000001	39	1002 EAST ELM STREET 39, JEFFERSON CITY MO 65101

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Detail New Hires Reports

New Hires Report Detail	
Participant Code:	MO009 JEFFERSON CITY
Program Type:	All PIH Programs
Reexamination Month:	December
Period Reviewed:	06/10/2008 - 12/07/2008
Households With New Hires:	10
Members With New Hires:	11

1 - 10 of 10 Households

Summary Reports		Detail Reports		Printer Friendly Version	
New Hires Report for Household of BEVERLY A BANKS					
PHA Code:	MO009	Program Type:	Sec.8 Vouchers		
PHA Name:	MO009 JEFFERSON CITY	Project:			
Annual Reexamination Date:	12/01/2009	Form 50058 as of:	11/25/2008		
Address:	1012 LINDEN WAY 209 JEFFERSON CITY MO 651090000				
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	12/01/2008		
Head of Household: BEVERLY A BANKS					
Social Security Number:	***-**-1444	Date of Birth:	XX/XX/1951		
Family Member: BEVERLY A BANKS					
		SSN:	***-**-1444	Date of Birth:	XX/XX/1951
Employment Information					
Hire Date	Hire State	FEIN	Employer Name and Address		Date Received by EIV
06/03/2008		06-1535240	SANITORS SERVICES INC 4811 N 7 TH ST STE 100, PHOENIX AZ 85014-3604		10/15/2008

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Income Discrepancy Report

- Identifies households with an income discrepancy
- Difference between PIC-reported and EIV-reported income is \$2,400 or greater
- Income discrepancy is based on *potentially* tenant unreported or underreported:
 - Wages
 - Unemployment benefits
 - SS/SSI benefits





Summary Income Discrepancy Report

Income Discrepancy Report Summary					
Participant Code:	M0009 JEFFERSON CITY				
Program Type:	All PIH Programs				
Reexamination Month:	December				
Households with Income Discrepancy:	1				
					Download in Excel

Click on Details Report Tab

1 - 1 of 1 Households

Summary Reports		Detail Reports			
HOH SSN	HOH Last Name	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized last quarter)	Threshold Percentage
72	DYE		(\$7,660.76)	(\$7,818.48)	(91.57%)

1 - 1 of 1 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

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Detail Income Discrepancy Reports

Income Discrepancy Report Detail		
Participant Code:	MO009 JEFFERSON CITY	
Program Type	All PIH Programs	
Reexamination Month	December	
Households that Exceed Threshold	1	
1 - 1 of 1 Households		
<div style="display: flex; justify-content: space-between;"> Summary Reports Detail Reports </div>		
Head of Household Information		
Name:	SUE DYE	
Social Security Number:	272	
Program Type	Section 8	
Project:		
Effective Date of Action:	12/01/2007	
Annual Reexamination Date:	12/01/2008	
Projected Annual Wages and Benefits from Form HUD-50058:	\$705.00	
Period Of Income for Discrepancy Analysis	09/01/2006 - 08/31/2007	
Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$8,365.76	\$8,523.48
Amount of Annual Income Discrepancy:	(\$7,660.76)	(\$7,818.48)
Amount of Monthly Income Discrepancy:	(\$638.40)	(\$651.54)
Percentage of Income Discrepancy:	(91.57%)	(91.73%)
Confidential. Privacy Act Data. Civil and criminal penalties apply to misuse of this data.		

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Income Discrepancy Resolution



- Is the Discrepancy *Valid* or *Invalid*?
- What was the effective date of the unreported income?
 - If effective date is prior to reexamination interview date and no interim increase policy –the discrepancy is valid
- Does the PHA have an interim increase policy?
 - If interim increase policy and tenant did not report –the discrepancy is valid





Valid Income Discrepancies



Valid Income Discrepancies are those discrepancies where:

- The tenant failed to disclose an income source and/or under reported the amount of income that was effective as of the interview date of a mandatory reexamination of income; and/or
- The tenant failed to report a change or increase in an income source and/or income amount as required by PHA's interim reexamination policy



Invalid Income Discrepancies

Invalid Income Discrepancies:

- Those discrepancies that are not a result of tenant error. These discrepancies may occur as a result of:
 - PHA error
 - Administrative circumstances
 - 3rd party data reporting error





Income Discrepancy Resolution

- Discuss the income discrepancy with the tenant
- Obtain additional documents from tenant and/or third party verification (if necessary)
- Obtain Social Security Earnings Statement (SSA Form 7004) to obtain historical wage earnings - Useful for retroactive rent calculations

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Income Discrepancy Resolution- cont.

