Enterprise Income Verification System Background

Effective January 31, 2010, PHAs were mandated to use the Enterprise Income Verification (EIV) System in its entirety to verify tenant employment and income information during mandatory reexams of family composition and income; and reduce administrative and subsidy payment errors in accordance with HUD Regulations at 24 CFR §5.233.

Using EIV helps to reduce administrative burden in complying with third party verification requirements; minimizes the need to mail/fax verification forms to 3rd party sources. EIV assists with identifying and curing discrepancies in housing subsidy determinations in Public and Indian Housing (PIH) rental housing assistance programs (RHAP).

See PIH Notice 2018-18 for EIV Administrative Guidance

Links to EIV Notices can be found on REAC’s EIV website.
What is the EIV System

• An upfront income verification (UIV) tool & web-based application available to
  • Authorized program administrators of HUD Rental Housing Assistance Programs (RHAP) and; HUD staff for oversight and monitoring
  • Used to
    • Validate tenant reported wages, unemployment and social security income during mandatory annual and interim reexaminations of income
    • Identify potential improper payments
    • Reduce fraud, waste & abuse in HUD RHAP
    • Streamline verification process of tenant income (use EIV System information only for SS & SSI benefits unless tenant disputes the information in EIV)

Note: 24 CFR §5.236(a) prohibits PHAs from taking adverse action based solely on EIV information
Benefits of EIV

• Identify and recover improper payments
• Ensure limited federal resources serve as many eligible families as possible
• Reduces PHA administrative burden
  • Less time consuming
  • No postage or telephone costs
  • No 3\textsuperscript{rd} party verification fees
  • Reduces need for waiting and uncertainty of 3\textsuperscript{rd} Party verification forms
Information in the EIV System

Existing tenant Information reported on Form HUD-50058 in HUD’s Public and Indian Housing Information Center (PIC) database and data provided through Computer Matching Agreements between HUD and

- Social Security Administration (SSA) and
- Health and Human Services (HHS) National Directory of New Hires (NDNH)

**Note:** Information in EIV is protected under the Federal Privacy Act 5 U.S.C. § 552a, which establishes a code of fair information practices that governs the collection, maintenance, use, and dissemination of information about individuals that is maintained in systems of records by federal agencies.
Effective Use of the EIV System

Computer Matching Agreements
SSA Computer Match with HUD provides

- Death records (Deceased Name, SSN, DOB, DOD)
- Validation of PIC reported SSN, DOB and Name (collectively referred to as tenant personally identifiable information (PII))
- Social Security Benefits
- Supplemental Security Income
- Dual Entitlements Benefits
- Medicare & Hospital Insurance Premiums

The source of SSA information

- SSA’s Benefits Database
- SSA’s Death Master File, as reported by medical examiner, mortuary, etc.
SSA Computer Match with HUD

SSA information in the EIV system is updated **every 3 months** for all applicable households in accordance with the data matching schedule.

Matching occurs for forms HUD-50058 with an action type of:
- New Admissions
- Annual Reexam
- Interim Reexam
- Portability Move-in
- Other Change of Unit
- Annual Reexam – Search Voucher
- Flat Rate Annual Update; &
- Historical Adjustment

**Monthly** matching occurs for updated forms HUD-50058 after the following actions:
- New Admissions
- Portability Move-ins
- Historical Adjustment actions
- Modified tenant PII

Data Matching occurs for current Forms HUD 50058 **only** (15 months old or less)
SSA Computer Match Process

- HUD sends tenant PII of all household members to SSA for:
  - Identity validation process (SSN, DOB & Name)
  - Obtainment of failed identity errors (SSN, DOB, Name provided not found in SSA records)
  - Obtainment of death information (Individual is deceased and date of death)
  - Obtainment of SS, SSI, Dual Entitlement benefit information for positively identified individuals
- Matching occurs between the 1st and 15th of each month

**Note:** Tenant PII is matched against SSA for tenants who have passed HUD’s pre-screening process (accurate PII & current Form HUD 50058 in PIC)
Matching Occurs Monthly between the 1\textsuperscript{st} and 15\textsuperscript{th}, however, some information is received by HUD quarterly

<table>
<thead>
<tr>
<th>PHA State</th>
<th>Month Matched</th>
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<tbody>
<tr>
<td>AK, DC, DE, GQ, HI, IA, IN, KS, LA, ME, NC, NE, NH, NJ, NV, OH, RI, SD, TN, TQ, TX, UT, VQ, VT, WV, WY</td>
<td>March, June, September, December</td>
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<tr>
<td>AL, FL, GA, ID, IL, KY, MD, MI, MO, ND, NY, VA</td>
<td>January, April, July, October</td>
</tr>
<tr>
<td>AR, AZ, CA, CO, CT, MA, MN, MS, MT, NM, OK, OR, PA, RQ, SC, WA, WI</td>
<td>February, May, August, November</td>
</tr>
</tbody>
</table>
HHS Computer Match with HUD Provides

- Quarterly unemployment insurance (UI)
  ➢ NDNH gathers data from state workforce agencies (SWAs)

- Quarterly wages (QW), including federal wages
  ➢ NDNH gathers data from employers

