



Office of Public & Indian Housing (PIH)

Rental Housing Integrity Improvement Project (RHIP) Training

**Training for Public Housing & Housing Choice  
Voucher (HCV) Program Administrators**

**Enterprise Income Verification (EIV) System**  
*Effective Use of HUD's EIV System*

*Provided by*  
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## Agenda

- Welcome
- What's New in EIV 8.1.1
- Final Rule Pending: Refinement of Income and Rent Rule
- Effective Use of Income Reports
- Resolving Income Discrepancies
  - Calculation of Retroactive Rents
  - Repayment Agreements
  - Invalid Income Discrepancies

## **Agenda - Continued**

- Reducing Deceased Tenants in Public Housing & Housing Choice Voucher Programs
- Effective Use of the New Hires Report
- Correcting Incorrect Tenant Personal Identifiers
- Reducing Tenants Receipt of Multiple Rental Assistance
- Questions & Answers Session

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## **What's New in EIV 8.1.1**

- New release of EIV scheduled for 09/22/08
- EIV Users are required to certify they have had EIV System & annual Security Awareness training
- Single member deceased household identified with red asterisk (\*) on Deceased Tenants Report
- MFH owner or agent name listed on multiple subsidy report & existing tenant search results
- Existing Tenant Search Results now Printer-friendly
- Masked user IDs on printed reports
- Flat renters (public housing only) excluded from income discrepancy report

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# EIV Oath Page Changes

## Notice of Your Responsibility for Security

Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Only authorized persons in the conduct of official business may use private information contained in this system. Any individual responsible for unauthorized disclosure or misuse of private, personal information may be subject to fine of up to \$5,000 for each violation.

## Certification of EIV & Security Awareness Training

Users are not permitted to access the EIV system if the user has not obtained EIV system and/or Security Awareness training. Free HUD-sponsored EIV training is available online at <http://www.hud.gov/webcasts/archives/ph.cfm>

I acknowledge that I have participated in EIV System and annual Security Awareness training. New Certification

## Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies and PHA-hired private management agents may not view private information unless there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9886) or equivalent consent form satisfying requirements under 24 CFR 5.230 in the household's file for the head of household and the spouse of the head of household, or co-head, regardless of age, and for each adult member in the household.

- I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.
- I certify that a valid Form HUD-9886 or equivalent consent form meeting requirements under 24 CFR 5.230, signed by each household member who is at least 18 years of age, and each family head and spouse regardless of age, and for each adult household member, is on file for each household whose income data I view.

To view income data, check the affirmation checkbox to the left and then click on Continue.

Continue

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# New Deceased Tenants Report

Verification Reports >> Deceased Tenants Report >> Report Selection >> PHA Statistics

Deceased Tenants Report for CA007 Sacramento County for Program Type - Section 8 for Reexamination Month - ALL													
PHA	Total number of households evaluated	Total number of household members evaluated	Households with deceased members	% of households with deceased members	# of single member deceased households	% of single member deceased households	Deceased Members	Members deceased less than 1 year		Members deceased more than 1 year		Members deceased more than 2 years	
								Count	%	Count	%	Count	%
CA007 Sacramento County	11,382	92,190	26	00.23%	3	11.54%	26	15	57.69%	7	26.92%	4	15.38%

Single member deceased Households now identified with red asterisk (\*)

Print

1 - 26 of 26 Households

Note: \* Single member deceased households

Deceased Tenants Report By PHA as of 07/24/2009

HOH SSN	Member SSN	Member Name	Member DOB	Member Deceased Date
-5304   HOH Name: SLQWZ CM   HOH DOB: 06/03/1970	5619	ABXUS KKYJ	11/16/1992	02/01/2006
-B204   HOH Name: GNOGFMJFT FKXQBRFR   HOH DOB: 06/02/1930	3204	GNOGFMJFT FKXQBRFR	06/02/1930	06/14/2005 *
-2680   HOH Name: QB VLR B   HOH DOB: 12/11/1948				
	-3531	PMCD MLOB IB	08/19/1943	11/10/2007

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# MFH Owner/Agent Name

**Member Information**

Member SSN: 9523  
 Member Last Name: LQUMFQS  
 Member DOB: 09/08/2002

Count of Subsidies: 2

**Household Information of Households Where LQUMFQS Receives Subsidy**

Member First Name: ZMZN  
 HOH SSN: 9791  
 HOH Last Name: LQUMFQS  
 Program Type: Voucher  
 Relationship for the Member: Other youth under 18  
 Project Code:  
 50058 Effective Date: 08/01/2007  
 Type of Action: Annual Reexamination  
 Unit Address: 173 DS JEV 59 NYI B-1 GPM G-1, HAMILTON, AL, 355700000  
 PHA: AL033 HAMILTON  
 PHA Address: BEXAR, HAMILTON, AL, 35570-4029  
 PHA Telephone Numbers: Office: (205) 921-3155 Fax: (205) 921-9045

Member First Name: ZMZN  
 HOH SSN: 6302  
 HOH Last Name: MTTEOO  
 Subsidy Type: Section 8  
 Relationship for the Member: Child  
 Contract Number: PA28M000121  
 Project Number: 03344023  
 Owner/Management Agent name: PENNSYLVANIA HO  
 50059 Effective Date: 06/01/2007  
 Certification Type: Annual Recertification  
 Unit Address: 308 60TH ST APT F 308-F, ALTOONA, PA, 16602

Multiple Subsidy & Existing Tenant Search results includes MFH Owner/Management Agent name

# Existing Tenant Search Results

Printer-Friendly Version

**PHI Tenant Match Results : 1 match found.**

SSN: 9523  
 HOH SSN: \*\*\*-\*\*-9791  
 HOH First Name: LQUMFQS  
 HOH Last Name: LQUMFQS  
 Program Type: Voucher  
 50058 Type Of Action: Annual Reexamination  
 50058 Effective Date: 08/01/2007  
 PHA: AL033 HAMILTON  
 PHA Address: BEXAR, HAMILTON, AL, 35570-4029  
 PHA Telephone Numbers: Office: (205) 921-3155 Fax: (205) 921-9045

Now Printer-Friendly

**MF Tenant Match Results : 1 match found.**

SSN: 9523  
 HOH SSN: \*\*\*-\*\*-6302  
 HOH First Name: ZMZN  
 HOH Last Name: MTTEOO  
 Contract Number: PA28M000121  
 Project Number: 03344023  
 Subsidy Type: Section 8  
 Owner/Management Agent name: PENNSYLVANIA HO

## **Refinement of Income & Rent Rule Publishing of Final Rule Pending**

- Proposed rule published June 19, 2007
  - [72 FR 33844-33850]
- Mandates use of EIV system (24 CFR 5.233 – New)
- Requires disclosure of SSNs by all household members regardless of age (24 CFR 5.216 – Modified)
  - Penalty for failure to disclose is denial or termination of assistance  
(24 CFR 5.218 – No Change)

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## **Refinement of Income & Rent Rule Publishing of Final Rule Pending (Continued)**

