



Enterprise Income Verification (EIV 9.5)

System User Manual For

Public Housing and Voucher Program Users

U.S. Department of Housing and Urban Development

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Revision Sheet

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Summary of Changes:

- Changes made in Income Information to include Tenant Identity Verification Status
- Changes made in Income Discrepancy to show/hide Income and Outlier Information
- Changes made in Deceased Tenants Reports
- Changes made in Multiple Subsidy Report



**User Manual
for
Public Housing and Voucher Program Users
Authorization Memorandum**

I have carefully assessed the EIV 9.5 User Manual for Public Housing and Voucher Program Users. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The Document is accepted.

_____ The Document is accepted pending the changes noted.

_____ The Document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

Ted Taylor
IT Project Manager

Date

Nelson Stephens
Advisor, Real Estate Assessment Center - PIH Program Manager

Date

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1.0 GENERAL INFORMATION

1 GENERAL INFORMATION

The purpose of this document is to provide instructions on the use of the Enterprise Income Verification (EIV) system for Public Housing and Voucher program users. This document focuses on end-user functionality for viewing PIH tenant income and benefits information to assist PHA users in navigating the EIV system and using its various reports in support of income determination as part of the tenant recertification process and in helping assure the integrity of the subsidy process.

1.1 System Overview

The EIV system is used to support up-front income verification by providing income information to be used by PHA's during tenant recertification as well as related tools to be used in identifying possible dual entitlement situations and whether applicants already are receiving HUD rental housing assistance. It provides a secure portal to reports on PIH household wages, unemployment insurance benefits and Social Security/Supplemental Income. EIV is a Web-based system, allowing access to information across secure Internet connections for users with Microsoft Internet Explorer Version 6.0 and higher.

1.2 Project References

The following documents were used in preparation of this document:

References
EIV PIH User Manual, EIV Version 9.4, October, 2012
EIV PIH User Administration Manual, EIV Version 9.4, October 2012
EIV 9.4 Needs & Business Requirements Document, dated October 2012
EIV 9.4 Requirements Traceability Matrix, dated October 2012
EIV 9.4 Requirements Definition, November 2012

1.3 Authorized Use Permission

1.3.1 Security

EIV contains personal information concerning tenants that are covered by the Privacy Act such as wage and income data about private individuals, as well as identifying information such as Social Security Number, name, address, and employment information. This information may only be used for limited official purposes, which are tenant recertification and oversight of the tenant recertification process (which includes use by OIG and GAO). It does not include sharing with governmental entities not involved in the recertification process. Users are encouraged to refer any non-standard requests for access to HUD management and to report any unauthorized disclosure of EIV data to the office of the HUD Privacy Act Officer or to the Office of Inspector General.

All EIV users must adhere to the EIV Rules of Behavior they would have signed as part of the employee EIV Access Authorization Form. A copy of the EIV Access Authorization Form is available on the EIV System Information web page.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

If for some reasons you have not signed this form, please do so and give it to your EIV User Administrator.

The EIV Rules of Behavior clearly delineate responsibilities of, and expectations for, all individuals with access to the EIV system. Non-compliance with these rules by HUD employees will be disciplined through sanctions commensurate with the level of infraction. Sanctions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination depending on the severity of the violation. Non-compliance with these rules by HUD business partners will result in actions commensurate with the level of infraction. Sanctions may range from a verbal or written warning to termination of the individual's access rights to termination of the access of the HUD business partner and its users. In addition, legal action may be taken for violations of the Privacy Act, whether the offender is public or private.

Access to data concerning Public Housing program tenants is logged as part of the effort to protect the data and provide traceability should a questionable event occurs.

1.3.2 User Accounts

User accounts for EIV are provided on a need-to-know basis, with appropriate approval and authorization.

EIV implements a role-based authorization scheme to grant PIH users access to the EIV PIH system content. An EIV Public Housing program user belongs to a security level based on their organization (Headquarters, HUB, TARC, Field Office, or PHA), and a role, based on their job responsibilities and functional needs. Section 2.3 of this document provides a list of security levels and roles defined for Public Housing and Voucher program users.

1.3.3 Security Awareness

New EIV users are to receive as part of their training a familiarization with the requirements of the Privacy Act. Potential EIV users must sign the EIV Access Request to signify that they understand and accept the EIV Rules of Behavior. Guidance concerning security has been posted on the EIV web page.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

The complete text of the Privacy Act is available at:

1.3.4 <http://www.justice.gov/opcl/privstat.htm> Security Procedures

The WASS system, through which all the users access EIV, provides a timeout that disables access to the system after a 30-minute pause in use. That, in and of itself, is not enough protection. Users should not leave their PC's unattended when access to WASS or any system accessible through WASS is possible. Users should be aware that logging out from EIV to WASS is not sufficient in that clicking on the link to EIV will allow reentry to the EIV system. The activation of a screen saver is one way to protect access through an unattended PC. Another is to close the browser window. It is possible to do so by going through the WASS closing routine which includes saying yes to the question of whether to close the window. It is easier and quicker to close the browser window by clicking the X in the upper-right-hand corner of the browser screen.

EIV printed outputs and downloaded data that contain Privacy act information should be treated as sensitive. The printouts and downloaded data copied on disks or other magnetic media should be locked in a secure place when not in use and destroyed when not needed. All EIV printed reports containing sensitive data will display the name and partial UserID of the requestor.

Other security considerations relate to the physical security of the area where the EIV system is used, and policies and procedures that are enforced by management. Guidance concerning security practices, governing the work area and storage of paper records containing personal information and their destruction when they no longer are needed, may be found at the EIV Information Web site.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

All HUD laptop users are required to have McAfee Disk Encryption installed. Software is being installed on HUD PC's that will encrypt the laptop hard drive and files saved to it. HUD plans to deploy the same type of software to HUD PC's.

PHA users should avoid putting EIV reports with personal information or extracts of EIV reports containing personal information on laptops and other portable media and never unless that media is protected by software complying with the FIPS 140-2 encryption standard. A National Institute of Standards and Technologies list of vendors with validated FIPS 140-2 software may be found at <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm>. McAfee Endpoint Encryption software meets that standard. PKZip 12, also used by HUD, has a file encryption option that meets the same standard. However, the encryption is one file at a time rather than the whole hard disk. Personal information may never be placed in the body of an e-mail message. It may only be sent by attaching file encrypted using compliant software.

1.3.5 Audits and User Activity Logging

Users of EIV should be aware that user activities and tenant data access activities within the system are logged for security audit and reporting purposes. These audits may include records of successful access of sensitive data to which the user is authorized.

Changes to the user roles and user certification transactions are also logged.

1.4 Points of Contact

1.4.1 Information

Name	Organization	Telephone	Email
Ted Taylor	HUD/PIH	202-475-8772	Ted.Taylor@hud.gov
Nelson Stephens	HUD/PIH	202-475-8601	Nelson.Stephens@hud.gov
Fred Tajalli	HUD/PIH	202-475-8847	FRED.F.TAJALLI@hud.gov

1.4.2 Coordination

Coordination is required with the following organizations in order to successfully implement all EIV releases:

Office of Public and Indian Housing (PIH)
The Office of the Chief Information Officer (OCIO)

EIV Integrated Project Team (IPT)
PIH-REAC Development Coordination Group (DCG)
Information Management System (IMS) team
Web Access Security Subsystem (WASS) team
Housing's Tenant Rental Assistance Certification System (TRACS) team

1.4.3 Help Desk

The HUD Help Desk should be contacted for support and help questions regarding standard HUD PC applications, all IT problems and password resets. Users are encouraged to refer any non-standard requests for access to HUD management. Actual or suspected incidents of intrusion into the EIV system (“hacking”) should be reported to the HUD Help Desk, which will inform the HUD CIO Emergency Response Team. The National Help Desk call line is open to receive calls from HUD users 24 hours a day, 365 days a year (**1-888-245-4860**). Any incidents of unauthorized disclosure of EIV data should be immediately reported to the HUD Privacy Act Officer or to the Office of Inspector General. After any of the above situation reports have been made, to facilitate coordination please also inform the PIH Headquarters User Administrator via email at EIV_HELP@HUD.GOV.

For issues related EIV application access, contact the EIV Coordinator of your local HUD office.

Any problems with WASS should be reported to the REAC Technical Assistance Center (TAC) at **1-888-245-4860** or select “**Contact Us**” on the REAC Online Web.

<http://www.hud.gov/offices/pih/about/css.cfm>

1.5 Organization of the Manual

Listed below are each of the chapters contained in this manual, along with a brief description of their content:

- **Chapter 1, General Information** – Provides an overview of the EIV system as well as diagram of the system. It also provides a tour of the user interface.
- **Chapter 2, System Summary** – Provides a high level overview of the system functionality available to EIV users.
- **Chapter 3, Getting Started** – Details how to access EIV system, the basic system interfaces and the basic navigation techniques.
- **Chapter 4, Using the System (Online)** – Describes the user interface for accessing income information and the Income Discrepancy report and provides instructions for its use.
- **Chapter 5, Using the System (Batch)** – Provides a brief description of EIV PIH Batch processing.
- **Chapter 6, Querying** – Provides a detailed description of EIV PIH Querying capabilities.
- **Chapter 7, Reporting** – Provides a detailed description of EIV PIH Reporting capabilities.

1.6 Abbreviations and Acronyms

The following terms, abbreviations and acronyms may or may not appear in this document. They are provided for reference and clarity.

Acronym	Definition
C&A	Certification and Accreditation
CAN	Claim Account Number
CCB	Change Control Board
CCMB	Configuration Change Management Board
CM	Configuration Management
CMRB	Configuration Management Review Board
COTR	Contracting Officer's Technical Representative
DCG	Development Coordination Group
DRP	Disaster Recovery Plan
DTS	Data Transmission Services
EDI	Electronic Data Interchange
EIV	Enterprise Income Verification
FEIN	Federal Employer Identification Number
FIPS	Federal Information Processing Standards
FISCAM	Federal Information System Controls Audit Manual
FISMA	Federal Information Security Management Act
FO	Field Office
FOIA	Freedom of Information Act
Form HUD-50058	PIH Form used to submit resident characteristics and tenant income data to HUD
Form HUD-50059	MF Form used to submit resident characteristics and tenant income data to HUD
FOUO	For Official Use Only
FTP	File Transfer Protocol
GAO	U.S. Government Accountability Office
GTM	Government Technical Monitor
GTR	Government Technical Representative
HHS	U.S. Department of Health and Human Services
HOH	Head of Household
HOUSING	Office of Housing
HUB	Not an acronym. FO's are classified into two categories -- HUB and Program Center. A HUB can be a stand-alone FO or have another offices or program centers report to it.
HUD	US Department of Housing and Urban Development
ICN	Income Control Number
IMS	Inventory Management System (formerly PIC)
MOA/U	Memorandum of Agreement / Understanding
MF	Multifamily
MTW	Moving To Work
NDNH	National Directory of New Hires database
NIST	National Institute of Standards and Technology
OCSE	Office of Child Support Enforcement
OIG	Office of Inspector General
OMB	Office of Management and Budget

Acronym	Definition
OPC	Office of Procurement & Contracts
PD&R	HUD's Office of Policy, Development and Research
PH	Public Housing
PHA	Public Housing Agency
PI	Period of Income
PIA	Privacy Act Assessment
PIC	Public & Indian Housing Information Center (now IMS)
PIH	HUD's Office of Public & Indian Housing
POA&M	Plan of Action and Milestones
PVCS	Project Version Control System
PWS	Performance Work Statement
QA	Quality Assurance
QU	Quarterly Update
QW	Quarterly Wage
RHIIP	Rental Housing Integrity Improvement Project
RIM	Rental Integrity Monitoring
SPH	HUD's Security Program Handbook
SPP	Security Program Policy
SS	Social Security
SSA	Social Security Administration
SSAA	System Security Authorization Agreement
SSI	Supplemental Security Income
SSO	Single Sign On (used in WASS)
SSP	System Security Plan
TARC	Troubled Agency Recovery Center
TASS	Tenant Assessment Subsystem (retired)
TRACS	Tenant Rental Assistance Certification System
TTP	Total Tenant Payment
V V&T	Validation, Verification & Test Plan
W-4	Federal form used to collect New Hires data
WASS	Web Access Security Subsystem

2.0 SYSTEM SUMMARY

2 SYSTEM SUMMARY

EIV is responsible for handling:

- Collection and processing of W-4 data, wages, unemployment benefits from NDNH (National Directory of New Hires)
- Collection and processing of Social Security/Supplemental Security Income and disability benefits from SSA (Social Security Administration)
- Logging and reporting of errors and discrepancies between tenant’s reported income data (from Form 50058) and actual reported wages
- Providing statistical information on the new hires information, identity verification, immigration status, deceased tenants and on tenants receiving multiple subsidies.
- User administration functions, such as User Maintenance and User Certification.
- Logging of user activities and access to tenants information
- Providing statistical information on the debts owed to PHA's and terminations

The table below lists the online functions of EIV available to PIH users with Occupancy Specialist role.

Function	Description
<p>Debts Owed to PHA's and Terminations Search for Former Tenant Debts Owed to PHA's and Terminations Report</p>	<p>The Search for Former Tenant provides the capability to search for an applicant or participant, to determine if the individual owes a debt to another PHA anywhere in the nation, or has been terminated or evicted from Public Housing and Housing Choice Voucher programs.</p> <p>The Debts Owed to PHA's and Terminations Report provides the statistics of total debt amount owed to PHA's and terminations of EOP tenants from PHVP Programs at various HUD levels (HUD, STATE, HUB, FO, TARC, and PHA).</p>
<p>Income Information By Head of Household By Reexamination Month New Hires Report</p>	<p>This function provides the following capabilities:</p> <p>Enabling search of household information by the Head of Household and by Reexamination Month for all households including MTW households.</p> <p>The By Head of Household option provides an online view of PIH household summary information and income details (W-4, Wages, Unemployment Benefits, Social Security/Supplemental Security Income, and Disability Benefits) collected from third-party sources and online view of the household’s income discrepancy information.</p> <p>It also allows PHA's staff to confirm whether the household and household member ID information is verified and validated by SSA.</p> <p>The By Reexamination Month option provides summary and detail information on the Income Report, New Hires Report, Income Discrepancy Report, Failed Verification Report, Failed EIV Pre- Screening Report, and No Income Report.</p> <p>The New Hires Report provides EIV users a list of households where at least one of the household members has new hires information in the 180 days following the date that an NDNH new hire record was received in EIV.</p>

Function	Description
<p>Verification Reports Existing Tenant Search Multiple Subsidy Report Identity Verification Report Immigration Report Deceased Tenants Report Income Discrepancy Report</p>	<p>The Existing Tenant Search provides the capability to search by SSN and show information if the searched SSN already is receiving housing subsidies from any PIH or Multifamily Housing program.</p> <p>The Multiple Subsidy Report is used to identify for a selected PHA any households that receive assistance either from multiple PHAs or from both PIH and Multifamily programs. The report considers only the tenant whose IDs were successfully verified by SSA.</p> <p>The Identity Verification Report provides statistics concerning failed SSA and EIV pre-screening verification at HUD, STATE, HUB, FO and TARC levels. At the PHA level, the report displays the number of households and household members, who failed SSA verification, failed the EIV Pre-Screening process and who are pending verification along with their PHA and lists the identities that failed along with a description of the reason for the failure.</p> <p>The Immigration Report is used to identify household members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or who are pending verification.</p> <p>The Deceased tenant Report provides the capability to view all current tenants in IMS/PIC who were reported to be deceased by SSA at the HQ, State, HUB, FO, TARC, PHA and Project (for Public Housing) level.</p> <p>The Income Discrepancy Report provides the capability to view income discrepancy statistical data at HQ, State, HUB, Field Office, and PHA levels as well as detailed information at the Individual Household level concerning the gap between tenant’s projected income and EIV income information for the same period.</p>

The table below lists the online functions of EIV available to PIH users with PHA level - **Program Administrator** role.

Function	Description
<p>Debts Owed to PHA's and Terminations Search for Former Tenant Enter/Update Information Debts Owed to PHA's and Terminations Report</p>	<p>Search for Former Tenant provides the capability to search for an applicant or participant to determine if the individual owes a debt to another PHA anywhere in the nation or has been evicted from the Public Housing or has had a voucher terminated for cause.</p> <p>Enter/ Update Information provides PHA level users with the Program Administrator role the ability to enter information or edit entries concerning debt information or terminations from PHVP programs for EOPed tenants.</p> <p>Debts Owed to PHA's and Terminations Report provides the statistics concerning former Tenants of total debt amount owed to PHA's and number of lease terminations for PHVP Programs at PHA level provided according to the scope of user access.</p>

2.1 System Configuration

Not Applicable.

2.2 Data Flows

The PIH tenant's income and benefits data in the EIV system come from a variety of sources:

1. **WASS** – is the only means of accessing EIV. WASS provides information concerning user logins to EIV. WASS also is used to assign EIV Multifamily Housing user roles. In addition, removal of ID access to EIV for failure to certify and changes through the EIV User Maintenance function are implemented through WASS.
2. **IMS/PIC Form 50058 Database** – provides EIV information submitted by PHA's concerning PHVP households including those participating in the Move to Work Initiative (MTW) including Name, SSN, Program Type, PHA, Address, and Projected Income from HUD forms 50058 and 50058MTW.
3. **TRACS** – provides EIV with information on households receiving Multifamily Housing subsidies. PIH tenants are cross-referenced with the Multifamily tenants for the Multiple Subsidy and Identify Verification reports.
4. **NDNH** – provides wages reported by State and Federal Agencies, unemployment insurance benefits reported by State Agencies, and W-4 data reported by State and Federal Agencies to the HHS Office of Child Support Enforcement (OCSE).
5. **SSA** – provides tenant benefits information including disability, supplemental income, and Social Security payments. It also provides identity verification as part of the matching process with EIV.

EIV benefits data from SSA are updated on a quarterly cycle, with data for one-third of the states in each monthly request. The monthly request is augmented with information pertaining to new tenants (including newborns), portability move-ins and those in IMS/PIC adjustment transactions since the last cycle.

Data exchange with the NDNH databases follows a quarterly cycle for wage and unemployment data but W-4 data are updated monthly and all types of data are collected each month for new PIH tenants, household members who have turned 18 (no data are collected from NDNH concerning those under 18), portability move-ins and those in IMS/PIC adjustment transactions.

2.3 User Access Levels

EIV uses a role-based authorization scheme to grant PIH users access to EIV content. An EIV-PIH user belongs to a security level based on their organization (Headquarters, HUB, TARC, Field Office, or PHA), and a role, based on their job responsibilities and functional needs.

1. **Security level** – A user's access to data are limited to their organization level (Headquarters, HUB, TARC, Field Office, or PHA), and their specific organization.
 - Headquarters users can see nationwide data.
 - HUBs, TARCs, and Field Office users are restricted to their respective areas.
 - EIV supports the assignment of access to multiple PHAs for one user/WASS ID. Such an assignment will only be made to those PHA employees or contractors who access EIV and have that need documented in the User Administration file signed by the Director of the additional PHA.

2. **Role** – A role is an assigned right to use a distinct part of system functionality.

EIV PIH user roles include Occupancy Specialist, User Administrator, System Administrator and Security Administrator. A user's access to functionality is determined by the role or roles to which they were assigned. Each role provides access to a set of functions appropriate to that user type. For example, a PHA Occupancy Specialist can access income data features, but does not have access to user administration, security administration, or system administration features. A user can be assigned one or more roles. The functionality the user can access is a cumulative set of all features given to all roles to which the user has been assigned. Users are assigned roles that are limited in scope to their organizational level (i.e., PHA, Field Office, TARC, HUB, and Headquarters) and those below it. As part of separation of duties for security, users are discouraged from requesting and User Administrators are discouraged from granting the Security Administration role in combination with other EIV roles. However, it is recognized that this may not be practical for the smallest PHA's. EIV User Administrators are instructed to take away roles that no longer are needed and to terminate user access to EIV when the user retires, takes a different job or otherwise departs. If the user leaves employment at HUD, the User Administrator also is to request that the user's WASS ID be terminated. If the user leaves employment at a PHA, the User Administrator also is to request that the user's WASS ID be terminated unless they have taken a position at another PHA or MF Housing owner/agent, in which case, the WASS Administrator is to be informed of the fact situation.

3. **Development – PHA** users may be assigned access to one or more individual Developments within the jurisdiction of their PHA by the PHA User Administrator or access may be assigned PHA-wide. Access to EIV reports is according to the scope of that assignment.

2.4 Contingencies and Alternate Modes of Operation

EIV operates 24 hours a day, 7 days per week. The best times for use are on weekdays from 6:00 AM to 6:00 PM because Batch Jobs are run overnight and throughout the weekends. Starting on the evening of the first Friday of each month and throughout the weekend, EIV's performance may be noticeably degraded due to IMS/PIC monthly summarization. Notices of planned outages for system maintenance (as well as other guidance) will be posted on the EIV Information Web site.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

2.5 Accessibility and 508 Compliance

EIV is compliant with a 1998 amendments to the Rehabilitation Act of 1973, requiring Federal agencies to provide disabled employees access to information that is comparable to the access available to others. The EIV interface allows users to access fields using control keys in accordance with applicable standards in Section 508 of the Rehabilitation Act (29 U.S.C. 794d).

“§ 1194.21 Software applications and operating systems

- (a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.
- (b) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.”

Keystroke access to fields is executed through use of the Alt function key. Adjacent to each field is text that provides instructions (see figure below). A keyword in the instructions contains one letter that is underlined. Holding down the Alt key while striking the letter on the keyboard, will place the cursor in the adjacent field (for example, Alt + N to enter a Social Security Number for the head of household).

Additional information about Section 508 standards is available from the Section 508 Web site maintained by the Center for IT Accommodation (CITA).

<http://www.section508.gov>

That site is maintained by the Center for IT Accommodation (CITA).

3.0 GETTING STARTED

3 GETTING STARTED

EIV system content and functionality are displayed (through your browser) via a Web page. The layout and design of the page provide users with all the tools needed to quickly and easily take advantage of EIV features and functionality.

3.1 Logging On

3.1.1 Single Sign On (WASS)

Through the use of the WASS system, EIV has a single sign-on feature which alleviates users from having to sign on and authenticate separately into each HUD application that they have been granted access.

There are 2 alternative URL links that are used to access WASS – one for external users and the other for internal user. The link for external users is:

https://hudapps.hud.gov/HUD_Systems/

The link for internal (intranet) users is:

<https://hudapps.hud.gov/ssmaster/>

WASS currently supports 4 types User IDs: The H (ID), C (ID), M (ID), and I (ID). The H (HUD employee) and C (HUD contractor) prefixes are used by internal users, while M (PHA user) and I (PHA independent auditor) are used by external users.

The following screen is provided for the EIV PIH users:

User Login [faq](#) | [help](#) | [search](#) | [home](#)

**Secure Systems
Single Sign On**

User ID
Password

ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.

Content updated March 2, 2007

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

Please enter your User ID and your Password in the corresponding fields. Click the **Login** button for system access.

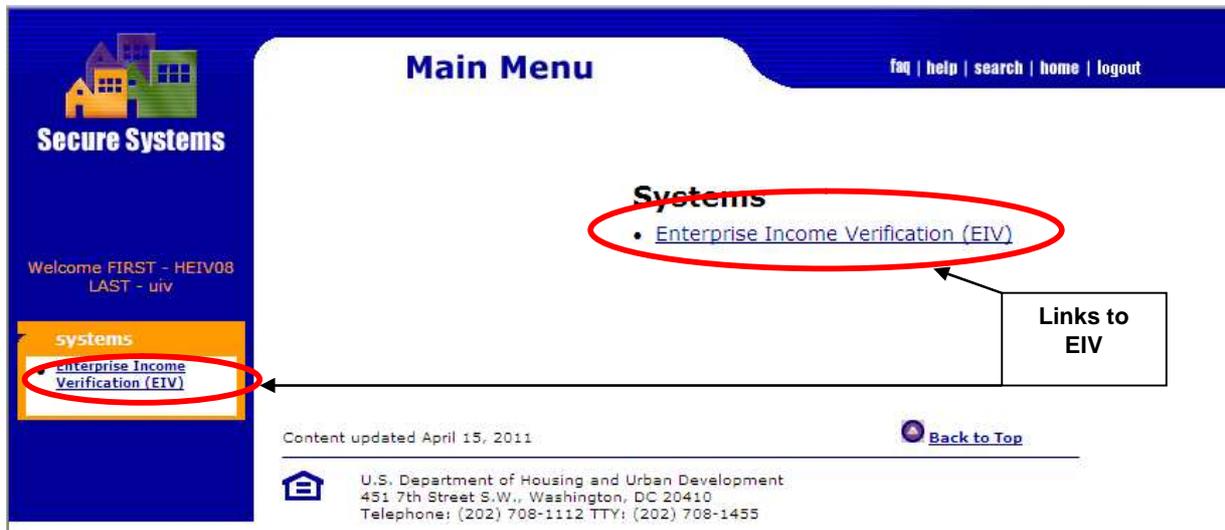
EIV is secure, and requires you to log in through your Internet browser using your ID and password to gain access. When you log into WASS, the features that you can access and data that you see are made available according to the roles assigned to you by your WASS Coordinator.

3.1.2 The WASS Log In Option

Upon successful log in, the user is taken to the **Legal Warning** page. If you are not familiar with the warnings, please read them before proceeding. Please also look at the message of the day, which may be of interest to you. To proceed, please click the **Accept button** shown on the screen below.

The screenshot shows the 'User Login' page for 'Secure Systems'. At the top left is the 'Secure Systems' logo. The page title is 'User Login' and there are links for 'faq | help | search | home | logout'. A red banner at the top states: 'You must login at least once every 90 days to maintain an active ID. If you do not login again before 10 Jan 2012, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.' Below this are three sections: 'Legal Warning' (regarding HUD Secure Connection web site), 'Warning Notice' (regarding browser compatibility), and 'Message of the Day' (welcoming the user). At the bottom of the 'Message of the Day' section, there are 'Accept' and 'Logout' buttons circled in black. A callout box on the left points to these buttons with the text: 'Click Accept to enter WASS or Logout to exit WASS'. Below the buttons is a 'Back to Top' link and footer information including the date '15, 2011' and contact details for the Department of Housing and Urban Development.

When the **Accept** button is clicked, the **Main Menu** page will be displayed. The menu will display all of the systems to which the user is authorized access through WASS. Choose the EIV option for EIV system entry. That option may be selected from either the Main Menu or the left panel on the same page. Click the **Enterprise Income Verification (EIV)** option.



Any questions related to the Public Housing program portion of EIV application should be referred to the EIV Coordinator of your local HUD office or EIV_HELP@hud.gov, if your local HUD office is unable to assist you.

3.1.3 Select Program Office Page

When a user is assigned with both PIH and Multifamily Housing Program roles, the Select Program Office page is displayed, as shown below.



To access the PIH function, choose the **Office of Public and Indian Housing (PIH) – Access to Income Data by PHA** radio button and click the **Continue** button.

3.1.4 Acknowledgement Page for Non-PHA Users

For non-PHA users, the Acknowledgement Page is displayed as shown below when you log into EIV through WASS.

Before EIV will allow you to enter the system, you must acknowledge that you will be viewing and Privacy Act materials which must be safeguarded from unauthorized disclosure and attest that you have taken EIV Security Awareness training. Once you have clicked on these boxes and the Continue box, EIV will allow you to enter the system.



Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

- [Back to Secure Systems](#)
- [Program Office Selection](#)

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of Title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Notice of Your Responsibility for Security

Information contained in this system is subject to the Federal 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 a fine of up to \$5,000 for each violation.

EIV Rules of Behavior

As an authorized user of the EIV system or viewer and/or handler of EIV data, I understand the information obtained may only be used for official HUD business. I understand that authorized users may access, disclose, inspect and use these data only within the scope of their official duties of administering a HUD rental assistance program. Anyone who abuses EIV access privileges may be stripped of that and other access rights to HUD secure systems. Employees of an agency may be subject to personnel discipline consistent with applicable personnel rules. Contractor firms that do not assure that the Rules of Behavior are observed may be subject to remedies under the terms of their contract.

I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my user ID or password by another person. Nor will I use another person's password and user ID. I will protect EIV data within my control, whether online, printed, or stored in media from unauthorized access and disclosure.

All users and agencies are subject to monitoring of their EIV system use and compliance with security requirements by HUD, HUD contractors or a 3rd party. If it is determined that an agency or any of its users are not in compliance with security requirements or any provision of HUD standards, policies, and procedures related to EIV access and use, HUD will immediately terminate one or all of an agency's users' EIV access. HUD will reinstate access upon the successful implementation of corrective action(s) to cure the deficiency.

I understand and agree to follow all HUD standards, policies, and procedures related to EIV access and use.

Certification of EIV & Security Awareness Training

As a condition of initial and continued EIV access, all EIV system users are required to complete Annual Security Awareness training and HUD Headquarters-sponsored EIV system training in accordance with HUD program requirements and administrative guidance.

I acknowledge that I have participated in EIV System and annual Security Awareness training in accordance with HUD requirements.

Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies (PHAs) 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 Federal Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for the purpose of determining eligibility and level of rental assistance under covered HUD rental assistance programs. 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 Federal Privacy Act.

[Continue](#)

**Acknowledgement
Check box**

3.1.5 Acknowledgement Page for PHA Users

For PHA users, the Acknowledgement Page is displayed as shown below when you log into EIV thru WASS. Before EIV will allow you to enter the system, you must acknowledge that you will be viewing and Privacy Act materials which must be safeguarded from unauthorized disclosure, attest that you have taken EIV Security Awareness training, and affirm that a form HUD-9886 (or equivalent) is on file for each adult household member to be viewed. Once you have clicked on these boxes and the Continue box, EIV will allow you to enter the system. (Note: PHA users have one more check box affirmation than does HUD staff – the one concerning the need to have the form HUD-9886's on file.)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Legal Warning
Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of Title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Notice of Your Responsibility for Security
Information contained in this system is subject to the Federal 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 a fine of up to \$5,000 for each violation.

EIV Rules of Behavior
As an authorized user of the EIV system or viewer and/or handler of EIV data, I understand the information obtained may only be used for official HUD business. I understand that authorized users may access, disclose, inspect and use these data only within the scope of their official duties of administering a HUD rental assistance program. Anyone who abuses EIV access privileges may be stripped of that and other access rights to HUD secure systems. Employees of an agency may be subject to personnel discipline consistent with applicable personnel rules. Contractor firms that do not assure that the Rules of Behavior are observed may be subject to remedies under the terms of their contract.
I understand that my user ID and password are to be used only by me. Under no circumstances will I reveal or allow use of my user ID or password by another person. Nor will I use another person's password and user ID. I will protect EIV data within my control, whether online, printed, or stored in media from unauthorized access and disclosure.
All users and agencies are subject to monitoring of their EIV system use and compliance with security requirements by HUD, HUD contractors or a 3rd party. If it is determined that an agency or any of its users are not in compliance with security requirements or any provision of HUD standards, policies, and procedures related to EIV access and use, HUD will immediately terminate one or all of an agency's users' EIV access. HUD will reinstate access upon the successful implementation of corrective action(s) to cure the deficiency.
I understand and agree to follow all HUD standards, policies, and procedures related to EIV access and use.

Certification of EIV & Security Awareness Training
As a condition of initial and continued EIV access, all EIV system users are required to complete Annual Security Awareness training and HUD Headquarters-sponsored EIV system training in accordance with HUD program requirements and administrative guidance.

I acknowledge that I have participated in EIV System and annual Security Awareness training in accordance with HUD requirements.

Authorization for the Release of Information
The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies (PHAs) 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-9896) 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 Federal Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for the purpose of determining eligibility and level of rental assistance under covered HUD rental assistance programs. 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 Federal 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.

3.1.6 Welcome Page

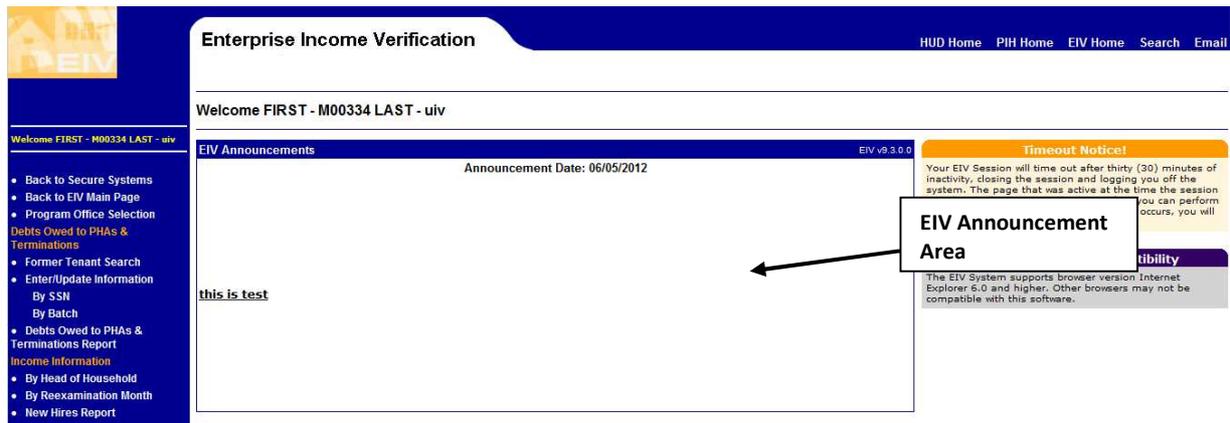
The EIV Welcome Page is displayed once you have acknowledged the legal notices. This page has two blocks, the Welcome block and the EIV Announcement block. The Welcome block, welcomes the User, and displays a Timeout Notice, Notice of Browser Compatibility and the Certification due date.

The EIV Announcement section on the welcome page consists of an announcement date and announcements of interest to EIV users.

EIV System and Security Awareness Training Check box

Acknowledgement Checkbox

Affirm Checkbox



3.2 System Menu

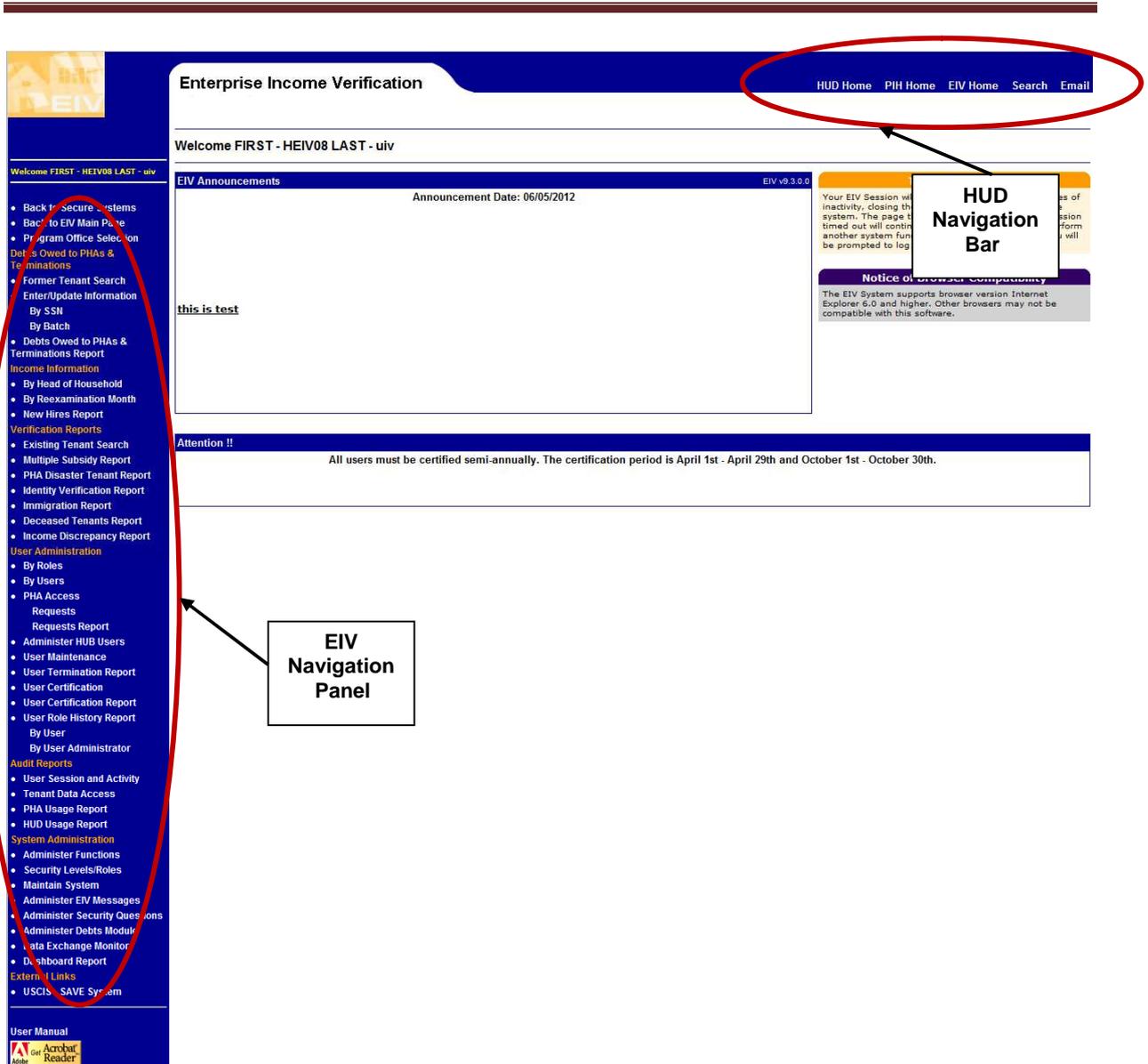
It will be useful for all users including new users to understand the common design elements in how EIV tools are placed on screen. Each page in EIV includes a work area in the middle of the screen as well as one or more tools to help the user access functions and move between screens.