- Monthly new hires (W-4), including date hired, employer name, address and Employer Identification Number (EIN)
  ➢ NDNH gathers data from employers

HUD sends HHS, the SSNs of individuals age 18+, to obtain UI, QW, and monthly New Hires information

Note: HUD only sends data to HHS for individuals who have passed HUD’s pre-screening process (PII is accurate – Name, DOB, and SSN match SSA records & current Form HUD 50058)
HHS Computer Match with HUD

Matching occurs for any current form HUD-50058 with an action type of:
- New admission
- Annual reexam
- Interim reexam
- Portability move-in
- Other change of unit
- Annual reexam – searching voucher
- Flat rate annual update; and
- Historical adjustment

Monthly matching occurs between the 16th & 30th to obtain:
- W-4 (New Hires) for all individuals age 18+
- QW & UI for all individuals age 18+ for any form HUD-50058 with an action type of:
  - New Admission
  - Portability Move-In
  - Historical Adjustment
- Monthly matching also occurs for any household who has a household member who turned 18 since last quarterly computer match

Quarterly matching occurs in Feb, May, Aug and Nov to obtain W-4, QW & UI for all individuals age 18+
There are reporting time frames associated with quarterly and monthly employment imposed by HHS. SWAs and federal agencies are required to report data to HHS within specific time frames.
## HHS New Hires Data Availability for all PHAs

<table>
<thead>
<tr>
<th>Quarter Worked</th>
<th>Quarterly Wages – Federal</th>
<th>Quarterly Wages Non-Federal</th>
<th>Unemployment Insurance</th>
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</thead>
<tbody>
<tr>
<td>Q1 (January - Mar)</td>
<td>May</td>
<td>August</td>
<td>May</td>
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<tr>
<td>Q2 (April – June)</td>
<td>August</td>
<td>November</td>
<td>August</td>
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<tr>
<td>Q3 (July – September)</td>
<td>November</td>
<td>February</td>
<td>November</td>
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<tr>
<td>Q4 (October – December)</td>
<td>February</td>
<td>May</td>
<td>February</td>
</tr>
</tbody>
</table>
Effective Use of the EIV System

Rules of Behavior and HUD Security Policies
EIV System Users, Handlers & Viewers must comply with

  - Failure to comply may result in:
    - Termination of EIV access
    - Civil & Criminal penalties (outlined on signature page (6), of form HUD-52676)

EIV system users are responsible for protecting

- Passwords and Information
- Equipment
- PHA system & networks
- Communication pathways to which users have access
EIV System Users are required

• To use HUD approved software and software settings and
• Comply with vendor software license agreements

• Users **MUST NOT** leave system output records or reports unattended or unsecure

• Users **MUST LOCK** their computers or log out of the system when leaving work areas unattended

• Users are **HELD ACCOUNTABLE** for their actions while accessing the EIV System or viewing printed or electronic EIV data

All users and PHAs are subject to monitoring of their use of the EIV System and compliance with security requirements by HUD, HUD Contractors, or a 3rd party.
EIV System Rules of Behavior Continued

• **Immediately report** any **suspected violation** or **breach** of EIV system security to:
  
  • Your supervisor
  
  • National EIV System Administrator at: **EIV_HELP@hud.gov**
  
  • If you do not receive a response from the National EIV System Administrator within one hour, contact HUD’s National Help Desk at **1-888-297-8689**
Effective Use of the EIV System

EIV System Training
Training Prerequisites for EIV System Access

Prior to accessing the EIV System users **must** complete

- Annual Security Awareness Training  *(link located on the REAC EIV Webpage)*
- Initial EIV System Training  *(available via HUD webcasts and YouTube)*
- Updated EIV System Training

Viewers/handlers of EIV data **must** only complete

- Annual Security Awareness Training
Effective Use of the EIV System

Accessing the EIV System
EIV System Access

All EIV users must have:

• A Web Access Security System (WASS) ID and password with
• An active PIC account and the appropriate EIV access rights assigned
• New User ID’s will appear in the EIV System the next day after EIV copies PIC during the nightly update; at that time **EIV User Roles** may be assigned

Personal use of EIV information is **strictly prohibited**

You must **NOT** provide your user ID and/or password to anyone including another employee during your employment nor upon you leaving the employment of the agency

Note: Guest Users in PIC **cannot** access EIV!
**EIV System Access Continued**

- **PHA Executive Director (ED) or authorizing official** selects and approves all PHA EIV users and PHA-hired management agents that will access the EIV System.

- **PHA ED or authorizing official and EIV user**, sign form HUD-52676, User Access Authorization Form, Rules of Behavior and user Agreement:
  - PHA must maintain copy of completed forms.
  - PHA submits completed form HUD-52676 to EIV Coordinator in local HUD Field Office.
  - Local HUD Field Office approves and grants PHA staff access to EIV.