- Definition of annual income modified to allow use of past actual income to calculate rent (24 CFR 5.609 – Modified)
  - Reduce tenant manipulation of income to reduce rent contributions
- Requires retention of form HUD-50058 in file for term of each assisted lease & 3 years thereafter (24 CFR 908.101 - Modified)

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# Income Reports

Effective Use of EIV Income Reports  
During Annual & Interim Reexams

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## Income Reports

- Identify income (wages, unemployment and SS/SSI benefits – only) for each household member
- Identify historical patterns of earnings and income received
- Identify new employment
- Identify reason for tenant failed identity verification
- Identify deceased tenants
- Identify household members who may be receiving multiple HUD rental assistance
- Determine need to pursue written 3<sup>rd</sup> party verification

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## **Streamlining the Income Verification Process with EIV Use**

- PHAs can reduce need to send income verification request forms (via mail & fax)
- PHA discusses EIV information with tenant and requests current documentation to supplement EIV information
- Obtain written 3<sup>rd</sup> party verification if:
  - Tenant disputes EIV information
  - PHA determines need for additional information not available from tenant

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## **Streamlining the Income Verification Process with EIV Use (Cont)**

- Written 3<sup>rd</sup> party verification is required only if:
  - The tenant disputes the EIV data; and/or
  - Additional information is required as determined by the PHA, such as
    - Effective dates of employment
    - Pay rate, number of hours worked, pay frequency for new jobs
    - Confirmation of change in circumstances (reduced hours, reduced rate of pay, etc.)
- The PHA will use supplemental documents or most current information to calculate annual income

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## What is Upfront Income Verification (UIV)?

### **Upfront Income Verification:**

*the verification of income, before or during a family reexamination, through an independent source that systemically and uniformly maintains income information in computerized form for a number of individuals.*

***“Automated 3<sup>rd</sup> Party Verification”***

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## Benefits of the UIV Technique

- Information derived from computerized systems and databases - not likely to be manipulated
- Minimize erroneous income verifications
  - Misinterpretations
  - Collusion between tenant and employer
  - You send; tenant completes
  - Incorrect information recorded
- Easier to obtain information
- More timely

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## UIV = EIV = 3<sup>rd</sup> Party Verification\*

\*When the tenant does not dispute EIV & supplemented with current documents

- The PHA should **NOT** use quarterly income data from EIV to calculate current income and rent

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## Documents to Supplement EIV Information

- **Employment, Wages & Unemployment information**
  - Letter from employer to confirm effective dates of employment, etc.
  - Current and consecutive pay stubs
  - Payroll report
  - Letter from unemployment office to confirm benefit status and payments
  - Unemployment benefit pay stubs
- **Social Security Benefits**
  - Updated in EIV every 3 months
  - No supplemental documentation needed if tenant does not dispute EIV
  - If tenant disputes EIV, tenant should provide current (dated within 60 days of PHA request date) SSA benefit verification letter
    - Tenant should call SSA at (800) 772-1213 to request verification letter

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## Tenant Obligation To Supply PHA/HUD With Information

### ■ 24 CFR 960.259 (PH) & 982.551 (HCV)

- The family ***must*** supply any information that the PHA or HUD determines is necessary in the administration of the program...
- The family ***must*** supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements
- ***PHA may terminate tenant assistance for tenant's failure to provide necessary information in a timely manner (as prescribed by PHA)***

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## File Documentation of EIV Use

### ■ Undisputed EIV Information:

- EIV+Supplemental Documents

### ■ Disputed EIV Information:

- EIV+Supplemental Documents+Written 3<sup>rd</sup> Party Verification  
*[Required when tenant disputes EIV information or PHA requires additional information]*

***EIV = Either income report or Individual Control Number (ICN) page***

**Note:** Supplemental documents (of income information) should be dated within the last **60 days** of the reexamination interview or PHA request (for information) date. Pay stubs should be **current and consecutive!**

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## Individual Control Number (ICN) Page - Example

Head of Household Identifiers						
Name:	LULA					
Social Security Number:	***-**-8112					
Date of Birth (mm/dd/yyyy):	XX/XX/1965					
Program Type:	Sec.8 Vouchers					
Project:						
Unit Address:	17 JENTRY ST TX 7 4					
Participant Code:	TX00					
Annual Reexamination Date:	12/01/2008					
Tenant Data from Form 50058 as of:	08/14/2008					
Most Recent Type of Action:	2-Annual Reexamination					
Effective Date:	12/01/2007					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">           ICN: TX009-08252008-1306071         </div>						
Family Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-8112	LULA		XX/XX/1965	43	Head	Verified
***-**-6753	SHAMYRIA		XX/XX/1988	20	Full time student 18+	Verified
***-**-5280	JAMEL		XX/XX/1990	18	Other youth under 18	Verified
***-**-5276	JAMAL		XX/XX/1990	18	Other youth under 18	Verified

The month and day values in the Date of Birth field have been masked for security reasons.

Unique ICN page to confirm EIV use

# EIV Income Report

## EFFECTIVE USE OF EIV INCOME REPORT & INCOME DISCREPANCY RESOLUTION

## EIV Income Report

- Use to identify:
  - Unreported income
    - Discuss information with tenant
    - Confirm effective dates of income
    - Identify disputed information
  - Need for written 3<sup>rd</sup> party verification

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## Disclosure of EIV Information

- PHAs may **not** disclose (or re-disclose) EIV info to **any** third party (EIV data is property of the Federal govt. and protected by Federal Privacy Act) – *If in doubt, contact your local HUD Office*
- HUD OIG & Auditors may review file folder contents for audit and investigative purposes
- PHAs may provide EIV data to the individual (only) to whom the record pertains – *Tenant can then provide information to whomever he/she desires*

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## Disclosure of EIV Information (Continued)

- PHA may release EIV information upon receipt of court subpoena (Please forward copy of request to your local HUD office)
- PHA may release EIV information if tenant has signed an authorization for release of information to a third party (i.e. attorney)

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## Disclosure of EIV Information (Continued)

- EIV information of minors may be provided to the minor's parent or guardian
- EIV information of adult children or other adult household members may **not** be provided to HOH (Be sure to provide the info only to the person the information pertains to)
  - Interview all adult household members and obtain necessary documentation and verifications

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# Jane Doe's Income Report

See EIV Case Study #1  
Handout

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## EIV Case Study #1

- Review income report for the Doe family
- What questions will you ask the family?
- If more than one adult in the household, you will need to interview **each** adult household member

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## Questions to Ask Jane Doe - 1

- Are you employed with Countrywide Funding Corporation?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 06/06/2005?
      - If no, when did you start and can you provide documentation?

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## Questions to Ask Jane Doe - 2

- Are you employed with UTI Integrated Logistics?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - When did you begin working for UTI and can you provide documentation?

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## Questions to Ask Jane Doe - 3

- Are you receiving unemployment benefits?
  - If yes, when did you begin receiving the benefits and can you provide current pay stubs?
  - If no, when did the benefits stop and can you provide documentation?
  - If never received, tenant will need to contact local unemployment office to dispute information and request correction of erroneous information

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## Questions to Ask Mary Doe - 1

- Are you still a full-time student?
  - If yes, can you provide current documentation?
  - If no, when did you stop going to school on a full-time basis and can you provide documentation?