3.2.1 Navigation Tools

Each EIV screen provides access to one or more of the following navigation tools:

- HUD Navigation Bar (located across the top of the screen)
- EIV Navigation Panel (located on the left-hand side of the screen)

The figure below illustrates the EIV common design.



3.2.2 HUD Navigation Bar

The HUD Navigation bar is displayed at the top of the page. It includes a series of hypertext links to help you quickly and easily navigate to information appearing on the HUD Web site. Click on a link to launch the associated Web page. The following link options are available:

- **HUD Home** – This link opens the main HUD web site.
- **PIH Home** – This link opens the Public and Indian Housing web page.
- **EIV Home** – This link opens the EIV System Information web page which contains useful information about EIV, links to related web pages and from which EIV manuals and forms may be downloaded.
- **Search** – This link opens the Search and Index page on the HUD Web site.
- **Email** – This link opens the Web page providing HUD departmental listings and its e-mail contact information.

3.2.3 Navigation Panel

The EIV Navigation Panel (also referred to as the Left-side Navigation Panel) is displayed on the left side of each EIV Web page. It provides the user an access to those system functions enabled by the user's role(s). Each function has its own hypertext link and is grouped within category.

Because EIV security is controlled by role and organization level, the options appearing on the left-side navigation panel will vary, based on the user's role(s) and organization level. As an example, the following is a listing of all the links that a Headquarter (HQ) user with Occupancy Specialist role would find on the navigation panel.

Link Functions	Description
Back to Secure Systems	Terminates the current EIV session, logs the user off the EIV application, and displays the WASS Main page. Because the user already has signed on through WASS, the user is still connected to WASS.
Back to EIV Main Page	Navigates user to the EIV Announce Page.
Program Office Selection	Available to users assigned with both PIH and Office of Housing roles. Enables the user to choose Program Type.
Debts Owed to PHA's and Terminations	
<ul style="list-style-type: none"> • Search for Former Tenant 	Navigates to the page for the Search for Former Tenant function. Use this page to search for individuals who owe debts to PHA's anywhere in the nation or who have had leases terminated or been evicted from Public Housing or had their Housing Choice Voucher program participation ended.
<ul style="list-style-type: none"> • Enter/Update Information 	Navigates to the Notice Page of the Enter/Update Information Screen. Use this function to enter/edit debt information for former tenants. (Note: This report is displayed only for users who also have been assigned the Program Administrator role)
<ul style="list-style-type: none"> • Debts Owed to PHA's & Terminations Report 	Navigates to the search page for Debts Owed to PHA's & Terminations Report. Use this page to view Debts Owed to PHA's & Terminations statistical data for a specified region.
Income Information	
<ul style="list-style-type: none"> • By Head of Household Information 	Navigates to the Search for Head of Household Information page. Use this page to search for head of household income data.

Link Functions	Description
<ul style="list-style-type: none"> By Reexamination Month 	Navigates to the Search for Head of Household page and allows generation of summary reports by Program Type, Reexamination Month and Participant Code (all three together). It allows the user to select and generate the following summary reports: <ul style="list-style-type: none"> Income Summary Report New Hires Report Income Discrepancy Report Failed Verification Report Failed EIV Pre- Screening Report No Income Report
<ul style="list-style-type: none"> New Hires Report 	Navigates to the page from which the user may generate a New Hires report based on program Type, Reexamination Month and Region.
Verification Reports	
<ul style="list-style-type: none"> Existing Tenant Search 	Navigates to the page from which the user may enter a SSN to learn whether an applicant already receives housing subsidies from PIH or Multi-family programs.
<ul style="list-style-type: none"> Multiple Subsidy Report 	Navigates to the page from which the user may launch a report on Household members whom HUD records indicate received assistance from Multiple PHA or in both Public Housing and Section 8 programs within the same PHA. Use this report to view the basic information including the Member identifiers and PHAs and or project/ contract numbers of the Household member with subsidies
<ul style="list-style-type: none"> Identity Verification Report 	Navigates to the page from which the user may launch the Identity Verification Report the scope of which will be according to the user's organization level and the scope of which may be filtered/narrowed by Program type, Reexamination Month, and Region. Use this report to view the results of SSA Identity Test and EIV Pre-Screening Test for a household member.
<ul style="list-style-type: none"> Immigration Report 	Navigates to the page from which the user may launch the Immigration Report. Use this report to view the household members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible non-citizen or who are pending verification.
<ul style="list-style-type: none"> Deceased Tenants Report 	Navigates to the page from which the user may launch the Deceased Tenants Report and allows generation of report based on the Program type, Reexamination Month, and Region.
<ul style="list-style-type: none"> Income Discrepancy Report 	Navigates to the Income Discrepancy Report page. Use this page to view Income Discrepancy statistical data for a specified region. Users, with a role assigned based on

Link Functions	Description
	their need to know, may access household data that will include personal information including SSN.
External Links	
<ul style="list-style-type: none"> DHS SAVE System 	An external link (http://www.uiscis.gov/portal/site.usc) navigating the user to the U.S. Citizenship and Immigration Services (UCIS) Verification Information Logon Page for the SAVE System.
User Manual	Navigates to the EIV User Manual. The manual may be downloaded or printed from here.
Get Adobe Acrobat Reader	Opens Web page (external website link) from which Adobe Acrobat reader may be downloaded. A copy of the Acrobat reader must reside on your PC in order to view the User Manual.

3.2.4 User Name

The logged in user name will be displayed on top of the navigation panel as illustrated below.

The screenshot shows the EIV system interface. At the top, the title is "Enterprise Income Verification" with navigation links for HUD Home, PIH Home, EIV Home, Search, and Email. Below the title, the user is identified as "User Name" and "Welcome FIRST - M00334 LAST - uiv". The main content area is titled "EIV Announcements" and displays an announcement dated 06/05/2012 with the text "this is test". To the right, there are two notices: a "Timeout Notice!" stating that the session will time out after 30 minutes of inactivity, and a "Notice of Browser Compatibility" stating that the system supports Internet Explorer 6.0 and higher.

3.2.5 Standard Features

EIV has the following standard features:

- Masking of Date of Birth
- Masking of Social Security Number
- Sorting capability
- Pagination capability
- Privacy Act Statement
- EIV User Identification
- Printer- friendly version
- Download to Excel

Masking of Date of Birth

To maintain tenant privacy, the date of birth information is masked. The masking replaces the month and day values with an (X), displaying only the year value for verification purposes. For example, if a tenant's Date of birth is 06/06/1949, EIV will display the date of birth as, XX/XX/1949.

Masking of Social Security Number

To maintain Tenant privacy, the Social Security Number information is masked except in the identity verification report and income discrepancy report. The masking replaces the first five digits of the SSN with an asterisk (*), displaying only the last four numbers for verification purposes. For example, if a tenant's SSN is 999-99-9999, EIV displays the number as ***.**-9999. Only groups judged to need access to income information along with personal identifiers are given access to the household level of the Income Discrepancy Report. Reasons for access are that the groups either need the information for further research of the tenant's actual income or investigation to validate a large apparent discrepancy. All others have access only to the summary level, which is required for income discrepancy analysis.

Sorting Capability

The user interface equips most reports with sort icons that give the user control over the way the information on the table is displayed. For example, on the Income Discrepancy Report, the values displayed on the columns can be sorted. Adjacent to the column title is a pair of triangular icons used for this sorting functionality. Clicking the top triangle will rearrange the column in an ascending order (A-Z), while clicking the bottom triangle will rearrange the column in a descending order (Z-A). The sorting action will sort the whole population of the records in the search result and will display the information in groups of 50 per page.

Pagination Capability

Search results are displayed in groups of 50 records per page. Where there are more than 50 records in the search results, EIV has links to the other groups of records through the Next Group link. Navigation to the next group of pages, previous group of pages, first page and last page of the search results are provided to allow the user to access different sets of search results.

Privacy Act Statement

The Privacy Act Statement "**Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.**" is displayed on the screen and printed on each page of reports containing household and income information.

EIV User Identification

As a security measure, printer-friendly report displays and output, list at the bottom of each page, the name and user ID (partial, with first 3 characters masked) of the user who requested it.

Printer- Friendly Version

The System provides printer-friendly versions for most reports. The printer-friendly version of a report may be accessed by clicking the **Printer-Friendly Version** link, provided just below the header section of the online report. When the link is clicked, the system opens a pop-up window displaying the printable view of the online report. The report may be printed by clicking the **Print** button, provided in the pop-up window.

Download to Excel

The system provides the option to download many online reports into Microsoft Excel format spreadsheets. Users may download the report by clicking the **Download to Excel** link provided below the header section of the online report. When clicked, the system provides user with a download dialogue box. Based on the user selection, either the report is downloaded and saved or opened as a temporary Excel file.

3.3 System Modules

3.3.1 Debts Owed to PHA's and Terminations Module

The Debts Owed to PHA's and Terminations module allows users to access information concerning former tenants who left owing a debt to a PHA or who had their voucher terminated for cause.

The EIV online system allows EIV PIH users to access the following reports under this module:

- Search for Former Tenant
- Enter / Update Information (only users with the PHA - Program Administrator role*)
- Debts Owed to PHA's and Terminations Report

Every night, EIV calculates and generates the Debts owed to PHA's and Terminations Report data automatically.

Section 4.1 of this document provides the full description of Search for Former Tenant, Enter/ Update Information, and Debts Owed to PHA's and Terminations Report.

* The Enter/ Update Information function is available ONLY at the PHA level, for the users with Program Administrator role.

3.3.2 Income Information Module

The EIV online system allows EIV PIH users to access income and benefits information collected from NDNH and SSA.

A PIH user may search for income information through the following options:

- By Head of Household Information
- By Reexamination Month
- New Hires Report

Section 4.2 of this document describes the search and access of income information for PIH tenants by Head of Household, by Reexamination Month and New Hires report.

3.3.3 Income Discrepancy Report Module

The Income Discrepancy Report compares the tenant's projected income as reported on form HUD-50058 to the actual income data compiled by EIV from NDNH and SSA.

Each weekend, EIV runs a Batch process that calculates and generates updated Income Discrepancy Report data. Data included in the Income Discrepancy Report is based on a set of pre-determined discrepancy comparison criteria. Once calculated, income discrepancy data will remain in the EIV database until the next scheduled calculation date. Out-of-date data are purged during the calculation process. This means that if you need an Income Discrepancy Report from the current week to place in the file in support an action, you must print that report during the same week, before the data are updated.

Section 4.3 of this document describes the income discrepancy calculation and the generation of Income Discrepancy report.

3.3.4 Verification Reports Module

The EIV online system allows EIV PIH users to access the following verification reports:

- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report

Section 4.4 of this document provides full description of the Existing Tenant Search, Multiple Subsidy Report, Identity Verification Report, and Deceased Tenants Report.

3.4 Practices to be followed when working with EIV

3.4.1 Protecting Privacy Act Information

Because EIV contains sensitive Privacy Act information, it is extremely important that you avoid leaving the system, printouts or downloads containing personal information untended at your desk or where they may be seen if you have visitors. If you are done working using EIV for the day or if you will not need it for a while, the best practice is to close the browser window and either file or shred any printed output containing personal information. The easiest way to distinguish printed output containing Privacy Act information from summary reports is that the printouts containing Privacy Act information have the Privacy Act warning at the bottom of each page.

All HUD laptop users are required to have McAfee Disk Encryption installed. The same software will be being installed on HUD PC's. McAfee Disk Encryption will encrypt files being saved to portable media including USB drives, CDs, DVDs and external hard drives.

PHA users should avoid putting EIV reports with personal information or extracts of EIV reports containing personal information on laptops and other portable media and never unless that media is protected by software complying with the FIPS 140-2 encryption standard. A National Institute of Standards and Technologies list of vendors with validated FIPS 140-2 software may be found at <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm>. PKZip 12, also used by HUD, has a compliant encryption option.

It should be kept in mind that IMS also contains information protected by the Privacy Act, so the same rules and practices apply.

3.4.2 Shifting Between EIV and other WASS Systems

If you need to exit EIV to work in another WASS system such as IMS/PIC, click on the **Back to Secure Systems** link to log out of EIV as shown below. This will bring you to the WASS Main Menu from which you may access other WASS systems to which you have been granted access. When you are done working in another system, from the WASS main menu, click on the **Enterprise Income Verification (EIV)** link and a new session of EIV will be opened.

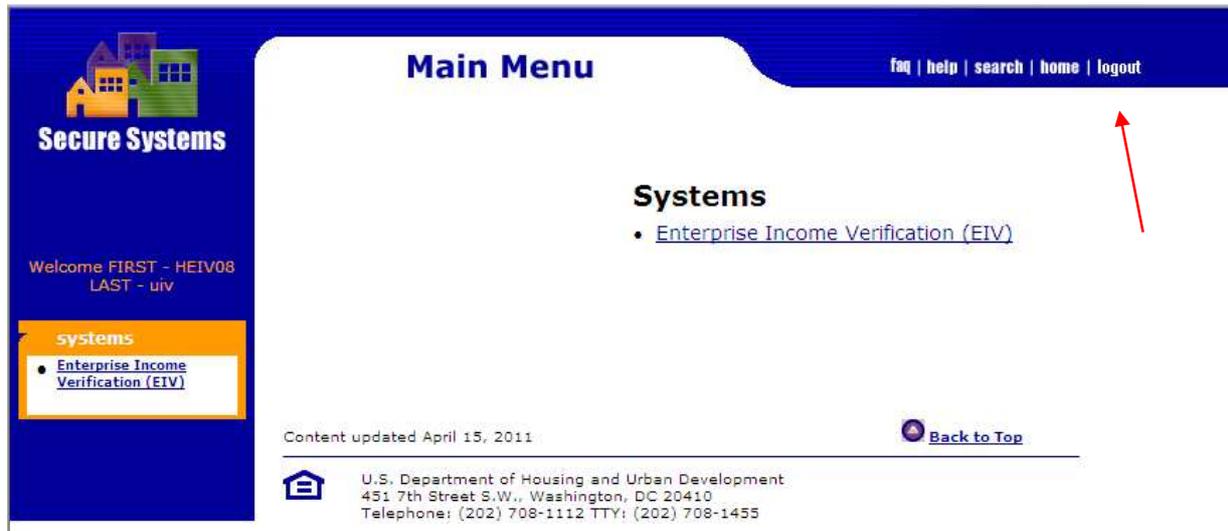
3.4.3 If You Need to Leave Your Desk

Please do not leave your PC unattended with either EIV or WASS active. If WASS is active, someone can reenter EIV or access another WASS system to which you have access merely by clicking on the WASS link. If you intend to return to EIV or another system accessed through WASS, please activate a screen saver while you are away from your desk or if you have visitors. However, if you do not return within 30 minutes, your access to EIV and to WASS will have timed out.

3.4.4 When You Are Done Working with EIV

When you are done working in EIV, and if you do not intend to work in another WASS system, it is important to exit both EIV and WASS by closing the browser. This may be accomplished by clicking on **Back to Secure Systems** from the top of the left-side menu and, once at the Secure Systems page, clicking on the **Logout** button and then clicking on **OK**. However, it is far simpler to close the browser window by clicking on the "X" in the upper-right-hand of the browser window. This may be done from within EIV.

The screenshot shows the EIV system interface. At the top, there is a navigation bar with links for HUD Home, PIH Home, EIV Home, Search, and Email. Below this, a welcome message reads 'Welcome FIRST - M00337 LAST - uiv'. The left sidebar contains a menu with an arrow pointing to 'Back to Secure Systems'. The main content area is divided into several sections: 'EIV Announcements' with an announcement date of 06/07/2011, a 'Timeout Notice!' section, and a 'Notice of Browser Compatibility' section. A yellow highlight is present on the text 'This is EIV Development area for Oct 2011 Release'. An 'Attention !!' section at the bottom states that the next user re-certification is due 6 months from the last certification date.



3.4.5 It is Your Responsibility to Protect EIV

Please remember that if you do not close the browser window to exit from EIV and WASS, those systems remain active for 30 minutes and it is possible to access EIV or other systems again without entering a password.

If you do not protect the system access that you have been granted through your WASS ID, you run the risk of being held accountable for what someone else may do.



4.0 USING THE SYSTEM (ONLINE)

4 USING THE SYSTEM (ONLINE)

This section provides a detailed description of Debts Owed to PHA's and Terminations, Income Information, and Verification Reports modules available via EIV online.

4.1 Debts Owed to PHA's and Terminations Module

Under the **Debts Owed to PHA's and Terminations** Module, the following options are available

- Search for Former Tenant
- Enter/Update Information (users with the PHA - Program Administrator role)
- Debts Owed to PHA's and Terminations Report

4.1.1 Search for Former Tenant

The **Search for Former Tenant** displays the information of an applicant or participant, to determine if the individual owes a debt to another PHA anywhere in the nation, or has been terminated or evicted from the Public Housing and Housing Choice Voucher programs

The former tenant's SSN can be searched through the screen shown below. The system also allows you to search with one or a combination of the following fields:

The resulted report, as illustrated below, will show the Head of Household (HOH) information related to the debt/ termination reasons along with the Household Member List and Notice to Head (including Co-Head, if any).

+

The report displays the following information for the HOH.

- Date of Initial Entry
- Date of Update
- Updated By
- PHA Code
- Program Type
- PHA Name
- Project

Printer-Friendly Version

- PHA Address
- PHA Telephone Number
- PHA Fax Number
- Former Tenant Address
- End of Participation Date
- Bankruptcy
- Debt Owed to PHA
- Repayment Agreement
- End of Participation Status
- Default on Repayment Agreement
- Head of Household Name
- Social Security Number
- Date of Birth

The user may print the report by clicking on **Printer Friendly Version** link in the upper-right hand corner of the report. The printer-friendly page contains the first name, last name, and user ID (partial) of the user who is printing the page along with the Privacy Act statement. When finished reviewing the printer-friendly version, click the Close (X) button or File → Close to return to the online page

4.1.2 Enter/Update Information

The Enter/Update Information is used to generate a list of EOP Tenants. Users with the Program Administrator role may use documented sources to enter information concerning the debt balance amount owed to the PHA or concerning the circumstances under which a tenant was evicted or had their lease or voucher terminated.

Two ways data can be entered and updated for EOP families:

- By SSN
- By Batch

When the user clicks on By SSN link the system will display debt owed notice page. Once continued from the notice page, the system will display the following screen:



When the user enters a HOH SSN that has an EOP record and clicks the Get Information button, the following screen will be displayed. If there are no EOP records for the entered SSN, a message will be displayed stating that no records are found.

The clear button will clear the entries entered in the SSN boxes so that new SSN can be entered for the search.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> **By SSN**

Enter/Update Information for: ***-**-2301

HOH SSN: ***-**-2301

HOH Name: EBM, VEFMFJ

Debt Owed: \$

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

Judgment:

End of Participation Status: (hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)= You must enter a debt amount greater than 0.

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

When the user clicks on the By Batch link, the system will display the debts owed notice page and if the user continues from that page, the system will display the following report selection page.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations Report >> Enter/Update Information >> **Report Selection**

Report Selection:

Program Type: All PIH Programs

End of Participation Month: ALL

Select Region: PHA (FL001 - FL001 Jacksonville)

Welcome FIRST - HEIV08 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- Debts Owed to PHAs & Terminations
- Search for Former Tenant
- Enter/Update Information

Program Type – This option provides the capability to filter data by Program Type – All PIH Programs, Public Housing or Section 8. By default, the value is set to **All PIH Programs** when the page displays.

End of Participation Month

Select Region (PHA) – A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate the desired PHA location. Only one selection can be active at a time.

A checkbox can be selected from the delete column on the List Page to delete the record of an EOP family. Multiple EOP families can be selected and deleted by selecting more than one checkbox and clicking the delete button.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Report Selection >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	All
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	3758

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1 to 50 of 3758 Households ➤ Next

Select All Clear All Delete

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	72	hzozh, ovhrt	07/31/2010	Section 8	256	Edit
<input type="checkbox"/>	2	loorghzx, vmrvovwzn	10/01/2009	Section 8	32207	Edit
<input type="checkbox"/>	05	viwzm, viivrk, x	08/27/2008	Public Housing		Enter Information
<input type="checkbox"/>	72	zozirp, rmzdfsy	10/31/2010	Section 8	217	Edit
<input type="checkbox"/>	77	flafnz, rgmzg	10/31/2009	Section 8	2211	Edit
<input type="checkbox"/>	352	varbln, ztmzgzlmzn	12/31/2009	Section 8	2211	Enter Information
<input type="checkbox"/>	76	vvmzm-vvmmlly, vbvarwm	08/01/2010	Section 8	...11	Enter Information
<input type="checkbox"/>	76	vmvqv, gvmvyz	08/03/2009	Public Housing		Enter Information
<input type="checkbox"/>	48	ggryhvm-ltozwns, zifzn	05/31/2010	Section 8	le, FL 32244	Enter Information

Select checkbox to delete EOP families

When you click the delete button after selecting records, the system will ask you to continue to delete the request you made. If you click yes, it will ask you to confirm the deletion by providing a popup message warning that it will permanently delete the records you selected. If you click no on the popup message, the system will retain the selected records.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Report Selection >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	All
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	3758

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[Printer-Friendly Version](#)

1 to 50 of 3758 Households ➤ Next

Select All Clear All Delete

Windows Internet Explorer

You have made a request to permanently delete 3 families from the database. Do you wish to continue?

OK Cancel

Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input checked="" type="checkbox"/>	2	hzozh, ovhrt	07/31/2010	Section 8	256	Edit
<input checked="" type="checkbox"/>	32	loorghzx, vmrvovwzn	10/01/2009	Section 8	207	Edit
<input checked="" type="checkbox"/>	5	viwzm, viivrk, x	08/27/2008	Public Housing		Enter Information

You can enter or edit information by clicking Edit link or Enter Information link under Enter/Edit Information column.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below this is a breadcrumb trail: 'Debts Owed to PHAs & Terminations >> Enter/Update Information >> By SSN'. The main form is titled 'Enter/Update Information for: ***-**-2301'. It contains the following fields and options:

- HOH SSN: ***-**-2301
- HOH Name: EBM, VEFMFJ
- Debt Owed: \$ [input field]
- Bankrupt:
- Repayment Agreement:
- Default on Repayment Agreement:
- Judgment:
- End of Participation Status: (hold down ctrl to select multiple)
 - Failure to pay retroactive rent*
 - Failure to pay rent*
 - Failure to pay other charges*
 - Failure to complete annual reexam
 - Criminal activity - Drugs
 - Criminal activity - Sex Offender
 - Criminal activity - Violent
 - Criminal activity - Other
 - Lease Violations

At the bottom of the form, there is a note: '(*)= You must enter a debt amount greater than 0.' and four buttons: Submit, Clear, Delete, and Cancel. Below the form, a footer reads: 'Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.'

4.1.3 Debts Owed to PHA's and Terminations Report

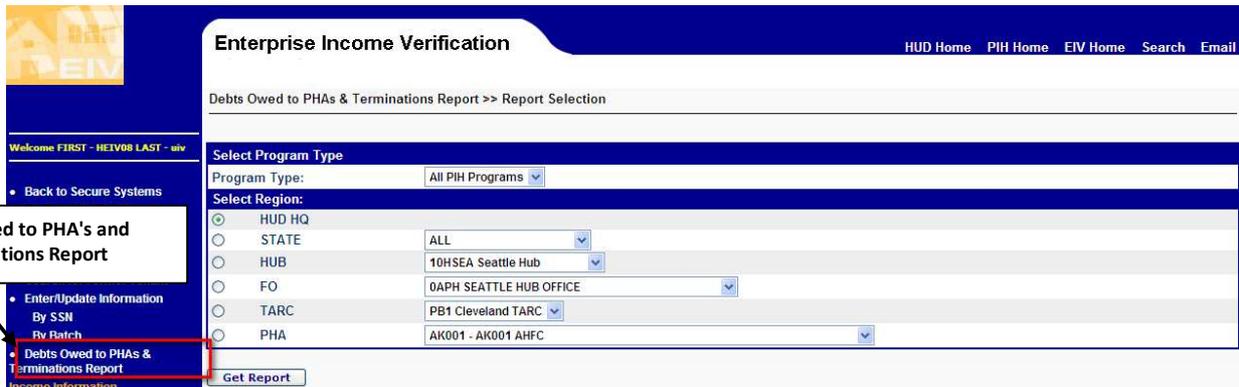
The Debts Owed to PHA's and Terminations Report is used to generate a report concerning former tenants who have a debt balance or who were evicted or owe to PHA's concerning the circumstances under which a tenant was evicted or had their lease or voucher terminated.

4.1.3.1 Report Generation

Every night (as part of nightly Batch processing) a job runs that updates EIV tables with records of tenants with HUD form 50058 EOP actions. The Batch job also produces statistics summarizing the number of households and total debt amount owed to PHA's at different HUD levels. The report covers household members in the households that have had EOP actions dated within 15 months from the date of report generation.

4.1.3.2 Debts Owed to PHA's and Terminations Report Filtering

Access the Debts Owed to PHA's and Terminations Report Selection page by clicking the **Debts Owed to PHA's and Terminations Report** link (under the Debts Owed to PHA's and Terminations module) on the EIV Navigation panel. The **Debts Owed to PHA's and Terminations Report – Report Selection** page is shown below. Use this page to filter the scope of the data appearing on the Debts Owed to PHA's and Terminations Report. Once you have selected your filter options, click the **Get Report** button to generate the Debts Owed to PHA's and Terminations Report reflecting your choices.



The **Debts Owed to PHA’s and Terminations Report – Report Selection** page provides the following filtering options:

Program Type – This option provides the capability to filter data by Program Type – All PIH Programs, Public Housing or Section 8. By default, the value is set to **All PIH Programs** when the page displays.

Region – This option controls the scope of the data included on the report. Report data are aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, States - all or individual, HUB, TARC, Field Office, and PHA. The combination of your assigned role and security level determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to six organizational levels. Only those that you are permitted to access are displayed on the page when it opens. Only one organization level option can be selected at a time.

The following region options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. The option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all levels.



- **State** - This option provides full access for those with IDs of Headquarters scope. The option as shown on the screen below only is displayed if your role assignment provides you with the access to national data at all states.

A drop-down list provides you with all the available State selection options. The ALL option will enable you to pull the report for all the states. To select an individual state, scroll through the list and highlight one to select it. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you will be able to view data for one, several, or all of the Field Offices and PHA’s associated with that HUB. A drop-down list provides you with all the available HUB selection options. The list will include only the HUB that your security level and role allows you to access.
- **Field Office** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. A drop-down list provides you with the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access.
- **TARC** – This option provides access to the data associated with TARC’s and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the report selection page would appear as follows:

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

4.1.3.3 Debts Owed to PHA's and Terminations Statistics Report

All details appear on the Debts Owed to PHA's and Terminations Report page. Although the scope of report detail may vary, the same page format is used to convey the data

The results data are displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level for which the data applies. There is a record in the table for each entity included in the results data.

The Debts Owed to PHA's and Terminations Report page includes a separate table for the selected region (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with every organizational security level.

When more than one level of detail is available, the highest level is displayed first, on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link (in red and underlined) in a Statistics table indicates that an additional level of detail is available with data. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

On the top statistics table you will find the following information:

Office – Shows the organization level chosen from the selection page

- HUD Headquarters
- STATE with the State name selected or ALL
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

Program Type – Shows Program Type you have selected in the search criteria for this report. If 'All PIH Programs' is selected from the search criteria, statistics are displayed in 3 columns – ALL, Public Housing, and Section 8.

Number of Reported EOP Families– Shows the total number of households with an EOP 50058 dated within last 15 months.

Number of Reported Families with Debts Owed to PHA's & Terminations – Shows the total number of families who owe debt to PHA's for the selected region and program type.

Percentage of Reported Families with Debts Owed to PHA's & Terminations – Shows the percentage of families who owe debt to PHA's for the selected region and program type.

Total Amount of Debt Owed to PHA – Shows the amount of debts owed to PHA's for the selected region/level.

On the bottom statistical table shows the following information:

Security Level – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- PHA
- Individual Households

Program Type – If ‘All PIH Programs’ was selected from the search criteria, 3 rows of statistics will be displayed for each sub-organization i.e., for ALL, Public Housing, and Section 8.

Total Number of Reported EOP Families – Number of EOP families for the sub-region.

Number of Reported Families with Debts Owed to PHA's & Terminations – Shows the total number of families (households) that owe debt to PHA's for sub-region.

Total Amount of Debt Owed to PHA – Shows the amount of debts owed to PHA's for the sub- region.

Note: The last row displays the totals for each of the data columns

4.1.3.4 Debts Owed to PHA's and Terminations Statistics Report Examples

Please use this section to get familiar with the look and feel of the *Debts Owed to PHA's & Terminations Report*. Notice there is a separate section for each security level view of the report.

4.1.3.4.1 HUD HQ Level View

When viewed from the HUD Headquarters level, the Debts Owed to PHA's and Terminations Report includes a summary at the top and totals at the bottom. To view data for a particular HUB, click the hyperlink associated with it.

The screen below is an example of HUD Headquarters Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EV Home Search Email

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> Report Selection >> HQ Statistics

Debts Owed to PHAs & Terminations Report			
Office	HUD HQ		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	525,129	365,522	559,507
Number of Reported Families with Debts Owed to PHAs & Terminations	56,133	29,859	26,274
Percentage of Reported Families with Debts Owed to PHAs & Terminations	6.07%	8.17%	4.70%
Number of Reported Families with Debts Owed	35,091	27,806	7,285
Percentage of Reported Families with Debts Owed	62.51%	93.12%	27.73%
Number of reported Families with Terminations	21,042	2,063	18,989
Percentage of Reported Families with Terminations	37.49%	6.89%	72.27%
Number of Reported Bankrupt Families	63	41	22
Percentage of Reported Bankrupt Families	0.11%	0.14%	0.08%
Number of Reported Families with Repayment Agreement	1,638	307	1,331
Percentage of Reported Families with Repayment Agreement	2.92%	1.03%	5.07%
Total Amount of Debts Owed by Reported Families	\$37,198,600.84	\$20,009,865.35	\$17,188,742.49
Percentage of Amount of Debts Owed by Reported Families	100.00%	53.79%	46.21%

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HUD Headquarters Statistics as of 10/07/2011				
HUB		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
2HSEA Seattle Hub	All	31,891	1,920	\$1,053,895.52
	Public Housing	8,504	201	\$283,000.45
	Section 8	24,007	1,719	\$770,895.07
11TARC Cleveland TARC HUB	All	366	0	\$0.00
	Public Housing	349	0	\$0.00
	Section 8	29	0	\$0.00
2HBO3 Boston Hub	All	38,843	1,890	\$2,342,148.77

The screen below is an example of HUD Headquarter Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EV Home Search Email

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> Report Selection >> HQ Statistics

Debts Owed to PHAs & Terminations Report	
Office	HUD HQ
Program Type	Section 8
Total Number of EOP Families	559,507
Total Number of Reported Families with Debt Owed to PHAs & Terminations	26,274
Percentage of Reported Families with Debts Owed to PHAs & Terminations	4.70%
Number of Reported Families with Debts Owed	7,285
Percentage of Reported Families with Debts Owed	27.73%
Number of reported Families with Terminations	18,989
Percentage of Reported Families with Terminations	72.27%
Number of Reported Bankrupt Families	22
Percentage of Reported Bankrupt Families	0.08%
Number of Reported Families with Repayment Agreement	1,331
Percentage of Reported Families with Repayment Agreement	5.07%
Total Amount of Debts Owed by Reported Families	\$17,188,742.49
Percentage of Amount of Debts Owed by Reported Families	46.21%

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HUD Headquarters Statistics as of 10/07/2011			
HUB	Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
2HSEA Seattle Hub	24,007	1,719	\$770,895.07
11TARC Cleveland TARC HUB	29	0	\$0.00
2HBO3 Boston Hub	21,559	1,834	\$1,743,394.54
2HBU3 Buffalo Hub	7,310	816	\$485,625.44
2HNS3 Newark Hub	9,777	82	\$90,130.90
2HNYC New York City Hub	28,826	142	\$82,916.00
2HBLT Baltimore Hub	25,088	774	\$971,572.88
2HPH3 Philadelphia Hub	12,723	958	\$810,993.97

4.1.3.4.2 State Level View

State – All Option: The State drop-down displays All as the first item, which when selected displays the statistics for all the states. The last row displays the totals for each data column.

The individual state report provides user an option to drill further to the PHA level reports with the PHA links for PHA's with Number of Reported families with Debts Owed to PHA's and Terminations for all PHA's for which data exists.

State – Individual state Option: When viewed from the State level, the Debts Owed to PHA's & Terminations Report includes State Statistics (top statistics table) as well as the PHA Statistics (bottom statistics table) within the selected State. To view data for a particular PHA, click the hyperlink associated with it. State report can be generated either by selecting **Public housing, Section 8** or **All** as the option for Program Type drop-down list.

4.1.3.4.3 HUB Level View

When viewed from the HUB level, the Debts Owed to PHA's & Terminations Report includes HUB Statistics (top statistics table) and the statistics for each Field Office (bottom statistics table) within the HUB. To view data for a particular field office, click the hyperlink associated with it.

The screen below is an example of HUB Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> HUB Statistics

Debts Owed to PHAs & Terminations Report			
Office	2HNYC New York City Hub		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	42,698	15,862	26,836
Number of Reported Families with Debts Owed to PHAs & Terminations	189	47	142
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.44%	0.30%	0.53%
Number of Reported Families with Debts Owed	68	47	21
Percentage of Reported Families with Debts Owed	35.98%	100.00%	14.79%
Number of reported Families with Terminations	121	0	121
Percentage of Reported Families with Terminations	64.02%	0.00%	85.21%
Number of Reported Bankrupt Families	2	1	1
Percentage of Reported Bankrupt Families	1.06%	2.13%	0.70%
Number of Reported Families with Repayment Agreement	5	0	5
Percentage of Reported Families with Repayment Agreement	2.65%	0.00%	3.52%
Total Amount of Debts Owed by Reported Families	\$244,075.99	\$158,159.99	\$85,916.00
Percentage of Amount of Debts Owed by Reported Families	100.00%	64.80%	35.20%

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Hub Statistics as of 10/11/2011				
FO		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
2APH NEW YORK CITY HUB OFFICE	All	42,698	189	\$244,075.99
	Public Housing	15,862	47	\$158,159.99
	Section 8	26,836	142	\$85,916.00
Totals		42,698	189	\$244,075.99

HUB report can be generated either by selecting **Public housing, Section 8** or **All** as the option for Program Type drop-down list.