*form HUD-52676i provides detailed instructions for completing form HUD-52676*
EIV System Access Continued

Once HUD Field Office approves the PHA User Administrator(s) within EIV, the User Administrator can create EIV Access Requests and EIV User Roles for additional PHA staff by:

- Selecting users from list displayed under User Administration By Users (on the left navigation panel)
- Check the applicable boxes next to the desired roles
- Assigning Public Housing projects to PHA Occupancy Public Housing users by clicking on the pencil
EIV System Access User Administration

To request access or modify access
Click on **By Users**
User Administrator Assigning Roles by User

<table>
<thead>
<tr>
<th>Action</th>
<th>Role</th>
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<tbody>
<tr>
<td></td>
<td>PHA DHAP Assistance</td>
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<td></td>
<td>PHA Occupancy - Application Processor</td>
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<td>PHA Occupancy - Public Housing</td>
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<td>PHA Occupancy - Voucher</td>
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<td></td>
<td>PHA Security Administrator</td>
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<td></td>
<td>PHA User Administrator</td>
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<td>Program Administrator - Public Housing</td>
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<td></td>
<td>Program Administrator - Voucher</td>
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</table>

Click in check box to select applicable roles. Then Click “Update” button.
Effective Use of the EIV System

EIV System User Roles, Descriptions, User Certifications and Access Termination
EIV System User Role Descriptions

- **PHA User Administrator** - Request EIV access for PHA staff; assign, modify, and remove assigned EIV roles; assign public housing projects; certify users, terminate EIV access, and view User Role history, Termination and User Certification reports.

- **Program Administrator Public Housing** – View, enter, update, or delete debt or termination information of former public housing tenants in the Debts Owed to PHAs & Termination module, access to the Debts Owed to PHAs & Terminations Report, and search for former tenants.

- **Program Administrator Voucher** – View, enter, update, or delete debt or termination information of former HCV and other PIH Section 8 tenants in the Debts Owed to PHAs & Termination module, access to the Debts Owed to PHAs & Terminations Report, and search for former tenants.
EIV System User Role Descriptions Continued

- **PHA Occupancy Public Housing** – Access the Debts Owed to PHAs & Termination Report, Search for Former Tenant, Tenant Income Information and Verification Reports for the Public Housing program (Public Housing projects must be assigned to the EIV user or the user will **not** be able to access EIV PH tenant information).

- **PHA Occupancy Voucher** – Access the Debts Owed to PHAs & Terminations Report, Search for Former Tenant, Tenant Income Information and Verification Reports for the Housing Choice Voucher (HCV) and other PIH Section 8 programs.

- **PHA Occupancy Application Processor** – Access the Debts Owed to PHAs & Terminations Report, Multiple Subsidy Report, Existing Tenant Search, and Former Tenant Search. **This is a limited role and should not be assigned to any user if the PHA Occupancy Voucher or Public Housing role is assigned to that user.**

**Note:** Occupancy user roles should only be assigned to staff who need to have access to income data, a (need-to-know basis).
• **PHA Security Administrator** – Monitors staff access to the EIV System by viewing the various EIV audit reports
  
  - User Session and Activity
  - Tenant Data Access

Note: Depending on PHA size, PHAs should have at least one or more User Administrator(s) and Security Administrator(s). Some PHAs who historically had only one person be the User Admin. and Security Admin., may continue to do so. All other PHAs will not be able to have one person do both roles. In this case, your EIV coordinator will serve as the other role.
EIV User Roles

Users may be assigned multiple EIV User Roles. However, you can **NOT** be assigned multiple roles if you are the PHA Occupancy Application Processor. Also, you can **NOT** be both the User Administrator & Security Administrator.

<table>
<thead>
<tr>
<th>EIV User Roles</th>
<th>Debts Owed</th>
<th>Request EIV Access</th>
<th>Request EIV Assign</th>
<th>Request EIV Modify</th>
<th>Request EIV Remove</th>
<th>Request EIV Certify</th>
<th>Termination Information</th>
<th>Multiple Subsidy Report</th>
<th>Former Tenant Search</th>
<th>Existing Tenant Search</th>
<th>Tenant Income Information</th>
<th>Verification Reports for the Public Housing Program</th>
<th>Verification Reports Housing Choice Voucher (HCV) Program</th>
<th>Former HCV &amp; Other PIH Section 8 Tenants Information</th>
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<td>PHA Occupancy Public Housing</td>
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<td>Program Administrator Public Housing</td>
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**Note:** V-View, E-Enter, U-Update, D-Delete
EIV System User Certification Process

EIV users must be certified every April & October to continue using the System.

- You must have the PHA User Administrator role assigned to certify users.
- EIV will terminate user access and assigned EIV User Roles if the user is not certified by deadline. If this occurs, the PHA User Administrator must contact HUD FO and generate an Access Request for all terminated EIV users who need reinstatement.
- The local HUD field office is responsible for certifying their jurisdictional PHA Security Administrators and User Administrators, this includes PHA User Administrators.
# EIV User Certification Schedule

<table>
<thead>
<tr>
<th>Begin Certification</th>
<th>Certify By</th>
<th>Access Terminated 12:00 A.M., EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>April 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 30&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>October 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>October 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>October 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
Certifying EIV Users

From the User Administration Module, click the drop-down to view options for certification.
Select "Pending Certification" Status and Click "List Users".