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## Questions to Ask Mary Doe - 2

- Are you employed with Macy's?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 11/13/2006?
      - If no, when did you start and can you provide documentation?

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## Questions to Ask Mary Doe - 3

- Are you employed with GMRI Texas?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 01/30/2006?
      - If no, when did you start and can you provide documentation?

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## Questions to Ask Randy Doe - 1

- Are you a full-time student?
  - If yes, can you provide documentation?
- Are you employed with Larry W. Collins, Inc.?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 04/11/2007?
      - If no, when did you start and can you provide documentation?

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## Questions to Ask Randy Doe - 2

- Are you employed with KRGP, Inc.?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - When did you begin working for KRGP, Inc. and can you provide documentation?

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## Questions to Ask Sandy Doe - 1

- Are you a full-time student?
  - If yes, can you provide documentation?
- Are you employed with Certified Payment Processing?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 07/17/2008?
      - If no, when did you start and can you provide documentation?

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## Questions to Ask Sandy Doe - 2

- Are you employed with the City of Dallas?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 04/30/2008 & 06/04/07?
      - If no, when did you start and can you provide documentation?

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### Questions to Ask Sandy Doe - 3

- Are you employed with JJS Hampton?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 09/11/2007?
      - If no, when did you start and can you provide documentation?

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### Questions to Ask Sandy Doe - 4

- Are you employed with Foot Locker?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - Did you begin on 07/03/2006?
      - If no, when did you start and can you provide documentation?

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## Questions to Ask Sandy Doe - 5

- Are you employed with Minyard Food Stores?
  - If no, when did your employment end and can you provide documentation?
  - If yes, can you provide current pay stubs?
    - When did you begin working for Minyard Food Stores and can you provide documentation?

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## Tenant Dispute of EIV Information

- Tenants may not agree with the information in EIV for the following reasons:
  - Not employed by listed employer
    - Victim of identity theft
  - Incorrect income amount provided by source
- Tenant should contact source directly to request correction of erroneous information
  - HUD can not remove erroneous info from EIV
- PHA is required to obtain written 3<sup>rd</sup> party verification of disputed EIV information

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## Tenant Dispute of Employment Info.

- If tenant disputes employment information, tenant will need to contact employer (in writing) to dispute information and request correction of erroneous information
  - PHA should have tenant provide written declaration of disputed EIV information
  - Tenant should provide PHA with written notification to employer of erroneous information and request to correct and any response from employer
    - If no response from employer or company out of business tenant should notify IRS & SSA of erroneous information

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## Documentation for Identity Theft

- When tenant disputes EIV information, the tenant should indicate in writing to the PHA the reason for dispute and provide the PHA with supporting documentation
- Supporting documents for identity theft:
  - Copy of police report (not a police report number); or
  - Notice from credit bureau regarding fraud alert placed on credit report or copy of credit report with fraud alert notice; or
  - Copy of identity theft report filing with the Federal Trade Commission; **and**
  - Copy of tenant's letter sent to employer to dispute information and request for correction; **and**
  - Any correspondence the tenant received from employer

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## Documentation for Employer Reporting Error

- When tenant disputes EIV information, the tenant should provide the PHA with documentation to support claim of incorrect data, such as:
  - Copy of tenant's letter sent to employer to dispute information and request for correction; **and**
  - Any correspondence the tenant received from employer

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## Income Discrepancies

How EIV Calculates Income Discrepancies  
How to Read the Income Discrepancy Report

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## How EIV Calculates Income Discrepancies

$$\frac{\text{PIC} - \text{EIV}}{\text{EIV}} \quad \text{Example: } \frac{\$0 - \$20,000}{\$20,000} = 100\%$$

Discrepancy amount = **(\$20,000)**

- Current 50058 income data is analyzed weekly
- Compares PIC and EIV reported wages, unemployment benefits and social security benefits only (not total household income)
- Two discrepancy amounts calculated: actual & annualized last quarter (larger of the discrepancy amounts in **bold**)
- Discrepancy must meet selected % threshold & \$2,400+ (annual discrepancy amount) to be included on report

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## EIV Income Discrepancy Analysis

- **Period of income for discrepancy analysis**
  - Identifies 12 month period of income considered for discrepancy calculation
- **Actual annual income discrepancy (Past actual earnings)**
  - Compares PIC *projected* wages and benefits to *actual* EIV data for a 12-month period (which ends 3 months prior to effective date of current 50058)
- **Annual income discrepancy: annualized last data quarter (Future projected earnings)**
  - Compares PIC *projected* wages and benefits to *projected* EIV annualized last quarter data (last quarter data X 4 to annualize) [Projection of income for 12 months which ends 9 months after effective date of current 50058]

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## Income Discrepancy Report (Household Details)

Summary Report	Income Report	Income Discrepancy Report
<b>Head of Household Information</b>		
Name:	Jane Doe	
Social Security Number:		
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:	\$0.00	
Period of Income for Discrepancy Analysis:	09/01/2005 - 08/31/2007	
<b>Discrepancy Analysis</b>	<b>Actuals</b>	<b>Annualized Last Quarter</b>
Reported Annual Wages and Benefits from EIV Data:	\$58,417.06	\$66,003.85
Amount of Annual Income Discrepancy:	(\$58,417.06)	(\$66,003.85)
Amount of Monthly Income Discrepancy:	(\$4,868.09)	(\$5,500.32)
Percentage of Income Discrepancy:	(100%)	(100%)
<p style="text-align: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; margin-right: 100px;"> <b>Past income</b>                      which may not have                      been reported                 </span> <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> <b>Future projected</b>                      income Eff. 09/01/07 -08/31/08                      which may not be reported                      at next reexam                 </span> </p>		

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## How to Read the Income Discrepancy Report

- The total reported wages, unemployment, and SS/SSI benefits for the household as of the **12/01/2007** was **\$0**
- At the 12/01/2007 reexam, Ms. Doe may not have reported **\$58,417.06** in wages, unemployment, and SS/SSI benefits
- EIV projects the amount of wages, unemployment, and SS/SSI benefits that will go unreported at the 12/01/2008 reexam at **\$66,003.85**, if you do not review and reconcile the information on the EIV income report
- The Doe family may have experienced an increase in income of **\$7,586.79** (difference between \$66k and \$58k) since the 12/01/2007 reexam

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## How to Read the Income Discrepancy Report (Cont.)

- Of the two amounts listed for the annual income discrepancy amount, one number is in bold. The greater of the two #s is in **BOLD**
- The 1<sup>st</sup> # (actual) = past income that may not have been reported at last reexam
- The 2<sup>nd</sup> # (annualized last qtr) = future projected income that may not be reported at next reexam
- If 2<sup>nd</sup> # is in bold, the family most likely has experienced an increase in income since the last reexam

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## Reasons for Invalid Income Discrepancies

- PHA has no interim increase policy
  - Tenant not required to report increases in income in between annual reexams
- Family has opted for **flat rent** (public housing only)
- Employer error (tenant needs to contact source of incorrect data to have corrected)
- Identity theft (tenant needs to contact source of incorrect data to have corrected)

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## Reasons for Invalid Income Discrepancies (Cont.)