4.1.3.4.4 Field Office Level View

When viewed from the Field Office level, the Debts Owed to PHA's & Terminations Report includes Field Office Statistics (top statistic table) as well as the PHA Statistics (bottom statistics table) within the Field Office jurisdiction. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of Field Office Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

The screenshot displays the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. The breadcrumb trail reads: Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> Report Selection >> FO Statistics.

The main report is titled 'Debts Owed to PHAs & Terminations Report' and is for the office '2APH NEW YORK CITY HUB OFFICE'. It shows statistics for three program types: ALL, Public Housing, and Section 8.

Office	2APH NEW YORK CITY HUB OFFICE		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	42,698	15,862	26,836
Number of Reported Families with Debts Owed to PHAs & Terminations	189	47	142
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.44%	0.30%	0.53%
Number of Reported Families with Debts Owed	68	47	21
Percentage of Reported Families with Debts Owed	35.98%	100.00%	14.79%
Number of reported Families with Terminations	121	0	121
Percentage of Reported Families with Terminations	64.02%	0.00%	85.21%
Number of Reported Bankrupt Families	2	1	1
Percentage of Reported Bankrupt Families	1.06%	2.13%	0.70%
Number of Reported Families with Repayment Agreement	5	0	5
Percentage of Reported Families with Repayment Agreement	2.65%	0.00%	3.52%
Total Amount of Debts Owed by Reported Families	\$244,075.99	\$158,159.99	\$85,916.00
Percentage of Amount of Debts Owed by Reported Families	100.00%	64.80%	35.20%

Below the main report, there is a link: [Download in Excel Printer-Friendly Version](#).

The second table is titled 'FO Statistics as of 10/11/2011' and provides a breakdown by PHA and program type.

PHA		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
NY003 The Municipal Heng Authority City Yonkers	All	722	0	\$0.00
	Public Housing	363	0	\$0.00
	Section 8	359	0	\$0.00
NY005 New York City Housing Authority	All	23,998	0	\$0.00
	Public Housing	14,004	0	\$0.00
	Section 8	9,994	0	\$0.00
NY008 Tuckahoe Housing Authority	All	16	0	\$0.00

4.1.3.4.5 PHA Level View

When viewed from the PHA level, the Debts Owed to PHA's & Terminations Report includes PHA Statistics (top statistics table) as well as the list of tenants (bottom table). To view data for an individual tenant, click the hyperlink associated with household as illustrated below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of 10/11/2011			
Office	NY023 Freeport Housing Authority		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	42	36	6
Number of Reported Families with Debts Owed to PHAs & Terminations	9	9	0
Percentage of Reported Families with Debts Owed to PHAs & Terminations	21.43%	25.00%	0.00%
Number of Reported Families with Debts Owed	9	9	0
Percentage of Reported Families with Debts Owed	100.00%	100.00%	0.00%
Number of reported Families with Terminations	0	0	0
Percentage of Reported Families with Terminations	0.00%	0.00%	0.00%
Number of Reported Bankrupt Families	0	0	0
Percentage of Reported Bankrupt Families	0.00%	0.00%	0.00%
Number of Reported Families with Repayment Agreement	0	0	0
Percentage of Reported Families with Repayment Agreement	0.00%	0.00%	0.00%
Total Amount of Debts Owed by Reported Families	\$22,299.18	\$22,299.18	\$0.00
Percentage of Amount of Debts Owed by Reported Families	100.00%	100.00%	0.00%

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

1 to 9 of 9 Households

Tenant data for PHA: NY023 Freeport Housing Authority as of 10/11/2011							
HOH SSN	HOH Name	End of Participation Date	Debt Owed to PHA	Bankruptcy	Repayment Agreement	Default on Repayment Agreement	End of Participation Status
***-**-0558	avmrglzn, ltmnlw	02/27/2009	\$2,505.00	No	No	No	Failure to pay rent*
***-**-9643	tmflb, zrlot	03/16/2009	\$605.73	No	No	No	Failure to pay rent*
***-**-2103	mghvik, mvovs	07/31/2009	\$3,500.00	No	No	No	Failure to pay retroactive rent*
***-**-2547	wilu, vrmnz, q	01/23/2009	\$1,475.00	No	No	No	Failure to pay rent*
***-**-5059	hivbn, zrovnz	05/28/2009	\$1,859.50	No	No	No	Failure to pay rent*
***-**-5177	lvpoz, bmtly, v	10/21/2009	\$1,909.00	No	No	No	Failure to pay rent*
***-**-3460	hznlsq, zahrpzo, z	01/15/2010	\$5,897.00	No	No	No	Failure to pay rent*
***-**-9153	mvooz, mrevo, d	02/17/2010	\$3,538.95	No	No	No	Failure to pay rent*
***-**-5769	mhpqxq, skvhlq, m	03/01/2010	\$1,409.00	No	No	No	Failure to pay rent*

1 to 9 of 9 Households

The report displays the following information for each former program participant who owes debt to PHA's or has been terminated or evicted from the Public Housing and Voucher Programs.

- HOH SSN
- HOH Name
- Debt Owed to PHA
- Bankruptcy
- Reason for Termination
- Project

The SSNs in the report are masked with last four digits revealed.

The report has the standard features of *Printer-Friendly Version*, *Download in Excel*, *Pagination* and *EIV User Identification* as stated in section 3.2.5.

4.2 Income Information Module

A PIH user may search for income information through the following options:

- By Head of Household
- By Reexamination Month
- New Hires report

4.2.1 Income Information - By Head of Household

4.2.1.1 By Head of Household Search Option

This function enables an authorized user to access the income records for current tenants, by entering personal identifiers for the Head of Household. A user can access tenant's income data using one of the following query options:

- Search by Head of Household Social Security Number
- Search by Head of Household Last Name and Participant Code
- Search by Head of Household Date of Birth and Participant Code

(Note: Search results vary based upon the role/roles assigned to the user.)

HQ, HUB's, TARC's, and Field Offices users are restricted to their respective areas for tenant information. PHA users (which may include PHA contractors) may gain access to information pertaining to more than one PHA by providing documentation signed by the manager of the additional PHA(s).

- **Head of Household Social Security Number** – Because a Social Security Number is a unique identifier, no other information is required to execute a search.
- **Head of Household Last Name** – **MUST** be accompanied by a Participant Code. User can perform search based on 2 options: exact match by providing the complete Last Name, **OR** begins with by providing the beginning letters (one or more) of the household member's Last Name.
- **Head of Household Date of Birth** – **MUST** be accompanied by a Participant Code (which is the same as PHA Code).
- **Head of Household Participant Code** – A Participant Code **must** be selected when searching by Last Name or Date of Birth. Use the drop-down list to select the appropriate Participant Code.

To search for income data for a household, please follow these steps:

1. Click the **By Head of Household** Information link in the left-hand navigation panel.
2. Choose a query criterion and fill in the fields accordingly.
3. Click the **Get Information** button.

(Note: Searching just by the Participant Code does not yield any data and should be selected in combination with HOH's Last Name or HOH's Date of Birth.)

4.2.1.2 By Head of Household Search Result

If you search by HOH’s Last Name or Date of Birth, the **Search Results** page is displayed with the list of households meeting the selection criteria entered, as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> [By Head of Household](#) >> Search Results

Search Result for Last Name Beginning with ABA under Participant Code NY005
 Click the head of household’s name to view the Head of Household Summary Report page.
 The month and day values in the Head of Household Date of Birth field have been masked for security reasons.

1 - 22 of 22 Households

Head of Household First Name	Head of Household Last Name	Head of Household Date of Birth	Unit Address
ANTONIO	ABAD	XX/XX/1935	vez mlf 495 06B BRONX NY 10459
MINERVA	ABAD	XX/XX/1956	ghigh .gh313 ghvd 442 01E New York NY 10027
MAYRA	ABAD	XX/XX/1967	2420 DAVIDSON AV 2B NEW YORK CITY NY 10468-0000
MILVEN	ABAD	XX/XX/1977	780 E 179 ST 1B NEW YORK CITY NY 10460-0000
HERMINA	ABAD	XX/XX/1968	229 SUNNYSIDE AV 2 NEW YORK CITY NY 11207-0000
MARIA	ABAD	XX/XX/1948	gwhigh sg043 ghzv 632 13H New York NY 10029
SEVERINA	ABAD	XX/XX/1948	3540 ROCHAMBEAU AV 4-F NEW YORK CITY NY 10467-0000
TERESA	ABAD	XX/XX/1952	19 MELROSE ST 1 NEW YORK CITY NY 11206-0000
YOLANDA	ABADIA	XX/XX/1939	gwhigh gwolynfs 413 02H BROOKLYN NY 11206
ENEIDA	ABADIA	XX/XX/1946	644 UNDERHILL AV 2 NEW YORK CITY NY 10473-0000
LEONID	ABADZHAN	XX/XX/1937	3100 BRIGHTON 7 ST 21 NEW YORK CITY NY 11235-0000
LYDIA	ABALLE	XX/XX/1966	2146 VYSE AV 102 NEW YORK CITY NY 10460-0000
SAIDI	ABANIKANDA	XX/XX/1963	15 COLUMBUS PL 3 NEW YORK CITY NY 11233-0000
FAINA	ABARACHUK	XX/XX/1938	801 C AV 1B NEW YORK CITY NY 11218-0000
DOLORES	ABATO	XX/XX/1929	.vez ivezvh 32 01E STATEN ISLAND NY 10306
MURDAKMAY	ABAYEV	XX/XX/1948	6302 SAUNDERS ST 01 NEW YORK CITY NY 11374-0000
ROMAN	ABAYEV	XX/XX/1949	1037 51 ST D7 NEW YORK CITY NY 11219-0000
TAMARA	ABAYEVA	XX/XX/1926	14210 HOOVER AV 416 NEW YORK CITY NY 11435-0000
ISTER	ABAYEVA	XX/XX/1935	14210 HOOVER AV 203 NEW YORK CITY NY 11435-0000
RENA	ABAYEVA	XX/XX/1941	10245 62 RD 7N NEW YORK CITY NY 11375-0000
YULIA	ABAYEVA	XX/XX/1978	1610 43 ST 3B NEW YORK CITY NY 11204-0000
RADA	ABAYEVA	XX/XX/1979	9815 HORACEHARDING EP 18B NEW YORK CITY NY 11368-0000

1 - 22 of 22 Households

The Search Results page has the sort capability and pagination capability as described in Section 3.2.5.

4.2.1.3 By Head of Household Project Level security

If the user searches by HOH’s SSN or Last Name who is not under the same PHA jurisdiction or assigned PHA-designated project, the system will return error message

4.2.2 Income Information - By Reexamination Month

4.2.2.1 By Reexamination Month - Search options

This function enables authorized users to access third-party income records for existing tenants based on the tenant’s Reexamination month.

When viewing or requesting third-party income records, it is important to remember that your search results vary depending on your authorizations (e.g., PHA or HQ security level).

Note: HQ, HUB’s, TARC’s, and Field Offices are restricted to their respective areas for information. PHA users, if they qualify, may gain access to more than one PHA.

Note: PHA users need have development assigned to them (individual ones or all) under their PHA to access Income Information by Re-Examination Month.

To search for income data based on the Reexamination month, follow these steps:

1. Click the **By Reexamination Month** link in the left-hand navigation panel.

The **Search by Reexamination Month** page as shown below is displayed.

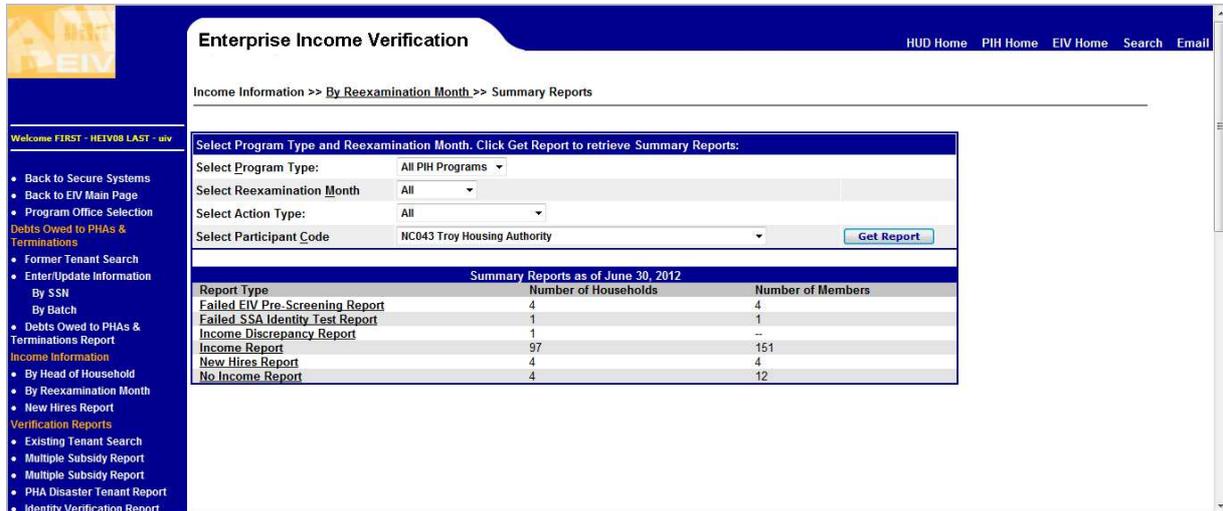
2. Select from the following search criteria:

- **Program Type** (All PIH Programs, Public Housing, Section 8)
- **Reexamination Month**

- **Participant Code** (the values in the drop down menu are restricted according to your role and organization level and role. You MUST select a Participant Code to search.)
3. Click the **Get Report** button.

4.2.2.2 By Reexamination Month Search Result

A summary of the search results is displayed in the lower half of the as shown below.



The Summary Reports shows the number of households and family members under the Income Report, New Hires Report, Income Discrepancy Report, Failed Verification Report, Failed EIV Pre-Screening Report, and No Income Report for the selected Program Type, Reexamination Month and Participant Code. The following information is displayed:

- Report Type
- Number of Households
- Number of Household members

Please refer to Section 4.2.2.3 for instructions for the By Reexamination Month Report Summary.

4.2.2.3 By Reexamination Month Summary Reports

As is shown above, the Reexamination Month Summary Reports page provides hyperlinks (in red with underlines) to six reports:

- [Income Report](#)
- [New Hires Report](#)
- [Income Discrepancy Report](#)
- [Failed SSA Identity Test Report](#)
- [Failed EIV Pre- Screening Report](#)
- [No Income Report](#)

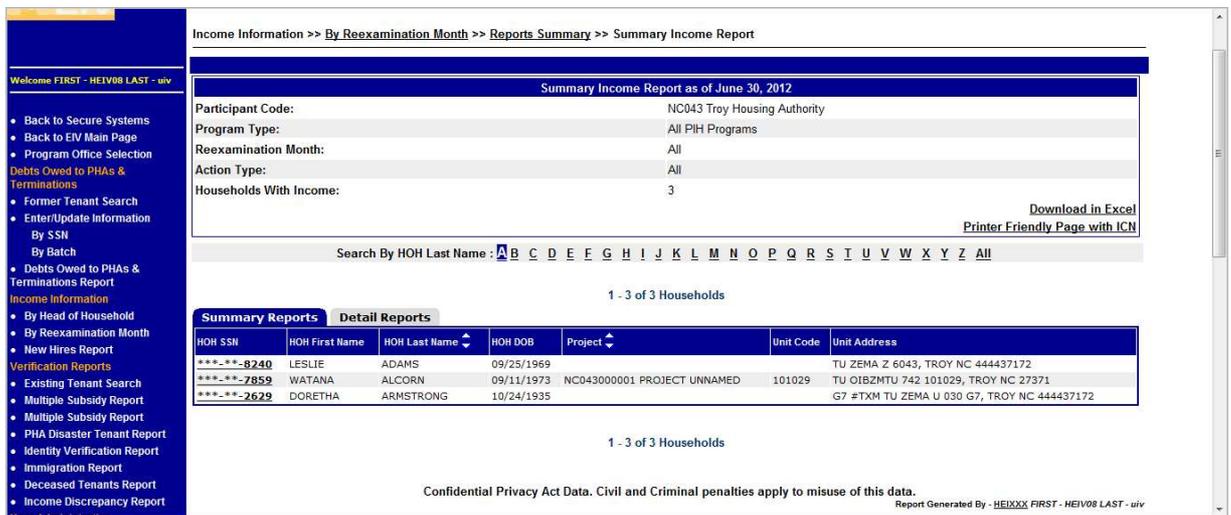
The page displays the number of households and number of members. If there are no households for any of the reports, the message **“No record has been found for the selection criteria”** is displayed. If at least one household is included in the search results for a report type, the report name becomes an active link that would allow you to view the summary and detail information for all the included households.

Important:

- You must select a reexamination month. When the “All” option is selected, the link will be provided on the report only if the number of households count is less than 1000. This restriction has been put in place because searches with larger results will time out before they can complete.
- If the report selection results in zero records for any of the six reports, no link will be displayed for that report

4.2.2.3.1 Income Report

1. To view the list of tenants with income information, click the **Income Report** link under the **Report Type** column.
2. Once you click on the link, the **Income Report** screen is displayed as shown below.



The **By Reexamination Month – Summary Reports - Income Report** page is displayed with two sections:

- Income Report Summary
- Detail List (with tabs for Summary Reports and Detail Reports)

The **Income Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month)
- Action Type: (With Type)
- Households with Income: (Number of Households)

The Detail List section contains the **Summary Reports** and **Detailed Reports** as two different tabs.

The **Summary Reports** (default tab) shows the following fields:

- Head of Household (HOH) SSN
- HOH Last Name
- HOH First Name
- HOH DOB

Search by HoH Last Name

Summary Section

Detail Section

Download in Excel link

Printer Friendly page with ICN link

- Project (applicable to Public Housing households and displays Project Name and Project Number)
- Unit Code
- Unit Address

This report also provides sorting based on **HOH Last Name** and **Project** fields. The screen displays the Privacy Act statement as described in Section 3.2.5.

3. When **Public Housing** is selected as Program Type, the Income Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on the selected Project.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Income Information >> By Reexamination Month >> Reports Summary >> Summary Income Report

Welcome FIRST - HEIV08 LAST - uv

Summary Income Report as of June 30, 2012

Participant Code:	NC043 Troy Housing Authority
Program Type:	Public Housing
Reexamination Month:	All
Action Type:	All
Households With Income:	1

Download in Excel
Printer Friendly Page with ICN

Search By HOH Last Name : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Project : All Go

1 - 1 of 1 Households

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-7859	WATANA	ALCORN	09/11/1973	NC043000001 PROJECT UNNAMED	101029	TU OIBZMTU 742 101029, TROY NC 27371

1 - 1 of 1 Households

4. You can look at the information for an individual by clicking on the link on the SSN as illustrated below.
5. You can search sections of the report output by clicking on the first letter of the Last Name as shown below:

Search By HOH Last Name : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> By Reexamination Month >> Reports Summary >> Summary Income Report

Summary Income Report as of June 30, 2012

Participant Code: NC043 Troy Housing Authority
 Program Type: Public Housing
 Reexamination Month: All
 Action Type: All
 Households With Income: 74

Download in Excel
 Printer Friendly Page with ICN

Search By HOH Last Name : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Project : All Go

Next Group 1 - 50 of 74 Households Last Page

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-7859	WATANA	ALCORN	09/11/1973	NC043000001 PROJECT UNNAMED	101029	TU OIBZMTU 742 101029, TROY NC 27371
***-**-0646	SWANTINA	BALDWIN	08/31/1987	NC043000001 PROJECT UNNAMED	102074	VK TBYF V F 916 102074, TROY NC 27371
***-**-5157	ARNITRIC	BALDWIN	11/25/1976	NC043000001 PROJECT UNNAMED	102082	VK TBYF V F 936 102082, TROY NC 27371
***-**-5889	CHRISTY	BALDWIN	03/30/1985	NC043000001 PROJECT UNNAMED	101009	TU ISBL 449 101009, TROY NC 27371
***-**-6966	DOROTHY	BALDWIN	11/26/1931	NC043000001 PROJECT UNNAMED	101049	VJ ZEHVEVG 542 101049, TROY NC 27371
***-**-9040	LACY	BALDWIN,SR.	05/24/1924	NC043000001 PROJECT UNNAMED	102081	VK TBYF V F 736 102081, TROY NC 27371

When the SSN is clicked, a pop-window with the Household’s information is displayed as shown below.

Summary Report Certification Page **Income Report** Income Discrepancy Report

Wage and Benefit Report for Household of vtilq AVMVNRQ

PHA Code: NY005 Program Type: Public Housing
 PHA Name: NY005 New York City HA Project: THROGGS NECK
 Annual Reexamination Date: 10/27/2006 Form 50058 as of: 10/27/2006
 Address:
 Most Recent Type of Action: 3-Interim Reexamination Effective Date: 10/27/2006

Head of Household: vtilq AVMVNRQ
 Social Security Number: ***-**-0952 Date of Birth: XX/XX/1943

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated By - HEIXXX FIRST - HEIV11 LAST - uiv

* 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.

Household Member: vtilq AVMVNRQ SSN: ***-**-0952
 Date of Birth: XX/XX/1943 Relationship: Head

Print Household Member Information

Verification failed - SSN not found in SSA records.

Report Date: 10/11/2011

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated By - HEIXXX FIRST - HEIV11 LAST - uiv

* 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.

Household Member: zoizp AVMVNRQ SSN: ***-**-9087
 Date of Birth: XX/XX/1985 Relationship: Full time student 18+

Print Household Member Information

Employment Information

You may print a single household member income Report using the **Print Household Member Information** link as highlighted in the above screen shot.

You may download the Summary Reports data in Excel. This download option is particularly useful for users at PHA's with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access. Please refer to Appendix B for instructions on how to download Excel-format files.

The Excel spreadsheet will contain the same information (HOH SSN, HOH Last Name, HOH First Name, HOH DOB, Project, Unit Code, and Unit Address) as shown on the EIV online application screen.

- From this page, you can acquire an income control number (ICN) as described in Section 4.2.3.3. The **Printer Friendly page with ICN** link provides the users with the capability to print with the income summary report with an associated ICN for each household in the report. The First name, last name, and partial User ID of the logged-in user who is printing the page comes up along with the Privacy Act data on all the pages of the report.
- When back in the EIV online application, click the **Detail Reports** tab and the screen shown below is displayed.

Enterprise Income Verification
HUD Home PIH Home EIV Home Search Email

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

Income Report Detail	
Participant Code:	NY005 New York City HA
Program Type	Public Housing
Reexamination Month	October
Households With Income	1
By HOH Last Name Filter	A

[Printer-Friendly Version](#)
[Printer-Friendly Version With Certification Page](#)

1 - 1 of 1 Households

Summary Reports
Detail Reports

Wage and Benefit Report for Household of vtilq AVMVNRQ				
PHA Code:	NY005	Program Type:	Public Housing	
PHA Name:	NY005 New York City HA	Project:	NY005010630 THROGGS NECK	
Annual Reexamination Date:	10/27/2006	Form 50058 as of:	10/27/2006	
Address:				
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	10/27/2006	
Head of Household: vtilq AVMVNRQ				
Social Security Number:	***-**-0952	Date of Birth:	XX/XX/1943	
Household Member:				
Member:	zoizp AVMVNRQ	SSN:	***-**-9087	
Date of Birth:	XX/XX/1985	Relationship:	Full time student 18+	
Employment Information				
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
02/02/2009		94-9999113	hxrghlmtzlw xzrwixz bxivnzit gh wm22 v e1, NEW YORK NY 43443-4338	02/24/2009
01/14/2008		74-2287383	ozxwvn amlh bdpk ilglh 493, HAUPPAUGE NY 68733-9039	07/26/2008
07/12/2006		83-8118333	vermf-bgrhivemf wmozhr tmlp wacy mivsgilm 447, BROOKVILLE NY 60933-8213	09/21/2006
Not Available	NY	31-2758305	zhf .xmz lzt vez biivsx 445, SAN BRUNO CA 88405-4341	05/18/2007
Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q4 of 2008	\$3,000.00	74-2287383	xmr .hvtlclmsxvg ozxwvn amlh 64403 cly lk, HAUPPAUGE NY 68733-0774	05/26/2009
Q3 of 2008	\$3,000.00	74-2287383	xmr .hvtlclmsxvg ozxwvn amlh	05/26/2009

The **Detail Reports** tab, which only is available to people with the Occupancy Specialist role, displays the Wage and Benefit Report with the following information for each household:

- PHA Code

- PHA Name
 - Annual Reexamination Month
 - Address
 - Most Recent Type of Action
 - Program Type
 - Project
 - Form 50058 as of
 - Effective Date
 - Head of Household's Name
 - Head of Household's Social Security Number (masked for privacy)
 - Head of Household's Date of Birth (Day and Month are masked)
 - For each family member in the household:
 - Family Member Name
 - Family Member SSN
 - Date of Birth
 - Relationship
 - Verification Status
 - Employment Information
 - Wages
 - Unemployment Benefits
 - Social Security Benefits
 - Dual Entitlement
 - Medicare Data
 - Supplemental Security Income Benefits
 - Disability
8. When **Public Housing** or **Section 8** is selected for Program Type on the Summary Report page, the report is filtered to display only that data.
9. In the Income Detail Report Page, Click the Printer-friendly Version link to generate a paper version of the Income Detail Report page. The system opens a pop-up window displaying the printable view of the income detail report. Click the browser Print button to launch the Print dialog box. The page printed using the Printer-Friendly link or the equivalent EIV screens contains personal tenant information. As result, the report or screen also display the first name, last name, and User ID of the logged-in user who is printing the page along with the Privacy Act statement described in Section 3.2.5.
10. If there is a debt owed/termination record within EIV for a household member, the system will display a warning message in red text on the household income report for that household member.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (**-*-**-1234) or contained in the download to Excel for this report.

4.2.2.3.2 New Hires Report

1. To view the list of households with members where at least one member has a New Hire record for the selected month or period, click the **New Hires Report** link under the **Report Type** column.

2. When the following link is clicked: **By Reexamination Month – Reports Summary – New Hires Report**, a screen with 2 sections is displayed:
 - New Hires Summary Report
 - Summary Reports list

The **New Hires Summary Report** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Period Reviewed: New hires records received within 180 days of the date when the weekend Summarization job ran, unless the previous job(s) failed in which case the period covered is increased to cover records that otherwise would not be available.
- Households with New Hires: (number of Households with new hires reported within the period reviewed.)
- Members with New Hires: (number of Household Members with new hires reported within the period reviewed.)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

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

New Hires Summary Report

Participant Code:	FL001 Jacksonville
Program Type:	All PIH Programs
Action Type:	All
Reexamination Month:	October
Period Reviewed:	04/09/2011 - 07/09/2011
Households With New Hires:	1
Household Members With New Hires:	1

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

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 1 of 1 Households

Summary Reports		Detail Reports					
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Address
***-**-4418	MICHELLE	ANTHONY	05/21/1973	IBBIFKEA OZYFTZM	Sec.8 Vouchers		11550 DEEP SPRINGS DRIVE WEST, Jacksonville FL 322192219

1 - 1 of 1 Households

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Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv

The bottom section contains the **Summary Reports** and **Detail Reports** as two tabs.

The **Summary Reports** (default selected tab) shows the following fields:

- HOH SSN
- HOH First Name
- HOH Last Name
- HOH DOB

- Member Name
 - Program type
 - Project (applicable to Public Housing households and displays Project Name and Project Number)
 - Unit Code
 - Unit Address.
3. When **Public Housing** is selected from the Program Type, the New Income Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on a selected Project.
 4. You can search sections of the report output by clicking on the first letter of the Last Name as shown below:

Enterprise Income Verification
HUD Home PIH Home EIV Home Search Email

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

New Hires Summary Report

Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Action Type:	All
Reexamination Month:	All
Period Reviewed:	04/09/2011 - 07/09/2011
Households With New Hires:	3
Household Members With New Hires:	3

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

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project : All

1 - 3 of 3 Households

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
***-**-6711	CHIQUITA	ADAMS	10/27/1978	MTESWEFK UAMJM	Public Housing	FL001000032		
***-**-5031	DONNA	ALLEN	08/03/1984	MZZYJ ZIBBM	Public Housing	FL001000027		
***-**-3657	DENISE	ALLEN	09/07/1985	IUEZIJ ZIBBM	Public Housing	FL001000007		

1 - 3 of 3 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv

Project Drop-down List

5. You can click on the Detail Reports tab to see the details of the new information for member of the household.

The **Detail Reports** tab displays the following information:

For each household

New Hires for Household of <HOH>:

- PHA Code
- PHA Name

- Annual reexamination Date
- Program Type
- Project
- Form 50058 as of
- Address
- Most Recent Type of Action
- Head of Household
- Social Security Number (reveals only last 4 digits)
- Effective Date of Action

For each member within the above Household:

Family Member,
 SSN (displays only the last 4 digits),
 DOB (displays only Year)

New Employment Information:

Hire Date
 Hire State
 FEIN (Federal Employer Identification Number)
 Employer Name and Address
 Date Received by EIV

Enterprise Income Verification
HUD Home PIH Home EIV Home Search Email

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

New Hires Report Detail	
Participant Code:	NY005 New York City HA
Program Type:	All PIH Programs
Reexamination Month:	June
Period Reviewed:	04/09/2011 - 07/09/2011
Households With New Hires:	10
Members With New Hires:	10
By HOH Last Name Filter	A

1 - 10 of 10 Households

Summary Reports
Detail Reports
Printer Friendly Version

New Hires Report for Household of MARIYA ABRAMOVA			
PHA Code:	NY005	Program Type:	Sec.8 Vouchers
PHA Name:	NY005 New York City HA	Project:	
Annual Reexamination Date:	06/01/2011	Form 50058 as of:	01/31/2011
Address:	2	Effective Date:	06/01/2010
Most Recent Type of Action:	2-Annual Reexamination		
Head of Household: MARIYA ABRAMOVA			
Social Security Number:	***-**-9688	Date of Birth:	XX/XX/1960

- The New Hires Report is paginated and has sorting capability by HOH Last Name, Program type and Project. The screen displays the Privacy Act statement as described in Section 3.2.5.
- When **Public Housing or Section 8** is selected from the Program Type on the Summary Report page, the same selection is carried over to the Detail Reports page.
- You may download the Summary Reports data in Microsoft Excel format by clicking on the **Download in Excel** link. The Microsoft Excel spreadsheet contains the same information as the on-screen report (HOH SSN, HOH Name, HOH DOB, Project, Project Name, Project Number, and Unit Address). The download also includes the same Privacy Act Statement at the bottom.

Please refer to **Appendix B** for instructions on how to download a report in Excel format.

- The user has the capability to print the report through the **Printer Friendly Version** link. When clicked, the system opens a pop-up window displaying the printable view of the New Hires Report. The report can be printed by clicking the Print button provided in the pop-up window. The printable output contains the same information as the on-screen report plus the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When finished requesting the printed version of the page, click the Close (X) button or File → Close to return to the New Hires Report page.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (**-**-1234) for this report or contained in the download to Excel format.

4.2.2.3.3 Income Discrepancy Report

- To view the list of households with income discrepancy, click the **Income Discrepancy Report** link under the **Report Type** column.
- Once you click the link, the **By Reexamination Month –Summary Reports**, the **Income Discrepancy Report** page is displayed with 2 sections:
 - Income Discrepancy Report Summary
 - Detail List (with tabs for Summary Reports and Detail Reports)
- You can search sections of the report output by clicking on the first letter of the Last Name as shown below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> **By Reexamination Month** >> Reports Summary >> Summary Income Discrepancy Report

Summary Income Discrepancy Report as of June 30, 2012

Participant Code: NY005 New York City HA
 Program Type: All PIH Programs
 Reexamination Month: September
 Action Type: All
 Households with Income Discrepancy: 45
 By HOH Last Name Filter: A

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

1 - 45 of 45 Households

HOH SSI	HOH Last Name	Unit Address	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy	Threshold Percentage
***-**-4936	ALMONTE	2 grmS TU 743 8921 3, EAST ELMHURST NY 444481334		(\$20,900.00)	(\$21,272.49)	(71.16%)
***-**-8441	ALVARADO	2 grmS RM I8MJPZYVL 1063 2, BRONX NY 444480434		(\$18,502.00)	(\$18,988.00)	(34.56%)
***-**-5161	AGEE	J3 grmS RM UUIVXOK 471 J3, BRONX NY 444490434		(\$17,671.94)	(\$17,414.20)	(70.85%)
***-**-5992	ALVERSON	H2 grmS RM GZEJBSMX 3341 H2, BRONX NY 444480434		(\$14,671.24)	(\$19,551.26)	(61.64%)
***-**-5663	AZIZ	1 grmS TU OML 261 1, STATEN ISLAND NY 444441434		(\$14,357.77)	(\$7,620.84)	(40.54%)

The Summary and Detail reports will now show/hide the Income Discrepancy and Outlier fields, based on System Administrator'

The Summary Income Discrepancy Report section has the following information:

- Participant Code:** (with PHA Code and PHA Name)
- Program Type:** (with Program Type)
- Reexamination Month:** (with Month and Year)
- Households Exceeding Threshold:** (Number of Households)

The second section contains the Summary Reports and Detailed Reports as two different tabs.

The **Summary Reports** (default selected tab) shows the following fields:

- HOH SSN
- HOH Last Name
- Project (applicable to Public Housing households) displays Project Name and Project Number)
- Annual Income Discrepancy (Actual) (Conditional Display)
- Annual Income Discrepancy (Annualized Last Quarter) (Conditional Display)
- Threshold Percentage(Conditional Display)

The Income Discrepancy Report Summary has the sort capability for HOH Last Name, Project, Annual Income Discrepancy – Actual, and Annual Income Discrepancy – Annualized Last Quarter Data fields. The report has pagination capability and Privacy Act statement as described in Section 3.2.5.

3. When **Public Housing** is selected from the Program Type, the Income Discrepancy Report provides the option to select a specific Project from the drop-down list, as shown below, in order to filter the list of households based on the selected Project.
4. You can search sections of the report output by clicking on the first letter of the Last Name as shown below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

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

Summary Income Discrepancy Report

Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	October
Households with Income Discrepancy:	8
By HOH Last Name Filter:	All

[Download in PDF](#)
[Printer-Friendly View](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project : All

1 - 8 of 8 Households

Summary Reports

Detail Reports

HOH SSN	HOH Last Name	Unit Address	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized last quarter)	Threshold Percentage
***-**-4915	HMZEV	h gvvhgh sg5 649 007118, JACKSONVILLE BEACH FL 32250	FL001000007 JAX BEACH SCATTERED SITES	(\$11,184.00)	(\$8,529.00)	(59.63%)

Project Drop-down List

5. Users with the necessary roles may look at the information on the individual’s Income Discrepancy Report by clicking on the link on the SSN as illustrated below.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Income Information >> By Reexamination Month >> Reports Summary >> Income Discrepancy Report Summary

Summary Income Discrepancy Report	
Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	October
Households with Income Discrepancy:	8
By HOH Last Name Filter:	All

Download in Excel And Printer Friendly Link

Download in Excel Printer-Friendly Version

Individual SSN Link

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project : All

1 - 8 of 8 Households

Summary Reports		Detail Reports				
HOH SSN	HOH Last Name	Unit Address	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized last quarter)	Threshold Percentage
***-**-4915	HMZEV	h gvvhgh sg5 649 007118, JACKSONVILLE BEACH FL 32250	FL001000007 JAX BEACH SCATTERED SITES	(\$11,184.00)	(\$8,529.00)	(59.63%)

When the SSN is clicked, a pop-window with the Household’s information is displayed as shown below.