Note:
- Users are required to participate in annual Security Awareness training and HUD-sponsored initial and updated EIV System training. Free HUD-sponsored EIV training is available online at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/program/hiphib/hiphipwebcasts.
- The User Administrator should not certify any user who has not obtained EIV System and/or Security Awareness training.
- The User Administrator certifies that the User Access Authorization Form & Rules of Behavior are on file for each user being certified.
Certifying EIV Users Continued

Note: Users no longer with the agency or whose duties no longer require EIV access should NOT be certified. PHAs must terminate their EIV access immediately.
Terminating EIV Access

EIV user access may be terminated by

• Terminating WASS access
• Removing EIV action in WASS
• Terminate PIC access
• Revoke EIV roles assigned to user
• Failure to certify user in EIV (system-generated termination)
• Failure to access HUD secure systems within 90 days (system-generated termination)

PHA should terminate staff EIV access

• Employee leaves agency (Terminate access on last day of employment)
• Employee’s duties no longer require access
• Employee violates security requirements

HUD will terminate a PHA’s EIV access if it is Non-compliant with security requirements
Effective Use of the EIV System

Logging into EIV
Logging into EIV – User ID and Password

- Type in **User ID** and password
- Click on Login or press enter to logon to HUD Secure Systems.
Logging into EIV – Main Menu - Systems

Click ON EIV Link
Logging into EIV
Legal Warning, Acknowledgements and Privacy Act

Click each Check Box

Then Click "Continue"
Effective Use of the EIV System

Obtaining and Disclosure of EIV Information
Authority to Obtain EIV System Income Information

The PHA must have the following in the tenant file for each adult household member (excluding live-in aides) in order to access EIV income information:

- Form **HUD-9886** (Authorization for the Release of Information and Privacy Act Notice); or
- An **equivalent consent form** which meets the requirements of 24 CFR § 5.230

Note: Consent Form HUD-9886 expires 15 months after signed. A new form must be signed at each annual reexam by all adult household members.
Disclosure of EIV Information

- EIV information is to be used for the **sole** purpose of determining eligibility and level of assistance for the following programs:
  - Public Housing (24 CFR 960)
  - Section 8 Housing Choice Voucher (HCV) (24 CFR 982)
    - Including the Disaster Housing Assistance Program (DHAP)
  - Moderate Rehabilitation (24 CFR 882)
  - Project-Based Voucher (24 CFR 983)

The Federal Privacy Act U.S.C. 5 CFR 552a prohibits the disclosure of an individual’s information to another person without the written consent of such individual.
Disclosure of EIV Information

EIV data of an adult household member **MAY NOT**

- Be shared with another adult household member, unless the individual has provided written consent. This includes paper copies and/or a screen displaying the EIV information.
- The PHA may discuss with HOH how the household’s income and rent were determined based on the total family income reported and verified.

EIV data **MAY** be disclosed to

- The individual to which it pertains.
- PHA-hired auditors who have signed a non-disclosure oath statement.
- Independent auditors who have signed a non-disclosure oath statement.
- Attorney General.

EIV information of a minor may be disclosed to the parent or guardian.
Disclosure of EIV Information Continued

EIV information may be disclosed to:

- Entities associated with grievance procedures and judicial proceedings relating to independently verified unreported income identified through EIV
  - grievance hearing officers, lawyers, court personnel, etc.

These individuals may not access the EIV System but are authorized to view paper or electronic copies which are stored in a secure place and shredded after use.

- EIV information may be disclosed to:
  - PHAs in connection with Housing Choice Voucher (HCV) portability

24 CFR 982.355(c)(4) requires the initial PHA provide the receiving PHA the most recent form HUD-50058 for the family and the related verification information including EIV information
• All EIV functions are located on the left navigation panel
• Functions are listed in white text
• Click on function to access desired EIV function
Debts Owed to PHAs and Termination

All Program Applicants & Participants aged 18 and older must sign FORM HUD-52675
Form HUD-52675 Debts Owed to PHAs & Terminations

• Approved by OMB
• OMB Control Number : 2577-0266
• PHAs are required to
  • Enter applicable adverse information and outstanding debt for all families that end participation in rental housing assistance program, voluntarily or involuntarily
  • Maintain signed or mailed Form HUD-52675 in the applicant and tenant file during duration of tenancy and (3) years thereafter

Note: All household members aged 18+ are required to sign form HUD-52675 (one time only). All household members names appear in the EIV Debts Owed Module if the family left a PIH RHAP under adverse circumstances and applies for assistance at a different PHA.
Who will have access to the information
  • HUD employees, PHA employees, contractors of HUD

How the information will be used
  • PHAs determine a family’s suitability for initial or continued rental assistance

How long debt and/or adverse information is maintained in EIV
  • Up to 10 years or such other period consistent with State Law

Tenants’ rights
  • Access their record, incorrect information corrected, file an appeal, to have records disclosed to 3rd party upon written request

How to dispute adverse information
  • within (3) years contact the PHA in writing who reported the Debt Owed information
FORM HUD-52675 Debts Owed to PHAs & Terminations