- Family had decrease in income which has been verified by the PHA (annualized last quarter amount is **lower** than past actual income discrepancy amount)
- PHA error
  - 50058 error
  - Administrative error
- Tenant has allowed someone else to use his/her SSN

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## HUD Guidance on the Income Discrepancy Report

- PHAs who use the income reports with the family during annual and interim reexams will have fewer income discrepancies
- View the Income Discrepancy Report at least twice a year (100% threshold level)
- PHAs may wish to call the family in for a review prior to an annual reexam
- Request Social Security Earnings Statements for all discrepant households

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# Income Discrepancies

How to Calculate Retroactive Rent  
Repayment Agreements

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## How to Calculate Retroactive Rents

- **No** adverse action may be taken by the PHA based *solely* on EIV information
- Discuss the income discrepancy with the tenant
- Identify under reported income and/or unreported income sources
- Obtain additional documents from tenant and/or third party verification (if necessary)
- Review current & historical 50058s and annual reexam documents in tenant file
- Verify effective dates of new and terminated income sources

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## How to Calculate Retroactive Rents (Continued)

- The PHA should determine the amount of tenant rent underpayment as a result of intentional/unintentional misrepresentation of household income
- Retroactive rents are determined by recalculating the correct tenant rent based on omitted income during previous reexams and subtracting from previously charged rent
  - Example: \$500 (correct rent) - \$200 (tenant rent contribution) = **\$300 retroactive rent** (per month)
- Take action in accordance with PHA policy

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## How to Calculate Retroactive Rents (Continued)

- Obtain Social Security Earnings Statement (SSA Form 7004) for historical wage earnings (Form available on HUD's website) for retroactive rent calculations
  - **Note:** PHAs may not use the form HUD-9886 or other PHA equivalent consent form to obtain this information. Must use SSA form 7004

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# SSA Form 7004

PHA may request via mail or online at [www.ssa.gov](http://www.ssa.gov)  
 Delivery dates: Online requests: 2-4 weeks;  
 Mail requests: 4-6 weeks

## Request for Social Security Statement

Please check this box if you want to get your Statement in Spanish, instead of English.

Please print or type your answers. When you have completed the form, fold it and mail it to us. If you prefer to send your request using the Internet, contact us at [www.ssa.gov/online](http://www.ssa.gov/online).

1. Name shown on your Social Security card:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name Only \_\_\_\_\_

2. Your Social Security number as shown on your card:

□□□□-□□-□□□□

3. Your date of birth (Mo., Day, Yr.):

□□-□□-□□□□

4. Other Social Security numbers you have used:

□□□□-□□-□□□□

□□□□-□□-□□□□

5. Your Sex:  Male  Female

For items 6 and 8 show only earnings covered by Social Security. Do NOT include wages from state, local or federal government employment that are NOT covered by Social Security or that are covered ONLY by Medicare.

6. Show your actual earnings (wages and/or net self-employment income) for last year and your estimated earnings for this year.

A. Last year's actual earnings: (Dollars Only)

\$ □□□□, □□□□.00

B. This year's estimated earnings: (Dollars Only)

\$ □□□□, □□□□.00

7. Show the age of which you plan to stop working:  (Show only one age)

8. Below show the average yearly amount that your total future lifetime earnings that you think you will earn between now and when you plan to stop working, include performance or calculated pay increases or bonuses, but not include living increases.

If you expect to earn significantly more or less in the future due to promotions, job changes, part-time work, or an absence from the work force, enter the amount that most closely reflects your future average yearly earnings.

If you don't expect any significant changes, show the same amount you are earning now (the amount in 6A).

Future average yearly earnings: (Dollars Only)

\$ □□□□, □□□□.00

9. Do you want us to send the Statement

- To you? Enter your name and mailing address.
- To someone else (your accountant, pension plan, etc.)? Enter your name with "c/o" and the name and address of that person or organization.

Street Address \_\_\_\_\_

Street Address (if Foreign Address, enter City, Province, Postal Code) \_\_\_\_\_

City, State, ZIP code (if Foreign Address, enter Nationality and Country) \_\_\_\_\_

Telephone Number \_\_\_\_\_

**NOTICE:**  
 I am asking for information about my own Social Security record or the record of a person I am authorized to represent. I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge. I authorize you to use a contractor to send the Social Security Statement to the person and address in item 9.

Please sign your name (Do Not Print)

Date \_\_\_\_\_ (Date Code) (Use same telephone No.)

PHA stamps their address  
 Here to receive info. Include  
 tenant reference #

Tenant signs & dates here

# Sample Social Security Earnings Statement

## Your Earnings Record

Years You Worked	Your Taxed Social Security Earnings	Your Taxed Medicare Earnings
1982	550	550
1983	1,299	1,299
1984	2,254	2,254
1985	3,704	3,704
1986	4,982	4,982
1987	6,282	6,282
1988	7,827	7,827
1989	10,041	10,041
1990	13,297	13,297
1991	14,378	14,378
1992	16,399	16,399
1993	17,772	17,772
1994	19,346	19,346
1995	21,057	21,057
1996	22,946	22,946
1997	25,041	25,041
1998	24,991	24,991
1999	29,072	29,072
2000	31,251	31,251
2001	32,547	32,547
2002	33,580	33,580
2003	34,720	34,720
2004	36,756	36,756
2005	38,626	38,626
2006	Not yet recorded	Not yet recorded

Useful for calculating retroactive rents

You and your family may be eligible for valuable benefits

When you die, your family may be eligible to receive survivors benefits.

Social Security may help you if you become disabled—even at a young age.

A young person who has worked and paid Social Security taxes in as few as two years can be eligible for disability benefits.

Social Security credits you earn more with you from job to job throughout your career.

Reported earnings for each year is listed

## HUD Guidance on Repayment Agreements

- Explain to the tenant how the retroactive rent was calculated and for what time period it covers
- Provide tenant a written retroactive rent repayment agreement outlining what caused the PHA to calculate a retroactive rent (i.e. tenant did not disclose employment income during mandatory annual reexams for 2007, 2006 & 2005); how much is owed; amount of monthly payment in addition to regular rent; and consequences for default.
- **PHA staff and tenant should sign a repayment agreement**
- Include payment schedule
- PHA discretion in determining length of time for tenant to pay retroactive rent

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## HUD Guidance on Retroactive Rent Policies

- Educate judicial system, tenant groups and tenants on retroactive rent procedures
- No HUD mandated policies
- PHAs have discretion to establish their own policies
- PHA policy should be general so that the merit of each case is viewed and action taken accordingly (“Each case will be reviewed on a case-by-case basis”)
- No two cases are alike!