Calculating Retroactive Rent

- PHA determines the amount of tenant rent underpayment as a result of intentional or unintentional misrepresentation of household income
- Retroactive rents are determined by recalculating the correct tenant rent based on omitted income the household should have reported
- Explain to the tenant how the retroactive rent was calculated and for what time period it covers



Repayment Agreements



- Repayment agreement must be in writing, dated, and signed by both the tenant/s and the PHA.
- At minimum, repayment agreements must include the following provisions:
 - Reference to lease language or Section 8 information packet whereby tenant may be subject to termination of tenancy or assistance
 - Monthly retroactive rent payment amount is in addition to family's regular rent contribution
 - Terms of agreement may be renegotiated if family's income increases or decreases
 - Late and missed payments constitute default and may result in termination of tenancy/assistance



Repayment Agreements - cont

- If tenant refuses to enter into repayment agreement or fails to make payment PHA **must** terminate tenancy, rent assistance or both!
- See Notice PIH 2010-19



Debts Owed to PHAs & Terminations Module



- PHAs are now required to enter debt owed and termination information (adverse status as of end participation (EOP) date) of tenants who voluntarily or involuntarily leave a PIH rental assistance program.
- The PIH Enterprise Income Verification (EIV) system has been updated to reflect the OMB approval number 2577-0266 and expiration date of 04/30/2013.
- The final version of the Debts Owed to PHAs & Termination: Notice to Applicants and Tenants is pending posting to HUDCLIPS.

MORE EIV REPORTS

- Verification Reports:
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
 - Immigration Report
 - Deceased Tenants Report



Existing Tenant Search



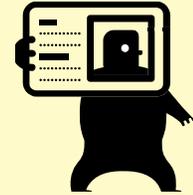
- Allows user to enter a SSN to determine if individual may be receiving rental assistance in PIH or MFH programs
- Beneficial for PHAs at time of processing applications for rental assistance

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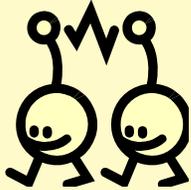


Multiple Subsidy Report



- Identify individuals who may be receiving multiple HUD rental assistance (analysis of PIC & TRACS databases)
- Report criteria selection –search within:
 - Specific PHA
 - PIH programs only
 - Both PIH & MFH programs
- Lists which households identified (potential) participant may be residing in.

Multiple Subsidy Report -What to do if there is a match



- Update family composition on 50058, if necessary
- Advise tenant it appears he/she is already receiving assistance
- Give tenant opportunity to explain and/or provide documentation he/she is not still assisted
 - Copy of current lease
 - Notice of key return for prior subsidized unit
- If necessary, contact PHA to confirm current tenancy status
- Take action in accordance with PHA policy

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Identity Verification Report

Provides statistics on:

- Number of households and household members
- Number and percentage of households where all members are verified
- Number and percentage of households not verified
- Number and percentage of households that have failed the identity verification process

Report selection criteria

Program Type

Re-exam Month

PHA should view report monthly



The Deceased Tenants Report

Enterprise Income Verification [HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> Deceased Tenants Report >> Report Selection

Report Selection

Program Type:

Reexamination Month:

Select Region:

PHA

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and Communities Practitioner Training





Deceased Tenants Report-What to do if there is a match

- Confirm with HOH or next of kin (emergency contact person)
- Update family composition accordingly
- Complete EOP if deceased single member household
- Discontinue HAP (Section 8)
- Take any other action in accordance with PHA policy
- **Goal:Zero (0) deceased tenants!**

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Monitoring Deceased Tenants

- To avoid paying HAP or providing a unit on behalf of deceased single member households, PHA's are required to:
 - Generate & review the Deceased Tenants Report on a monthly basis
 - For Section 8 – prior to disbursing monthly HAP checks to owners
 - For Public Housing – at the time of generating the monthly rent roll





Not Deceased?