Who will have access to the information collected? This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs. How will this information be used? PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy. How long is the debt owed and termination information maintained in FIV? Debt owed and termination information will be maintained in FIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law. What are my rights? In accordance with the Federal Privacy Act of 1974, as amended (5 U.S.C. 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974, you have the following rights: 1. To have access to your records maintained by HUD, subject to 24 CFR Part 16. 2. To have an administrative review of HUD’s initial denial of your request to have access to your records maintained by HUD. 3. To have incorrect information in your record corrected upon written request. 4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial. 5. To have your record disclosed to a third party upon receipt of your written and signed request. What do I do if I dispute the debt or termination information reported about me? If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA’s name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD’s record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debts or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be preserved forever. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD’s EVS systems. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to indicate the bankruptcy status. When you provide the PHA with documentation of your bankruptcy status. The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.
Effective Use of EIV System

Enter-Update Debts Owed to PHAs & Terminations Information
Debts Owed to PHAs & Terminations Module

PHAs are required to

• Enter adverse information no later than 60 days from EOP date
• Maintain documentation for 3 years after the EOP date
• Ensure that information entered is complete and accurate
• Upon confirmation of erroneous information, correct or delete
• A Debts Owed record may only be modified 5 times in EIV by PHA

Note: PHA Users assigned the Program Administrator Voucher or Program Administrator Public Housing EIV User Roles may view, enter, update or delete Debts Owed Information
Debts Owed to PHAs & Terminations Module

• If applicable, enter the following information:
  • Amount of debt owed ($0.01 - $500,000) as of EOP date
    • You must select at least one Failure to Pay EOP Status
  • Bankruptcy indicator
    • check the box if you have received a copy of court order for Chapter 7 or 11 bankruptcy filing
  • Repayment Agreement
  • Default on Repayment Agreement Indicator
  • Judgement indicator

Note: User must select a “Failure to Pay” EOP status when reporting a debt owed amount
Debts Owed EOP status - select applicable reason(s)

• 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
• Lease Violations
• Unit Abandoned/Vacated with No Notice
• Non-compliance with Program Requirements
• Failure to Report Income
• Family Evicted
• Debt Owed Paid in Full
Debts Owed to PHAs & Terminations

PHAs are required to:

• Mail Form to last known address of former tenant for whom the PHA will report adverse information in EIV, when the family has not been previously provided Form HUD-52675
  ➢ On Signature line indicate “Mailed to last known address”; and on date line, record date form was mailed
  ➢ Maintain copy of form mailed to former tenant’s last known address in tenant file
• Provide family with their Debt Owned to PHA and EOP report, upon request
• Honor tenant disputes of reported adverse information for a period not to exceed 3 years from EOP date
• Notify tenant in writing of the PHA’s action regarding the dispute within 30 days of receipt of written dispute
Debts Owed & Termination Module Entering and Updating Information by SSN

- To enter adverse information by SSN, click the By SSN link from the EIV’s left navigation panel located under the Enter/Update Information sub-header under the Debts owed to PHAs Termination header.
- Enter the application information.
- Click on the Submit and then OK button to add information to the database.
- Use the same procedures to update information.
Debts Owed Enter/Update Information PHA Notice Page

Public Housing Agencies (PHAs) are not required to enter information unless a current and valid approved OMB control number is displayed at the top of this page.

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and the above-referenced assigned OMB control number. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a current and valid OMB control number.

You are about to enter debt and/or termination information on a former tenant. You may not take this action until you have done the following:

1. Notified the individual(s) of the debt owed to the PHA and/or adverse status as of the end of participation date; and
2. Provided the individual(s) with at least 30 days to present evidence that all or part of such debt is not owed or legally enforceable; and
3. Considered any evidence presented by the individual(s) and determined that the amount of the debt owed to the PHA is owed and legally enforceable.

When you click the Continue button below, you certify and agree to the following:

1. The information that you enter is complete and accurate to the best of your knowledge and you have supporting documentation to support the information entered into the system; and
2. Any information determined to be inaccurate will be updated or deleted within 60 days of notification by the former tenant(s) and verification of disputed inaccurate information.

System Entry Limitations

A record may be modified 5 times.
The entry of the debt owed amount is limited to a maximum of $500,000.00.
Debts Owed Enter-Update Information by SSN Continued

Enter 9-digit SSN and click on Get Information button

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number

Get Information  Clear
Enter applicable information and click on Submit button.
Debts Owed Enter-Update Information by SSN Continued

Click on OK button to add information to database
Confirmation of Successful Update
Debts Owed Enter-Update Information By Batch

- To enter adverse information by batch, click on the By Batch link from EIV’s left navigation panel located under the Enter/Update Information sub-header.
Debts Owed Enter-Update Information By Batch

• Click the Enter Information link to enter adverse information

Note: Enter Information link is displayed for EOP records which have never been accessed, entered or edited for reporting adverse information
Debts Owed Enter-Update Information By Batch

- Click the Edit Link

Note: Edit link is displayed for EOP records which have been accessed previously and adverse information has been entered
Debts Owed Enter-Update Information By Batch

- Enter or edit the applicable data fields and click the **Submit** and **OK** button to confirm updated information.
- Edit link is displayed for EOP records which have been accessed previously **and** adverse information has been entered.
Debts Owed Enter-Update Information By Batch