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## **Calculation of Retroactive Rent & Sample Repayment Agreement**

See EIV Case Study # 1 (Solution)  
Handout

63

## **Reducing Deceased Tenants in PIH Programs**

Effective Use of the  
Deceased Tenants Report

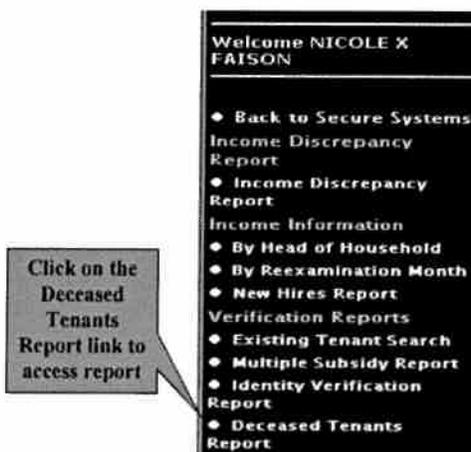
64

## Deceased Tenants Reports

- Identify deceased tenants in Public Housing and HCV programs
- PHAs should view report every month
  - Take appropriate action
- Deceased tenant information also available at:
  - Income Report (By HOH or Reexam Month)
  - Failed Verification Report

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## Accessing the Deceased Tenants Report



66

# Deceased Tenants Report Search Criteria

Verification Reports >> Deceased Tenants Report >> Report Selection

Report Selection

Program Type: All PIH Programs  
 Reexamination Month: All PIH Programs  
 Select Region: Public Housing

Income Information >> New Hires Report >> Report Selection

Can choose all programs or select specific program

Verification Reports >> Deceased Tenants Report >> Report Selection

Report Selection

Program Type: All PIH Programs  
 Reexamination Month: All  
 Select Region: HUD HQ, State, HUR, FO, TARC, PHA

Get Report

Can choose all reexam months or select specific month  
 HUD recommends selecting ALL reexam months

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# Deceased Tenants Report

Deceased Tenants Report for HUD | HA for Program Type - ALL for Reexamination Month - ALL

Total number of household members evaluated	Households with deceased members	% of households with deceased members	# of single member deceased households	% of single member deceased households	Deceased Members	Members deceased less than 1 year		Members deceased more than 1 year		Members deceased more than 2 years		Members deceased with no deceased date	
						Count	%	Count	%	Count	%	Count	%
6,426	3	00.11%	2	66.67%	3	2	66.67%	1	33.33%	0	00.00%	0	00.00%

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1 - 3 of 3 Households

Deceased Tenants Report By PHA as of 08/24/2008

HOH Name: DIANA   HOH DOB: 09/12/1954			
Member Name	DIANA	Member DOB	09/12/1954
		Member Deceased Date	07/30/2007
HOH Name: GEORGE BROWN   HOH DOB: 05/15/1928			
Member Name	GEORGE	Member DOB	05/15/1928
		Member Deceased Date	03/31/2008
HOH Name: RONNIE SINGLETARY   HOH DOB: 11/19/1953			
Member Name	RONNIE	Member DOB	11/19/1953
		Member Deceased Date	03/14/2008

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# Deceased Tenant Summary Information

Summary Report	Income Report	Income Discrepancy Report				
<b>Head of Household Identifiers</b>						
Name:	GEORGE					
Social Security Number:	***.**-0584					
Date of Birth (mm/dd/yyyy):	XX/XX/1928					
Program Type:	Sec.8 Vouchers					
Project:						
Unit Address:	430 N WEST ST APT 202 WILMINGTON					
Participant Code:	01					
Annual Reexamination Date:	03/01/2009					
Tenant Data from Form 50058 as of:	02/28/2008					
Most Recent Type of Action:	2-Annual Reexamination					
Effective Date:	03/01/2008					
<b>Family Members</b>						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***.**-0584	GEORGE	BROWN	XX/XX/1928	80	Head	Deceased
The month and day values in the Date of Birth field have been masked for security reasons.						
<input type="button" value="Provide ICN"/>						
<small>Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data. Report Generated By: J18568 NICOLE X FAISON</small>						

# Deceased Tenants Details

Summary Report	Income Report	Income Discrepancy Report	
<b>Wage and Benefit Report for Household of GEORGE BROWN</b>			
PHA Code:	01	Program Type:	Sec.8 Vouchers
PHA Name:	Wilmington HA	Project:	
Annual Reexamination Date:	03/01/2009	Form 50058 as of:	02/28/2008
Address:	430 N WEST ST APT 202 WILMINGTON		
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	03/01/2008
<b>Head of Household: GEORGE BROWN</b>			
Social Security Number:	***.**-0584	Date of Birth:	XX/XX/1928
Family Member:	GEORGE	SSN:	***.**-0584
Date of Birth:	XX/XX/1928	Relationship:	Head
<i>SSN is verified; individual is deceased. Deceased as of 03/31/2008</i>			
Report Date:	08/25/2008	<input type="button" value="Back to top"/>	
<small>Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data. Report Generated By: J18568 NICOLE X FAISON</small>			
<small>* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.</small>			

## What should you do?

## PHA Action for Deceased Tenant

- Contact George's next of kin or other family member
- Conduct home visit
- Upon confirmation of death:
  - Complete **End of Participation (EOP)** 50058
  - Terminate HAP contract
  - Follow-up with Landlord to collect overpaid HAP

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## HUD Guidance on Deceased Tenants

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

**Note:** For deceased single member households in public housing, the PHA may need to seek judicial intervention to regain possession of the unit

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# New Hires Report

Identify Tenants Who Have Started a New Job  
Useful for PHAs with Interim Increase Policy

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## New Hires Information

- HUD requests two years' worth of new hire information each month
- Useful for identifying tenants who have started a new job
- New Hire information is **updated monthly** – most employers report in **30 days or less** from date of hire
- For PHAs with an interim increase reexam policy, EIV can alert you to new employment within 60 days of new hire
  - Proactive outreach to tenants for rent adjustments in a timely manner
  - Eliminate/reduce amount of tenant retroactive rent
- Reduce need for written 3<sup>rd</sup> party verification of new employment

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## Accessing the New Hires Report



Double click on the New Hires Report link to access report

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## New Hires Report Search Criteria

Income Information >> New Hires Report >> Report Selection

Report Selection

Program Type: All PIH Programs

Reexamination Month: All PIH Programs

Select Region: Public Housing Section 8

Can choose all programs or select specific program

Income Information >> New Hires Report >> Report Selection

Report Selection

Program Type: All PIH Programs

Reexamination Month: All

Select Region:

- HUD HQ
- State
- HUR
- FO
- TARC
- PHA

Get Report

Can choose all reexam months or select specific month HUD recommends selecting ALL reexam months

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# New Hires Summary Report

Income Information >>> New Hires Report >>> Report Selection >>> PHA Statistics

New Hires Summary Report	
Participant Code:	MD
Program Type:	Section 8
Reexamination Month:	All
Period Reviewed:	02/26/2008 - 08/24/2008
Households With New Hires:	130
Household Members With New Hires:	144

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1 2 3  
 1 - 50 of 130 Households