Summary Report	Certification Page	Income Report	Income Discrepancy Report
Head of Household Information			
Name:	mboplliy q HMZEV		
Social Security Number:	5		
Program Type:	Public Housing		
Project:	ITES		
Effective Date of Action:	10/01/2010		
Annual Reexamination Date:	10/01/2011		
Projected Annual Wages and Benefits from Form HUD-50058:	\$7,571.00		
Period Of Income for Discrepancy Analysis	07/01/2009 - 06/30/2010		
Discrepancy Analysis	Actuals	Annualized Last Quarter	
Reported Annual Wages and Benefits from EIV Data:	\$18,755.00	\$16,100.00	
Amount of Annual Income Discrepancy:	(\$11,184.00)	(\$8,529.00)	
Amount of Monthly Income Discrepancy:	(\$932.00)	(\$710.75)	
Percentage of Income Discrepancy:	(59.63%)	(52.98%)	
Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.			
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv			

- You may download the Summary Reports data to Excel by clicking the **Download in Excel** link. The download option is particularly useful for PHA’s with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access. Please refer to **Appendix B** for instructions on how to download to Excel format.

The Excel spreadsheet will contain the same information ((HOH SSN, HOH Last Name, Project - applicable to Public Housing households and displays Project Name and Project Number, Annual Income Discrepancy – Actual, Annual Income Discrepancy – Annualized Last Quarter Data) as shown on the EIV online application screen and will contain the Privacy Act statement at the bottom.

- When back to EIV online application, click the **Detail Reports** tab.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> By Reexamination Month >> Reports Summary >> Income Discrepancy Report Detail

Detail Reports Tab

Detail Income Discrepancy Report	
Participant Code:	FL001 Jacksonville
Program Type	All PIH Programs
Reexamination Month	October
Households that Exceed Threshold	1
By HOH Last Name Filter	A

[Printer-Friendly Version](#)

1 - 1 of 1 Households

Summary Reports
Detail Reports

Head of Household Information	
Name:	znilm AVMRGIZN
Social Security Number:	***-**-8474
Unit Address	v irx vmighvyylx 98123, Jacksonville FL 922292221
Program Type	Section 8
Project:	
Effective Date of Action:	10/01/2010
Annual Reexamination Date:	10/31/2010
Projected Annual Wages and Benefits from Form HUD-50058:	\$15,871.00
Period Of Income for Discrepancy Analysis	07/01/2009 - 06/30/2010

Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$28,812.83	\$28,535.06
Amount of Annual Income Discrepancy:	(\$12,941.83)	(\$12,664.06)
Amount of Monthly Income Discrepancy:	(\$1,078.49)	(\$1,055.34)
Percentage of Income Discrepancy:	(44.92%)	(44.38%)

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

The **Detail Reports** tab displays the following information for each household:

- Name
- Social Security Number
- Program Type
- Project
- Effective Date of Action
- Annual Reexamination Month
- Project Annual Wages and Benefits from Form 50058
- Period of Income for Discrepancy Analysis
- Discrepancy Analysis (Actual, Annualized Last Quarter) (Conditional Display)
 - Reported Annual Wages and Benefits from EIV Data
 - Amount of Annual Income Discrepancy
 - Amount of Monthly Income Discrepancy
 - Percentage of Income Discrepancy

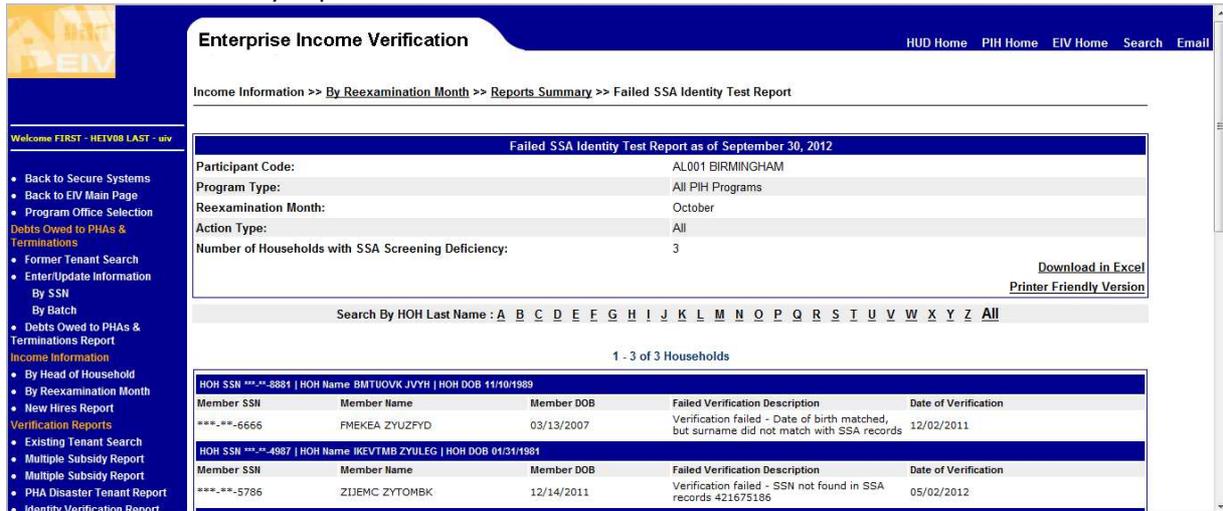
The Income Discrepancy Detail Report has pagination capability and Privacy Act statement as described in Section 3.2.5.

8. When **Public Housing** or **Section 8** is selected from the Program Type on the Summary Report page, the same selection is carried over to the Detail Reports page.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (***-**-1234) for this report or contained in the download to Excel format.

4.2.2.3.4 Failed SSA Identity Test Report

1. To view the list of tenants for whom SSA was unable to provide income or benefit information and the reason for the missing information, click the **Failed SSA Identity Test Report** link under the **Report Type** column.
2. When the link is clicked, the **By Reexamination Month – Reports Summary - Failed SSA Identity Test Report** page is displayed with 2 sections:
 - Failed SSA Identity Test Summary
 - Summary Reports list



The **Failed Verification Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Action Type: (with Action Type)
- Number of Households with SSA Screening Deficiency: (Number of Households)

The second section contains the list of households and household members that failed the SSA verification. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed verification:

- Member SSN
- Member Name
- Member DOB
- Failed Verification Description

The Failed Verification Report has pagination capability and displays the Privacy Act statement as described in Section 3.2.5.

- When **Public Housing** is selected from the Program Type, the Failed Verification Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on the selected Project.

The screenshot displays the 'Enterprise Income Verification' interface. The main content area shows a 'Failed SSA Identity Test Report as of September 30, 2012'. Key details include:

- Participant Code: AL001 BIRMINGHAM
- Program Type: Public Housing
- Reexamination Month: All
- Action Type: All
- Number of Households with SSA Screening Deficiency: 3

 Below this, there is a search filter for 'Project' set to 'All'. A callout box labeled 'Project Drop-down List' points to this dropdown menu. The report also includes a table of household members with failed verification details.

Member SSN	Member Name	Member DOB	Failed Verification Description	Date of Verification
***-**-9267	FMEMUE VIZCBSMH	08/02/2008	Verification failed - Date of birth matched, but surname did not match with SSA records	06/05/2012
***-**-4165	MZMFEV VIZCBSMH	08/24/2010	Verification failed - Date of birth matched, but surname did not match with SSA records	06/05/2012

The link to Printer Friendly version of the Failed Verification Report is also provided. When clicked, the system opens a pop-up window displaying the printable view of the Failed Verification Report. The report can either be printed by clicking **Print** button provided in the pop-up window or by File>>Print to launch the Print dialog box. When finished reviewing, click the Close (X) button or File → Close to return to the Failed Verification Report page. This page printed using the Printer-Friendly link or EIV screens contains the first name, last name, and user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5.

- You may download the Summary Reports data in Microsoft Excel. This download option is particularly useful for PHA's with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

Please refer to Appendix B for instructions on how to download Excel-format files.

The Microsoft Excel spreadsheet will contain the same information (HOH SSN, HOH Name, HOH Date of Birth, Project - applicable to Public Housing households and displays Project Name and Project Number, Member SSN, Member Name, Member Date of Birth, Failed Verification Description) as shown on the EIV online application screen.

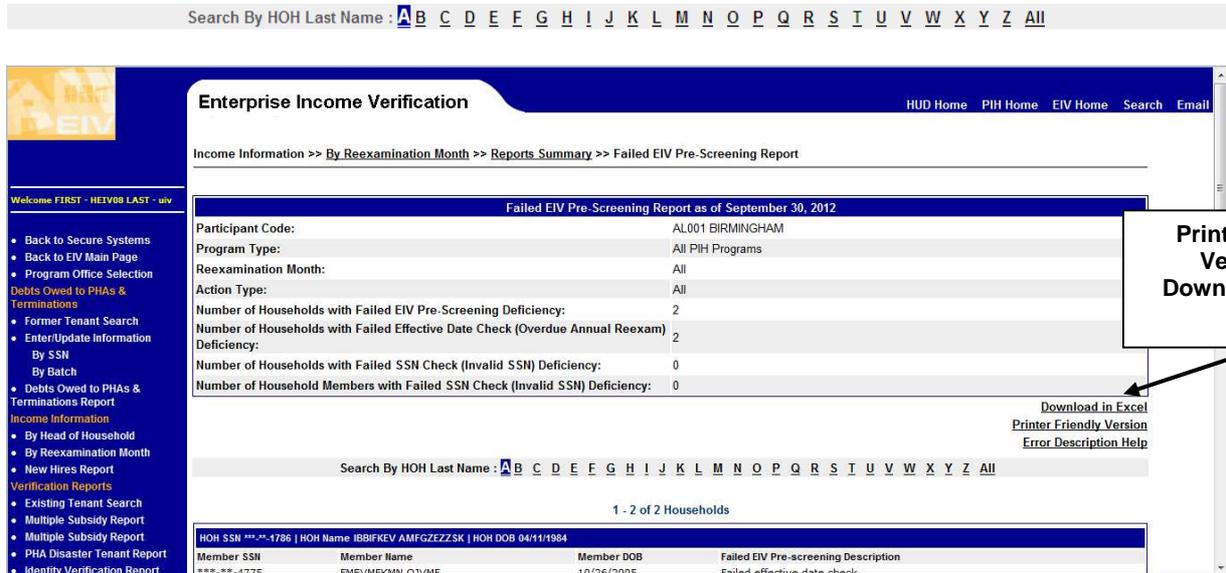
Appendix A provides a complete listing of the error messages that may be generated and displayed by the system.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (***-**-1234) for this report or contained in the download to Excel format.

4.2.2.3.5 Failed EIV Pre- Screening Report

- To view the list of households and household members that were not sent to SSA for verification because they failed the EIV pre-screening test, click the **Failed EIV Pre- Screening Report** link under the **Report Type** column.

2. When the link is clicked, the **By Reexamination Month – Reports Summary - Failed EIV Pre-Screening Report** page is displayed with 2 sections:
 - Failed EIV Pre- Screening Summary
 - Summary Reports list
5. You can search sections of the report output by clicking on the first letter of the Last Name as shown below:



The **Failed EIV Pre - Screening Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Action Type: (with Action Type)
- Number of Households Failed EIV Pre- Screening Deficiency: (Number of Households)
- Number of Households with Failed Effective Date Check (Overdue Annual Reexam) Deficiency: (Number of Households)
- Number of Households with Failed SSN Check (Invalid SSN) Deficiency: (Number of Households)
- Number of Household Members with Failed SSN Check (Invalid SSN) Deficiency: (Number of Members)

The second section contains the list of households and household members that failed EIV Prescreen. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed EIV Prescreen:

- Member SSN
- Member Name

- Member DOB
- Failed EIV Pre- Screening Description

The Failed EIV Pre-Screening Report has pagination capability and displays the Privacy Act statement as described in Section 3.2.5.

3. When **Public Housing** is selected from the Program Type, the Failed EIV Pre-Screening Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households accordingly.

Income Information >> By Reexamination Month >> Reports Summary >> Failed EIV Pre-Screening Report

Failed EIV Pre-Screening Report as of September 30, 2012

Participant Code:	AL001 BIRMINGHAM
Program Type:	Public Housing
Reexamination Month:	All
Action Type:	All
Number of Households with Failed EIV Pre-Screening Deficiency:	103
Number of Households with Failed Effective Date Check (Overdue Annual Reexam) Deficiency:	103
Number of Households with Failed SSN Check (Invalid SSN) Deficiency:	0
Number of Household Members with Failed SSN Check (Invalid SSN) Deficiency:	0

Download in Excel
Printer Friendly Version
Error Description Help

Search By HOH Last Name : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Project : All Go

Next Group +
1 - 50 of 103 Households Last Page

HOH SSN ***-**-9033 HOH Name MIIZMFU UZECVIX HOH DOB 08/19/1989 Project AL001000006 CHARLES P MARKS VILLAGE	Member SSN	Member Name	Member DOB	Failed EIV Pre-screening Description
***-**-9033	MIIZMFU UZECVIX	08/19/1989	Failed effective date check.	
***-**-7241	FMBOECM VIFKTFE	06/26/2006	Failed effective date check.	
***-**-6493	FMOEENM UZECVIX	11/06/2009	Failed effective date check.	

4. The link to Printer Friendly version of the Failed EIV Pre-Screening Report is also provided. When clicked, the system opens a pop-up window displaying the printable view of the Failed EIV Pre-Screening Report. The report can either be printed by clicking **Print** button provided in the pop-up window or by File>>Print to launch the Print dialog box. This page also contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When finished requesting the printed version of the page, click the Close (X) button or File → Close to return to the Failed EIV Pre-Screening Report page.
5. You may download the Summary Reports data in Microsoft Excel. This download option is particularly useful for PHA’s with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

Please refer to Appendix B for instructions on how to download Excel-format files.

The Microsoft Excel spreadsheet will contain the same information applicable the report as filtered and displayed on screen -- Project Name and Project Number, Member SSN, Member Name, Member Date of Birth, and Failed Verification Description.

Appendix A provides a complete listing of the error messages that may be generated and displayed by the system.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (***-**-1234) for this report or contained in the download to Excel format.

4.2.2.3.6 No Income Report

1. To view the list of tenants whose identities were validated by the SSA but did not or have never received income or SS/SSI benefits; please click the **No Income Report** link under the **Report Type** column.
2. When the link is clicked, the **By Reexamination Month – Reports Summary -No Income Report** page is displayed with 2 sections:
 - o No Income Summary
 - o Summary Reports list

You can search sections of the report output by clicking on the first letter of the Last Name as shown below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

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

No Income Report

Participant Code: FL001 Jacksonville

Program Type: All PIH Programs

Reexamination Month: October

Households With No Income: 4

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

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 4 of 4 Households

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-3397	DONETA	C/	1	5 FL001000015 FOREST, ANDERS & SCATTERED	015039	FL 3

Download in Excel Link

Printer-Friendly Version Link

The **No Income Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households With No Income: (Number of Households)

The second section contains the list of households with no income. The list shows the following information:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)
- Unit Code
- Unit Address

The No Income Report has pagination capability and displays the Privacy Act statement as described in Section 3.2.5.

- When **Public Housing** is selected from the Program Type, the No Income Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on the selected Project.

- You may download the Summary Reports data in Microsoft Excel. This download option is particularly useful for PHA’s with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

Please refer to Appendix B for instructions on how to download Excel-format files.

The Microsoft Excel spreadsheet will contain the same information (HOH SSN, HOH Name, HOH DOB, Project - applicable to Public Housing households and displays Project Name and Project Number, Unit Address) as shown on the EIV online application screen.

- In addition, a link to access Printer Friendly version of the No Income Report is provided. When clicked, the system opens a pop-up window displaying the printable view of the No Income Report. The report can either be printed by clicking **Print** button provided in the pop-up window or by File>>Print to launch the Print dialog box. This page also contains the first name, last name, and user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When finished requesting the paper version of the page, click the **Close (X)** button or File → Close to return to the No Income Report page.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (***-**-1234) for this report or contained in the download to Excel format.

4.2.3 Accessing the Household Detail Information

4.2.3.1 Household Detail Information

The Income Information section provides four options for accessing Household Detail Information:

- Through the Income Information – By Head of Household, search by Head of Household’s Social Security Number.
- Through the Income Information – By Head of Household, Search Result and clicking a particular Last Name or First Name from the list of households.
- Through the Income Information – By Reexamination Month – Income Report Summary list and clicking a particular SSN from the list of households.
- Through the Income Information – By Reexamination Month – Income Discrepancy Report Summary list and clicking a particular SSN from the list of households

As result of use of the first two options described above, tabs for the Summary Report, Certification Page, Income Report and Income Discrepancy Report are displayed as shown below:

The screenshot displays the 'Enterprise Income Verification' interface. At the top, there are navigation links for HUD Home, PIH Home, EIV Home, Search, and Email. The main content area shows the path: 'Income Information >> By Head of Household >> Summary Report'. Below this, there are four tabs: 'Summary Report' (selected), 'Certification Page', 'Income Report', and 'Income Discrepancy Report'. A 'Print All' link is visible in the top right corner of the report area.

Head of Household Identifiers

Name:	zmrgezsh BVOIVWWZ
Social Security Number:	***-**-2878
Date of Birth (mm/dd/yyyy):	XX/XX/1988
Program Type:	Public Housing
Project:	BLODGETT HOMES
Unit Address:	gh sg0 ghvd 477 JACKSONVILLE FL 32209
Participant Code:	FL001
Annual Reexamination Date:	10/01/2011
Tenant Data from Form 50058 as of:	11/23/2010
Most Recent Type of Action:	1-New Admission
Effective Date:	10/25/2010

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmrgezsh	BVOIVWWZ	XX/XX/1988	23	Head	Verified
***-**-1371	vox'zm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wnrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified

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

Provide ICN

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
Report Generated By - HEIXXX FIRST - HEIV08 LAST - ulv

As result of the use of the last two options described above, the Summary Report, Income Report, Certification Page and Income Discrepancy Report are displayed as shown below:

Print

Summary Report	Certification Page	Income Report	Income Discrepancy Report			
Head of Household Identifiers						
Name:	NELIDA AGOSTO					
Social Security Number:	***-**-6561					
Date of Birth (mm/dd/yyyy):	XX/XX/1963					
Program Type:	Sec.8 Vouchers					
Project:						
Unit Address:	277					
Participant Code:	FL001					
Annual Reexamination Date:	10/31/2011					
Tenant Data from Form 50058 as of:	04/28/2011					
Most Recent Type of Action:	3-Interim Reexamination					
Effective Date:	05/01/2011					
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-6561	NELIDA	AGOSTO	XX/XX/1963	48	Head	Pending
***-**-8867	GADIEL	BAEZ	XX/XX/1991	20	Full time student 18+	Pending
***-**-3026	EDNEL	BAEZ	XX/XX/1992	19	Other Adult	Pending
***-**-9971	NOELY	BAEZ	XX/XX/1993	18	Other youth under 18	Pending
The month and day values in the Date of Birth field have been masked for security reasons.						
* This household member may be receiving multiple subsidies. See the Multiple Subsidy Report for details.						
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv						

4.2.3.1.1 Household Summary Report

The Household Summary Report as shown below is displayed under the **Summary Report** tab and shows information on the Head of Household (Name, Social Security Number, Date of Birth, Program Type, Project Name, Unit Address, Participant Code, Annual Reexamination Date, Tenant Data from Form 50058, Most Recent Type of Action, Effective Date) and family members’ information (Member SSN, Member First Name, Member Last Name, Date of Birth, Age, Identification Verification Status). The Family Members table, the Identity Verification Status shows one of the following messages:

Message	Description
Verified	Tenant SSN, Last name, and DOB combinations have been verified by SSA
Not Verified	Tenant record has not been sent to SSA for verification yet.
Failed	Tenant SSN, Last name and DOB combination verification failed by SSA.
Deceased	Tenant with SSN, Last name and DOB combination is deceased.

Figure 1 – Identity Verification Status Messaging

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> [By Head of Household](#) >> Summary Report

[Print All](#)

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Identifiers Table

Name: zmrqizsh BVOIWWZ
 Social Security Number: ***-**-2878
 Date of Birth (mm/dd/yyyy): XX/XX/1988
 Program Type: Public Housing
 Project: BLODGETT HOMES
 Unit Address: gh sg0 ghvd 477 JACKSONVILLE FL 32209
 Participant Code: FL001
 Annual Reexamination Date: 10/01/2011
 Tenant Data from Form 50058 as of: 11/23/2010
 Most Recent Type of Action: 1-New Admission
 Effective Date: 10/25/2010

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmrqizsh	BVOIWWZ	XX/XX/1988	23	Head	Verified
***-**-1371	voxzm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wmrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified

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

Family Members List

Print-All link

From this page, you can acquire an income control number (ICN) as described in Section 4.2.3.3.

4.2.3.1.2 Income Report

The Income Report is displayed under the Income Report tab and shows the following information for all members of the household, where available:

- Employment Information
- Wages Table
- Unemployment Benefits Table
- Social Security Benefits Table
- Dual Entitlement Table
- Medicare Data Table
- Supplemental Security Benefits Table
- Disability Table

The last 8 quarters for wages and unemployment benefits and the last 8 changes for Social Security benefits and dual entitlement/pending dual entitlement data are displayed by the system. These components are described below.

The **Wages and Benefit Report for Household of <Name>** table displays the features associated with the Head of Household: PHA Code, PHA Name, Annual Reexamination Date, Address, Most Recent Type of Action, Program Type, Project, Form 50058 as of, Effective Date, Head of Household <Name>, Social



Security Number (masked for privacy) and Date of Birth (masked for privacy).

Print

Income Report for Household of UIVYBYJ BIAASQ as of September 30, 2012			
PHA Code:	AL059	Program Type:	Public Housing
PHA Name:	AL059 TUSCUMBIA	Project:	GARY COURTS
Annual Reexamination Date:	10/01/2012	Form 50058 as of:	10/04/2011
Address:	9 TXM TK TZYAJYYQ 143 005 TUSCUMBIA AL 35674		
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	10/01/2011
Head of Household: UIVYBYJ BIAASQ			
Social Security Number:	***.**-9140	Date of Birth:	XX/XX/1931
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv			
* 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.			
Print Household Member Information			
Household Member:	UIVYBYJ BIAASQ	SSN:	***.**-9140
Date of Birth:	XX/XX/1931	Relationship:	Head
Date Verified	05/02/2012		
Employment Information			

The **Employment Information** table includes the tenant’s employment Information (W-4), if available. If no data are available, the text “EIV received no Employment (W4) data.” is displayed. The table presents the Hire Date, Hire State, the employer’s Federal Employer Identification Number (FEIN), Employer Name and Address, and the Date Received by EIV. It should be noted that for all types of EIV data (not just W-4 data), often the usefulness of employer information may be problematic in that the entity that reports may be a corporate headquarters, payroll office or accounting firm located far from the place of employment.

Employment Information				Print Household Member Information	
Household Member:	zmrgizsh BVOIVWWZ		SSN:	***.**-2878	
Date of Birth:	XX/XX/1988		Relationship:	Head	
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV	
	FL		HKTQLBN HJNOMOGT HSPKRKJUQ ULM 22041 JW UG OMDX CA HR FDNYL, ST PETERSBURG FL 33718	08/24/2011	
		5	VBANIV VSQFZUMEPHZ RXDAOWZZ CEW 9614 FCLZF UJ, SANTA BARBARA, CA 93105-8880	08/24/2011	

Employment Information

The **Wages** table includes all types of income. If the Tenant is not employed, the text “EIV received no income data” is displayed. Wage information is aggregated according to the quarter in which the wage was received. The table includes a record for each reporting quarter. The most recent quarter is listed first. The table displays the Pay Period, Amount, the employer’s FEIN, Employer Name and Address, and the Date Received by EIV.

The **Unemployment Benefits** table provides benefit history information. If the Tenant is employed and does not receive unemployment benefits, the text “EIV received no benefit data.” is displayed. There is a record in the table for each benefit period included in the quarterly results. The table displays the Pay Period, Amount, and the Date Received by EIV.

Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
	\$8,270.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	03/23/2010
	\$4,538.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	03/23/2010
Q1 of 2009	\$8,009.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	03/23/2010
Q4 of 2008	\$4,875.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	05/28/2009
Q3 of 2008	\$7,825.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	02/25/2009
Q2 of 2008	\$8,591.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	11/20/2008
Q1 of 2008	\$7,819.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	07/28/2008
Q4 of 2007	\$8,617.00	78-1847133	xmr mlrgzgilkhmzig xroyfk en 342 vgh mo hfinzx 481, FAIRFIELD CA 01905-5893	07/28/2008

Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv

Unemployment Benefits

Unemployment Benefits		
Pay Period	Amount	Date Received by EIV
Q3 of 2010	\$224.00	11/18/2010
Q2 of 2010	\$0.00	11/18/2010

Wages

Unemployment Benefits

The **Social Security Benefits** table provides information about the current status of this entitlement, including Payment Status Code, Date of Current Entitlement, and Net Monthly Benefit as well as a verification data.

Unlike wage and unemployment records, which are aggregated quarterly by EIV, Social Security records are aggregated by periods of uniform payment status. The beginning and end dates of these benefit records reflect those provided directly from State Verification Exchange System (SVES), with each row indicating a change in entitlement amount or reflect that benefits were not due.

The Lump Sum table provides the accumulated payment for all months through the month preceding the current operating month, including those that precede the eight changes displayed by EIV.

If the Tenant does not receive Social Security Benefits, the text "EIV received no benefit data." is displayed.

The **Dual Entitlement** table is located directly beneath the Social Security Benefits Table. Despite the name "Dual Entitlement", a household member may have as many as six entitlements. If the Tenant does not receive any Dual Entitlements, the text "EIV received no benefit data." is displayed in that section.

If a response for dual entitlements has been received, the table includes a Verification Data column, providing the Claim Number, Payment Status Code, Date of Current Entitlement, Net Monthly Benefit if Payable, and the Payee Name and Address. Directly to the right of the Verification Data column is the Benefit History column, providing a disbursement history by gross amount.

The amount in the Gross Benefit column refers to the total entitlement before applicable deductions. If deductions apply, this figure will be different from the Net Monthly Benefit displayed in the Verification

Data column. The date of the Dual Entitlement benefit records are from the data provided by SSA, with each row indicating a change in entitlement amount or that benefits were not paid.

If the dual entitlement response is pending from SSA, the table includes a Dual Entitlement Response Pending column and the list of Claim Numbers pending receipt of response.

Social Security Benefits		Verification Data		Benefit History	
Payment Status Code:	X7 - Health insurance benefits (HIB) SMIIB terminated	Date:		Gross Benefit	
Date of Current Entitlement:	11/1984				
Net Monthly Benefit if Payable:	\$298.00				
Payee Name and Address:	YKOS Z TOMGU 0 CSUYS RP NVLVAQUOF LI				
Date Received by EIV: 04/04/2008		Lump Sum		Date	Amount
				03/01/2008	\$0.00
Dual Entitlement		Verification Data		Benefit History	
Claim Number:	C2	Date:		Gross Benefit	
Payment Status Code:	AD - Adjusted for dual entitlement	12/2007	\$268.00	Benefits not paid	
Date of Current Entitlement:	4/1985	12/2008	\$262.00	Benefits not paid	
Net Monthly Benefit if Payable:	\$289.00	12/2005	\$254.00	Benefits not paid	
Payee Name and Address:	YKOS Z TOMGU 32 OGV9BHMLC AQ EKWNSNCOVK DN	12/2004	\$244.00	Benefits not paid	
		12/2003	\$237.00	Benefits not paid	
		12/2002	\$232.00	Benefits not paid	
		12/2001	\$229.00	Benefits not paid	
		7/2001	\$223.00	Benefits not paid	
Date Received by EIV: 04/04/2008					

The **Medicare Data** table includes a Verification Data column and the Payee Name and Address. To the right of the Verification Data column are the Insurance Premium, Buy-In Start, and Buy-In Stop details.

If the Tenant does not receive Medicare Data, the text "EIV received no benefit data." is displayed in that section.

Medicare Data		Verification Data		Premium	Buy-in	Buy-in Start	Buy-in Stop
Payee Name and Address:	IMCJHZ Y TFXMDDKA 838 T FBXPEQKN BSN ID EVEDDRAKWO PD	Hospital Insurance:	\$0.00	N	Not Available	Not Available	
		Supp. Med. Insurance:	\$98.40	N	Not Available	Not Available	
Date Received by EIV: 04/02/2008							

The **Supplemental Security Benefits** table includes a Verification Data column, providing information about the current status of this entitlement: Payment Status Code, Alien Indicator, SSI Monthly Assistance Amount (Current), State Supplemental Amount (Current), and the Payee Name and Address. To the right is the Payment History of Net Benefits Paid column, identifying the date and type of monthly supplemental security benefit payments from both Federal and State sources: Date, Federal Amount, State Amount, and Type of Payment.

If the Tenant does not receive Supplemental Security Benefits, the text "EIV received no benefit data" is displayed in that section. The **Disability Table** displays the status "Yes" or "No" and the Onset Date.

4.2.3.2 Printing the Household Information

On the Income Report Page, Click the **Print-All** link to generate a paper version of the consolidated Household Information from the Summary Report tab, Income Report tab and Income Discrepancy Report tab.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below this, the breadcrumb trail reads 'Income Information >> By Head of Household >> Summary Report'. There are four tabs: 'Summary Report' (selected), 'Certification Page', 'Income Report', and 'Income Discrepancy Report'. A 'Print-All' link is located in the top right corner of the content area. A callout box with an arrow points to this link, containing the text 'Print-All Link'. Below the tabs is a form titled 'Head of Household Identifiers' with the following fields:

Name:	zmrgizsh BVOIVWWZ
Social Security Number:	***-**-2878
Date of Birth (mm/dd/yyyy):	XX/XX/1988
Program Type:	Public Housing
Project:	BLODGETT HOMES
Unit Address:	gh_sg0 ghvd 477 JACKSONVILLE FL 32209
Participant Code:	FL001
Annual Reexamination Date:	10/01/2011
Tenant Data from Form 50058 as of:	11/23/2010
Most Recent Type of Action:	1-New Admission
Effective Date:	10/25/2010

Below this form is a table titled 'Household Members':

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmrgizsh	BVOIVWWZ	XX/XX/1988	23	Head	Verified

The system opens a pop-up window displaying the printable view of the household’s information. When clicked, the system opens a pop-up window displaying the printable view of the Household Information. The report can be printed by clicking the **Print** button provided in the pop-up window. This page printed using the Printer-Friendly link or EIV screens contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When you have finished requesting the printed version of the page, click the pop-up window’s File → Close to return to the Household Income Details page.

4.2.3.3 Acquiring an Income Control Number (ICN)

An Income Control Number (ICN) may be assigned from the Household Summary and Income Record Status page. The ICN is potentially useful as proof that EIV was accessed. The ICN is recommended for use as a marker in the tenant file if EIV material is filed elsewhere. Please follow these steps to generate an ICN:

- Click By Head of Household Information in the left navigation panel, enter the search criteria, and click Search.
- Click on the appropriate tenant record to open the Household Summary and Income Record Status page.
- Click the **Provide ICN** button, appearing on the Household Summary and Income Status Record page below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> [By Head of Household](#) >> Summary Report

[Print All](#)

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Identifiers

Name: zmgizsh BVOIVWWZ
 Social Security Number: ***-**-2878
 Date of Birth (mm/dd/yyyy): XX/XX/1988
 Program Type: Public Housing
 Project: BLODGETT HOMES
 Unit Address: gh sg0 ghvd 477 JACKSONVILLE FL 32209
 Participant Code: FL001
 Annual Reexamination Date: 10/01/2011
 Tenant Data from Form 50058 as of: 11/23/2010
 Most Recent Type of Action: 1-New Admission
 Effective Date: 10/25/2010

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmgizsh	BVOIVWWZ	XX/XX/1988	23	Head	Verified
***-**-1371	voxzm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wmrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified

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

Provide ICN Button

The Household Summary and Income Record Status page refreshes, displaying an ICN assignment as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> [By Head of Household](#) >> Summary Report

[Print All](#)

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Identifiers

Name: zmgizsh BVOIVWWZ
 Social Security Number: ***-**-2878
 Date of Birth (mm/dd/yyyy): XX/XX/1988
 Program Type: Public Housing
 Project: BLODGETT HOMES
 Unit Address: gh sg0 ghvd 477 JACKSONVILLE FL 32209
 Participant Code: FL001
 Annual Reexamination Date: 10/01/2011
 Tenant Data from Form 50058 as of: 11/23/2010
 Most Recent Type of Action: 1-New Admission
 Effective Date: 10/25/2010

ICN: FL001-10112011-2500105

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmgizsh	BVOIVWWZ	XX/XX/1988	23	Head	Verified
***-**-1371	voxzm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wmrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified

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

[Printer-Friendly Version](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv

Printer-friendly Version Link

ICN Assigned

4.2.3.4 Printing the Income Control Number Assignment Page

When you click the **Printer-friendly Version** button on the Household Summary and Income Record Status page, the Income Control Number Assignment page is displayed. Notice the page includes an income control number assignment and is reformatted with the HUD Navigation Bar and the EIV System Navigation Panel removed as shown below. This page also contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5.

Head of Household Identifiers						
Name:	zmgizsh BVOIVWWZ					
Social Security Number:	***-**-2878					
Date of Birth (mm/dd/yyyy):	XX/XX/1988					
Program Type:	Public Housing					
Project:	BLODGETT HOMES					
Unit Address:	gh sg0 ghvd 477 JACKSONVILLE FL 32209					
Participant Code:	FL001					
Annual Reexamination Date:	10/01/2011					
Tenant Data from Form 50058 as of:	11/23/2010					
Most Recent Type of Action:	1-New Admission					
Effective Date:	10/25/2010					
ICN: FL001-10112011-2500105						
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmgizsh	BVOIVWWZ	XX/XX/1988	23	Head	Verified
***-**-1371	voxzm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wnrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified
The month and day values in the Date of Birth field have been masked for security reasons.						
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - HEI*** FIRST - HEIV08 LAST - uiv						
....FOR OFFICIAL USE ONLY....						

4.2.4 Income Information - New Hires Report

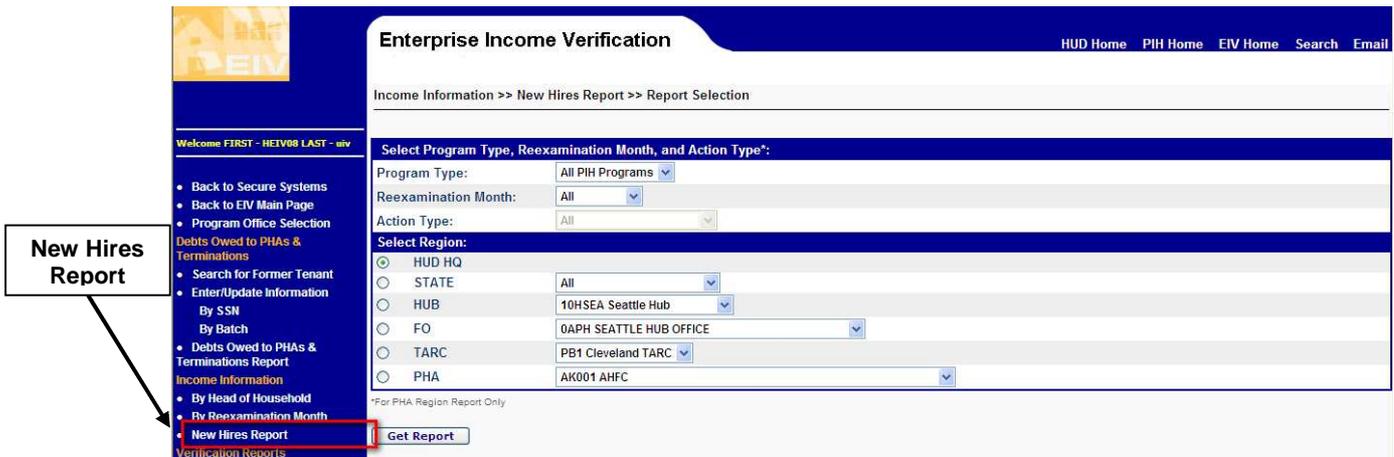
The New Report provides statistical information at the HQ, State, HUB, FO, TARC and PHA levels of the number of households and household members with new hires in the last 180 days based on EIV processing date.