Confirmation of successful update

1 to 50 of 3758 Households

Tenant data for PHA: FL001 Jacksonville Housing Authority

- HOH Name
- End of Participation Date
- Program Type
- Unit Address

Enter/Edit Information
Effective Use of EIV to Reduce Improper Payments

Delete Debts Owed to PHAs & Terminations Records
Delete Debts Owed EOP Records

• PHAs are required to delete EOP records when there is:
  • No adverse information that needs to be reported
  • Erroneous adverse information reported

• Do **NOT** delete records of families who paid debt in full
  • Instead add the Debt Paid In Full EOP status to the family record; deleted records are permanently deleted

When you click on the Delete link, the system will prompt you **twice** to confirm your desire to delete the family from the database
Delete Debt Owed EOP Records By SSN

- Click on the *By SSN* link under the *Enter/Update Information* header.
Delete Debt Owed EOP Records By SSN Continued

- Enter the 9-digits SSN and click on the Get Information button
Delete Debt Owed EOP Records By SSN Continued

- Click on the Delete button
- The system will prompt you twice to confirm your desire to delete the selected EOP records
- When you confirm deletion of the selected EOP records, EIV will permanently delete the records
Delete Debt Owed EOP Records By Batch

- Click on the *By Batch* link from the EIV’s left navigation panel
Delete Debt Owed EOP Records By Batch Continued

- Place a checkmark in the **Delete** checkbox next to the applicable EOP records to flag for deletion
- Click on the **Delete** button
- The system will prompt you twice to confirm your desire to permanently delete the selected EOP records
Delete Debt Owed EOP Records By Batch Continued

- You may delete 50 records at one time by clicking on the *Select All* button.
- Click on *Deselect All* if you do not wish to delete all EOP records.
- EIV will highlight the EOP record and display the last name of each selected EOP record flagged for deletion.

**Note:** Selected records for deletion are highlighted in yellow and listed in green at the top and bottom of list page.
Delete Debt Owed EOP Records By Batch Continued

Note: Click the OK button to confirm deletion of selected EOP records.
Debts Owed to PHAs & Termination Report

Screening of Applicants
Former Tenant Search
Former Tenant Search – Debts Owed

PHAs are **required** to conduct a **Former & Existing Tenant Search** for all adult applicants & household members **prior to admission**

- **Purpose:**
  - Determine suitability for initial & continued rental assistance
  - Avoid providing limited federal housing assistance to families who
    - Previously did not comply with HUD program requirements; and/or
    - Owe money to a PHA as of the EOP date
    - Currently receiving rental assistance at another PHA

PHAs may deny admission in accordance with the PHA’s established policy
Former Tenant Search Debts Owed Continued

• PHAs will search EIV’s National repository of families that
  • Owe a debt to any PHA nationwide; and/or
  • Left a PIH rental housing program under negative circumstances
• HUD strongly encourages PHAs to adopt policies which will
  • Hold culpable family members accountable for their actions or inactions which results in fraud, waste, or abuse in HUD RHAP
  • Prevent improper payments on behalf of potential beneficiaries of HUD RHAP
Conducting a Former Tenant Search Continued

- PHA users with the following assigned EIV roles may conduct a Former Tenant Search:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing

- To search for a former tenant:
  - Click on the Search for Former Tenant link on the left navigation panel
Conducting a Former Tenant Search Continued

- To search for a former tenant:
  - Other alternative search criteria
    - Last name only
    - Last name and DOB
  - Search by only DOB is prohibited
  - Click on the clear button to erase typed text

Note: Easiest and quickest search is by SSN
Conducting a Former Tenant Search Continued

- The EIV System will display
  - Negative result; or
  - Positive result

- **Negative result** - A PHA has not reported adverse termination information and/or a debt owed

- **Positive result** – A PHA has reported adverse termination information and/or debt a owed, or the PHA has *not* deleted the EIV System generated EOP (blank debt/adverse record)
Former Tenant Search - Negative Results
**Former Tenant Search - Positive Results**

Note: EOP adverse information & Debt Owed added – Positive result
PHAs must document the results of a Former Tenant Search

- Retain **POSITIVE** search results (Debts Owed/EOP Report) in the applicant file;
- Record **NEGATIVE** search results in the applicant file and the date of the results

- i.e. “No former tenant search results for all household members as of 05/02/2011
Former Tenant Search Positive Results

• PHA Actions Based on **Positive Search Results**
  • Provide family with a copy of the Debt Owed to PHA & EOP Report
  • For unpaid debts or adverse terminations PHA may deny admission in accordance with PHA policy; or require family to
    • Repay the reporting PHA and provide your agency with a receipt of payment; or
    • Enter into a repayment agreement and provide your agency with a copy of the agreement
Tenant Dispute of Debts Owed & Termination Information

• PHA who denied assistance is required to provide family with the Debt Owed to PHA & Termination report

• Disputing tenant must contact in writing the PHA that reported the information, explaining why EIV information is disputed and provide applicable documents to support claim

• Disputes must be made within three years from the end of participation date otherwise the debt and termination information is presumed correct

• Only the PHA who reported the adverse information can delete or correct the EIV record