Summary Reports		Detail Reports						
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
	Z1	WILLIAM	05/29/1964	GINA	Sec.8 Vouchers		4C	HANSON RD, MD
	12	LATOYA	07/10/1984	LATOYA	Sec.8 Vouchers		2 5 4	GROUSE PLACE, MD 2 3
	02	GLADYS	03/26/1938	JEFFREY	Sec.8 Vouchers		3	BUCKNELL CIRCLE, MD 2 1

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# New Hires Details Report

New Hires Report for Household of CHARLENE			
PHA Code:	MD	Program Type:	Sec.8 Vouchers
PHA Name:	MD	Project:	
Annual Reexamination Date:	09/01/2008	Form 50058 as of:	08/15/2008
Address:	49 -B SAVOY PLACE	MD 2 1	
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	08/01/2008
Head of Household: CHARLENE			
Social Security Number:	***-**-81	Date of Birth:	XX/XX/1972
<b>Current New Hire Information!</b>			
Family Member: CHARLENE J DAVIS SSN: ***-**-6281 Date of Birth: XX/XX/1972			
Employment Information			
Hire Date	Hire State	FEIN	Employer Name and Address
08/01/2008	MD	41-0215170	TARGET CORPORATION PO BOX 9401, MINNEAPOLIS MN 55440-9401
06/04/2006	MD	59-3786346	PJR INC 3620 MATTAWOMAN BEANTOWN, WALDORF MD 20601
			Date Received by EIV
			08/20/2008
			08/10/2006

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# New Hire Date Not Available

Hire date not transmitted – confirm hire date with tenant or employer

Family Member: DEONNA [REDACTED] SSN: \*\*\*-\*\*-3818 Date of Birth: XX/XX/1984

Employment Information				
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
Not Available	MD	58-1853319	HOME DEPOT U S A INC STORE SUPPORT CENTER, 2455 PACES FERRY RD, ATLANTA GA 30339-0000	07/26/2008
Not Available	MI	94-1648752	ROBERT HALF INTERNATIONAL INC 5720 STONERIDGE DR STE 3, PLEASANTON CA 94588- 4521	07/26/2008

Note: Obtain documentation from tenant regarding effective date of new employment. Pursue traditional 3<sup>rd</sup> party verification if tenant can not provide PHA with acceptable documentation.

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# Different Employer Name in Employment & Wage Sections of Income Report

Employment	Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
1	10/16/2006	MD	23-2739582	GENESIS HEALTHCARE CORP 115 E MELROSE AVE, BALTIMORE MD 21212-2945	07/17/2007
2	10/10/2005	MD	52-0591538	ASSOCIATED CATHOLIC 2805 N CHAM...	

Same employer; Different name; Same FEIN

Wages	Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
	Q2 of 2007	\$2,337.00	23-2739582	M I ACQUISITION CORPORATION PO BOX 283, SAINT LOUIS MO 63166-0283	11/17/2007
	Q1 of 2007	\$2,475.00	23-2739582	M I ACQUISITION CORPORATION PO BOX 283, SAINT LOUIS MO 63166-0283	07/17/2007
	Q4 of 2006	\$1,969.00	23-2739582	M I ACQUISITION CORPORATION PO BOX 283, SAINT LOUIS MO 63166-0283	07/17/2007
	Q3 of 2006	\$156.00	52-1711371	JENKINS MEMORIAL NURSING HOME 3320 BENSON AVE, BALTIMORE MD 21227-1035	07/17/2007
	Q3 of 2006	\$21,818.00	52-1876402	CHESAPEAKE ELECTRICAL SVCS INC PO BOX 986, DUNKIRK MD 20754-0886	07/17/2007
	Q2 of 2006	\$4,275.00	52-1711371	JENKINS MEMORIAL NURSING HOME INC, 3320 BENSON AVE, BALTIMORE MD 21227-1035	07/17/2007
	Q2 of 2006	\$14,877.00	52-1876402	CHESAPEAKE ELECTRICAL SVCS INC PO BOX 986, DUNKIRK MD 20754-0886	07/17/2007
	Q1 of 2006	\$2,276.00	52-1711371	JENKINS MEMORIAL NURSING HOME INC, 3320 BENSON AVE, BALTIMORE MD 21227-1035	07/17/2007
	Q4 of 2005	\$4,267.00	52-1711371	JENKINS MEMORIAL NURSING HOME INC, 3320 BENSON AVE, BALTIMORE MD 21227-1035	07/17/2007

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## New Hire & Wage Information

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
03/03/2008	MD	22-1898352	BERETTA USA CORPORATION 17601 BERETTA DR, ACCOKEEK MD 20607-9515	03/14/2008
05/24/2007	MD	52-1037401	ALKO DISTRIBUTORS INC 8801 KELSO DR, ESSEX MD 21221-3112	06/18/2007
04/02/2007	NC	56-0748358	LOWE S HOME CENTERS INC PO BOX 1111, N WILKESBORO NC 28656-0001	05/18/2007
08/30/2006	MD	20-4457146	SOUTHERN MARYLAND HOME CARE AZEE TELAHUN MBR, 9151 FISCATAWAY ROAD STE, CLINTON MD 20744-0000	10/24/2006
05/15/2006	MD	20-0224921	SITE MANAGEMENT GROUP LLC P O BOX 59341, POTOMAC MD 20859	06/15/2006
01/23/2006	MD	20-1340307	E W TAX SERVICE PO BOX 171, TEMPLE HILLS MD 20757-0000	02/27/2006
07/11/2005	MD	75-2652340	SOURCECORP BPS 3232 MCKINNEY AVE, DALLAS TX 75204	10/13/2005
09/30/2004	MD	42-1610161	MARYLAND CLIPPERS INC DBA GREAT CLIPS, 7013 FAWN TRAIL CT, BETHESDA MD 20817-3928	10/13/2005
<b>Wages</b>				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q1 of 2008	\$1,036.00	22-1898352	BERETTA USA CORP 17601 BERETTA DR, ACCOKEEK MD 20607-9515	07/26/2008
Q4 of 2007	\$1,973.00	61-0852764	DOLGENCORP INC PO BOX 283, SAINT LOUIS MO 63166-0283	07/26/2008
Q3 of 2007	\$2,236.00	61-0852764	DOLGENCORP INC PO BOX 34150, LOUISVILLE KY 40232-4150	02/16/2008
Q2 of 2007	\$2,038.00	56-0748358	LOWES HOME CENTERS INC PO BOX 283, UIC EXPRESS, SAINT LOUIS MO 63166-0283	11/17/2007
Q1 of 2007	\$257.00	52-0782507	CHARLES CO ASSOC HANDCPD PO BOX 2367, WALDORF MD 20604-2367	08/21/2007

User will not see wage information for Q2 of 2008 until Nov 2008

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## HUD Guidance on New Hires Information

- Employer address may be that of payroll office, company headquarters, etc.
- Employer telephone number is not available in EIV
  - PHA can Google company name to locate local address and telephone number, should additional information be required
- Termination date of employment not available in EIV
- New Hire date may not be in EIV because:
  - Employer did not report in timely manner
  - Tenant has been employed by company more than 2 years
- Due to 5 month lag time in wages, there may be no wages posted for new hire information
  - Wage information is received quarterly (Feb, May, Aug, Nov)
  - New Hire information is received monthly