4.2.4.1 Report Generation

On a weekly basis (as part of the weekend Batch processing), PIH households and household members are evaluated for new hires information and statistics are computed on the number of households and household members with new hires including the individual information. Each week, the new statistics and the corresponding individual information generated are stored in EIV and overwriting the previous week's statistics and individual information. Users relying on New Hires information for a particular period are advised to print that report before it is overwritten.

4.2.4.2 New Hires Report Filtering

Access the New Hires Report page by clicking the **New Hires Report** link on the EIV Navigation panel. The **New Hires Report – Report Selection** page displays as illustrated below.



Use this page to filter the scope of the data appearing on the New Hires Report. Once you have selected your filter options, click the **Get Report** button to generate the New Hires Report reflecting your choices.

The **New Hires Report** page provides you with the following filter options:

Program Type – This option provides the capability to filter data by Program Type – All PIH Programs, Public Housing or Section 8. By default, the value is set to **All PIH Programs** when the page displays.

Reexamination Month – This option provides the capability to filter data by Reexamination Month – All or a specific month of the year. By default, the value is set to **“All”** when the page displays.

Action Type – This option provides the capability to filter data by Action Type from the following options:

- All
- 1-New Admission
- 2-Annual Reexam
- 3-Interim Reexam
- 4- Portability Move-in
- 14-Historical Adjustment

Note: Action Type dropdown will be enabled only if PHA radio button is selected

Region – This option controls the scope of the data included on the report. Report data are aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. Your assigned role along with the security level as assigned determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to six organizational options. Only those that you are permitted to access are displayed on the page when it opens. Only one organizational option can be selected at a time.

The following organizational options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. The option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all levels.

- **State** - This option provides full access for those with IDs of Headquarters scope. The option as shown on the screen below only is displayed if your role assignment provides you with the access to national data at all states.

A drop-down list provides you with all the available State selection options. ALL option will enable you to pull the report for all the states. Scroll through the list to locate the desired State. Highlight it to select. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you will be able to view data for one, several, or all of the Field Offices and PHA’s associated with that HUB. If your access is at this level, the New Hires Report page would appear as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBS that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the EIV New Hires Report page would appear as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not appear in the Region selection component.

Scroll through the list to locate the desired Field Office. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC’s and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the New Hires Report page would appear as shown below.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the New Hires Report page would appear as follows:

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

4.2.4.3 New Hires Statistics Report

All Summary and Report details appear on the New Hires Report page. Although the scope of report detail may vary, the same page format is used to convey the data

The results data are displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The New Hires Report page includes a separate table for the selected organization (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level is displayed first on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

On the top statistics table you will find the following information:

Security Level – Shows the Region selected from the selection page

- HUD Headquarters
- State with the State name selected
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

Reexamination Month – Shows the Reexamination Month you have selected in the search criteria for this report.

Period of Review – Shows the 180 date range for which household members are reviewed for new hires information.

Program Type – Shows Program Type you have selected in the search criteria for this report will be displayed. If 'All PIH Programs' was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

Number of Households – Shows the total number of households where one or more household members have new hires information for the selected Program Type and Reexamination Month during the last 180 days.

Total Number of Household Members – In this column you will find information about the number of household members with new hires information for the selected Program Type and Reexamination Month during the last 180 days.

On the bottom statistical table shows the following information:

Security Level – In this column you will find a record for each entity associated with the level next to the selected organization (e.g., if the organization selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail, as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- PHA
- Individual Households

Program Type – In this column, you will find the Program Type you have selected in the search criteria for this report will be displayed. If 'All PIH Programs' was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

Number of Households – In this column you will find information about the number of households where one or more household members has new hires information during the last 180 days.

Total Household Members – In this column you will find information about the number of households' members with new hires information during the last 180 days.

4.2.4.4 New Hires Statistics Report Examples

Use this section to get familiar with the look and feel of the New Hires Statistics Report. Please note that there is a separate section for each security level view of the report.

4.2.4.4.1 HUD HQ Level View

When viewed from the HUD Headquarters level, the New Hires Report includes a summary HUD HQ Statistics (top statistics table) and HUB statistics (bottom statistics table). To view data for a particular HUB, click the hyperlink associated with it.

The screen below is an example of HUD Headquarter Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification				HUD Home	PIH Home	EIV Home	Search	Email
Income Information >> New Hires Report >> Report Selection >> HUD Headquarters Statistics								
HUD Headquarters Statistics as of Jul 09, 2011								
HUD Headquarters	HQ							
Reexamination Month	ALL							
Period Reviewed	Apr 09, 2011 - Jul 09, 2011							
Program Type	ALL	Public Housing	Section 8					
Number of Households	154,034	46,058	107,976					
Total Number of Household Members	159,860	47,859	112,001					
Printer-Friendly Version								
HUB Statistics								
HUB		Number of Households	Total Household Members					
10HSEA Seattle Hub	ALL	5,716	6,035					
	Public Housing	1,088	1,153					
	Section 8	4,648	4,882					
11RPC Cleveland RPC	ALL	66	71					
	Public Housing	48	53					
	Section 8	18	18					
1HBOS Boston Hub	ALL	9,358	9,700					
	Public Housing	2,126	2,200					
	Section 8	7,232	7,500					
2HBUF Buffalo Hub	ALL	2,825	2,936					
	Public Housing	873	908					
	Section 8	1,952	2,028					
2HNWK Newark Hub	ALL	3,968	4,128					
	Public Housing	993	1,028					
	Section 8	2,975	3,100					

The screen below is an example of HUD Headquarter Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification				HUD Home	PIH Home	EIV Home	Search	Email
Income Information >> New Hires Report >> Report Selection >> HUD Headquarters Statistics								
HUD Headquarters Statistics as of Jul 09, 2011								
HUD Headquarters	HQ							
Reexamination Month	ALL							
Period Reviewed	Apr 09, 2011 - Jul 09, 2011							
Program Type	Public Housing							
Number of Households	46,058							
Total Number of Household Members	47,859							
Printer-Friendly Version								
HUB Statistics								
HUB		Number of Households	Total Household Members					
10HSEA Seattle Hub		1,088	1,153					
11RPC Cleveland RPC		48	53					
1HBOS Boston Hub		2,126	2,200					
2HBUF Buffalo Hub		873	908					
2HNWK Newark Hub		993	1,028					
2HNYC New York City Hub		6,024	6,235					
3HBLT Baltimore Hub		3,149	3,374					
3HPHL Philadelphia Hub		1,853	1,730					
3HPIT Pittsburgh Hub		1,010	1,057					
4HATL Atlanta Hub		1,750	1,786					
4HBIR Birmingham Hub		1,820	1,869					

Sort Icons

The screen below is an example of HUD Headquarter Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> New Hires Report >> [Report Selection](#) >> HUD Headquarters Statistics

HUD Headquarters Statistics as of Jul 09, 2011

HUD Headquarters	HQ
Reexamination Month	ALL
Period Reviewed	Apr 09, 2011 - Jul 09, 2011
Program Type	Section 8
Number of Households	107,976
Total Number of Household Members	112,001

[Printer-Friendly Version](#)

HUB Statistics		
HUB	Number of Households	Total Household Members
10HSEA Seattle Hub	4,646	4,862
11RPC Cleveland RPC	18	18
1HBOS Boston Hub	7,232	7,500
2HBUF Buffalo Hub	1,952	2,028
2HNWK Newark Hub	2,975	3,100
2HNYC New York City Hub	6,288	6,511
3HBLT Baltimore Hub	6,001	6,261
3HPHL Philadelphia Hub	2,815	2,948

Sort Icons

When Public Housing or Section 8 program type is selected, the sort capability is available for HUB, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

4.2.4.4.2 State Level View

When viewed from the HUB level, the New Hires Report includes State Statistics (top statistics table) as well as the PHA Statistics (bottom statistics table) within the selected State. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of State Statistics Report when **All PIH Programs** is selected from the Program Type selection.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> New Hires Report >> [Report Selection](#) >> All States Statistics

State Statistics as of Jul 09, 2011			
State	ALL STATES		
Reexamination Month	ALL		
Period Reviewed	Apr 09, 2011 - Jul 09, 2011		
Program Type	ALL	Public Housing	Section 8
Number of Households	154,034	46,058	107,976
Total Number of Household Members	159,860	47,859	112,001

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All States Statistics			
States		Number of Households	Total Household Members
Alabama	ALL	3,570	3,650
	Public Housing	1,820	1,869
	Section 8	1,750	1,781
Alaska	ALL	265	281
	Public Housing	53	56
	Section 8	212	225

The screen below is an example of State Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> New Hires Report >> [Report Selection](#) >> All States Statistics

State Statistics as of Jul 09, 2011	
State	ALL STATES
Reexamination Month	ALL
Period Reviewed	Apr 09, 2011 - Jul 09, 2011
Program Type	Public Housing
Number of Households	46,058
Total Number of Household Members	47,859

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[Printer-Friendly Version](#)

All States Statistics		
All States	Number of Households	Total Household Members
Alabama	1,820	1,869
Alaska	53	56
American Samoa	0	0
Arizona	273	282
Arkansas	694	718
California	1,232	1,284
Colorado	373	398
Connecticut	439	449
Delaware	126	129

The screen below is an example of State Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Enterprise Income Verification		HUD Home	PIH Home	EIV Home	Search	Email
Income Information >> New Hires Report >> Report Selection >> All States Statistics						
State Statistics as of Jul 09, 2011						
State	ALL STATES					
Reexamination Month	ALL					
Period Reviewed	Apr 09, 2011 - Jul 09, 2011					
Program Type	Section 8					
Number of Households	107,976					
Total Number of Household Members	112,001					
<<Back						
Printer-Friendly Version						
All States Statistics						
All States	Number of Households	Total Household Members				
Alabama	1,750	1,781				
Alaska	212	225				
American Samoa	0	0				
Arizona	946	988				
Arkansas	1,403	1,445				
California	9,162	9,559				
Colorado	1,482	1,527				
Connecticut	1,633	1,695				

When Public Housing or Section 8 program type is selected, the sort capability is available for PHA, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

4.2.4.4.3 HUB Level View

When viewed from the HUB level, the New Hires Report includes HUB Statistics (top statistics table) and the Field Offices Statistics (bottom statistics table) within the HUB. To view data for a particular field office, click the hyperlink associated with it.

The screen below is an example of HUB Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

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

HUB Statistics as of Jul 09, 2011			
HUB	10HSEA Seattle Hub		
Reexamination Month	ALL		
Period Reviewed	Apr 09, 2011 - Jul 09, 2011		
Program Type	ALL	Public Housing	Section 8
Number of Households	5,716	1,068	4,648
Total Number of Household Members	6,035	1,153	4,882

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Field Office Statistics			
Field Office		Number of Households	Total Household Members
OAPH SEATTLE HUB OFFICE	ALL	4,182	4,444
	Public Housing	882	937
	Section 8	3,320	3,507
OCPH ALASKA COMMUNITY SERVICE CENTER	ALL	0	0
	Public Housing	0	0
	Section 8	0	0
OEPH PORTLAND PROGRAM CENTER	ALL	1,534	1,591
	Public Housing	208	216
	Section 8	1,328	1,375

To view the HUB Statistics Report for **Public Housing**, select **Public Housing** in the **Program Type** selection in the **New Hires Report Selection** page.

To view the HUB Statistics Report for **Section 8**, select **Section 8** in the **Program Type** selection in the **New Hires Report Selection** page.

When **Public Housing** or **Section 8** program type is selected, the sort capability is available for Field Office, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

4.2.4.4.4 Field Office Level View

When viewed from the Field Office level, the New Hires Report includes Field Office Statistics (top statistic table) as well as the PHA Statistics (bottom statistics table) within the Field Office jurisdiction. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of Field Office Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> New Hires Report >> Report Selection >> Field Office Statistics

Field Office Statistics as of Jul 09, 2011			
FO Name	0APH SEATTLE HUB OFFICE		
Reexamination Month	ALL		
Period Reviewed	Apr 09, 2011 - Jul 09, 2011		
Program Type	ALL	Public Housing	Section 8
Number of Households	4,182	862	3,320
Total Number of Household Members	4,444	937	3,507

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PHA Statistics			
PHA		Number of Households	Total Household Members
AK001 AHFC	ALL	53	56
	Public Housing	53	56
	Section 8	0	0
AK901 AHFC - S8	ALL	212	225
	Public Housing	0	0
	Section 8	212	225
ID001 Twin Falls	ALL	5	5
	Public Housing	5	5
	Section 8	0	0
ID002 Nampa	ALL	9	10
	Public Housing	9	10

To view the Field Office Statistics for **Public Housing**, select **Public Housing** in the **Program Type** selection in the **New Hires Report Selection** page.

To view the Field Office Statistics Report for **Section 8**, select **Section 8** in the **Program Type** selection in the **New Hires Report Selection** page.

When **Public Housing** or **Section 8** program type is selected, the sort capability is available for PHA, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

4.2.4.4.5 PHA Level View

When viewed from the PHA level, the New Hires Report includes PHA Statistics (top statistics table) as well as the list of tenants (bottom table). To view data for an individual tenant, click the hyperlink associated with household as illustrated below.

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> New Hires Report >> [Report Selection](#) >> PHA Statistics

New Hires Summary Report

Participant Code:	AK001 AHFC
Program Type:	All PIH Programs
Action Type:	All
Reexamination Month:	All
Period Reviewed:	04/09/2011 - 07/09/2011
Households With New Hires:	1
Household Members With New Hires:	1

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Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 1 of 1 Households

Summary Reports

Detail Reports

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
***-**-8501	HAZEM	ALI	10/26/1974	AINMF EBM	Public Housing	AK001000274	505003	500 OKLAHOMA ST 505003, ANCHORAGE AK 99504

Please refer to Section 4.1.2.3.5 for full description of New Hires Report at the PHA level.

4.3 Income Discrepancy Report Module

The Income Discrepancy Report compares the tenant’s projected next year’s income as reported in form HUD-50058 to the actual income data compiled by EIV.

Before beginning to work with the Income Discrepancy Report, it is important to have a thorough understanding of the concepts that govern the tenant income evaluation and income discrepancy calculation process. This will be useful in understanding what data are used in compiling the report tables and why data concerning some tenants cannot be used. The process consists of the following activities:

- Identifying the Period of Income
- Identifying Projected Income
- Identifying the Actual Income reported during the Period of Income
- Prorating Actual Income
- Calculating Income Discrepancies
- Discrepancy Analysis
- Report Generation

Please use the information in the following sections to learn more about each of these processes and activities.

4.3.1 Identifying the Period of Income (PI)

The Period of Income provides the timeline governing the collection of the data used to determine whether or not a discrepancy exists between projected household income (as reported on form HUD-50058) and actual income (income data that was available in EIV at the time the projection was made).

By comparing projected and actual income for the same period, the system determines whether a discrepancy exists and measures its size.

The period of income is determined using the following events to assist in setting the specific time span that will be taken into consideration when collecting and calculating income data:

- **Form HUD-50058 Effective Date** – This is the effective date appearing on the form HUD-50058 for the identified tenant. It is used to calculate the Period of Income Start and End Date values.
- **Period of Income Start Date** – This date represents the starting point for the income period. It is calculated by EIV based on the effective date associated with the form HUD-50058 for the tenant. It is assumed that the Period of Income Start Date is 15 months prior to the effective date on form HUD-50058.
- **Period of Income End Date** – This date represents the end of the period of income and is assumed to be 3 months prior to the effective date on form HUD-50058. It is also the tenant interview date. The Period of Income End date is, 12 months from the Period of Income Start Date.
- **Threshold Date** – This is the date EIV calculates the Income Discrepancy Report data.
- **Window of Form HUD-50058 Selection** – This date is used to help locate the most recent form HUD-50058 record in the current database. In order to be selected, the effective date of the form HUD-50058 must fall within a period of 3 to 15 months prior of the Threshold Date.

4.3.2 Identifying Projected Income

Projected income information is used as the baseline for discrepancy calculations. It is derived from the form HUD-50058 records stored in the IMS/PIC database. The income projection information is used to determine whether or not a given household should be included in the Income Discrepancy Report. The determination is made using the following evaluation criteria:

- Selected Form HUD-50058 records will come directly from the current IMS/PIC database. There is no need to access the IMS/PIC Historical database to obtain projected household income information.
- EIV will review the current IMS/PIC database to locate the most recent form HUD-50058 record (for a household) that falls in the timeline of 3 to 15 months prior to the Threshold Date. The most recent record falling within that timeline will be used as the source for projected income information.
- Form HUD-50058 records with an effective date that falls within the specified 3 to 15 months timeline, and includes an action type of 1-7, 9, 10, 12, or 14, will be included in the Income Discrepancy Report calculations.

Action Types - included in Income Discrepancy Report calculations	Definition
1	New Admission
2	Annual Reexamination
3	Interim Reexamination

Action Types - included in Income Discrepancy Report calculations	Definition
4	Portability Move-in (VO only)
5	Portability Move-out (VO only)
7	Other Change of Unit
9	Annual Reexamination Searching (VO only)
10	Issuance of Voucher (VO only)
12	Flat Rent Annual Update (PH only)
14	Historical Adjustment

- Data from households that lack SSA verification or which have failed SSA verification will not be included in the calculations.
- If a form HUD-50058 record does not meet the qualification criteria, the household will be excluded from the Income Discrepancy Report.

4.3.3 Identifying the Actual Income reported during the Period of Income

Actual income information is used to evaluate the accuracy of an income projection. It is compared to the projected income value stored on the form HUD-50058 associated with a household. **If there is a difference between the projected value and the actual (reported) income value, the difference is referred to as a discrepancy.** Discrepancies that meet or exceed the threshold percentage entered by the user are included in the data collection.

EIV information is not considered to be conclusive proof if a tenant challenges that it is not current or complete. One factor is time lag in the collection of SSA and NDNH data. In such cases, the employment information, including the “new hires” information will help the PHA research the tenant’s income.

4.3.4 Prorating Actual Income

When the period of income includes a Period of Income Start Date that coincides with income reporting quarters, the income is simply added for those quarters. In those cases where an income record overlaps the start or end of the period of consideration, the income will be prorated, based on the following calculation:

- First Quarter Income = (quarter income value/period of time) * length of time in period. For example, if the income is within the period of consideration for 2 of 3 months, the calculation would be (quarter income value / 3 months) * 2 months.
- Sum the quarter income that occurs within the period of consideration. This should be 3 quarters of data.
- Add the final quarter of income data. Quarter income = (quarter income value / period of time) * (length of time considered).

4.3.5 Calculating Income Discrepancies

Once projected and actual income data have been captured, the discrepancy evaluation process begins. EIV conducts two separate evaluations for the Income Discrepancy Report generation process. The outcome determines whether or not the results should be included in the Income Discrepancy Report.

When included, the results of both calculations appear on the Head of Household Information page. You reach this page by drilling down to the lowest level of detail on the Income Discrepancy report.

- Statistics
- Households Exceeding Threshold

4.3.5.1 Statistics Table

The Statistics Table provides summary results. This section lists details including the threshold percentage based on which the report is calculated. The summary details include the total number of households evaluated, households that exceed threshold, percentage of households that exceed threshold, Outliers (households exceed the threshold by twice the designated amount), percentage of Outliers, total amount of annual discrepancy (Actual), and the total amount of annual discrepancy (projected income calculated based on annualized last quarter data). Use the Households with Income Discrepancy table to view more detailed information about the results appearing in this table. Click a Social Security Number to view the associated household detail. To learn more detail, please use the Head of Household table.

4.3.5.2 Households with Income Discrepancy Table

The Households with Income Discrepancy table provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. **The value causing the household to appear on the report is highlighted.** The Outlier column provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. The sort feature (the up and down arrows) is provided to sort data in each column.

The discrepancy is reported as follows:

- **Discrepancy (Actual)** – displays the annual discrepancy in income data for the designated household.
- **Discrepancy (Annualized Last Quarter)** – displays the discrepancy annualized from the last quarter's income for the designated household.
- **Outliers** – displays a 'Y' to indicate if the household has exceeded the threshold by twice the amount and 'N' otherwise.
- **Head of Household** Information Page section – to learn more about how to use the information provided.
- Income discrepancies are calculated in the following manner::
- **Discrepancy 1** – Entire period of consideration versus income projection is calculated as follows:
(Projected Annual Wages and Benefits from form HUD-50058) – (Reported Annual Wages and Benefits as derived from EIV data)
- **Discrepancy 2** – Last quarter of period of consideration annualized against projection is calculated as follows:
 - Actual EIV Income = final quarter income data (prorated as first and final quarter income in calculating total income for period of income against projection) * 4 quarters.
 - Projected Annual Wages and Benefits from form HUD-50058 – Actual EIV Income.

4.3.6 Discrepancy Analysis

Once the income discrepancy calculations are completed, EIV analyzes the results to determine whether a household should be included in the Income Discrepancy Report. The analysis compares the results to a pre-defined EIV system value — Discrepancy Cutoff.

The Discrepancy Cutoff variable establishes the monetary value that the calculated discrepancy must exceed in order for the household to be included in the Income Discrepancy Report. By default, this value is set to -\$2,400. This means that the discrepancy between the actual annual income value and the projected income must be at least \$2,400 or greater in order to appear on the report.

For example, if the projected income for a household was \$10,000 but the actual income was \$14,000, the difference of \$4,000 is greater than the established cutoff value, qualifying it to appear on the report. Conversely, if the projected income for a household was \$10,000 but the actual income was \$12,000, the difference of \$2,000 is less than that of the established cutoff value, disqualifying that record from being used in the report.

When making the determination whether a household should be included in Income Discrepancy Report data, EIV always uses the higher of the two calculated discrepancy values. For those households being included in report data, the report calculates whether the discrepancy exceeds pre-determined threshold values (5% to 100% by increments of 5 %).

4.3.7 Report Generation

Income Discrepancy Report data gathering and calculations are computed automatically according on a weekly basis. The data are collected, analyzed, and stored in the EIV database according to the previously specified criteria. The obsolete data set is overwritten with the current data. Users relying on data from a particular Income Discrepancy Report are advised to print that report before it is overwritten.

4.3.8 Income Discrepancy Report Filtering

Access the Income Discrepancy Report page by clicking the Income Discrepancy Report link on the EIV Navigation panel. The **Income Discrepancy Report – Report Selection** page displays as illustrated below.

Use this page to filter the scope of the data appearing on the Income Discrepancy report. Once you have selected your filter options, click the **Get Report** button to generate the Income Discrepancy Report reflecting your choices.

The **Income Discrepancy Report** page provides you with the following filter options:

- **Program Type** – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.
- **Reexamination Month** – This option provides the capability to filter data by Reexamination Month – All or specific month of the year. By default, the value is set to **“All”** when the page displays.
- **Threshold %** – This option provides the capability to filter data by threshold percentage. This means only the data for those households where the amount of the discrepancy exceeds a specified percentage are included on the report. You can adjust the range of the filter from 5 to 100 percent in increments of 5 percentage points. The larger the percentage the smaller the data set and vice versa.
- **Action Type** – This option provides the capability to filter data by Action Type with the following choices:
 - All
 - 1-New Admission
 - 2-Annual Reexam
 - 3-Interim Reexam
 - 4- Portability Move-in
 - 14-Historical Adjustment

The Action Type dropdown will be enabled only if the PHA radio button is selected.

- **Region** – This option controls the scope of the data included on the report. Report data are aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. Your assigned role along with the assigned security level determines the extent of the data that will be used.

Your role assigned role provides you with access to up to five organizational options. Only those that you are permitted to access are displayed when the page opens. Only one organizational option can be selected at a time.

The following organizational options are available based on the screen shot displayed above:

- **HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. This option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all levels.
- **State** - This option provides full access for those with IDs of Headquarters scope. This option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all states.

A drop-down list provides you with all the available State selection options. Scroll through the list to locate the desired State. Highlight it to select. Only one selection can be active at a time. There is an option All to select all the states. If All is selected then the statistics are brought up from all the states.

- HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you will be able to view data for one, several, or all of the Field Offices and PHA’s associated with that HUB. If your access is at this level, the Income Discrepancy Report page would appear as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBS that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- Field Office** – This option provides access to the data associated with Field Offices and the PHA’s under the Field Office. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Income Discrepancy Report page would appear as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- TARC** – This option provides access to the data associated with TARCs and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Income Discrepancy Report page would appear as shown below.
- PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the EIV Income Discrepancy Report page would appear as follows:

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Income Discrepancy Report >> Report Selection

Select Program Type, Reexamination Month, Threshold Value and Action Type:

Program Type: All PIH Programs

Reexamination Month: ALL

Threshold: 5 %

Action Type: All

Select Region:

PHA OH001 - Columbus Metropolitan Housing Authority

Get Report

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA's that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

4.3.9 Income Discrepancy Statistics Report

All Summary and Report details appear on the Income Discrepancy Report page. Although the scope of report detail may vary, the same page format is used to convey the data. For your convenience and ease of use, the page title is amended to indicate the scope of data included. For example, if you selected the HUD HQ organizational option, then you would be on the HUD Headquarters Income Discrepancy Report page.

On the Income Discrepancy Report page you will find the results of the discrepancy analysis you have requested. Result data are displayed in a tabular format. Each table (referred to as a Statistics table) is clearly labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The Income Discrepancy Report page includes a separate table for the selected organization (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level is listed first on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

Based on the access provided at the role level, the details of Outlier and Threshold Income Information will be hidden/displayed. This access is determined by the System Administrator.

On a top statistics table you will find the following information:

Security Level – Shows the organization selected from the Report selection page. Possible values are:

- HUD Headquarters
- STATE
- HUB
- TARC
- Field Office
- PHA

Threshold Percentage – Shows the selected value in the search criteria for this report generation. The percentage is measured as the variance (plus or minus) beyond which a tenant record is included in a report listing and in report summary calculations.

Reexamination Month – Shows the Reexamination Month you have selected in the search criteria for this report.

Program Type – Shows the Program Type you have selected in the search criteria for this report. If 'All PIH Programs' was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

Total Number of Households Evaluated – Shows the total number of households associated with the selection criteria used in the income discrepancy analysis. If 'All PIH Programs' was selected as the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

Households that Exceed Threshold – Shows the information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff percentage value. If 'All PIH Programs' was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

Percentage of Households exceeding threshold – Shows the percentage of the number of households is displayed where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. If 'All PIH Programs' was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

Outliers (Threshold *2) – This field will be displayed only if the access to view this information has been granted by the System Administrator. Shows the information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. If 'All PIH Programs' was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

Percentage of Households exceeding threshold that are outliers – This field will be displayed only if the access to view this information has been granted by the System Administrator. Shows the percentage of outliers where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. If 'All PIH Programs' was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

Net Annual Income Discrepancy (Actual) – This field will be displayed only if the access to view this information has been granted by the System Administrator. Shows discrepancy between the actual income and the reported income by the tenant is computed based on the income reports for the last four quarters. If 'All PIH Programs' was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding net total.

Net Annual Income Discrepancy (Annualized Last Quarter) – This field will be displayed only if the access to view this information has been granted by the System Administrator .Shows the discrepancy between the actual income and the income projected by the tenant as computed based on the income reported for last quarter. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding net total.

The bottom statistics table shows the following:

Security Level – In this column you will find a record for each entity associated with the level next to the organization selected (e.g., if organization selected is HUD HQ, the next level is HUB). Click the hypertext link associated with the security level label to view additional detail, as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- PHA
- Individual Households

Program Type – In this column, you will find the Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

Total Number of Households Evaluated – In this column you will find information about the total number of households associated with the selection criteria used in the income discrepancy analysis. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

Households that Exceed Threshold – In this column you will find information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff percentage value. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

Net Annual Income Discrepancy - Actual – This field will be displayed only if the access to view this information has been granted by the System Administrator. In this column the discrepancy between the actual income and the reported income by the tenant is computed based on the income reports for last four quarters. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8. with the corresponding net total.

Net Annual Income Discrepancy - Annualized Last Quarter – This field will be displayed only if the access to view this information has been granted by the System Administrator .In this column the discrepancy between the actual income and the reported income by the tenant is computed based on the income reported for last quarter. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8 with the corresponding net total.

Outliers (Threshold *2) – This field will be displayed only if the access to view this information has been granted by the System Administrator. In this column you will find information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

4.3.9.1 Income Discrepancy Statistics Report Examples

Please use this section to get familiar with the look and feel of the Income Discrepancy Statistics Report. There is a separate section for each security level view of the report.

4.3.9.1.1 HUD HQ Level View

When viewed from the HUD Headquarters level, the Income Discrepancy Report includes the HUD Headquarters Statistics (top statistics table) and HUB Statistics (bottom statistics table). To view data for a particular HUB, click the red underlined hyperlink associated with it.

The screen below is an example of HUD Headquarter Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> HUD Headquarters Statistics

HUD Headquarters Statistics as of Jul 09, 2011			
HUD Headquarters	HQ		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Section 8	Public Housing
Total Number of Households Evaluated	2,130,706	1,453,889	676,817
Households that Exceed Threshold	191,700	122,530	69,170
Percentage of households exceeding threshold	09.00%	08.43%	10.22%
Outliers (Threshold * 2)	186,860	120,627	66,233
Percentage of households exceeding threshold that are outliers	97.48%	98.45%	95.75%
Net Annual Income Discrepancy (Actual)	(\$1,347,504,347.31)	(\$823,044,509.39)	(\$524,459,837.92)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,415,805,290.26)	(\$842,826,448.54)	(\$572,978,841.72)

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HUB Statistics						
HUB		Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold)
				Actual	Annualized Last Quarter	
1HBOS Boston Hub	All	142,831	8,189	(\$59,173,029.20)	(\$54,918,818.63)	8,124
	Public Housing	45,276	2,282	(\$17,299,750.26)	(\$15,080,412.29)	2,258
	Section 8	97,555	5,907	(\$41,873,278.94)	(\$39,838,406.34)	5,866
4HMIA Miami Hub	All	59,823	3,733	(\$24,369,962.61)	(\$20,126,393.30)	3,720
	Public Housing	13,242	781	(\$4,771,690.89)	(\$3,957,702.39)	758

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Income Discrepancy Report with Income and Outlier Information

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> HUD Headquarters Statistics

HUD Headquarters Statistics as of Apr 20, 2013			
HUD Headquarters	HQ		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Section 8	Public Housing
Total Number of Households Evaluated	1,671,760	1,097,980	573,780
Households that Exceed Threshold	181,676	119,042	62,634
Percentage of households exceeding threshold	10.87%	10.84%	10.92%



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HUB Statistics			
HUB		Households Evaluated	Households that Exceed Threshold
1HBOS Boston Hub	All	110,937	7,949
	Public Housing	29,753	2,164
	Section 8	81,184	5,785
4HMIA Miami Hub	All	37,955	3,753
	Public Housing	9,865	962
	Section 8	28,090	2,791
4HJAC Jacksonville Hub	All	20,792	2,702
	Public Housing	6,344	590
	Section 8	14,448	2,112
4HLOU Louisville Hub	All	34,545	5,088
	Public Housing	13,531	1,663
	Section 8	21,014	3,425
4HGRN Greensboro Hub	All	60,738	5,997
	Public Housing	24,260	2,045
	Section 8	36,478	3,952

Income Discrepancy Report without Income and Outlier Information

You can download the report in Excel format by clicking the Download in Excel link as illustrated above.

When the link is clicked, it gives the user to save the file or open the file. The details of Downloading a file to Excel is illustrated in Appendix B of this document.

To view the HUD Headquarter Statistics for **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

To view the HUD Headquarter Statistics Report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

When Public Housing or Section 8 program type is selected, the sort capability is available for HUB, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy – Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold *2) fields. Please refer to Section 3.2.5 for description of how to use sorting in online report tables.

4.3.9.1.2 State Level View

When viewed from the HUB level, the Income Discrepancy Report includes State Statistics (top statistics table) as well as the PHA Statistics (bottom statistics table) within the selected State. The user has an option to pull data for all the states by selecting ALL option in state field. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of State Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> All States Statistics

All States as of Jul 09, 2011			
State	All States		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	2,130,706	676,817	1,453,889
Households that Exceed Threshold	191,700	69,170	122,530
Percentage of households exceeding threshold	09.00%	10.22%	08.43%
Outliers (Threshold * 2)	186,860	66,233	120,627
Percentage of households exceeding threshold that are outliers	97.48%	95.75%	98.45%
Net Annual Income Discrepancy (Actual)	(\$1,347,504,347.31)	(\$524,459,837.92)	(\$823,044,509.39)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,415,805,290.26)	(\$572,978,841.72)	(\$842,826,448.54)

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All States Statistics						
State		Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
				Actual	Annualized Last Quarter	
California	All	219,980	11,781	(\$88,359,317.08)	(\$80,514,286.37)	11,689
	Public Housing	196,561	10,587	(\$79,444,787.08)	(\$72,461,698.66)	10,500
	Section 8	23,419	1,194	(\$8,914,530.00)	(\$8,052,587.71)	1,189
Iowa	All	4,092	112	(\$740,853.19)	(\$689,729.81)	112
	Public Housing	2,559	101	(\$663,522.28)	(\$610,119.23)	101
	Section 8	1,533	11	(\$77,330.91)	(\$79,610.58)	11
Rhode Island	All	6,219	264	(\$2,177,436.28)	(\$1,952,561.46)	260
	Public Housing	2,510	784	(\$9,177,436.28)	(\$1,952,561.46)	260

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Income Discrepancy Report with Income and Outlier Information

Enterprise Income Verification

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> All States Statistics

All States as of Apr 20, 2013			
State	All States		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Section 8	Public Housing
Total Number of Households Evaluated	1,671,760	1,097,980	573,780
Households that Exceed Threshold	181,676	119,042	62,634
Percentage of households exceeding threshold	10.87%	10.84%	10.92%



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All States Statistics			
State		Households Evaluated	Households that Exceed Threshold
Florida	All	26,355	4,029
	Public Housing	16,209	1,552
	Section 8	10,146	2,477
Georgia	All	42,801	2,611
	Public Housing	22,362	799
	Section 8	20,439	1,812
US Virgin Islands	All	2,944	402
	Public Housing	520	59
	Section 8	2,424	343

Income Discrepancy Report without Income and Outlier Information

You can download the report in Excel format by clicking the Download in Excel link as illustrated above. When the link is clicked, it gives the user the option to save or open the file. The details of Downloading a file to Excel is illustrated in Appendix B of this document.

To view the State Statistics for **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

To view the State Statistics Report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

When **Public Housing** or **Section 8** is selected from the program type drop-down list, the sort capability is available for PHA, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy – Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold *2) fields. Please refer to Section 3.2.5 for description of how the sorting works.

4.3.9.1.3 HUB Level View

When viewed from the HUB level, the Income Discrepancy Report includes HUB Statistics (top statistics table) and the Field Offices Statistics (bottom statistics table) within the HUB. To view data for a particular field office, click the red underlined hyperlink which is displayed if there is data.