Note: The reporting PHA's name, address, and telephone numbers are listed on the Debt Owed and Termination Report for family follow up
Debts Owed to PHAs & Terminations Information

Debt Owed and/or Adverse Termination Information is entered into EIV by authorized PHA staff and contains the following:

- Head of Household Name and SSN
- End of Participation (EOP) Date
- Debts Owed to PHA
- Bankruptcy (Y/N)
- Repayment Agreement (Y/N)
- Default on Repayment Agreement (Y/N)
- Judgement (Y/N)
- End of Participation (EOP) Status
Debts Owed to PHAs & Terminations

Contains a PHA statistics Report with the following details:

- Number of reported EOP families
- Number of reported families with Debts Owed & Terminations
- Number of reported families with Debts Owed
- Number of reported families with Terminations
- Number of reported bankrupt families
- Number of reported families with Repayment Agreements
- Total amount of Debts Owed PHA by reported families
Debts Owed to PHAs & Terminations Statistics Report

![Debts Owed to PHAs & Terminations Report](image-url)

<table>
<thead>
<tr>
<th>Office</th>
<th>NY005 New York City Housing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type</td>
<td>ALL</td>
</tr>
<tr>
<td>Number of Reported EOP Families</td>
<td>30,493</td>
</tr>
<tr>
<td>Number of Reported Families with Debts Owed to PHAs &amp; Terminations</td>
<td>24,664</td>
</tr>
<tr>
<td>Percentage of Reported Families with Debts Owed to PHAs &amp; Terminations</td>
<td>80.68%</td>
</tr>
<tr>
<td>Number of Reported Families with Debts Owed</td>
<td>24,652</td>
</tr>
<tr>
<td>Percentage of Reported Families with Debts Owed</td>
<td>97.52%</td>
</tr>
<tr>
<td>Number of reported Families with Terminations</td>
<td>612</td>
</tr>
<tr>
<td>Percentage of Reported Families with Terminations</td>
<td>2.48%</td>
</tr>
<tr>
<td>Number of Reported Bankrupt Families</td>
<td>4</td>
</tr>
<tr>
<td>Percentage of Reported Bankrupt Families</td>
<td>0.02%</td>
</tr>
<tr>
<td>Number of Reported Families with Repayment Agreement</td>
<td>218</td>
</tr>
<tr>
<td>Percentage of Reported Families with Repayment Agreement</td>
<td>8.88%</td>
</tr>
<tr>
<td>Total Amount of Debts Owed by Reported Families</td>
<td>$61,543,542.01</td>
</tr>
<tr>
<td>Percentage of Amount of Debts Owed by Reported Families</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>HOH Name</th>
<th>End of Participation Date</th>
<th>Debt Owed to PHA</th>
<th>Bankruptcy</th>
<th>Repayment Agreement</th>
<th>Default on Repayment Agreement</th>
<th>Judgement</th>
<th>End of Participation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>01/28/2016</td>
<td>$420.50</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>01/29/2016</td>
<td>$5,646.03</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>01/28/2016</td>
<td>$115.37</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>01/13/2016</td>
<td>$342.13</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>01/16/2016</td>
<td>$127.63</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>01/28/2016</td>
<td>$310.82</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>01/28/2016</td>
<td>$410.85</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
</tbody>
</table>
Effective Use of the EIV System

EIV Income Information by Head of Household
Locating Income Information by HOH

• PHA users with the following assigned EIV roles can view Tenant Income Information:
  • PHA Occupancy – Voucher
  • PHA Occupancy – Public Housing

• PHA Code is required when searching by HOH last name, search criteria begins with or exact month; and HOH DOB

• Easiest and quickest search is by SSN

• Click on the clear button to erase typed text in data fields
Income Information – Search by HOH
Use of EIV Income Report

• Identifies income, wages, unemployment, and SS/SSI benefits
• Identifies historical patterns of earnings and received income
• Identifies new employment
• Determines need to pursue traditional 3rd party verification
• Identifies reason(s) tenant failed identity verification
• Identifies household members who may be receiving multiple subsidy
• Identifies prior debt owed to a PHA and/or program non-compliance
Income Report Tenant Information

- HOH Summary Information
- Employment Information
- Wages
- Unemployment Benefits
- Social Security Benefits
- Dual Entitlement
- Medicare Data

- Supplemental Security Income Benefits
- Disability
Income Report Summary Information

- Information extracted from PIC (data from form HUD-50058):
  - PHA Code (1b)
  - PHA Name (1a)
  - Program Type (1c)
  - Project Name (for Public Housing only)
  - Next Annual Reexam Date (2i)
  - Transmission Date of form HUD-50058
  - Unit Address (5a)
  - Most Recent Type of Action (2a)
  - Effective Date of Most Recent Action (2b)
  - HOH Name (3b, 3c & 3d)
  - HOH SSN (3n)
  - HOH DOB (3e)
Income Report Employment & Wage Information

Employment Information on the Household Income Report contains new hire information for each adult household member

- Hire Date, Hire State (or Business Home Office State), EIN, Employer Name, Address and date Received by EIV

Wage Information on the Household Income Report contains information for each adult household member