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# Correcting Incorrect Tenant Personal Identifiers

Using EIV's Failed EIV Pre-Screening  
and Failed Verification Reports

83

## Failed EIV-Prescreening Report

- Implemented in May 2008
- Identifies household members that were not sent to SSA for verification because the SSN or 50058 failed HUD's EIV pre-screening test
- Identity Verification Status is **Not Verified** for 2 or more months
- Provides information useful in correcting invalid tenant personal identifiers (Surname, DOB, SSN)
- Provides clarification of error descriptions
- Use this report to update your 50058s and improve PIC reporting rate

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## Accessing the Failed EIV Pre-Screening Report

Click on the **By Reexamination Month** to access the Failed EIV Pre-screening Report



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## Failed EIV Pre-Screening Report Search Criteria

- Select Program Type
  - All PIH Programs
  - Public Housing
  - Section 8
- Select Reexam Month
  - All Reexam Months
  - Specific Month
- Select Participant (PHA) Code
  - If more than one PHA code there will be a drop down menu to select a PHA

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# Failed EIV Pre-Screening Report

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

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

Select Program Type:

Select Reexamination Month:

Select Participant Code:

Reports Summary as of May 04, 2008		
Report Type	Number of Households	Number of Members
<a href="#">Income Report</a>	683	1,054
<a href="#">Income Discrepancy Report</a>	129	--
<a href="#">Failed Verification Report</a>	26	30
<a href="#">Failed EIV Pre-Screen Report</a>	8	24
<a href="#">No Income Report</a>	15	39
<a href="#">New Hires Report</a>		

Double click on this link to access details of report

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# Failed EIV Pre-Screening Report (Details)

**Failed EIV Pre-Screen Report**

Participant Code: KS002 TOPEKA

Program Type: All PIH Programs

Reexamination Month: All

Households that Failed EIV Pre-Screen Test: 40

Click here for error descriptions

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[Error Description Help](#)

1 - 40 of 40 Households

HOH SSN	HOH Name	HOH DOB	Project
72	JUDY CLELAND	08/29/1967	Project KS002000001 PINE RIDGE MANOR
Member SSN	Member Name	Member DOB	Failed EIV Prescreen Description
35	HEATHER KNAPP	10/31/2007	Failed SSN check.
HOH SSN	HOH Name	HOH DOB	Project
07	ANGELA SHORT	12/27/1985	Project KS002000003 DEER CREEK VILLAGE
Member SSN	Member Name	Member DOB	Failed EIV Prescreen Description
52	PATRISHA SHORT	03/24/2008	Failed SSN check.
HOH SSN	HOH Name	HOH DOB	Project
25	DIANE MCCLENDON	11/01/1969	
Member SSN	Member Name	Member DOB	Failed EIV Prescreen Description
2	RONALD MCCLENDON	07/05/1991	Failed effective date check.
6	PORSCHIA MCCLENDON	11/05/1987	Failed effective date check.
1	ZAQUAN YOUNG	06/22/1993	Failed effective date check.
8	ZACHARY YOUNG JR	06/22/1993	Failed effective date check.
5	DIANE MCCLENDON	11/01/1969	Failed effective date check.

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# Error Description Help

Failed EIV Prescreen - Error Code Description - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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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## Failed Verification Report

- Provides information useful in correcting invalid tenant personal identifiers:
  - Incorrect SSNs
  - Date of Birth
  - Surnames
- Identify individuals who are receiving SS/SSI benefits
- Identify deceased household members
- Use this report to update your 50058s and improve PIC reporting rate

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## Accessing the Failed Verification Report

Click on the **By Reexamination Month** to access the Failed Verification Report



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## Failed Verification Report Search Criteria

- Select Program Type
  - All PIH Programs
  - Public Housing
  - Section 8
- Select Reexam Month
  - All Reexam Months
  - Specific Month
- Select Participant (PHA) Code
  - If more than one PHA code there will be a drop down menu to select a PHA

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# Failed Verification Report

Income Information >> By Reexamination Month >> Reports Summary

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

Select Program Type: Public Housing  
 Select Reexamination Month: December  
 Select Participant Code: CA0

**Reports Summary as of August 24, 2008**

Report Type	Number of Households	Number of Members
<a href="#">Income Report</a>	466	779
<a href="#">Income Discrepancy Report</a>	115	--
<a href="#">Failed Verification Report</a>	9	9
<a href="#">Failed HIV He-Screen Report</a>	133	216
<a href="#">No Income Report</a>	98	264
<a href="#">New Hires Report</a>	85	94

*Note: A callout bubble points to the 'Failed Verification Report' link with the text: "Double click on link to access details"*

93

# Failed Verification Report - Details

HOH SSN [redacted] 72   HOH Name SILVA [redacted]   HOH DOB 12/10/1939			
Member SSN	Member Name	Member DOB	Failed Verification Description
872	SILVA [redacted]	12/10/1939	Verification failed - <b>SSI benefits cannot be disclosed</b> due to discrepancy in date of birth 08/05/1947
HOH SSN [redacted] 51   HOH Name CAROL [redacted]   HOH DOB 03/12/1956			
Member SSN	Member Name	Member DOB	Failed Verification Description
51	CAROL [redacted]	03/12/1956	Verification failed - Surname matched, SSA records 03/12/1954
HOH SSN [redacted] 56   HOH Name RUDY [redacted]   HOH DOB 12/14/1931			
Member SSN	Member Name	Member DOB	Failed Verification Description
56	RUDY [redacted]	12/14/1931	SSN is verified; individual is <b>deceased 11/27/2006</b>
HOH SSN [redacted] 18   HOH Name KENDRA [redacted]   HOH DOB 03/18/1981			
Member SSN	Member Name	Member DOB	Failed Verification Description
4818	KENDRA [redacted]	03/18/1981	Verification failed - SSN not found in SSA records [redacted] EDGE
HOH SSN 562-65-6125   HOH Name JOSE [redacted]   HOH DOB 04/29/1979   Project CA00 [redacted] Harbor [redacted]			
Member SSN	Member Name	Member DOB	Failed Verification Description
25	JOSE [redacted]	04/29/1979	Verification failed - Date of birth matched, but <b>surname did not match</b> with SSA records

*Callouts:*  
 - "Indicator of payable SS/SSI benefits & correct DOB" points to the bolded text in the first row.  
 - "Correct SSN" points to the redacted SSN in the third row.