The screen below is an example of HUB Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

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[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> HUB Statistics

HUB Statistics as of Jul 09, 2011			
HUB	10HSEA Seattle Hub		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	72,788	13,039	59,749
Households that Exceed Threshold	4,854	862	3,992
Percentage of households exceeding threshold	06.67%	06.61%	06.68%
Outliers (Threshold * 2)	4,836	859	3,977
Percentage of households exceeding threshold that are outliers	99.63%	99.65%	99.62%
Net Annual Income Discrepancy (Actual)	(\$37,137,722.38)	(\$6,799,807.46)	(\$30,337,914.92)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$33,218,376.42)	(\$6,078,349.93)	(\$27,140,026.49)

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Field Office Statistics						
Field Office		Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
				Actual	Annualized Last Quarter	
0EPH PORTLAND PROGRAM CENTER	All	26,739	1,524	(\$10,246,136.45)	(\$9,285,391.61)	1,519
	Public Housing	3,444	161	(\$1,077,870.58)	(\$994,439.23)	161
	Section 8	23,295	1,363	(\$9,168,265.87)	(\$8,290,952.38)	1,358
0APH SEATTLE HUB OFFICE	All	46,049	3,330	(\$26,891,585.93)	(\$23,932,984.81)	3,317
	Public Housing	9,595	701	(\$5,721,936.88)	(\$5,083,910.70)	698
	Section 8	36,454	2,629	(\$21,169,649.05)	(\$18,849,074.11)	2,619

Income Discrepancy Report with Income and Outlier Information

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> HUB Statistics

HUB Statistics as of Apr 20, 2013			
HUB	1HBOS Boston Hub		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Section 8	Public Housing
Total Number of Households Evaluated	110,937	81,184	29,753
Households that Exceed Threshold	7,949	5,785	2,164
Percentage of households exceeding threshold	07.17%	07.13%	07.27%

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Field Office Statistics			
Field Office		Households Evaluated	Households that Exceed Threshold
1APH BOSTON HUB OFFICE	All	59,255	4,677
	Public Housing	13,406	1,164
	Section 8	45,849	3,513
1EPH HARTFORD PROGRAM CENTER	All	24,836	1,449
	Public Housing	8,118	552

Income Discrepancy Report without Income and Outlier Information

You can download the report in Excel format by clicking the Download in Excel link as illustrated above. When the link is clicked, it gives the user to save the file or open the file. The details of Downloading a file to Excel is illustrated in Appendix B of this document.

To view the HUB Statistics for **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

To view the HUB Statistics Report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

When **Public Housing** or **Section 8** is selected from the program type drop-down list, the sort capability is available for Field Office, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy – Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold *2) fields. Please refer to Section 3.2.5 for description of how the sorting works.

4.3.9.1.4 Field Office Level View

When viewed from the Field Office level, the Income Discrepancy Report includes for the Field Office Statistics (top statistics table) as well as the PHA's Statistics (bottom statistics table) within the Field Office jurisdiction. To view data for a particular PHA, click the hyperlink associated with it.

The screen print below is an example of Field Office Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> Field Office Statistics

Field Office Statistics as of Oct 08, 2011			
Field Office	0EPH PORTLAND PROGRAM CENTER		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Section 8	Public Housing
Total Number of Households Evaluated	28,258	23,793	4,465
Households that Exceed Threshold	1,805	1,528	277
Percentage of households exceeding threshold	06.39%	06.42%	06.20%
Outliers (Threshold * 2)	1,792	1,515	277
Percentage of households exceeding threshold that are outliers	99.28%	99.15%	100.00%
Net Annual Income Discrepancy (Actual)	(\$12,474,198.10)	(\$10,485,010.51)	(\$1,989,187.59)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$10,355,084.32)	(\$8,900,727.59)	(\$1,454,356.73)

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PHA Statistics						
PHA		Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
				Actual	Annualized Last Quarter	
OR001 Clackamas	All	1,134	38	(\$234,359.00)	(\$129,734.93)	38
	Public Housing	290	16	(\$87,272.00)	(\$46,577.53)	16
	Section 8	844	22	(\$147,087.00)	(\$83,157.40)	22
OR002 Portland	All	10,770	1,057	(\$7,719,221.43)	(\$6,864,965.62)	1,049
	Public Housing	2,376	165	(\$1,219,867.65)	(\$977,794.79)	165
	Section 8	8,394	892	(\$6,499,353.78)	(\$5,887,170.83)	884

Income Discrepancy Report with Income and Outlier Information

Enterprise Income Verification

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> Field Office Statistics

Field Office Statistics as of Apr 20, 2013			
Field Office	1APH BOSTON HUB OFFICE		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Section 8	Public Housing
Total Number of Households Evaluated	59,255	45,849	13,406
Households that Exceed Threshold	4,677	3,513	1,164
Percentage of households exceeding threshold	07.89%	07.66%	08.68%

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PHA Statistics			
PHA		Households Evaluated	Households that Exceed Threshold
MA001 Lowell Housing Authority	All	932	0
	Public Housing	523	0
	Section 8	409	0
MA002 Boston Housing Authority	All	7,468	244
	Public Housing	2,639	244

Income Discrepancy Report without Income and Outlier Information

You can download the report in Excel format by clicking the Download in Excel link as illustrated above.

When the link is clicked, it gives you the option to save the file or open the file. The details of Downloading a file to Excel is illustrated in Appendix B of this document.

To view the FO Statistics for **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

To view the FO Statistics Report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Income Discrepancy Report Selection** page.

When **Public Housing** or **Section 8** is selected from the program type drop-down list, the sort capability is available for PHA, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy – Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold *2) fields. Please refer to Section 3.2.5 for description of how the sorting works.

4.3.9.1.5 PHA Level View

When viewed from the PHA level, the Income Discrepancy Report includes the PHA Statistics (top statistics table) for the PHA as well as the List of Households (bottom table) within the PHA. To view data for an individual tenant, click the hyperlink associated with it. Please refer to Section 4.3.9.1.7 below for the description of data for an individual household.

The screen below is an example PHA Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of Oct 08, 2011			
PHA	OR002 Portland		
Threshold Percentage	5 %		
Reexamination Month	All		
Action Type	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	10,770	2,376	8,394
Households that Exceed Threshold	1,057	165	892
Percentage of households exceeding threshold	09.81%	06.94%	10.63%
Outliers (Threshold * 2)	1,049	165	884
Percentage of households exceeding threshold that are outliers	99.24%	100.00%	99.10%
Net Annual Income Discrepancy (Actual)	(\$7,719,221.43)	(\$1,219,867.65)	(\$6,499,353.78)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$6,864,965.62)	(\$977,794.79)	(\$5,887,170.83)

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Sorted By: Annual Income Discrepancy (actual) [Ascending]

\$20,641.00-(\$349.09)	(\$392.00)-(\$1,368.15)	(\$1,368.24)-(\$2,427.00)	(\$2,427.75)-(\$2,788.07)
(\$2,789.13)-(\$3,122.69)	(\$3,129.59)-(\$3,444.24)	(\$3,448.22)-(\$3,862.64)	(\$3,888.76)-(\$4,397.00)
(\$4,399.00)-(\$4,846.00)	(\$4,857.20)-(\$5,414.19)	(\$5,421.61)-(\$6,064.00)	(\$6,072.95)-(\$6,745.85)
(\$6,760.00)-(\$7,309.00)	(\$7,326.20)-(\$8,078.17)	(\$8,084.00)-(\$8,838.65)	(\$8,840.00)-(\$9,778.65)
(\$9,803.00)-(\$11,097.81)	(\$11,135.37)-(\$12,665.53)	(\$12,666.00)-(\$14,933.00)	(\$14,975.59)-(\$19,103.03)
(\$19,302.30)-(\$36,693.15)	(\$36,722.38)-(\$77,138.00)		

1 to 50 of 1057 Households

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Households with Income Discrepancy							
SSN	HOH First Name	HOH Last Name	Program Type	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
***-**-3365	boivynrp	OZGHVE	Tenant-Based Assistance		\$20,641.00	(\$5,776.00)	Y

Income Discrepancy Report with Income and Outlier Information

Enterprise Income Verification

Verification Reports >> Income Discrepancy Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of Apr 20, 2013			
PHA	MA002 Boston Housing Authority		
Threshold Percentage	5 %		
Reexamination Month	All		
Action Type	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	7,468	2,639	4,829
Households that Exceed Threshold	244	244	0
Percentage of households exceeding threshold	03.27%	09.25%	00.00%

[Print Report](#)

[Download Report to Excel](#)

1 to 50 of 244 Households

[Next](#)

Households with Income Discrepancy				
SSN	HOH First Name	HOH Last Name	Program Type	Project
***-**-6384	TVILYV	OIZYBU	Public Housing	MA002000124
***-**-6134	MKVOA	ZETUSGSM	Public Housing	MA002000189
***-**-2455	FTILMNEBI	NIBMNZYG	Public Housing	MA002000101
***-**-6900	IVMEKEV	IVUL7SMU	Public Housing	MA002000193

Income Discrepancy Report without Income and Outlier Information

When **ALL PIH Programs** is selected from the program type drop down, the sort capability is available for Last Name, Program Type, Project, Annual Income Discrepancy – Actual and Annual Income Discrepancy – Annualized Last Quarter. Please refer to Section 3.2.5 for description of how the sorting works.

The screen below is an example PHA Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Income Discrepancy Report >> Report Selection >> PHA Statistics

PHA Statistics as of Oct 08, 2011

PHA	OR002 Portland
Threshold Percentage	5 %
Reexamination Month	All
Action Type	All
Program Type	Public Housing
Total Number of Households Evaluated	2,376
Households that Exceed Threshold	165
Percentage of households exceeding threshold	06.94%
Outliers (Threshold * 2)	165
Percentage of households exceeding threshold that are outliers	100.00%
Net Annual Income Discrepancy (Actual)	(\$1,219,867.65)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$977,794.79)

Printer-Friendly Version
Down

Project: All [Go]

Sorted By: Annual Income Discrepancy (actual) [Descending]
 (\$35,075.84)-(\$8,618.00) (\$8,581.36)-(\$4,818.54) (\$4,804.09)-(\$2,427.00) (\$2,415.68)-\$2,306.26

1 to 50 of 165 Households [Next]

Income Discrepancy Report Summary						
SSN	HOH First Name	HOH Last Name	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
***-**-7432	bizoors	IWOORN	OR002000325	(\$35,075.84)	(\$38,208.03)	Y

When **Public Housing** is selected from the program type drop down, the sort capability is available for Last Name, Project, Annual Income Discrepancy – Actual and Annual Income Discrepancy – Annualized Last Quarter. Please refer to Section 3.2.5 for description of how the sorting works.

A **Project drop-down** list (as illustrated in the previous image) is also available for the user to filter the households for a specific project.

The screen below is an example PHA Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Income Discrepancy Report >> Report Selection >> PHA Statistics

PHA Statistics as of Oct 08, 2011	
PHA	AZ001 Phoenix HD
Threshold Percentage	5 %
Reexamination Month	All
Action Type	All
Program Type	Section 8
Total Number of Households Evaluated	2,354
Households that Exceed Threshold	149
Percentage of households exceeding threshold	06.33%
Outliers (Threshold * 2)	147
Percentage of households exceeding threshold that are outliers	98.66%
Net Annual Income Discrepancy (Actual)	(\$936,396.74)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$530,299.41)

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

Sorted By: Annual Income Discrepancy (actual) [Descending]
 (\$30,235.04)-(\$6,636.68) (\$6,630.32)-(\$3,702.04) (\$3,665.59)-\$2,313.88

1 to 50 of 149 Households ➔ Next

Income Discrepancy Report Summary					
SSN	HOH First Name	HOH Last Name	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
***-**-5182	hvnzq	GSTRID	(\$30,235.04)	(\$22,788.22)	Y

When **Section 8** is selected from the program type drop down, the sort capability is available for Last Name, Annual Income Discrepancy – Actual and Annual Income Discrepancy – Annualized Last Quarter. Please refer to Section 3.2.5 for description of how the sorting works.

4.3.9.1.6 Households with Income Discrepancy

The Household level of the Income Discrepancy Report provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. The value causing the household to appear on the report is highlighted. The Outlier column provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. Sorting is available for any of the columns.

The discrepancy is reported as follows:

- **Annual Income Discrepancy (Actual)** – displays the annual discrepancy in income data for the designated household.
- **Annual Income Discrepancy (Annualized Last Quarter)** – displays the discrepancy annualized from the last quarter’s income for the designated household.
- **Outliers** – displays a ‘Y’ to indicate if the household has exceeded the threshold by at least twice the amount and ‘N’ otherwise.

4.3.9.1.7 PHA Statistics – Printer-Friendly Version and Download in Excel

You can print the PHA Discrepancy Report Statistics by clicking on the Printer-friendly version link as illustrated on the previous page. When clicked, a pop-up window as shown on the screen below will appear and you can click the **Print** button to send the information to the printer. The First name, last

name, and partial User ID of the logged in user who is printing the page comes up along with the Privacy Act data on all the pages of the report.

Print

PHA Statistics as of Oct 08, 2011			
PHA	AK001 AHFC		
Threshold Percentage	5 %		
Reexamination Month	All		
Action Type	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	1,051	1,050	1
Households that Exceed Threshold	162	162	0
Percentage of households exceeding threshold	15.41%	15.43%	00.00%
Outliers (Threshold * 2)	159	159	0
Percentage of households exceeding threshold that are outliers	98.15%	98.15%	00.00%
Net Annual Income Discrepancy (Actual)	(\$1,420,384.56)	(\$1,420,384.56)	\$0.00
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,122,946.75)	(\$1,122,946.75)	\$0.00

Sorted By: Annual Income Discrepancy (actual) [Descending]

Note: Income Discrepancy Report contains household discrepancies only for household members that successfully pass SSA Identity Verification test. These households may have potentially under-reported household incomes.

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

Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv

Print Button

Households with Income Discrepancy						
SSN	HOH Last Name	Program Type	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
***-**-7618	PXRD	Public Housing	AK001000280	(\$49,901.00)	(\$63,585.00)	Y
***-**-2537	HKROORSK	Public Housing	AK001000271	(\$35,652.00)	(\$28,536.00)	Y
***-**-5637	IVBVN	Public Housing	AK001000280	(\$34,191.91)	(\$33,337.31)	Y
***-**-3050	ZRGZUZ	Public Housing	AK001000274	(\$33,905.48)	(\$2,541.98)	Y

You can download the report in Excel format by clicking on the Download in Excel link as illustrated on the previous page.

When the link is clicked, it gives you the option to save or open the file. The file contains information as shown on the screen below

PHA	AZ001 Phoenix HD					
Threshold Percentage	5 %					
Reexamination Month	All					
Program Type	Section 8					
Total Number of Households Evaluated	4,480					
Households that Exceed Threshold	544					
Percentage of households exceeding threshold	12.14%					
Outliers (Threshold * 2)	539					
Percentage of households exceeding threshold that are outliers	99.08%					
Net Annual Income Discrepancy (Actual)	(\$4,689,685.63)					
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$2,964,613.61)					

Households with Income Discrepancy						
SSN	Last Name	Program Type	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
■■■■-0046	WMVRIU	Sec. 8 Vouchers		(\$50,043.00)	(\$23,964.00)	Y
■■■■-3021	MLHIVWMZ	Sec. 8 Vouchers		(\$43,992.50)	(\$8,098.00)	Y
■■■■-6744	OOZS	Sec. 8 Vouchers		(\$42,261.62)	(\$13,235.65)	Y

Income Discrepancy Report with Income and Outlier Information

	A	B	C	D
1	PHA Statistics as of Apr 20, 2013			
2	PHA	AK001 AHFC		
3	Threshold Percentage	5 %		
4	Reexamination Month	All		
5	Program Type	ALL	Public Housing	Section 8
6	Total Number of Households Evaluated	1,207	1,207	0
7	Households that Exceed Threshold	337	337	0
8	Percentage of households exceeding threshold	27.92%	27.92%	00.00%
9	Action Type	All		
10				
11				
12				
13				
14	Households with Income Discrepancy			
15	SSN	Last Name	Program Type	Project
16	***-**-6427	MTEIC	Public Housing	AK001000271
17	***-**-9618	JERMJ	Public Housing	AK001000280
18	***-**-3050	METMHM	Public Housing	AK001000274
19	***-**-0860	CYXM	Public Housing	AK001000260
20	***-**-4043	GZMR	Public Housing	AK001000271
21	***-**-5716	ZYUZYD	Public Housing	AK001000271
22	***-**-9619	OZYDIJ	Public Housing	AK001000274
23	***-**-2790	IIB	Public Housing	AK001000277
24	***-**-7618	CKEQ	Public Housing	AK001000280
25	***-**-7370	UIOMF	Public Housing	AK001000274
26	***-**-9388	CKEZ	Public Housing	AK001000257
27	***-**-5357	YHMGE	Public Housing	AK001000271
28	***-**-7974	JZMBBYF	Public Housing	AK001000277
29	***-**-1118	BBIFKTEA	Public Housing	AK001000271
30	***-**-1763	ICSB	Public Housing	AK001000275
31	***-**-0238	NISGEVJYV	Public Housing	AK001000275
32	***-**-9081	UZMRI	Public Housing	AK001000257
33	***-**-3005	XVMFU	Public Housing	AK001000271
34	***-**-1102	ECMA	Public Housing	AK001000277
35	***-**-9252	IVYYA	Public Housing	AK001000271
36	***-**-6307	UBMIU	Public Housing	AK001000274
37	***-**-8954	YNMKEX	Public Housing	AK001000277
38	***-**-8844	GZYVTU	Public Housing	AK001000274
39	***-**-3486	VIGZEUZYF	Public Housing	AK001000271
40	***-**-8854	USUIDIJ	Public Housing	AK001000274
41	***-**-5675	JVYHASA	Public Housing	AK001000274
42	***-**-1021	MFMIXCY	Public Housing	AK001000274

Income Discrepancy Report without Income and Outlier Information

4.3.9.1.8 Household Income Discrepancy Report

This page launches as a pop-up window when one of the Social Security Number hyperlinks, appearing on the Household Income Discrepancy Report page, is clicked. Click the **Close (X)** button - to close the window and return to the Income Discrepancy Report.

Print

Summary Report	Certification Page	Income Report	Income Discrepancy Report
Head of Household Information			
Name:	rwmzi i HKROORSK		
Social Security Number:	37		
Program Type:	Public Housing		
Project:	ANCHORAGE SOUTH		
Effective Date of Action:	04/01/2010		
Annual Reexamination Date:	04/01/2011		
Projected Annual Wages and Benefits from Form HUD-50058:	\$0.00		
Period Of Income for Discrepancy Analysis	01/01/2009 - 12/31/2009		
Discrepancy Analysis	Actuals	Annualized Last Quarter	
Reported Annual Wages and Benefits from EIV Data:	\$35,652.00	\$28,536.00	
Amount of Annual Income Discrepancy:	(\$35,652.00)	(\$28,536.00)	
Amount of Monthly Income Discrepancy:	(\$2,971.00)	(\$2,378.00)	
Percentage of Income Discrepancy:	(100%)	(100%)	
<small>Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.</small>			

The updated Head of Household Information page provides you with both actual and historical data. The Discrepancy Analysis section of the page provides results of the income analysis process. It provides actual and annualized last quarter data. There is a column for each type of data — Actual and Annualized Last Quarter Data. There are tabs provided in the page to navigate to the Summary Report and Income Report for the particular Household. Associated with each column are the following criteria:

Reported Annual Wages and Benefits from EIV Data – This field identifies the actual income reported to EIV for the designated income period.

Amount of Annual Income Discrepancy – This field identifies the value of the discrepancy in the annual income that caused the household to be included in the report data. Negative currency values are represented in parenthesis. For example, -\$800 is represented as (\$800). When this value causes the household to be used in the report, it is displayed in bold typeface.

Amount of Monthly Income Discrepancy – This field identifies the value of the discrepancy in the monthly income that caused the household to be included in the report data. Negative currency values are represented in parenthesis. For example, -\$800 is represented as (\$800). When this value causes the household to be used in the report, it is displayed in a bold typeface.

Percentage of Income Discrepancy – This field identifies the percentage by which the threshold cutoff value has been exceeded for this household. Negative percentage values are represented in parenthesis. For example, -75% is represented as (75%).

4.4 Verification Reports Module

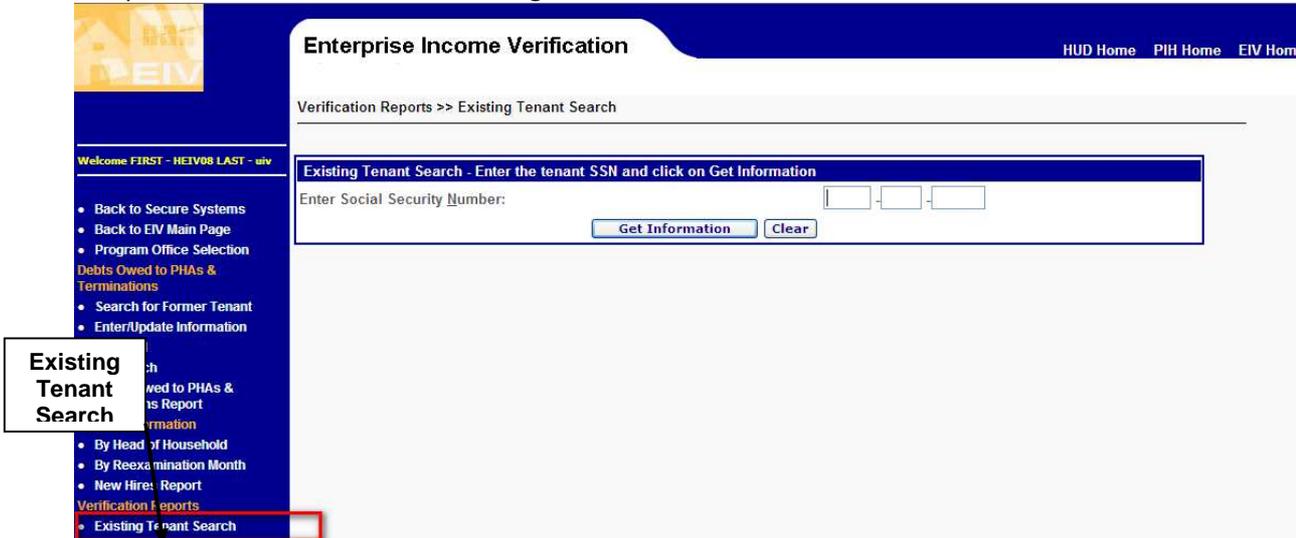
Under the Verification Reports Module, the following options are available

- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- Deceased Tenants Report
- Immigration Report
- Income Discrepancy Report

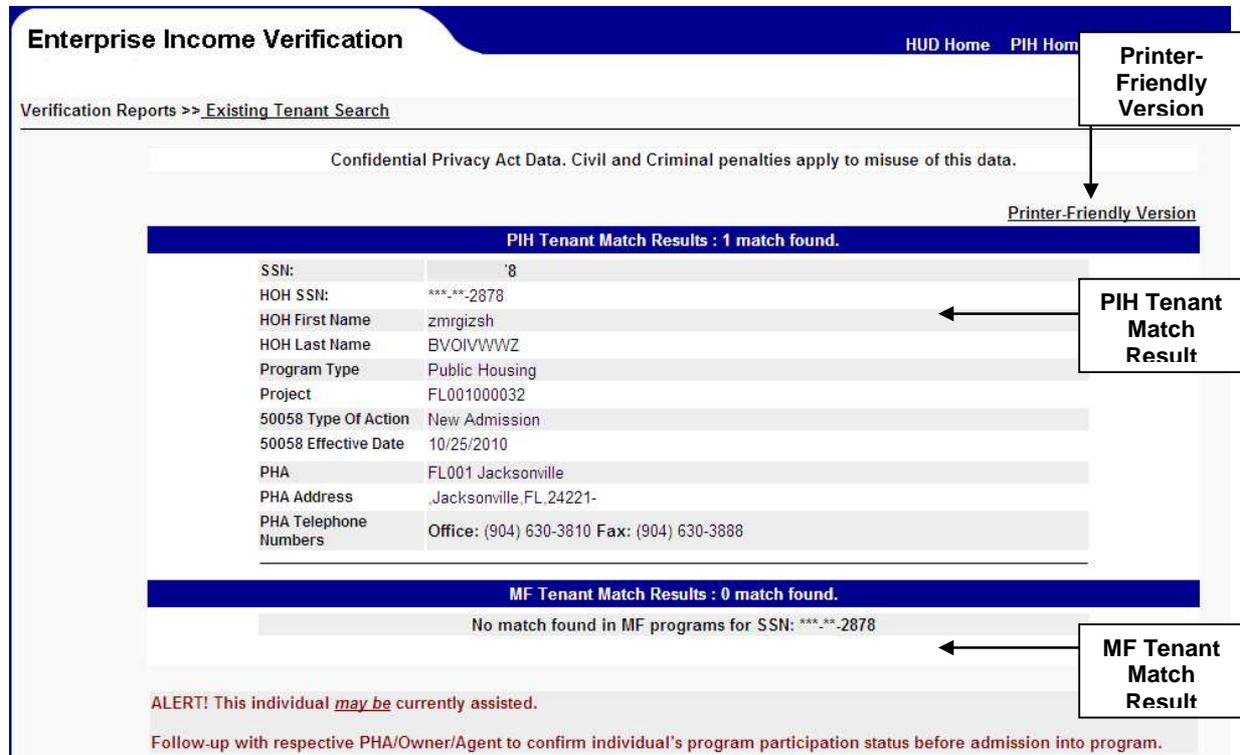
4.4.1 Existing Tenant Search

The Existing Tenant Search module displays the information whether the person (whose SSN is entered in the search screen) may be receiving housing subsidies in PIH or Multifamily Housing (MF) programs.

The person's SSN can be entered through the screen illustrated below.



When the SSN is entered, the result page as illustrated below will show some basic information of the households (in PIH and MF) in which the person may be receiving subsidy.



The user has the capability to print the result page through the **Printer Friendly Version** link. When clicked, the system opens a pop-up window displaying the printable view of the result page. The report can be printed by clicking the **Print** button provided in the pop-up window. The page whether printed using the Printer-Friendly link or EIV screens contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When finished requesting the printed version of the page, click the Close (X) button or File → Close to return to the online page

4.4.2 Multiple Subsidy Report

The Multiple Subsidy Report is used to identify households that receive assistance either in multiple PHA's within PIH or in both PIH and Multifamily programs for selected PHA's. The report considers only the tenants with verified status.

4.4.2.1 Report Generation

On a weekly basis (as part of the weekly Batch processing), PIH households and household members with verified status are evaluated for tenants receiving multiple subsidies and summary and detail data required for online reports are created. The reports exclude the household members who are not verified, who are in the households that are EOP, Action type of Port-Out, or have not had 50058 recertification within 15 months from the date when the report was generated

4.4.2.2 Multiple Subsidy Report Selection

Access the Multiple Subsidy Report page by clicking the Multiple Subsidy Report link (under the **Verification Reports** module) on the EIV Navigation panel. The **Multiple Subsidy Report – Report Selection** page displays as illustrated below.

The screenshot displays the 'Enterprise Income Verification' web application. The main content area is titled 'Multiple Subsidy Report' and contains the following elements:

- Two radio button options for selection:
 - By Field Office : Select a Field Office
 - By Participant Code : Select a Participant Code
- Three radio button options for household member selection:
 - All household members
 - Only adult household members
 - Only household members under the age of 18
- A 'Get Report' button.
- A note: 'EIV will search within and across both the PIH and MFH programs'
- Legend:
 - PIH: Public and Indian Housing
 - MFH: Multifamily Housing

The left navigation menu includes the following items:

- Welcome FIRST - HEIV08 LAST - uliv
- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- Debts Owed to PHAs & Terminations
- Search for Former Tenant
- Enter/Update Information
 - By SSN
 - By Batch
- Debts Owed to PHAs & Terminations Report
- Income Information
 - By Head of Household
 - By Reexamination Month
 - New Hires Report
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report** (highlighted with a red box)

The **Multiple Subsidy Report – Report Selection** page provides the following filtering options:

Region Selection:

- **By Field Office** – This option provides access to the data associated with Field Offices and the PHA's in their jurisdiction. The scope of access is governed by your security level and role assignment.
- **By Participant Code**: This option provides access to the data associated with PHA's. The scope of access is governed by your security level and role assignment.

Household Member Search Option:

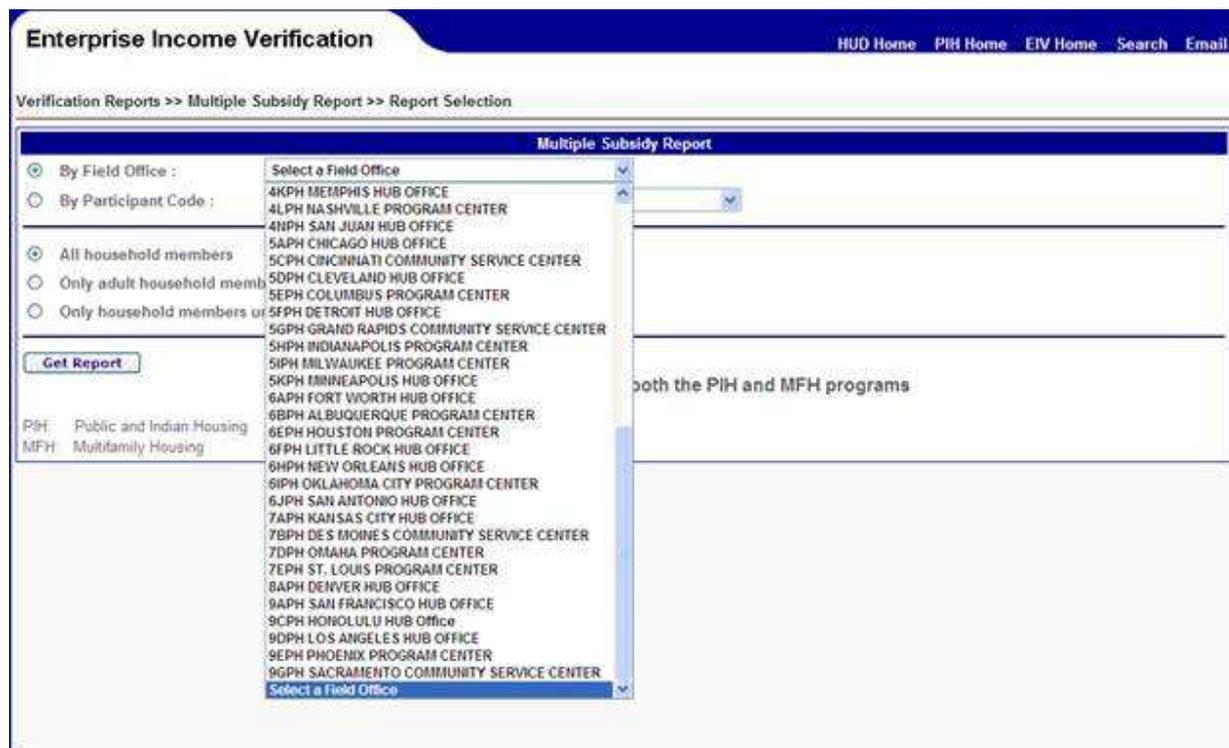
- **All Household Members:** to provide the complete list of household members whose SSN is displayed more than once in a PIH/MFH program.
- **Only adult Household Members:** Filters the data to list only those household members whose age is 18 or greater as of the effective date of the current 50058 and whose SSN is displayed more than once in a PIH/MFH program.
- **Only Household Members under the age of 18:** Filters the data to list only those household members whose age is under 18 as of the effective date of the current 50058 and whose SSN is displayed more than once in a PIH/MFH program.

Use this page to filter the scope of the data appearing on the Multiple Subsidy Report. Once you have selected your filter options, click the **Search** button to generate the Multiple Subsidy Report for the selected organization and options.

4.4.2.2.1 By Field Office Option

The Field Office option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Multiple Subsidy Report page would appear as shown below letting the user select a Field Office or a PHA.



Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

When viewed from the Field Office level, the Multiple Subsidy Report includes statistics for the Field Office as well as the PHA’s within the Field Office jurisdiction. The report displays the data in 2 sections:

The top section, which is the Multiple Subsidy Field Office Report Summary, contains the following information:

- Field Office
- Total Number of Households
- Total Number of Household Members
- Program Type
- Household Member Selection

The bottom section displays the statistics for each PHA under the FO with following fields:

- PHA
- Total Number of Households
- Total Household Members

The screen below is an example of a Field Office Statistics Report. Please note that those offices with data are shown in red and underlined indicating that there is a hyperlink to a report.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below this is a breadcrumb trail: Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Field Office Report.

The main content area is titled 'Multiple Subsidy Field Office Report Summary'. It contains the following information:

Field Office:	4KPH MEMPHIS HUB OFFICE
Total Number of Households:	29
Total Number of Household Members:	47
Program Type:	Within PIH and MF Programs
Household Member Selection:	All Household Members

Below this summary is a table with three columns: PHA, Total Number of Households, and Total Household Members. The table lists various PHAs, with some entries in red and underlined. A 'Download in Excel' link is visible at the top right of the table area. A callout box with an arrow points to this link, containing the text 'Download in Excel Link'.

PHA	Total Number of Households	Total Household Members
<u>TN001 Memphis</u>	12	17
<u>TN005 MDHA-Nashville</u>	5	10
<u>TN007 Jackson</u>	1	1
TN008 Paris	0	0
<u>TN009 Union City</u>	1	1
TN010 Clarksville	0	0
TN011 Pulaski	0	0
TN013 Brownsville	0	0
TN014 Fayetteville	0	0
TN021 Dyersburg	0	0
TN024 Tullahoma	0	0
TN025 Trenton	0	0
<u>TN027 Humboldt</u>	2	2
TN028 Manchester	0	0
TN030 Waverly	0	0
TN031 Milan	0	0
TN032 Lewisburg	0	0
TN035 Franklin	0	0
TN036 Springfield	0	0

You may download the Multiple Subsidy Field Office Report Summary in Microsoft Excel by clicking on the **Download in Excel** link. The Microsoft Excel spreadsheet contains the same information (PHA, Total Number of Households, and Total Household Members) as is shown on the EIV online application screen.

4.4.2.2 PHA Report

To view the Multiple Subsidy Report for a particular PHA, click the hyperlink associated with it as illustrated above. After clicking on an available hyperlink from the screen above to access PHA level report. Data are displayed in 2 sections.

Header Section:

- Report Header displaying Summarization Date
- Participant Code
- Household Members Receiving Multiple Subsidies
- Program Type
- Household Member Selection

The **bottom section** is displayed with 2 tabs namely **Summary Reports** and **Detail Reports**.

The **Summary Reports** tab as illustrated below displays the following fields:

- Member SSN
- Member Last Name
- Member DOB
- Count of subsidies for the member

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Multiple Subsidy Report >> [Report Selection](#) >> Multiple Subsidy Report Summary

Multiple Subsidy Report Summary

Participant Code:	FL001
Household Members Receiving Multiple Subsidies:	19
Program Type:	Within PIH and MF Programs
Household Member Selection:	All Household Members

1 - 19 of 19 Household Members

Summary Reports **Detail Reports**

Household Member SSN	Household Member Name	Household Member DOB	Count of subsidies for the household member
***_**-4103	zravpa BVISKNFS	03/06/1997	2
***_**-1468	oovmzq GSTRMP	08/31/1976	2
***_**-3414	wzshzi GSTRMP	11/29/1992	2
***_**-6107	sqzru HMRPMVQ	06/03/2006	2

The Summary report tab has the all the standard features as mentioned in section 3.2.5.

