

CHAPTER I

INTRODUCTION

Program administrators of HUD's rental assistance programs need information on Social Security (SS) and Supplemental Security Income (SSI) to determine the amount of rental assistance that tenants are entitled to receive. HUD developed and implemented an automated system to provide program administrators with the needed information via a secure Internet facility. The Real Estate Assessment Center (REAC) maintains and operates the Tenant Assessment (Income Verification) Subsystem (TASS) used to provide SS and SSI data to program administrators.

A. Purpose

This Guide provides information for use in verifying the SS and SSI of individuals who receive rental assistance. It does not change the requirement that applicants and participants disclose all income when applying for initial or continued rental assistance.

B. Applicability

This Guide applies to the following:

- HA owned rental public housing¹
- Section 8 Tenant-Based
- Section 8 Project-Based
- Rent Supplement
- Rental Assistance Program (RAP)
- 202 and 811 Project Rental Assistance Contract (PRAC)
- 202/162 Project Assistance Contract (PAC) and
- Indian Tribes and Tribally Designated Housing Entities Participating in the Section 8 Tenant-Based Program

C. Benefits of Social Security (SS) and Supplemental Security Income (SSI) Matching

- Provides quick and easy verification of SS and SSI benefits.
- Provides information on individuals who may have unreported or underreported SS or SSI benefits.

¹ The Quality Housing and Work Responsibility Act of 1998 (QHWRA) published in the [Federal Register](#) on February 19, 1998 affects the frequency of required income verifications for the public housing program. The existing automated system for SS and SSI verification does not recognize the less frequent verifications required by QHWRA. Therefore, housing agencies will receive SS and SSI data for some periods when recertifications may not be required. The computer matching/income verification process will be revised when data is available to facilitate SS and SSI matching based on the QHWRA requirements.

- Aids in identifying excessive rental assistance paid to tenants who underreported their benefits.
- Provides information needed to take administrative or legal action against tenants who underreported their income.

D. Definitions

See Appendix I starting at page 43 for a list of definitions used in this document. The term “program administrator” is used in this guide to indicate public housing agencies, Indian tribes and tribally designated housing entities, private owners, management agents, and state housing authorities acting as contract administrators.

E. Abbreviations

- HAs stands for public housing authorities/agencies, Indian tribes and tribally designated housing entities, and other housing authorities.
- O/As stands for owners, (management) agents, and contract administrators.

F. Superseded Document

This Guide replaces the 1/99 version of the Guide for SS and SSI Verification.

G. Internet (Web) Sites

Periodically, HUD publishes current information at a HUD Web site on SS and SSI verification. Program administrators should use the Web site to learn about changes in the SS and SSI verification process. Any updates to this Guide will be available at the REAC Tenant Income Verification (TASS) Website:

<http://www.hud.gov/reac/TASS/index.html>.

The Website for the REAC is: <http://www.hud.gov/reac>