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## How to Correct Errors

- Incorrect DOB
  - Update 50058 with SSA-provided DOB (at end of error message)
  - If not provided, request proof of DOB from tenant
- Incorrect SSN
  - Update 50058 with SSA-provided SSN (at end of error message)
  - If not provided, request proof of SSN
- Incorrect Surname
  - Ask tenant for other surname(s) used
  - Request proof of surname being used on SSA records

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## HUD Guidance on Failure Reports

- No income information is obtained for any individual listed on this report
- Update 50058s **ASAP** to obtain income information
- Failed Verification Reports often provides:
  - Correct SSN
  - Correct DOB
  - Informs you if tenant is receiving SS/SSI benefits
    - Ask the tenant for a current benefit verification letter

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# **Reducing Tenant Receipt of Multiple Rental Assistance**

Effective Use of EIV's  
Existing Tenant Search &  
Multiple Subsidy Report

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## **Use EIV to Help Eliminate Tenant Receipt of Multiple Rental Assistance**

- Use the Existing Tenant Search for all applicants
- Use the Multiple Subsidy Report for all current participants
- PIC & TRACS databases are searched for occurrence of same SSNs showing up more than once in PIH & MFH programs

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## Accessing the Existing Tenant Search

Click on the Existing Tenant Search link to access report



Find out if an applicant is already receiving rental assistance before admission

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## Existing Tenant Search

Verification Reports >> Existing Tenant Search

Existing Tenant Search

Enter Social Security Number: --

- Simply type in any SSN and click get report
- Both PIH & MFH databases are searched
- Report displays information on current tenancy as reported in PIC & TRACS

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## Existing Tenant Search Results

### PHI Tenant Match Results : 1 match found.

SSN: 75  
 HOH SSN: \*\*\*-\*\*-3575  
 HOH First Name DOROTHY  
 HOH Last Name BALL  
 Program Type Voucher  
 50058 Type Of Action **New Admission**  
 50058 Effective Date 05/01/2007  
 PHA DC001 D.C Housing Authority  
 PHA Address 1133 N 1133 N. Capitol Street, NE ST NE, Washington, DC, 20002.  
 PHA Telephone Numbers Office: (202) 535-1500 Fax: (202) 535-1740

ALERT! This individual *may be* currently assisted

Follow-up with respective PHA Owner Agent to confirm individual's program participation status before admission into program.

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

Report Generated By - H18560 NICOLE X FAISON

### MF Tenant Match Results : 1 match found.

SSN: 75  
 HOH SSN: \*\*\*-\*\*-3575  
 HOH First Name DOROTHY  
 HOH Last Name BALL  
 Contract Number DC39M000056  
 Project Number 00044208  
 Subsidy Type Section 8  
 50059 Type Of Action **Annual Recertification**  
 50059 Effective Date 05/01/2007

ALERT! This individual *may be* currently assisted.

Follow-up with respective PHA Owner Agent to confirm individual's program participation status before admission into program.

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

Report Generated By - H18560 NICOLE X FAISON

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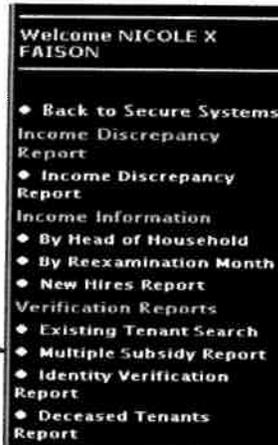
## HUD Guidance On Applicant's Receiving Multiple Assistance

- Confirm current tenancy in other HUD rental assistance programs with applicant (or tenant), PHA or MFH owner/agent
- Do **not lease-up** until confirmation of no double subsidy or termination in other program
- It is not uncommon for families to transition from one program to another

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## Accessing the Multiple Subsidy Report

Click on the Multiple Subsidy Report link to access report



Find out if your tenant may be receiving multiple rental assistance

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## Multiple Subsidy Report

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report

By Field Office :

By Participant Code :

Search within PIH Program only

Search within PIH and MF Programs

- Allows user to search within PIH and MFH programs to identify individuals that may be receiving multiple rental subsidy

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## Multiple Subsidy Report Summary Reports

Multiple Subsidy Report Summary	
Participant Code:	DC001
Members Receiving Multiple Subsidies:	179
Search Criteria:	Within PIH and MF Programs

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[1](#) [2](#) [3](#) [4](#)  
 1 - 50 of 179 Members

Summary Reports	Detail Reports		
Member SSN	Member Last Name	Member DOB	Count of subsidies for the member
	ANDERSON	04/17/1997	2
	ANDERSON	03/21/1999	2
	ANDERSON	12/06/1979	2
	ARMSTRONG	02/05/1947	2
	AUSTIN	07/14/1992	2
	AUSTIN	10/25/1998	2
	BALL	02/21/1944	2
	BALLINGER	09/02/1985	2

- Lists individuals that may be receiving multiple rental subsidy

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## Multiple Subsidy Report Detail Reports

Member Information	
Member SSN	75
Member Last Name	BALL
Member DOB	02/21/1944
Count of Subsidies	2
Household Information of Households Where BALL Receives Subsidy	
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Program Type	Voucher
Relationship for the Member	Head
Project Code	
50058 Effective Date	06/01/2007
Type of Action	New Admission
Unit Address	1203 7TH STREET, NW #104, WASHINGTON, DC, 20001
PHA	DC001 D.C. Housing Authority
PHA Address	1123 N 1123 N. Capitol Street, NE ST NE., Washington, DC, 20002.
PHA Telephone Numbers	Office: (202) 535-1500 Fax: (202) 535-1740
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Subsidy Type	Section 8
Relationship for the Member	Head of Household
Contract Number	DC99M000056
Project Number	DC00125
50059 Effective Date	05/01/2007
Certification Type	Annual Recertification
Unit Address	1203 7TH STREET, NW #104 04104, WASHINGTON, DC, 20001

This Section 8 tenant appears to be on the HCV and MFH Project-based Section 8 programs

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## Multiple Subsidy Report Indicator on Household Income Report

Summary Report	Income Report	Income Discrepancy Report
<b>Wage and Benefit Report for Household of LUL</b>		
PHA Code:	MO001	Program Type: Sec 8 Vouchers
PHA Name:	ST. LOUIS	Project:
Annual Reexamination Date:	01/01/2009	Form 50058 as of: 01/31/2008
Address:	301 LINDY BALLWIN MO 630210000	
Most Recent Type of Action:	1-New Admission	Effective Date: 01/01/2008
<b>Head of Household: LUL ABDI</b>		
Social Security Number:	***-**-0872	Date of Birth: XX/XX/1967
Family Member:	1 01	SSN: ***-**-0872
Date of Birth:	XX/XX/1967	Relationship: Head
<i>EIV received no income or benefits data.</i>		
* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.		
Family Member:	ADJNAN	SSN: ***-**-0872
Date of Birth:	XX/XX/1969	Relationship: Other Adult
<i>EIV received no income or benefits data.</i>		
* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.		

Indicator

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## Existing Tenant Search Multiple Subsidy Report What to do if there is a match

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

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# Visit HUD's Web Page For More Information on UIV/EIV

[www.hud.gov/offices/pih/programs/ph/rhiip/uiv.cfm](http://www.hud.gov/offices/pih/programs/ph/rhiip/uiv.cfm)

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## Question & Answer Session



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# For Help with the PIH-EIV System

Contact the EIV Coordinator  
at your local HUD Field Office

We Hope You Enjoyed This  
EIV Training Session 😊



*U.S. Department of Housing & Urban Development  
Office of Public and Indian Housing  
Office of Public Housing & Voucher Programs*