The **Detail Reports** tab, as illustrated below, displays the information of each individual who received assistance in multiple PHA's or in multiple programs:

Member Information:

- Member SSN
- Member Name
- Member DOB
- Count of Subsidies

Household Information of Households where <Member Full Name> Receives Subsidy for each of the program, member receiving assistance in PIH or MF

PIH

- HOH SSN

- HOH Name
- Relationship to HOH
- Program Type
- Project Code
- 50058 Effective Date
- Type of Action
- Unit Address
- PHA
- PHA Address
- PHA Telephone numbers (with office and fax numbers)
- Tenant Admission Date as on Form 50058

MF

- HOH SSN
- HOH Name
- Relationship to HOH
- Subsidy Type
- Contract Number
- Project Number
- Owner/ Management Agent Name
- 50059 Effective Date
- Certification Type
- Unit Address

Below is an example of screen with the above-mentioned information.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Report Detail

Multiple Subsidy Report Detail	
Participant Code:	FL001
Household Members Receiving Multiple Subsidies	19
Program Type:	Within PIH and MF Programs
Household Member Selection:	All Household Members

1 - 19 of 19 Household Members

Summary Reports **Detail Reports**

Household Member Information		Print Household Member Information
Household Member SSN	***-**-4103	
Household Member Name	zravpza BVISKNFS	
Household Member DOB	03/06/1997	
Count of Subsidies	2	
Household Information of Households Where zravpza BVISKNFS Receives Subsidy		
HOH SSN	***-**-6626	
HOH Name	wxvigo BVISKNFS	
Relationship to HOH	Other youth under 18	
Program Type	Public Housing	
Project Code	FL001000027	
50058 Effective Date	2010-10-01	
Type of Action	Interim Reexamination	
Unit Address	gh votm'v'o 3203 2, JACKSONVILLE, FL, 32209	
PHA	FL001 Jacksonville	
PHA Address	gwhgh wzlyf 4413, JACKSONVILLE, FL, 24221-	
PHA Telephone Numbers	Office: (904) 630-3810 Fax: (904) 630-3888	
HOH SSN	***-**-6626	
HOH Name	wxvigo BIVSKNFS	
Relationship to HOH		
Subsidy Type		
Contract Number	FL29M000113	
Project Number		

Printer-Friendly Version Link

Download in Excel Link

Printer-Friendly Version Download in Excel

Member Information

Household Information

The User has the standard features of *Printer-Friendly Version* and *Download in Excel* as described in section 3.2.5. The user can also print single Household Member information separately by clicking the **Print Household Member information** link against each Household Member Information header.

Please refer to Appendix B for instructions on how to download Excel-format files.

4.4.2.2.3 By PHA Level Option

This option provides access to the report associated with PHA's. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Multiple Subsidy Report page allows you to select a PHA from a list of PHA's you have access to.

For full description of the resulting page when By PHA level option is selected, please refer to Section 4.4.2.2.2.

4.4.3 Identity Verification Report

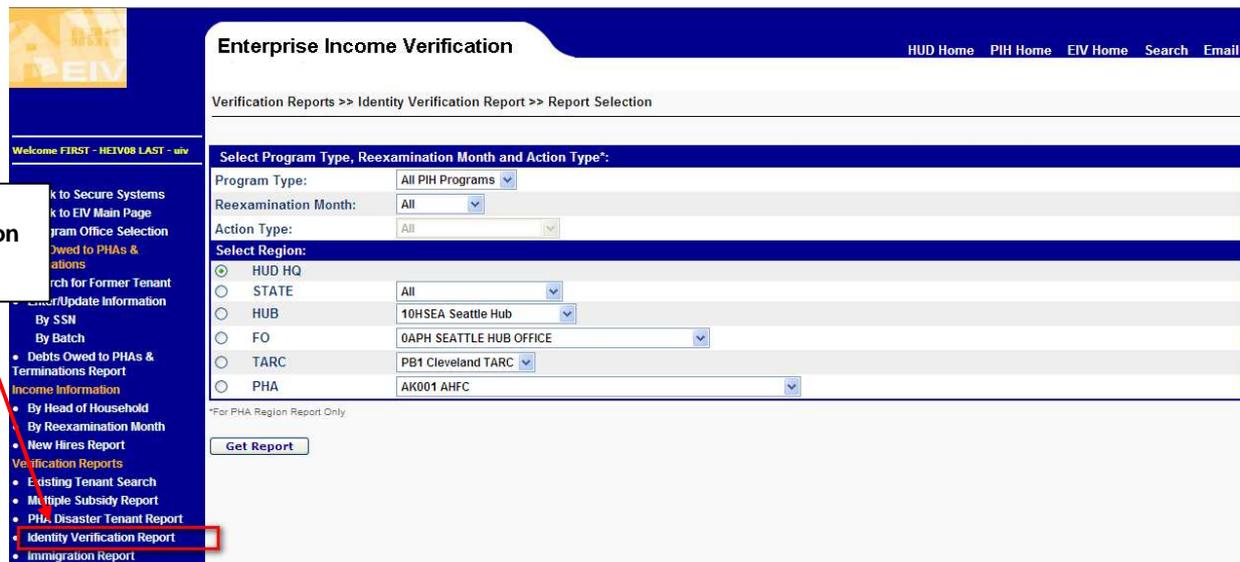
The Identity Verification Report provides information at the HQ, State, HUB, FO, TARC and PHA levels of the number of households and household members who successfully verified by SSA, who failed SSA verification or failed the EIV Pre-Screening process, which rules out IDs such as those with SSN's with all 9's, Last Name missing and who are pending verification.

4.4.3.1 Report Generation

On a weekly basis (as part of the weekly Batch processing), PIH households and household members are evaluated for verification statistics and information on individual household and members is stored in the EIV database. Users relying on statistical data on a regular basis should make a printed copy of the report before the data are overwritten by next weekly Batch processing.

4.4.3.2 Identity Verification Report Filtering

Access the Identity Verification Report page by clicking the Identity Verification Report link (under the Verification Reports module) on the EIV Navigation panel. The Identity Verification Report – Report Selection page is displayed as illustrated below.



Use this page to filter the scope of the data appearing on the Identity Verification Report. Once you have selected your filter options, click the **Get Report** button to generate the Identity Verification Report reflecting your choices.

The **Identity Verification Report** page provides you with the following filter options:

Program Type – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.

Reexamination Month – This option provides the capability to filter data by Reexamination Month – All or for a specific month (January to December). By default, the value is set to “All” when the page displays.

Action Type – This option provides the capability to filter data by Action Type from the following choices:

- All
- 1-New Admission
- 2-Annual Reexam
- 3-Interim Reexam
- 4- Portability Move-in
- 14-Historical Adjustment

Action Type dropdown will be enabled only if PHA radio button is selected.

Region – This option controls the scope of the data included on the report. Report data are aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. The combination of your assigned role and security level determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to five organizational options. Only those that you are permitted to access are displayed on the page when it opens. Only one organizational option can be selected at a time.

The following organizational options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope access to nationwide data and the option to select data at all levels. The Identity Verification Report Selection page is displayed as shown below.

- **State** - This option provides full access for those with IDs of Headquarters scope. This option only is displayed if your role assignment provides you with access to national data. If your access is set at this level, the Identity Verification Report Selection page is displayed as shown below.

A drop-down list provides you with all the available State selection options. Scroll through the list to select a desired State or use the ALL option, displayed as the first item in the list, to pull the report for all states. Highlight the desired option to select it. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you may select data for the HUB or select Field Offices or PHA’s associated with that HUB. If your access is at this level, the Identity Verification Report Selection page is displayed as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBs that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with Field Offices. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Identity Verification Report Selection page is displayed as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC's and the PHA's within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Identity Verification Report Selection page is displayed as shown below.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the Identity Verification Report page is displayed as shown below.

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA's that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

4.4.3.3 Identity Verification Statistics Report

All Household and Household Member details appear on the Identity Verification Report page. Although the scope of report detail may vary, the same page format is used to convey the data.

The result data are displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The Identity Verification Report page includes a separate table for the selected organization (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level is displayed first on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

Note: The Statistics table displays household information when the Household Statistics tab is selected and displays household member information when the Household Member Statistics tab is selected.

4.4.3.3.1 Household Statistics Report

On the top statistics table you will find the following information:

- **Security Level** – Shows the organization selected from the selection page
 - HUD Headquarters
 - State with the State name selected
 - HUB with the HUB name selected
 - TARC with TARC name selected
 - Field Office with the Field Office name selected
 - PHA with the PHA name selected
- Reexamination Month
- Program Type
- Number of Households (Excluding EOP)
- Number of Households with All Household Members Verified
- Percentage of Households Verified
- Number of Households Failed EIV Pre-Screening
- Percentage of Households Failed EIV Pre-Screening
- Number of Households Failed SSA Identity Test
- Percentage of Households Failed SSA Identity Test
- Number of Households Pending Verification
- Percentage of Households Pending Verification

On the bottom, the **Household Statistics** tab shows the following information in a table:

- **Security Level** – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the organization selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:
 - HUB
 - Field Office
 - PHA
 - Individual Households
- Program Type –If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
- Number of Households (Excluding EOP)
- Number of Households with All Household Members Verified
- Percentage of Households Verified
- Number of Households Failed EIV Pre-Screening
- Percentage of Households Failed EIV Pre-Screening
- Number of Households Failed SSA Identity Test
- Percentage of Households Failed SSA Identity Test
- Number of Households Pending Verification
- Percentage of Households Pending Verification

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.3.3.2 Household Members Statistics Report

On the top statistics table you will find the following information:

- Security Level – Shows the Region selected from the selection page
 - HUD Headquarters
 - State with the State name selected
 - HUB with the HUB name selected
 - TARC with TARC name selected
 - Field Office with the Field Office name selected
 - PHA with the PHA name selected
- Reexamination Month
- Program Type
- Number of Household Members (Excluding EOP)
- Number of Household Members Verified
- Percentage of Household Members Verified
- Number of Household Members Failed EIV Pre-Screening
- Percentage of Household Members Failed EIV Pre-Screening
- Number of Household Members Failed SSA Identity Test
- Percentage of Household Members Failed SSA Identity Test
- Number of Household Members Pending Verification
- Percentage of Household Members Pending Verification

On the bottom, the **Household Statistics** tab shows the following information in a table:

- Security Level – In this column you will find a record for each entity associated with the level next to the selected organization (e.g., if the organization selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:
 - HUB
 - Field Office
 - PHA
 - Individual Households
- Program Type – If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
- Number of Household Members (Excluding EOP)
- Number of Household Members Verified
- Percentage of Household Members Verified
- Number of Household Members Failed EIV Pre-Screening
- Percentage of Household Members Failed EIV Pre-Screening
- Number of Household Members Failed SSA Identity Test
- Percentage of Household Members Failed SSA Identity Test
- Number of Household Members Pending Verification
- Percentage of Household Members Pending Verification

Note: The Program Level Report provides sorting capability and displays totals for each data field in the bottom table.

4.4.3.4 Identity Verification Statistics Report Examples

Please use this section to get familiar with the look and feel of the Identity Verification Statistics Report. As mentioned above, each level of report displays data for Households and Household Members in two separate tabs.

4.4.3.4.1 HUD HQ Level View

When HUD HQ organization is selected, a nationwide Identity Verification Report is displayed. This may be filtered for program.

The screen below illustrates the *Household Statistics* of HUD Headquarters Identity Verification Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> Identity Verification Report >> [Report Selection](#) >> HUD HQ Statistics

Identity Verification Report - Household Statistics			
Office	HUD HQ		
Reexamination Month	ALL		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	3,217,587	1,053,945	2,163,642
Number of Households with All Household Members Verified	1,270,835	394,238	876,597
Percentage of Households Verified	39.50%	37.41%	40.51%
Number of households that failed SSA screening	25,594	10,961	14,633
Percentage of households that failed SSA screening	00.80%	01.04%	00.68%
Number of Households Failed EIV Pre-Screening	1,473,341	506,812	966,529
Percentage of Households Failed EIV Pre-Screening	45.79%	48.09%	44.67%
Number of Households Failed SSA Identity Test	60,358	25,998	34,360
Percentage of Households Failed SSA Identity Test	01.88%	02.47%	01.59%
Number of Households Pending Verification	413,053	126,897	286,156
Percentage of Households Pending Verification	12.84%	12.04%	13.23%

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Household Statistics Report
Household Member Statistics Report

HUD Headquarters Statistics as of 10/08/2011										
HUB		Number of Households (Excluding EOP)	Number of Households with All Household Members Verified	Percentage of Households Verified	Number of Households Failed EIV Pre-Screening	Percentage of Households Failed EIV Pre-Screening	Number of Households Failed SSA Identity Test	Percentage of Households Failed SSA Identity Test	Number of Households Pending Verification	Percentage of Households Pending Verification
10HSEA Seattle Hub	All	114,477	68,399	59.75%	36,075	31.51%	2,732	02.39%	7,271	06.35%
	Public Housing	20,313	13,175	64.86%	5,571	27.43%	701	03.45%	866	04.26%

The screen below illustrates the *Household Member Statistics* of HUD Headquarters Identity Verification Report for **All PIH Programs**.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Ema

Verification Reports >> Identity Verification Report >> [Report Selection](#) >> HUD HQ Statistics

Identity Verification Report - Household Member Statistics			
Office	HUD HQ		
Reexamination Month	ALL		
Program Type	ALL	Public Housing	Section 8
Number of Household Members (Excluding EOP)	7,658,001	2,284,837	5,373,164
Number of Household Members Verified	3,215,596	917,243	2,298,353
Percentage of Household Members Verified	41.99%	40.14%	42.77%
Number of household members that failed SSA Screening	27,775	12,033	15,742
Percentage of household members that failed SSA Screening	00.36%	00.53%	00.29%
Number of Household Members Failed EIV Pre-Screening	3,340,832	1,039,244	2,301,588
Percentage of Household Members Failed EIV Pre-Screening	43.63%	45.48%	42.83%
Number of Household Members Failed SSA Identity Test	65,200	28,290	36,910
Percentage of Household Members Failed SSA Identity Test	00.85%	01.24%	00.69%
Number of Household Members Pending Verification	1,036,373	300,060	736,313
Percentage of Household Members Pending Verification	13.53%	13.13%	13.70%

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Household Statistics Report [Household Member Statistics Report](#)

HUD Headquarters Statistics as of 10/09/2011										
HUB		Number of Household Members (Excluding EOP)	Number of Household Members Verified	Percentage of Household Members Verified	Number of Household Members Failed EIV Pre-Screening	Percentage of Household Members Failed EIV Pre-Screening	Number of Household Members Failed SSA Identity Test	Percentage of Household Members Failed SSA Identity Test	Number of Household Members Pending Verification	Percentage of Household Members Pending Verification
10HSEA Seattle Hub	All	258,941	161,026	62.42%	76,553	29.56%	3,086	01.18%	17,696	06.83%
	Public Housing	44,147	28,877	65.41%	12,140	27.50%	807	01.83%	2,323	05.26%

To view the Identity Verification report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Identity Verification Report Selection** page.

To view the Identity Verification report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Identity Verification Report Selection** page.

4.4.3.4.2 State Level View

The State drop down provides user a capability to select ALL or an individual State. When ALL is selected in State dropdown, the report displays the statistics for all the states, without further drop down.

The State level report for an individual state displays statistics for each PHA under the state and provides drill down to PHA.

To view the Identity Verification report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Identity Verification Report Selection** page.

To view the Identity Verification report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Identity Verification Report Selection** page.

4.4.3.4.3 HUB Level View

When HUB organization is selected, the Identity Verification Report for HUB is displayed.

To view the Identity Verification report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Identity Verification Report Selection** page.

To view the Identity Verification report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Identity Verification Report Selection** page.

4.4.3.4.4 Field Office Level View

When FO organization is selected, the Identity Verification Report for Field Office is displayed.

To view the Identity Verification report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Identity Verification Report Selection** page.

To view the Identity Verification report for Section 8 program type, select Section 8 in the Program Type selection in the Identity Verification Report Selection page.

4.4.3.4.5 PHA Level View

When PHA organization is selected, the Identity Verification Report for PHA displays results in three tabs:

- Failed EIV Pre-Screening
- Failed SSA Identity Test
- Pending Verification

4.4.3.4.5.1 EIV Pre- Screening Deficiencies Report

To view the list of households and household members that were not sent to SSA for verification because they failed the EIV pre-screening test, click the **EIV Pre- Screening Deficiencies** tab.

When the tab is selected, the **EIV Pre- Screening Deficiencies Report** is displayed with 2 sections as follow:

The screenshot shows the 'Enterprise Income Verification' interface. The main content area displays the 'EIV Pre-Screening Deficiencies' report for HUD. The report includes the following summary statistics:

EIV Pre-Screening Deficiencies as of 09/30/2012	
Participant Code:	AK001 AHFC
Program Type:	All PIH Programs
Reexamination Month:	All
Action Type:	All
Number of Households with Failed EIV Pre-Screening Deficiency:	22
Number of Households with Failed Effective Date Check (Overdue Annual Reexam) Deficiency:	17
Number of Households with Failed SSN Check (Invalid SSN) Deficiency:	6
Number of Household Members with Failed SSN Check (Invalid SSN) Deficiency:	6

Below the summary statistics, there is a table of household members with failed EIV pre-screening deficiencies:

HOH SSN	HOH Name	Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description
***-**-3726	MFUEVMFK JBYZVM	11/21/1972	MFUEVMFK JBYZVM	11/21/1972	Failed effective date check.
***-**-8054	IJMEZZSJM JBYZVM	10/15/1995	IJMEZZSJM JBYZVM	10/15/1995	Failed effective date check.

A callout box on the right side of the screenshot points to a link that reads: 'Printer-Friendly Version link Download in Excel Link Error Description Help'.

The first section is the **-EIV Pre-Screening Deficiencies Report as of <Date>**. It shows the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)

- Households that Failed EIV Pre- Screening Test: (Number of Households)

The second section contains the list of households and household members that failed EIV Prescreen. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

The following information is shown for each family member that failed EIV Pre- Screening Test:

- Member SSN
- Member Name
- Member DOB
- Failed EIV Pre- Screening Description

When **Public Housing** is selected as the Program Type, the **EIV Pre-Screening Deficiencies** Report provides the option to select a specific Project from the drop-down list as shown below:

The report has the standard features of Printer-Friendly Version, Download in Excel format, pagination and User Identification as described in section 3.2.5. For instructions on how to download report in Excel format, please see *Appendix B*.

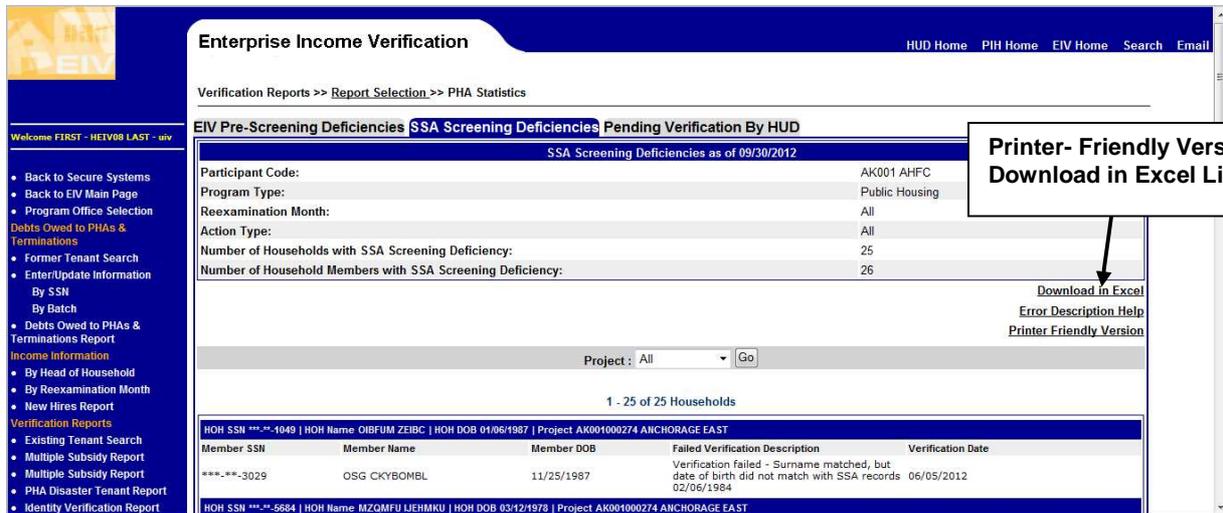
Appendix A provides a complete listing of the error messages that may be generated and displayed by the system.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (**-*-1234) for this report or contained in the download to Excel format.

4.4.3.4.5.2 SSA Screening Deficiencies

To view the list of households and household members that failed the SSA Identity Test, click the **SSA Screening Deficiencies** tab.

When the tab is selected, the **SSA Screening Deficiencies** is displayed with 2 sections as follow:



The first section contains the **Failed Verification Report as of <Date>** with the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households that Failed Verification: (Number of Households)

The second section contains the list of households and household members that failed SS Identity test. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed EIV Pre- Screening Test:

- Member SSN
- Member Name
- Member DOB
- Failed Verification Description

When **Public Housing** is selected as the Program Type, the **Failed SSA Identity Test** report at PHA level provides the option to select a specific Project from the drop-down list as shown below:

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Report Selection >> PHA Statistics

EIV Pre-Screening Deficiencies **SSA Screening Deficiencies** Pending Verification By HUD

SSA Screening Deficiencies as of 09/30/2012

Participant Code:	AK001 AHFC
Program Type:	Public Housing
Reexamination Month:	All
Action Type:	All
Number of Households with SSA Screening Deficiency:	25
Number of Household Members with SSA Screening Deficiency:	26

Download in Excel
Error Description Help
Printer Friendly Version

Project: All Go

1 - 25 of 25 Households

Member SSN	Member Name	Member DOB	Failed Verification Description	Verification Date
***-**-1049	OIBFUM ZEIBC	HOH DOB 01/06/1987	Project AK001000274 ANCHORAGE EAST	
***-**-3029	OSG CKYBOMBL	11/25/1987	Verification failed - Surname matched, but date of birth did not match with SSA records 02/06/1984	06/05/2012
HOH SSN ***-**-5684	HOH Name MZQMFU UJHMKU	HOH DOB 03/12/1978	Project AK001000274 ANCHORAGE EAST	

Project Drop-down List

The report has the standard features of Printer- Friendly Version, Download in Excel format, pagination and User Identification as described in section 3.2.5. For instructions on how to download report in Excel format, please see *Appendix B*.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (***-**-1234) for this report or contained in the download to Excel format.

4.4.3.4.5.3 Pending Verification By HUD Report

To view the list of households and household members that are with pending verification status, click the **Pending Verification By HUD** tab.

When the tab is selected, **Pending Verification By HUD Report** is displayed with 2 sections as follow:

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Report Selection >> PHA Statistics

EIV Pre-Screening Deficiencies SSA Screening Deficiencies **Pending Verification By HUD**

Pending Verification Report by HUD as of 09/30/2012

Participant Code:	AK001
Program Type:	Public Housing
Reexamination Month:	All
Action Type:	All
Number of Households Pending Verification by HUD:	82

Download in Excel
Printer-Friendly Version

Project: All Go

Next Group

1 to 51 of 82 Households Last Page

Member SSN	Member Name	Member DOB
HOH SSN ***-**-3927	HOH Name ovzsrXA VXRV	HOH DOB 08/24/1951
***-**-3927	ovzsrXA VXRV	XX/XX/1951
HOH SSN ***-**-7692	HOH Name bmlsgmM LIZXZOZA	HOH DOB 01/09/1981
***-**-2413	zbnzT NZU	XX/XX/1981
***-**-8090	voovrmz3 BIZK	XX/XX/2004
***-**-6817	zmzrzrC LIZXZOZA	XX/XX/2011

**Printer- Friendly Version link
Download in Excel Link**

- The first section contains the **Pending Verification Report as of <Date>**. It shows the following information: Participant Code: (with PHA Code and PHA Name)

- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households with Pending Verification: (Number of Households)

The second section contains the list of households and household members with pending verification. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed EIV Pre- Screening Test:

- Member SSN
- Member Name
- Member DOB

When **Public Housing** is selected from the Program Type, the **Pending Verification Report** at PHA level provides the option to select a specific Project from the drop-down list as shown below:

The screenshot displays the 'Enterprise Income Verification' interface. At the top, there are navigation links for HUD Home, PIH Home, EIV Home, Search, and Email. The main content area shows a breadcrumb trail: Verification Reports >> Report Selection >> PHA Statistics. The current report is titled 'EIV Pre-Screening Deficiencies SSA Screening Deficiencies Pending Verification By HUD'. A sub-section titled 'Pending Verification Report by HUD as of 09/30/2012' contains a summary table:

Participant Code:	AK001
Program Type:	Public Housing
Reexamination Month:	All
Action Type:	All
Number of Households Pending Verification by HUD:	82

Below the summary table, there is a 'Project' dropdown menu set to 'All' and a 'Go' button. A callout box labeled 'Project Drop-down list' points to this dropdown. Further down, the report shows a list of household members with the following columns: Member SSN, Member Name, and Member DOB. The first member listed is: HOH SSN ***-**-3927 | HOH Name ovzsrA VXRV | HOH DOB 08/24/1951 | Project AK001000275 FAIRBANKS.

The report has the standard features of Printer- Friendly Version, Download in Excel format, pagination and User Identification as described in section 3.2.5. For instructions on how to download a report in Excel format, please see Appendix B.

Note: SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (***-**-1234) for this report or contained in the download to Excel format.

4.4.4 Immigration Report

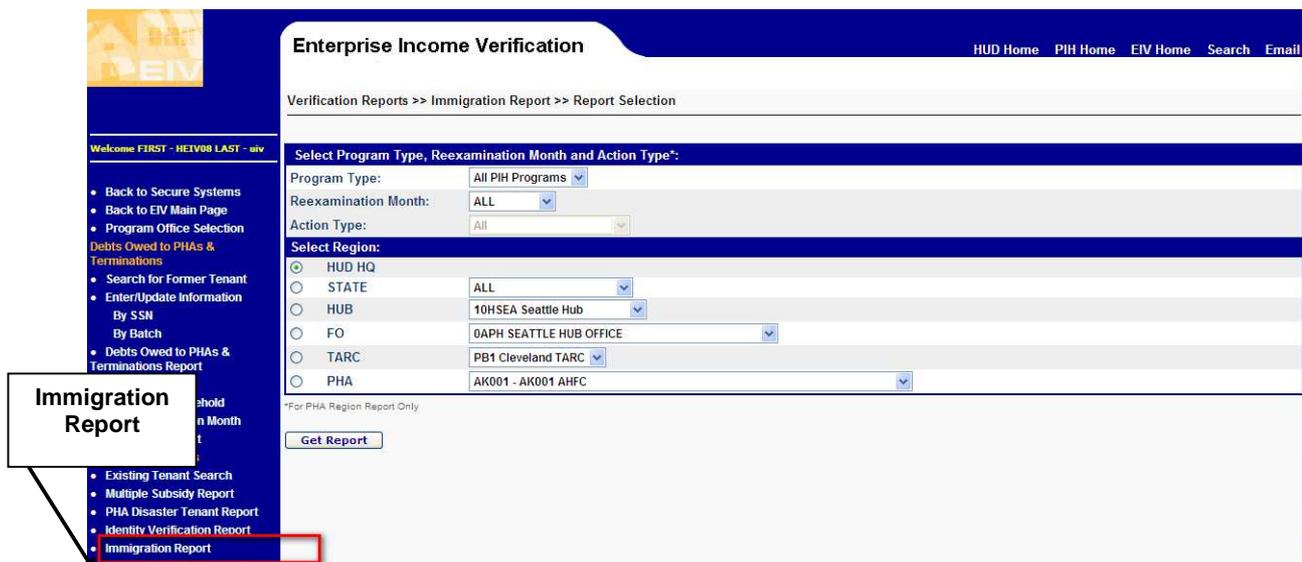
The Immigration Verification Report provides statistical information at the HQ, State, HUB, FO, TARC and PHA levels of the number of households and household members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or pending verification.

4.4.4.1 Report Generation

On a weekly basis (as part of the weekly Batch processing), PIH households and household members are evaluated for immigration and statistics are computed and information on individual household and members stored in the EIV database. Users relying on statistical data on a regular basis should make a printed copy of the report before the date is overwritten by the next weekly Batch processing.

4.4.4.2 Immigration Report Filtering

Access the Immigration Report page by clicking the Immigration Report link (under the Verification Reports module) on the EIV Navigation panel. The Immigration Report – Report Selection page is displayed as illustrated below.



Use this page to filter the scope of the data appearing on the Immigration Report. Once you have selected your filter options, click the **Get Report** button to generate the Immigration Report reflecting your choices.

The **Immigration Report** page provides you with the following filter options:

Program Type – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.

Reexamination Month – This option provides the capability to filter data by Reexamination Month – All or for a specific month (January to December). By default, the value is set to **“All”** when the page displays.

Action Type – This option provides the capability to filter data by Action Type from the following options:

- All
- 1-New Admission
- 2-Annual Reexam
- 3-Interim Reexam
- 4- Portability Move-in
- 14-Historical Adjustment

Action Type dropdown will be enabled only if the PHA radio button is selected

Region – This option controls the scope of the data included on the report. Report data are aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. The combination of your assigned role and security level determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to five organizational options. Only those that you are permitted to access are displayed on the page when it opens. Only one organizational option can be selected at a time. Only one organizational option can be selected at a time.

The following organizational options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope access to nationwide data and the option to select data at all levels. The Immigration Report Selection page is displayed as shown below.

- **State** - This option provides full access for those with IDs of Headquarters scope. This option only is displayed if your role assignment provides you with access to national data. If your access is set at this level, the Immigration Report Selection page is displayed as shown below.

A drop-down list provides you with all the available State selection options. Scroll through the list to select a desired State or use the ALL option displayed as the first item in the list, which pulls the report for all states. Highlight the desired option to select it. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you may select data for the HUB or select Field Offices or PHA’s associated with that HUB. If your access is at this level, the Immigration Report Selection page is displayed as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBs that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with Field Offices. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Immigration Report Selection page is displayed as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC's and the PHA's within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Immigration Report Selection page is displayed as shown below.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the Immigration Report page is displayed as shown below.

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA's that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

4.4.4.3 Immigration Statistics Report

All Household and Household Member details appear on the Immigration Report page. Although the scope of report detail can vary, the same page format is used to convey the data

The result data are displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The Immigration Report page includes a separate table for the selected organization (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level is displayed first, on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

Note: Just as other reports the Statistics table shows the information for Households when the Household Statistics tab is selected, and shows the information for Household Members when the Household Member Statistics tab is selected.

4.4.4.3.1 Household Statistics tab

On the top statistics table you will find the following information:

- **Security Level** – Shows the Region selected from the selection page
 - HUD Headquarters
 - State with the State name selected
 - HUB with the HUB name selected
 - TARC with TARC name selected
 - Field Office with the Field Office name selected
 - PHA with the PHA name selected
- **Reexamination Month** – Shows the Reexamination Month you have selected in the search criteria for this report will be displayed.
- **Program Type** – Shows Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.
- **Number of Households (Excluding EOP)** – Shows the total number of households where one of more household members have who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or pending verification.
- **Households with IMS/PIC-assigned ALT ID** – Shows the number of households in which at least one household member has an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H***** or begins with an alpha character).
- **Percentage of Households with IMS/PIC-assigned ALT ID** – Shows the percentage of households in which at least one household member has an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H***** or begins with an alpha character).
- **Households with Ineligible Noncitizens** – Shows the number of households in which at least one household member has a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).
- **Percentage of Households with Ineligible Noncitizens**– Shows the percentage of households in which at least one household member has a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).
- **Households with Pending Verification**– Shows the number of households in which at least one household member has a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).
- **Percentage of Households with Pending Verification**– Shows the percentage of households in which at least one household member has a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).

On the bottom, the **Household Statistics** tab shows the following information in a table:

- **Security Level** – In this column you will find a record for each entity associated with the level next to the selected organization (e.g., if the organization selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- PHA
- Individual Households
- Program Type –If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
- Number of Households (Excluding EOP)
- Households with IMS/PIC-assigned ALT ID
- Percentage of Households with IMS/PIC-assigned ALT ID
- Households with Ineligible Noncitizens
- Percentage of Households with Ineligible Noncitizens
- Households with Pending Verification
- Percentage of Households with Pending Verification

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.4.3.2 Household Members Statistics tab

On the top statistics table you will find the following information:

Security Level – Shows the Region selected from the selection page

- HUD Headquarters
- State with the State name selected
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

Reexamination Month – Shows the Reexamination Month you have selected in the search criteria for this report will be displayed.

Program Type – Shows Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

Number of Household Members (Excluding EOP) – Shows the total number of household Members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or pending verification.

Household Members with IMS/PIC-assigned ALT ID – Shows the number of household members who have an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H***** or begins with an alpha character).

Percentage of Household Members with IMS/PIC-assigned ALT ID – Shows the percentage of household members who have an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H***** or begins with an alpha character).

Household Members with Ineligible Noncitizens – Shows the number of household members who have a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).

Percentage of Households with Ineligible Noncitizens– Shows the percentage of household members who have a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).

Households with Pending Verification– Shows the number of household members who have a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).

Percentage of Households with Pending Verification– Shows the percentage of household members who have a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).

On the bottom, the **Household Members Statistics** tab shows the following information in a table:

- Security Level – In this column you will find a record for each entity associated with the level next to the selected organization (e.g., if the organization selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:
 - HUB
 - Field Office
 - PHA
 - Individual Households
- Program Type –If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
- Number of Household Members (Excluding EOP)
- Household Members with IMS/PIC-assigned ALT ID
- Percentage of Household Members with IMS/PIC-assigned ALT ID
- Household Members with Ineligible Noncitizens
- Percentage of Household Members with Ineligible Noncitizens
- Household Members with Pending Verification
- Percentage of Household Members with Pending Verification

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.4.4 Immigration Statistics Report Examples

Please use this section to get familiar with the look and feel of the Immigration Statistics Report. As mentioned above, each level of report displays data for Households and Household Members in two separate tabs.

4.4.4.4.1 HUD HQ Level View

When HUD HQ organization is selected, a nationwide Immigration Report is displayed. This may be filtered for program.

The screen below illustrates the *Household Statistics* of HUD Headquarters Immigration Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Ema

Verification Reports >> Immigration Report >> [Report Selection](#) >> HQ Immigration Report

Immigration Report - Household Statistics			
Office	HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	3,217,587	1,053,945	2,163,642
Households with PIC-assigned ALT ID	32,972	14,641	18,331
Percentage of Households with PIC-assigned ALT ID	1.02%	1.39%	0.85%
Households with Ineligible Noncitizens	24,274	11,540	12,734
Percentage of Households with Ineligible Noncitizens	0.75%	1.09%	0.59%
Households with Pending Verification	5,228	2,732	2,496
Percentage of Households with Pending Verification	0.16%	0.26%	0.12%

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[Household Statistics Report](#) [Household Member Statistics Report](#)

HUD Headquarters Statistics as of 10/08/2011								
HUB		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
10HSEA Seattle Hub	All	114,477	2,114	1.85%	1,570	1.37%	1,188	1.04%
	Public Housing	20,313	785	3.86%	703	3.46%	365	1.80%
	Section 8	94,164	1,329	1.41%	867	0.92%	823	0.87%
11RPC Cleveland TARC HUB	All	1,134	25	2.20%	0	0.00%	0	0.00%
	Public Housing	840	16	1.90%	0	0.00%	0	0.00%

The screen below illustrates the *Household Member Statistics* of HUD Headquarters Immigration Report for All PIH Programs.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Ema

Verification Reports >> Immigration Report >> [Report Selection](#) >> HQ Immigration Report

Immigration Report - Household Member Statistics			
Office	HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Household Members (Excluding EOP)	7,658,001	2,284,837	5,373,164
Household Members with PIC-assigned ALT ID	42,312	20,442	21,870
Percentage of Household Members with PIC-assigned ALT ID	0.55%	0.89%	0.41%
Household Members With Ineligible Noncitizens	33,297	17,324	15,973
Percentage of Household Members with Ineligible Noncitizens	0.43%	0.76%	0.30%
Household Members with Pending Verification	7,973	4,234	3,739
Percentage of Household Members with Pending Verification	0.10%	0.19%	0.07%

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[Household Statistics Report](#) [Household Member Statistics Report](#)

HUD Headquarters Statistics as of 10/08/2011								
HUB		Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
10HSEA Seattle Hub	All	258,941	2,869	1.11%	2,283	0.88%	2,312	0.89%
	Public Housing	44,147	1,193	3.86%	1,111	2.52%	822	1.86%
	Section 8	214,794	1,676	1.41%	1,172	0.55%	1,490	0.69%

To view the Immigration Report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Immigration Report Selection** page.