Individuals Reported as Deceased who are Still Alive

- PHA should immediately notify the tenant in writing & advise tenant to contact SSA so that the error can be corrected
- Only SSA can correct this error





Mandatory Use of EIV

- Notice PIH 2010-19 Issued May 17, 2010
 - Provided Administrative guidance for Effective and Mandated use of the EIV system
 - Applies to the following programs:
 - Public Housing
 - Housing Choice Voucher (HCV)
 - Section 8 Moderate Rehabilitation
 - Project Based Vouchers
 - Project-Based Certificate



Required File Documentation

- ◆ To demonstrate compliance with mandatory EIV use, PHAs must retain in the tenant file the following:
 - For each annual reexam: *Income Report*
 - For each interim reexam:
 - No income discrepancy: *ICN Page*
 - Income discrepancy: *Income Report*





Required File Documentation

- For each *New Admission* (form HUD-50058 action type 1): *Income Report*
 - PHAs must review the Income Report to confirm/validate family-reported income within 90 days of the admission date
 - Any income discrepancies must be resolved with the family within 30 days of the Income Report date





Required File Documentation

– For each Historical Adjustment (form HUD-50058 action type 14): *Income Report*

- PHAs must review the Income Report to confirm/validate family-reported income within 90 days of the PIC submission date
- Any income discrepancies must be resolved with the family within 30 days of the Income Report date





EIV Resources

Subscribe to the PIH RHIP mailing list to receive the latest updates on EIV, program guidance and tips.

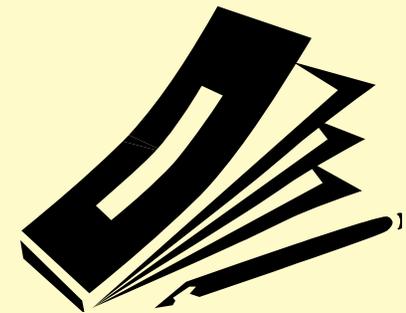
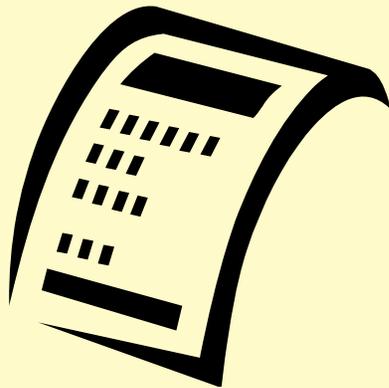
- To subscribe, go to:
<http://www.hud.gov/subscribe/maillinglist.cfm>
 - Double-click on the PIH-RHIP link and follow the instructions.

Subscribe to the MF Housing RHIP mailing list for information on the use of EIV for MF Housing Program users and RHIP related information.

- To subscribe, go to:
<http://www.hud.gov/subscribe/maillinglist.cfm>
 - Double-click on Multifamily Housing RHIP TIPS and follow instructions



Voucher Management System



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VMS Reporting Tips



- The VMS Reporting Period is normally the 4th – 22nd of each month.
 - Recommend waiting until you have verified your numbers before submitting the report.
- Make sure you are reporting “portability” correctly.
 - “Port-ins” that are billed by your PHA to another PHA should not be reported by you as a part of your leasing.
- HAP expenses should be entered under the month to which they apply rather than the month in which they are paid



VMS REPORT



Supplemental Reporting Form, HUD 52681-B - Windows Internet Explorer

https://hudapps.hud.gov/vms/getMonthAction.do?method=handleMonth&monthNum=3&yearNum=2010

File Edit View Favorites Tools Help

Hot Sheet web directory - ne... Supplemental Reporting F... X

Submission Type	Original Submission
Voucher Units - First of Month	
Litigation	
1 Year Mainstream	
Homeownership	
New This Month	
Moving To Work	
Family Unification	
2008 and 2009 Family Unification	
2008 and 2009 Non-Elderly Disabled	
Portable Vouchers Paid	2
HOPE VI	
Tenant Protection	12
Enhanced Vouchers	
Veteran's Affair Supported Housing (VASH) Voucher	
DHAP to HCV Vouchers Leased	
All Other Vouchers	174
Total Vouchers	188

Done Trusted sites 125%

start Inbox - Microsoft Out... Supplemental Reporti... PIC Training WY NAHRO 4 2010 P... 10:09 AM



VMS Reporting



- The 5-year Mainstream program is governed by different appropriation
 - Funded separately from the voucher program
- Funded 5-year Mainstream program is NOT a category within the voucher program in VMS
 - In VMS there are specific lines provided to report 5-year mainstream units and expenses only
- Pay particular attention to data in the VMS field titled “HAP Costs for Contracts...after 1st of the Month”

Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training



VMS Reporting



Supplemental Reporting 52681-B - Windows Internet Explorer

https://huc...gov/vms/getMonthAction.do?method=handleMonth&monthNum=3&yearNum=2010

File Edit View Favorites Tools Help

Hot Sheet web directory - ne... Supplemental Reporting

Vouchers Units - End of Month

Number of Vouchers Under Lease (HAP Contract) on the last day of the Month	184
--	-----

New Vouchers Issued not Under HAP Contract as of LDOM

Vouchers issued but not under HAP contract as of the last day of the month	21
--	----

5 Year Mainstream Units

5 Year Mainstream

HA Owned Units

HA Owned Units Leased - included in the units leased

Temporary Housing Units to HCV Conversion

Temporary Housing Units to HCV Conversion - Leasing

Voucher HAP Expenses - First of the Month
(Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.

Litigation HAP

1 Year Mainstream HAP

Homeownership HAP

Moving To Work HAP

Family Unification HAP

2008 and 2009 Family Unification

Done Trusted sites 125%

VMS Reporting

A screenshot of a web browser displaying the "Supplemental Reporting Form, HUD 52681-B". The browser window title is "Supplemental Reporting Form, HUD 52681-B - Windows Internet Explorer". The address bar shows the URL: "https://hudapps.hud.gov/vms/getMonthAction.do?method=handleMonth&monthNum=3&yearNum=2010". The page content is a list of reporting categories, each on a yellow background. A large red arrow points from the top left towards the "Temporary Housing Units to HCV Conversion - HAP" section, which is also circled in red. The categories listed are:

- Voucher HAP Expenses After the First of the Month
- Temporary Housing Units to HCV Conversion - HAP
- 5 Year Mainstream HAP
- Interest or Other Income
- Memorandum Reporting
- Regular Portable Administered
- Disaster Relief - Non-KDMAP

The "Interest or Other Income" section shows a value of "\$ 25". The browser's taskbar at the bottom shows several open applications, including "Inbox - Microsoft Out...", "Supplemental Report...", "PIC Training", and "WY NAHRO 4_2010 P...". The system clock shows "10:11 AM".

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New VMS Reporting Requirements

Supplemental Reporting Form, HUD 52681-B - Windows Internet Explorer

https://hudapps.hud.gov/vms/getMonthAction.do?method=handleMonth&monthNum=3&yearNum=2010

File Edit View Favorites Tools Help

Supplemental Reporting F... X Facebook | Val Cavanaugh

Page Tools

Interest or Other Income	
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$ 111
Memorandum Reporting	
Fraud Recovery Total Collected This Month	\$ 2,045
FSS Escrow Forfeitures This Month	
Portable HAP Costs Billed and Unpaid - 90 Days or older	
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$ 417,608
Net Restricted Assets (NRA) as of the Last Day of the Month	\$ 1,189,246
Cash/Investment as of the Last Day of the Month - Voucher Program Only	
Regular Portable Administered	
Portable Units Administered	21
Total HAP for Portable Units Administered	\$ 9,508
Disaster Relief - Non-KDHAP	
Disaster Portable Units Administered	
Total HAP for Disaster Portable Units Administered	

Implementation Date for New VMS Reporting Requirements



Implementation Date

- These new fields will be utilized beginning in May 2010 for the PHA's April 2010 data submission.
- The fields will accommodate data retroactively to January 2010.
- Submission of data to these fields is mandatory for all months in 2010;
- Data already submitted for January, February and March must therefore be revised by the PHAs to include the entry of data in the four new fields.

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VMS RESOURCES



- **Link to the April 2010 VMS User Manual**

<http://www.hud.gov/offices/pih/programs/hcv/pubs/instructions.pdf>

- **URL for Appendix A: Field Definitions**

<http://www.hud.gov/offices/pih/programs/hcv/psd/dtarpts.doc>

- **Notice PIH 2010-16**

- <http://portal.hud.gov/portal/page/portal/HUD/program/offices/administration/hudclips/notices/pih/files/10-16pihn.doc>

- **Office of Housing Choice Voucher Webpage**

- <http://www.hud.gov/offices/pih/programs/hcv/>

THANK YOU FOR ATTENDING!



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