



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
1280 Maryland Avenue, S.W.
Suite 800
WASHINGTON, D.C. 20024-2135

REAL ESTATE ASSESSMENT CENTER

May 7, 2001

Dear Executive Director

(Please forward this letter to your information technology staff or contractor and the low rent and Section 8 Directors who are responsible for recertifying residents.)

This letter is to advise all Public Housing Agencies (PHAs) that effective May 4, 2001, the Tenant Eligibility Verification System (TEVS) was converted to the Tenant Assessment Subsystem (TASS). This conversion will allow PHAs to access, through Secure Systems, the Social Security Administration's monthly social security (SS) and supplemental security income (SSI) benefit history reports and income discrepancy reports. Because TASS is a secure, web-based system that contains sensitive financial and rental housing information, security registration for a system ID is required.

The TEVS Internet website will be available to PHAs to access their SS and SSI reports until August 15, 2001.

There are two types of Internet TASS users, Coordinators and Users.

- (1) The Coordinator serves as the Public Housing Agency's (PHA) representative to perform system administration functions, such as providing and determining which Users have system access. The Coordinator is also responsible for retrieving a User's system ID, establishing the User's role in the system, and assigning a property to a User. The Coordinator can also serve as a User.
- (2) The User will review, prepare or submit data on behalf of the PHA. The User depends on the Coordinator for the necessary access to the system. If an individual represents the PHA to perform system administration functions (Coordinator) as well as reviewing data (User), the individual should register as a Coordinator.

A TASS User can be an employee of the PHA or a third party, such as a management agent, authorized by the PHA to review data for the PHA. The User, however, cannot control access to the system or assign rights. The User depends on the Coordinator for the necessary access to review, prepare or submit data.

All Coordinators and Users must submit a completed registration application to the Real Estate Assessment Center (REAC) to obtain a system ID for Internet access to TASS. Only after registering for Secure Systems, receiving a System ID, and being assigned system rights can an Internet user access TASS.

Required registration information includes name and social security number, the HUD-registered

organization name and HUD registered Tax Identification Number, e-mail address, desired password, and mother's maiden name. The registration form and step-by-step instructions for obtaining a User ID and password are available online from the following REAC web site:

<http://www.hud.gov/react>. On the REAC home page, on the left side, under Real Estate Assessment Center, click on **online systems**. On the **online systems** page, scroll down to **Need a User ID** and click on **Public Housing Agency**. For a complete description of the registration process and system administration functions, at the bottom of the page, click on **Quick Tips Desk Reference** and **System Security User Guide for PHAs**.

If your PHA has access to Secure Systems, the staff designated as Coordinator should assign User rights to access the applicable functions in the TASS online system. For this purpose, the TASS role "View Internet Reports" as seen on the Maintain User Information Screen *{after you have access the User ID Maintenance screen}* needs to be assigned to the User. The role should also be associated with the PHA that the User manages on the PHA Assignment Maintenance Screen.

If your PHA does not have access to the Internet, we strongly encourage your PHA to obtain Internet access to download the monthly benefit history and tenant income discrepancy reports. Please take advantage of this timely, cost effective means of obtaining the SS and SSI reports.

Should you or your staff have any questions regarding the Secure System, please call 1-888-245-4860. In addition, on the REAC Home page: <http://www.hud.gov/react>, under the heading **tools**, you can click on **contact us** for further information on how to contact REAC regarding questions, opinions and other concerns.

Sincerely,



Domenic N. Savini, Director
Tenant Assessment Subsystem