To view the Identity Verification report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Identity Verification Report Selection** page.

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.4.4.2 State Level View

The State drop down provides user a capability to select ALL or an individual State. When ALL is selected in State dropdown, the report displays the statistics for all the states, without further drop down

The screen below is an example of *Household Statistics* for ALL State Immigration Report for **All PIH Programs**.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Ema

Verification Reports >> Immigration Report >> Report Selection >> State - All Immigration Report

Immigration Report - Household Statistics			
State	ALL STATES		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	3,217,587	1,053,945	2,163,642
Households with PIC-assigned ALT ID	32,972	14,641	18,331
Percentage of Households with PIC-assigned ALT ID	1.02%	1.39%	0.85%
Households with Ineligible Noncitizens	24,274	11,540	12,734
Percentage of Households with Ineligible Noncitizens	0.75%	1.09%	0.59%
Households with Pending Verification	5,228	2,732	2,496
Percentage of Households with Pending Verification	0.16%	0.26%	0.12%

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Household Statistics Report Household Member Statistics Report

State - All Statistics as of 10/08/2011								
State		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
Alabama	All	63,962	121	0.19%	5	0.01%	2	0.00%
	Public Housing	34,695	68	0.20%	4	0.01%	1	0.00%
	Section 8	29,267	53	0.18%	1	0.00%	1	0.00%
Alaska	All	5,740	55	0.96%	10	0.17%	24	0.42%
	Public Housing	1,132	5	0.44%	4	0.35%	8	0.71%
	Section 8	4,608	50	1.09%	6	0.13%	16	0.35%
American Samoa	All	0	0	0.00%	0	0.00%	0	0.00%

The user can click on the Household Member statistics Report tab from the screen shot above to view the State level statistics for Household members.

The State level report for an individual state displays statistics for each PHA under the state and provides drill down to PHA.

To view the Immigration Report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Immigration Report Selection** page.

To view the Immigration Report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Immigration Report Selection** page.

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.4.4.3 HUB Level View

When HUB organization is selected, the Immigration Report for HUB is displayed.

The screen below is an example of *Household Statistics* HUB Immigration Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Immigration Report >> Report Selection >> HUB Immigration Report

Immigration Report - Household Statistics			
Office	10HSEA Seattle Hub		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	114,477	20,313	94,164
Households with PIC-assigned ALT ID	2,114	785	1,329
Percentage of Households with PIC-assigned ALT ID	1.85%	3.86%	1.41%
Households with Ineligible Noncitizens	1,570	703	867
Percentage of Households with Ineligible Noncitizens	1.37%	3.46%	0.92%
Households with Pending Verification	1,188	365	823
Percentage of Households with Pending Verification	1.04%	1.80%	0.87%

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Household Statistics Report Household Member Statistics Report

Hub Statistics as of 10/08/2011								
FO		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
0APH SEATTLE HUB OFFICE	All	72,715	1,269	1.75%	817	1.12%	1,148	1.58%
	Public Housing	14,457	529	3.66%	444	3.07%	354	2.45%
	Section 8	58,258	740	1.27%	373	0.64%	794	1.36%
0CPH ALASKA	All	0	0	0.00%	0	0.00%	0	0.00%

The user can click on the Household Member statistics Report tab from the screen shot above to view the HUB level statistics for Household members.

To view the Immigration Report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Immigration Report Selection** page.

To view the Immigration Report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Immigration Report Selection** page.

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.4.4.4 Field Office Level View

When FO organization is selected, the Immigration Report for Field Office is displayed.

The screen below is an example of *Household Statistics* of Field Office Immigration Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Immigration Report >> Report Selection >> FO Immigration Report

Immigration Report - Household Statistics			
FO	0APH SEATTLE HUB OFFICE		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	72,715	14,457	58,258
Households with PIC-assigned ALT ID	1,269	529	740
Percentage of Households with PIC-assigned ALT ID	1.75%	3.66%	1.27%
Households with Ineligible Noncitizens	817	444	373
Percentage of Households with Ineligible Noncitizens	1.12%	3.07%	0.64%
Households with Pending Verification	1,148	354	794
Percentage of Households with Pending Verification	1.58%	2.45%	1.36%

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Household Statistics Report Household Member Statistics Report

FO Statistics as of 10/08/2011								
PHA		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
AK001 AHFC	All	1,132	5	0.44%	4	0.35%	8	0.71%
	Public Housing	1,132	5	0.44%	4	0.35%	8	0.71%
	Section 8	0	0	0.00%	0	0.00%	0	0.00%
AK901 AHFC - S8	All	4,608	50	1.09%	6	0.13%	16	0.35%
	Public Housing	0	0	0.00%	0	0.00%	0	0.00%
	Section 8	4,608	50	1.09%	6	0.13%	16	0.35%

The user can click on the Household Member statistics Report tab from the screen shot above to view the FO level statistics for Household members.

To view the Immigration Report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Immigration Report Selection** page.

To view the Immigration Report for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Immigration Report Selection** page.

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.4.4.5 PHA Level View

When PHA organization is selected, the Immigration Report for PHA displays 2 sections. The top section displays the 2 tables, one with Household and another with Household Member Statistics.

The bottom section displays the Head of Household and Household Member information as

HOH Information:

- HOH SSN
- HOH Name
- HOH DOB
- Project (only if the program type of the household is of Public Housing)

List of household member with the following information for each member:

- Member SSN

- Member Name
- Member DOB
- Eligibility Status

Enterprise Income Verification
HUD Home PIH Home EIV Home Search Email

Verification Reports >> [Report Selection](#) >> PHA Immigration Report

PHA Immigration Report - Household Statistics for Program Type - All for Reexamination Month - All for Action Type - All as of 10/08/2011							
PHA	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
AK001 AHFC	1,132	5	0.44%	4	0.35%	8	0.71%

PHA Immigration Report - Household Member Statistics for Program Type - All for Reexamination Month - All - for Action Type - All as of 10/08/2011							
PHA	Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
AK001 AHFC	2,929	5	0.17%	5	0.17%	9	0.31%

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1 to 17 of 17 Households

HOH SSN ***-**-5716 HOH Name Iroxxv MLHMSLQ HOH DOB 08/26/1957 Project AK001000273 ANCHORAGE NORTH				
Member SSN	Member Name	Member DOB	Eligibility Status	
***-**-0935	zrzn MLHMSLQ	06/20/1961	Ineligible Noncitizen	
HOH SSN ***-**-1713 HOH Name zmlnzi AVFTRIWLI ZGRFJAVN HOH DOB 10/30/1976 Project AK001000274 ANCHORAGE EAST				
Member SSN	Member Name	Member DOB	Eligibility Status	
***-**-1713	zmlnzi AVFTRIWLI ZGRFJAVN	10/30/1976	Pending Verification	
HOH SSN ***-**-3398 HOH Name zmkiz OZBLT HOH DOB 04/01/1985 Project AK001000263 Valdez				
Member SSN	Member Name	Member DOB	Eligibility Status	
***-**-3398	zmkiz OZBLT	04/01/1985	Pending Verification	
HOH SSN ***-**-4600 HOH Name zxrthvq AVWMVOVN HOH DOB 11/14/1982 Project AK001000274 ANCHORAGE EAST				

The report has the standard features of Printer-Friendly Version, Download in Excel, pagination and User Identification as described in section 3.2.5. For instructions on how to download report in Excel format, please see Appendix B.

4.4.5 Deceased Tenants Report

The Deceased Tenants Report provides statistical information at the HQ, State, HUB, FO, TARC and PHA levels of household members who are deceased, based on information provided by the SSA. At the PHA level, the report provides a list of tenants who are deceased.

4.4.5.1 Report Generation

On a weekly basis (as part of the weekly Batch processing), PIH households and household members are evaluated for verification, statistics are computed and information on individual household and household members is stored in the EIV database. Users relying on statistical data on a regular basis should make a printed copy of the report before the date is overwritten by the next weekly Batch processing cycle.

4.4.5.2 Deceased Tenants Report Filtering

Access the Deceased Tenants Report page by clicking the Deceased Tenants Report link (under the Verification Reports module) on the EIV Navigation panel. The Deceased Tenants Report – Report Selection page is displayed as illustrated below.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Verification Reports >> Deceased Tenants Report >> Report Selection

Select Program Type, Reexamination Month, Household Type and Action Type*:

Program Type: All PIH Programs

Reexamination Month: All

Household Type: All Households

Action Type: All

Select Region:

HUD HQ

STATE: All

HUB: 10HSEA Seattle Hub

FO: OAPH SEATTLE HUB OFFICE

TARC: PB1 Cleveland TARC

PHA: AK001 AHFC

*For PHA Region Report Only

Get Report

Deceased Tenants Report

Use this page to filter the scope of the data appearing on the Deceased Tenants Report. Once you have selected your filter options, click the **Get Report** button to generate the Deceased Tenants Report reflecting your choices.

The Deceased Tenants Report page provides you with the following filter options:

Program Type – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.

Reexamination Month – This option provides the capability to filter data by Reexamination Month – All or by specific month. By default, the value is set to “All” when the page displays.

Household Type - This option provides the capability to filter data by Household Type – All Households, Single Member Households, and Multiple Member Households. By default, the value is set to “All Households” when the page displays.

Action Type – This option provides the capability to filter data by Action Type from the following options:

- All
- 1-New Admission
- 2-Annual Reexam
- 3-Interim Reexam
- 4- Portability Move-in
- 14-Historical Adjustment

Action Type dropdown will be enabled only if PHA radio button is selected

Region – This option controls the scope of the data included on the report. Report data are aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. Your assigned role (along with the assigned security level) determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to five organizational options. Only those that you are permitted to access are displayed on the page when it opens. Only one organizational option can be selected at a time.

The following organizational options are available:

- HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. This option only is displayed if your role assignment provides you with access to national data at all levels. The Deceased Tenants Report Selection page is displayed as shown below.

- State** - This option provides full access for those with IDs of Headquarters scope. This option only is displayed if your role assignment provides you with access to national data at all states. If your access is set at this level, the Deceased Tenants Report Selection page is displayed as shown below.

A drop-down list provides you with all the available State selection options. It also provides an option to select ALL. Scroll through the list to locate the desired State or select all states. Highlight it to select. Only one selection can be active at a time.

- HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 4HJAC Jacksonville HUB), Field Offices or PHA’s associated with that HUB. If your access is at this level, the Deceased Tenants Report Selection page is displayed as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBs that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component. Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- Field Office** – This option provides access to the data associated with Field Offices. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Deceased Tenants Report Selection page is displayed as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC’s and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Deceased Tenants Report Selection page is displayed as shown below.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the Deceased Tenants Report page is displayed as shown below.

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

4.4.5.3 Deceased Tenants Statistics Report

On the Deceased Tenants Report page, results data are displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. The result data are displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

Enterprise Income Verification		HUD Home PIH Home EIV Home Search Email										
Verification Reports >> Deceased Tenants Report >> <u>Report Selection</u> >> HUD HQ Statistics												
Deceased Tenants Report for HUD HQ												
Office	HUD HQ											
Reexamination Month	ALL											
Program Type	ALL	Public Housing	Section 8									
Total number of households evaluated	3,217,587	1,053,945	2,163,642									
Total number of household members evaluated	7,658,001	2,284,837	5,373,164									
Number of households with one or more deceased members	10,962	5,289	5,673									
Percentage of households with one or more deceased members	00.34%	00.50%	00.26%									
Number of deceased household members	11,007	5,318	5,689									
Percentage of deceased household members	00.14%	00.23%	00.11%									
Number of PHAs with deceased single member households	1,082	625	633									
Percentage of PHAs with deceased single member households	26.30%	19.86%	25.59%									
Number of deceased single member households	6,070	3,104	2,966									
Percentage of deceased single member households	55.37%	58.69%	52.28%									
Printer Friendly Version Download to Excel												
HUD HQ Deceased Tenants Report as of 10/08/2011												
HUB		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 With No Deceased Date	
							Count	%	Count	%	Count	%
	All	238	00.21%	114	47.90%	239	45	18.83%	134	56.07%	60	25.10%
<u>10HSEA Seattle Hub</u>	Public Housing	43	00.21%	19	44.19%	44	7	15.91%	28	63.64%	9	20.45%
	Section 8	195	00.21%	95	48.72%	195	38	19.49%	106	54.36%	51	26.15%

The Deceased Tenants Report page includes a separate table for the selected organization (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access

includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is within the scope of the report selected, the highest level is displayed first. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

On the top statistics table you will find the following information:

Office – Shows the organization selected from the selection page

- HUD Headquarters
- State with the State name selected
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

Reexamination Month – Shows the Reexamination Month you have selected in the search criteria for this report.

Program Type – Shows Program Type you have selected in the search criteria for this report. If 'All PIH Programs' was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

- Total number of households evaluated
- Total number of household members evaluated
- Number of households with one or more deceased members
- Percentage of households with one or more deceased members
- Number of deceased members
- Percentage of deceased members

On the bottom, the statistical table shows the following information:

Security Level – In this column you will find a record for each entity associated with the level next to the selected organization (e.g., if the organization selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate.

Possible entities appearing in this column include the following:

- HUB
- Field Office
- TARC
- PHA
- Individual Households

Program Type – In this column, you will find the Program Type you have selected in the search criteria for this report will be displayed. If 'All PIH Programs' was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

In a Statistics table you will find the following information:

- PHA Code
- PHA Name
- Program Type
- Reexamination Month
- Household Type
- Action Type
- Total Number of Households Evaluated
- Total Number of Household Members Evaluated
- Number of Households With Deceased Household Members
- Percentage of Households With Deceased Household Members
- Number of Deceased Household Members
- Percentage of Deceased Household Members
- Number of Deceased Single Member Households
- Percentage of Deceased Single Member Households
- Household Members Deceased Less Than **6 Months** (Revise logic from 1 year to 6 months))
- Household Members Deceased More Than **6 Months** (Revise logic from 1 year to 6 months)
- Household Members With No Date of Death

4.4.5.4 Deceased Tenants Report Statistics Report Examples

Use this section to get familiar with the look and feel of the Deceased Tenants Report Statistics.

4.4.5.4.1 HUD HQ Level View

When HUD HQ organization is selected, a national Deceased Tenants Report is displayed.

The screen below is an example of HUD Headquarters Deceased Tenants Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Deceased Tenants Report >> Report Selection >> HUD HQ Statistics

Deceased Tenants Report for HUD HQ as of 04/20/2013			
Office	HUD HQ		
Reexamination Month	ALL		
Household Type	ALL		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	3,295,583	1,083,158	2,212,425
Total Number of Household Members Evaluated	7,784,458	2,340,793	5,443,665
Number of PHAs With Deceased Household Members	663	307	472
Number of Households With Deceased Household Members	4,443	2,150	2,293
Percentage of Households With Deceased Household Members	00.13%	00.20%	00.10%
Number of Deceased Household Members	4,459	2,155	2,304
Percentage of Deceased Household Members	00.06%	00.09%	00.04%
Number of PHAs With Deceased Single member Households	461	216	314
Number of Deceased Single Member Households	2,294	1,214	1,080
Percentage of Deceased Single Member Households	51.63%	66.47%	47.10%
Household Members Deceased Less Than 6 Months	0	0	0
Household Members Deceased More Than 6 Months	3,925	1,950	1,975
Household Members With No Date of Death	534	205	329

Print Report

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HUD HQ Deceased Tenants Report as of 04/21/2013																	
HUB		PHAs With Deceased Household Members		Deceased Household Members		Households With Deceased Household Members		Number of PHAs With Deceased Single member Households		Deceased Single Member Households		Household Members Deceased Less Than 6 Months		Household Members Deceased More Than 6 Months		Household Members Deceased with No Deceased Date	
		Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%
1015SEA Seattle Hub	All	19	28.03%	85	00.03%	85	00.07%	15	20.55%	51	60.00%	0	00.00%	69	81.18%	16	18.82%
	Public Housing	9	15.79%	19	00.04%	19	00.09%	8	14.04%	12	63.16%	0	00.00%	16	84.21%	3	15.79%
	Section 8	15	25.00%	66	00.03%	66	00.07%	12	20.00%	39	58.09%	0	00.00%	53	80.30%	13	19.70%

To view the Deceased Tenants Report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Deceased Tenant Report Selection** page.

To view the Deceased Tenants for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Deceased Tenant Report Selection** page.

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

4.4.5.4.2 State Level View

When State is selected, the Deceased Tenants Report for State is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the State level report is designed similarly to the HUD HQ level report.

The bottom statistics include the data for all PHA's under the selected State when program type is equal to ALL. There is no sorting functionality for columns if Program Type is equal to All or if All states are selected.

Verification Reports >> Deceased Tenants Report >> [Report Selection](#) >> All States Statistics

Deceased Tenants Report for All States			
Office	ALL STATES		
Reexamination Month	ALL		
Household Type	ALL		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	3,295,583	1,083,158	2,212,425
Total Number of Household Members Evaluated	7,784,458	2,340,793	5,443,665
Number of PHAs With Deceased Household Members	663	307	472
Number of Households With Deceased Household Members	4,443	2,150	2,293
Percentage of Households With Deceased Household Members	00.13%	00.20%	00.10%
Number of Deceased Household Members	4,459	2,155	2,304
Percentage of Deceased Household Members	00.06%	00.09%	00.04%
Number of PHAs With Deceased Single member Households	461	216	314
Number of Deceased Single Member Households	2,294	1,214	1,080
Percentage of Deceased Single Member Households	51.63%	56.47%	47.10%
Household Members Deceased Less Than 6 Months	0	0	0
Household Members Deceased More Than 6 Months	3,925	1,950	1,975
Household Members With No Date of Death	534	205	329

 [Print Report](#)

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Deceased Tenants Report for All States as of 04/21/2013																	
PHA		PHAs With Deceased Household Members		Deceased Household Members		Households With Deceased Household Members		Number of PHAs With Deceased Single member Households		Deceased Single Member Households		Household Members Deceased Less Than 6 Months		Household Members Deceased More Than 6 Months		Household Members Deceased with No Deceased Date	
		Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%
Alabama	All	7	04.76%	15	00.01%	15	00.02%	3	02.04%	4	26.67%	0	00.00%	12	80.00%	3	20.00%
	Public Housing	5	03.40%	7	00.01%	7	00.02%	1	00.68%	1	14.29%	0	00.00%	7	100.00%	0	00.00%
	Section 8	4	06.45%	8	00.01%	8	00.03%	2	03.23%	3	37.50%	0	00.00%	5	62.50%	3	37.50%

To view the Deceased Tenants Report by **Public Housing** program type, select **Public Housing** in the **Program Type** selection in the **Deceased Tenant Report Selection** page.

To view the Deceased Tenants for **Section 8** program type, select **Section 8** in the **Program Type** selection in the **Deceased Tenant Report Selection** page.

4.4.5.4.3 HUB Level View

When HUB is selected, the Deceased Tenants Report for HUB is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the HUB level report is designed similarly to the HUD HQ level report.

The bottom statistics include the data for all Field Offices under the selected HUB.

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

Deceased Tenants Report for 10HSEA Seattle Hub as of 04/20/2013

Office	10HSEA Seattle Hub		
Reexamination Month	ALL		
Household Type	ALL		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	117,892	21,660	96,232
Total Number of Household Members Evaluated	265,324	46,352	218,972
Number of PHAs With Deceased Household Members	19	9	15
Number of Households With Deceased Household Members	85	19	66
Percentage of Households With Deceased Household Members	00.07%	00.09%	00.07%
Number of Deceased Household Members	85	19	66
Percentage of Deceased Household Members	00.03%	00.04%	00.03%
Number of PHAs With Deceased Single member Households	15	8	12
Number of Deceased Single Member Households	51	12	39
Percentage of Deceased Single Member Households	60.00%	63.16%	59.09%
Household Members Deceased Less Than 6 Months	0	0	0
Household Members Deceased More Than 6 Months	69	16	53
Household Members With No Date of Death	16	3	13

Deceased Tenants Report for 10HSEA Seattle Hub as of 04/24/2013

Field Office	PHAs With Deceased Household Members		Deceased Household Members		Households With Deceased Household Members		Number of PHAs With Deceased Single member Households		Deceased Single Member Households		Household Members Deceased Less Than 6 Months		Household Members Deceased More Than 6 Months		Household Members Deceased with No Deceased Date		
	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	
DAPH SEATTLE HUB OFFICE	ALL	15	30.61%	78	00.05%	78	00.10%	13	26.53%	48	61.54%	0	00.00%	68	87.18%	10	12.82%
	Public Housing	8	21.05%	18	00.05%	18	00.11%	7	18.42%	11	61.11%	0	00.00%	16	88.89%	2	11.11%
	Section 8	11	29.73%	60	00.04%	60	00.10%	10	27.03%	37	61.67%	0	00.00%	52	86.67%	8	13.33%
ALL	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	

4.4.5.4.4 Field Office Level View

When FO organization is selected, the Deceased Tenants Report for Field Office is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the FO level report is designed similarly to the HUD HQ level report.

The bottom statistics include the data for all PHA's under the selected FO.

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

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

Deceased Tenants Report for 0APH SEATTLE HUB OFFICE as of 04/20/2013			
Office	0APH SEATTLE HUB OFFICE		
Reexamination Month	ALL		
Household Type	ALL		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	75,830	15,763	60,067
Total Number of Household Members Evaluated	171,065	33,567	137,498
Number of PHAs With Deceased Household Members	15	8	11
Number of Households With Deceased Household Members	78	18	60
Percentage of Households With Deceased Household Members	00.10%	00.11%	00.10%
Number of Deceased Household Members	78	18	60
Percentage of Deceased Household Members	00.05%	00.05%	00.04%
Number of PHAs With Deceased Single member Households	13	7	10
Number of Deceased Single Member Households	48	11	37
Percentage of Deceased Single Member Households	61.54%	61.11%	61.67%
Household Members Deceased Less Than 6 Months	0	0	0
Household Members Deceased More Than 6 Months	68	16	52
Household Members With No Date of Death	10	2	8

 [Print Report](#)

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Deceased Tenants Report for 0APH SEATTLE HUB OFFICE as of 04/21/2013													
PHA		Deceased Household Members		Households With Deceased Household Members		Deceased Single Member Households		Household Members Deceased Less Than 6 Months		Household Members Deceased More Than 6 Months		Household Members Deceased with No Deceased Date	
		Count	%	Count	%	Count	%	Count	%	Count	%	Count	%
AK004 AHFC	All	3	00.09%	3	00.24%	1	33.33%	0	00.00%	1	33.33%	2	66.67%
	Public	3	00.09%	3	00.24%	1	33.33%	0	00.00%	1	33.33%	2	66.67%

4.4.5.4.5 TARC Level View

When TARC is selected, the Deceased Tenants Report for Field Office is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the TARC level report is designed similarly to the HUD HQ level report.

4.4.5.4.6 PHA Level View

When PHA is selected, the Deceased Tenants Report for PHA is displayed. The user can pull up the report by the Program type and the Reexamination month.

The screen below is an example of PHA Deceased Tenants Report when **All PIH Programs** is selected from the Program Type drop-down list.

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

Deceased Tenants Report for AK001 AHFC as of 04/20/2013	
PHA Code	AK001
PHA Name	AHFC
Program Type	ALL
Reexamination Month	ALL
Household Type	ALL
Action Type	ALL
Total Number of Households Evaluated	1,230
Total Number of Household Members Evaluated	3,278
Number of Households With Deceased Household Members	3
Percentage of Households With Deceased Household Members	00.24%
Number of Deceased Household Members	3
Percentage of Deceased Household Members	00.09%
Number of Deceased Single Member Households	1
Percentage of Deceased Single Member Households	33.33%
Household Members Deceased Less Than 6 Months	0
Household Members Deceased More Than 6 Months	1
Household Members With No Date of Death	2

Print Report
 Download Report

1 - 3 of 3 Households

Note: * = Deceased single member household. Immediate action required by PHA.

Deceased Tenants Report for AK001 AHFC as of 04/20/2013											
Program Type	Head of Household SSN	Head of Household Name	Head of Household DOB	Single Member Household (Y/N)	Deceased Household Member's SSN	Deceased Household Member's Name	Deceased Household Member's DOB	Deceased Household Member's Date of Death	Date Death Information Was Received by EIV		
P	***-**-9747	IEVNA ZVIRI	09/24/1933	Y	***-**-9747	IEVNA ZVIRI	09/24/1933	03/08/2012 *	04/04/2012		
P	***-**-5505	ZMEBEB GGIVG	09/01/1929	N	***-**-0145	ZFYD GGIVG	06/15/1967	N/A	04/04/2012		
P	***-**-5197	JZYAOMV CMFKTM	07/22/1963	N	***-**-2889	ZYTBC CMFKTM	08/24/1996	N/A	04/04/2012		

The following screen prints show an example of PHA Deceased Tenants Report when **Public Housing** is selected and when a particular Project is selected from the Program Type drop-down list.

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

Deceased Tenants Report for AK001 AHFC as of 04/20/2013	
PHA Code	AK001
PHA Name	AHFC
Program Type	Public Housing
Reexamination Month	ALL
Household Type	ALL
Action Type	ALL
Total Number of Households Evaluated	1,230
Total Number of Household Members Evaluated	3,278
Number of Households With Deceased Household Members	3
Percentage of Households With Deceased Household Members	00.24%
Number of Deceased Household Members	3
Percentage of Deceased Household Members	00.09%
Number of Deceased Single Member Households	1
Percentage of Deceased Single Member Households	33.33%
Household Members Deceased Less Than 6 Months	0
Household Members Deceased More Than 6 Months	1
Household Members With No Date of Death	2

Project All

Print Report
 Download Report

1 - 3 of 3 Households

Note: * = Deceased single member household. Immediate action required by PHA.

Deceased Tenants Report for AK001 AHFC as of 04/20/2013											
Program Type	Head of Household SSN	Head of Household Name	Head of Household DOB	Single Member Household (Y/N)	Deceased Household Member's SSN	Deceased Household Member's Name	Deceased Household Member's DOB	Deceased Household Member's Date of Death	Date Death Information Was Received by EIV		
P	***-**-9747	IEVNA ZVIRI	09/24/1933	Y	***-**-9747	IEVNA ZVIRI	09/24/1933	03/08/2012 *	04/04/2012		
P	***-**-5505	ZMEBEB GGIVG	09/01/1929	N	***-**-0145	ZFYD GGIVG	06/15/1967	N/A	04/04/2012		
P	***-**-5197	JZYAOMV CMFKTM	07/22/1963	N	***-**-2889	ZYTBC CMFKTM	08/24/1996	N/A	04/04/2012		

1 - 3 of 3 Households

4.5 Special Instructions for Error Correction

If you have questions or problems with EIV Online, please contact the EIV Coordinator of your local HUD office or if your local HUD office is unable to assist you, send a message to PIHRHIIP.TA@HUD.GOV.

Any problems with WASS should be reported to the REAC Technical Assistance Center (TAC) at **1-888-245-4860** or select **“Contact Us”** on the REAC Online website. (<http://www.hud.gov/offices/reac/support/tac.cfm>).

4.6 Caveats and Exceptions

Not applicable

5.0 USING THE SYSTEM (BATCH)

5 USING THE SYSTEM (BATCH)

This section provides a brief description of EIV PIH Batch processing.

5.1 PIH Batch Processing

The PIH Batch Processing covers the following:

- SSA Request File creation and transmission – covers the creation of SSA monthly request file and transfer of files from the Batch server to the [IBM Mainframe](#) IBM Mainframe
- SSA Response processing – covers the loading of SSA response data into EIV database
- NDNH Monthly and Quarterly Request File creation and transmission - covers the creation of NDNH monthly request file and transfer of files from the Batch server to the IBM Mainframe
- NDNH – Monthly and Quarterly Response File processing – covers the loading of SSA response data into EIV database
- PIH Summarization – covers the computation of tenant’s projected annual income, computation of tenant’s actual annual income, computation of tenant’s income discrepancy, analysis of the discrepancy and aggregation the tenant’s income discrepancy at the HQ, HUB, Field Office, and PHA levels and Program Type and Reexamination Month level. It also includes analysis of the households for new hires, multiple subsidy and household members whose IDs failed verification. Statistics counts are rolled up at the PHA level, Field Office level, State level, TARC level and HUD HQ level.
- Weekly Usage Report – generation of statistics on the number of times the online pages were accessed during the reporting week, the total number of users that logged into EIV per day during the reporting week and the number of users that logged into EIV per hour from 8:00am to 8:00pm during the reporting week.
- PHA Usage Report – generation of statistics on the number of PHA’s that accessed the online system during the last 30 days and last 180 days.

EIV online users are not given access to Batch processing.

5.2 Special Instructions for Error Correction

Not Applicable.

5.3 Caveats and Exceptions

Not Applicable.

5.4 Input Procedures and Expected Output

Not Applicable

6.0 QUERYING

6 QUERYING

6.1 Query Capabilities

EIV receives SS and SSI data on a monthly basis from SSA and receives wages, unemployment benefits and W-4 data on a monthly/quarterly basis via Batch-processing. EIV does not provide users with query access to EIV databases.

Queries of SSA or NDNH data for individual tenant SS, SSI benefit, and income information are available using the EIV online application system.

6.2 Query Procedures

Not Applicable.

7.0 REPORTING

7 REPORTING

This section provides description of the reports available to EIV PIH users.

7.1 Report Capabilities

EIV provides the following online reports for PIH users:

1. Debts Owed to PHA's and Terminations:

- **Search for Former Tenant** shows information about former tenants who have debts owed to PHA's or who have been evicted or lost their lease or voucher.
- **Debts Owed to PHA's and Terminations Report** provides statistics on the Total Number of Reported EOP Families, Number of Families with debts owed to PHA's or Terminations, and Total Amount of Debt Owed for the selected level.
- **Enter/Update Information** displays the information of former tenants with form 50058 dated within last 15 months and allows user to enter debt information for these tenants.

2. Income Discrepancy Statistics Reports:

For all the levels of Threshold Report, if the access is granted at the role level, the users will be able to see Income and Outlier Information

- **HUD Headquarters Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the HUD Headquarters level.
- **STATE Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total for an individual STATE level and/ or for all states.
- **HUB Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the HUB level.
- **FO Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Income Discrepancy, Percentage of

Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the FO level.

- **TARC Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the TARC level.
- **PHA Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the PHA level

3. By Program Type and Reexamination Month Summary Reports:

- **Income Report Summary** shows income information for those households due for reexamination in the selected month and who currently receive or previously received SS/SSI benefits or income.
- **New Hires Report** provides a list of households where at least one member has a New Hires record for the selected month or period and the members in these households.
- **Income Discrepancy Report Summary** shows those households with income discrepancy between the tenant's projected income from Form 50058 and the total for SSA/SSI benefits, wages and unemployment benefits collected by EIV from SSA and NDNH for the same period.
- **Failed Verification Report Summary** shows those households and family members in households due for reexamination for which SSA was unable to provide benefit information because the ID information (SSN, Last Name, and Date of Birth combination) of household members did not pass SSA ID verification routines. It also provides the issues identified by SSA in assessing the tenant ID information that led to the verification failure.
- **Failed EIV Pre-Screening Report Summary** shows those households and household members that were not sent to SSA for verification because their ID's failed the EIV Pre-Screening test.
- **No Income Report** provides a list of the tenants, whose identity was verified by SSA based on the SSN/Last Name/Date of Birth combination, but did not or had never receive SS/SSI benefits or income.

4. Verification Reports

- **Existing Tenant Search** provides feedback as to whether or not an applicant may already be receiving subsidy from PIH or Multifamily programs.
- **MultiSubsidy Tenant Report** shows a list of tenants who receive assistance in multiple PHA's or PIH programs or in both PIH and Multifamily programs.
- **Identity Verification Report** shows statistics on number of households and the number of households that have been verified by SSA, which failed SSA verification and failed EIV pre-screening.

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- **Immigration Report** shows the household members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen, or who are pending verification.
 - **Deceased Tenants Report** shows statistical information at the HQ, State, HUB, FO, TARC and PHA levels of household members who are deceased, based on information provided by SSA. At the PHA level, the report provides a list of tenants who are deceased.

5. Individual Household specific Reports:

- **Summary Report** shows the Head of Household Identifiers and the list the family members in the household. This report is also available with a generated ICN number.
- **Certification Page** PHA User certification section for PHA's and Household Members to acknowledge that the household income has been verified and validated by PHA
- **Income Report** shows the Head of Household Identifiers and the wages and benefits information for each family member in the household.
- **Income Discrepancy Report** shows the Head of Household Identifiers and a comparison of the tenant's projected income from the form HUD 50058 compared to the income information for the same period in EIV.

7.2 Report Procedures

Please refer to Section 4 on instructions on how to generate the reports enumerated above.

APPENDIX A – LIST OF ERROR MESSAGES ON THE FAILED VERIFICATION REPORT

Error Description	Explanation
Member SSN not sent to SSA – Invalid SSN	The tenant’s record was not sent to the SSA because the SSN failed the preliminary validation checks conducted by TASS.
Member SSN not sent to SSA – Live-in aide or foster child	The tenant’s record was not sent to the SSA because the relationship code indicated that the individual was a live-in aide or foster child. The income of these two categories of family members may not be included in eligibility and rent calculations.
Verification failed – SSN not found in SSA records	The tenant’s SSN is not a valid number issued by the SSA. Note: The message also includes the SSN reported in SSA.
Verification failed – SSN was not verified by SSA	The tenant’s SSN is not a valid number issued by the SSA
Verification failed – Surname matched, but date of birth did not match with SSA records	The tenant’s identity was not verified because while the Surname matched with SSA records, the Date of Birth did not match. However, based on the SSN/Last Name combination, SSA has indicated that the tenant <u>does not receive SS/SSI benefits</u> .
Verification failed – Date of birth matched, but surname did not match with SSA records	The tenant’s identity was not verified because while the Date of Birth matched with SSA records, the Surname did not match. However, based on the SSN/Date of Birth combination, SSA has indicated that the tenant <u>does not receive SS/SSI benefits</u> .
Verification failed – SS benefits cannot be disclosed due to discrepancy in date of birth	The tenant’s identity was verified by SSA based on the SSN/Last Name combination and the tenant <u>is receiving SS benefits</u> . However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SS benefits cannot be disclosed due to discrepancy in name	The tenant’s identity was verified by SSA based on the SSN/Date of Birth combination and the tenant <u>is receiving SS benefits</u> . However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.
Verification failed – SSI benefits cannot be disclosed due to discrepancy in date of birth	The tenant’s identity was verified by SSA based on the SSN/Last Name combination and the tenant <u>is receiving SSI benefits</u> . However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SSI benefits cannot be disclosed due to discrepancy in name	The tenant’s identity was verified by SSA based on the SSN/Date of Birth combination and the tenant <u>is receiving SSI benefits</u> . However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.
Verification failed – SS and SSI benefits cannot be disclosed due to discrepancy in date of birth	The tenant’s identity was verified by SSA based on the SSN/Last Name combination and the tenant <u>is receiving both SS and SSI benefits</u> . However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SS and SSI benefits cannot be disclosed due to discrepancy in name	The tenant’s identity was verified by SSA based on the SSN/Date of Birth combination and the tenant <u>is receiving both SS and SSI benefits</u> . However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.

APPENDIX B – INSTRUCTIONS ON DOWNLOADING MICROSOFT EXCEL FORMAT FILES

When the **Download in Excel** link is clicked, the File Download pop-up window is displayed. You can choose to use either the **Open** or **Save** button.

The following steps describe how to download the reports that match the search criteria specified by the user.

1. From the Income Summary or Income Discrepancy Summary or Failed Verification or No Income Report, click the **Download in Excel** hyperlink.
2. The File Download dialogue box is displayed. Click the **Save** button.



3. The Save As dialogue box is displayed as shown below.
4. Once the file has been saved, open it using Microsoft Excel or compatible software to view the report.