- Pay period (quarter and year), Amount (gross wages), EIN, Employer Name and Address, Date received by EIV

Note: Employment and Income information may also be verified using the third-party verification process when there is a discrepancy involving the information captured in EIV from HHS and/or SSA. See PIH Notice 2018-18.
## Income Report Wage Information - Example

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Amount</th>
<th>FEIN</th>
<th>Employer Name and Address</th>
<th>Date Received by EIV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 of 2009</td>
<td>$275.00</td>
<td>13-8400434</td>
<td>THE CITY OF NEW YORK</td>
<td>08/18/2009</td>
</tr>
<tr>
<td>Q3 of 2008</td>
<td>$2,287.00</td>
<td>13-8400434</td>
<td>THE CITY OF NEW YORK</td>
<td>02/25/2009</td>
</tr>
<tr>
<td>Q2 of 2008</td>
<td>$4,341.00</td>
<td>13-8400434</td>
<td>THE CITY OF NEW YORK</td>
<td>11/19/2008</td>
</tr>
<tr>
<td>Q1 of 2008</td>
<td>$815.00</td>
<td>13-8400434</td>
<td>THE CITY OF NEW YORK</td>
<td>07/26/2008</td>
</tr>
<tr>
<td>Q1 of 2007</td>
<td>$3,620.00</td>
<td>58-2863142</td>
<td>GREY ASSOCIATES LLC</td>
<td>11/18/2007</td>
</tr>
<tr>
<td>Q4 of 2006</td>
<td>$4,650.00</td>
<td>58-2863142</td>
<td>GREY ASSOCIATES LLC</td>
<td>05/18/2007</td>
</tr>
<tr>
<td>Q3 of 2006</td>
<td>$5,280.00</td>
<td>58-2863142</td>
<td>GREY ASSOCIATES LLC</td>
<td>03/14/2007</td>
</tr>
<tr>
<td>Q1 of 2006</td>
<td>$7,300.00</td>
<td>58-2863142</td>
<td>GREY ASSOCIATES LLC</td>
<td>08/31/2006</td>
</tr>
</tbody>
</table>
Income Report Unemployment Benefits

This section of the Household Income Report contains unemployment benefit information for each adult household member:

- Pay period (quarter and year)
- Amount of gross benefit
- Date received by EIV
Income Report Social Security (SS) Benefits

This section of the Household Income Report contains Social Security information for each household member:

- Payment status code
- Date of current entitlement
- Gross benefit amount
- Net monthly benefit if payable
- Payee name and address
- Benefit history (last 8 changes)
- Lump Sum Date and Amount
# Income Report - Social Security Benefits - Example

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Status Code:</strong> C - Current payment status (except railroad payment)</td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Date of Current Entitlement:</strong> 10/01/2007</td>
<td>12/01/2018</td>
</tr>
<tr>
<td><strong>Net Monthly Benefit if Payable:</strong> $318.00</td>
<td>12/01/2017</td>
</tr>
<tr>
<td><strong>Payee Name and Address:</strong> THOMAS NEW YORK NY</td>
<td>12/01/2016</td>
</tr>
<tr>
<td></td>
<td>12/01/2015</td>
</tr>
<tr>
<td></td>
<td>12/01/2014</td>
</tr>
<tr>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td></td>
<td>12/01/2012</td>
</tr>
<tr>
<td></td>
<td>12/01/2011</td>
</tr>
</tbody>
</table>

**Lump Sum**

<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th><strong>Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2018</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Date Received by EIV:** 12/20/2018
Income Report  Medicare Data

This Section of the Household Income Report contains Medicare Data from each household member

• Payee Name and Address
• Premium Amount for Hospital & Supplemental Medical Insurance
• Buy-in status (Yes or No)
  • If “Yes”, insurance is paid by a 3rd party
    • Do NOT include the listed amount when determining medical deduction
• Buy-in Start Date & Buy-in End Date
Note: If there was a Supplemental Medical Insurance amount, it would not be included when determining medical deduction.
Income Report Supplemental Security Income (SSI) Benefits

This section of the Household Income Report contains Supplemental Security Income (SSI) information for each household member

• Payment Status Code
• Alien Indicator
• Current SSI Monthly Assistance Amount
• Current State Supplemental Amount
• Payee Name and Address
• Benefit History
## Income Report  SSI Benefits - Example

![Supplemental Security Income Benefits Table](image)

**Supplemental Security Income Benefits**

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Payment History of Net Benefits Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Status Code:</strong> C01 - Current Pay</td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Alien Indicator:</strong> A</td>
<td>01/01/2019</td>
</tr>
<tr>
<td><strong>SSSI Monthly Assistance Amount (Current):</strong> $857.00</td>
<td>12/01/2018</td>
</tr>
<tr>
<td><strong>State Supplement Amount (Current):</strong> $0.00</td>
<td>11/02/2018</td>
</tr>
<tr>
<td><strong>Payee Name and Address:</strong> BROOKLYN NY</td>
<td>08/01/2018</td>
</tr>
<tr>
<td></td>
<td>05/09/2018</td>
</tr>
</tbody>
</table>

**Date Received by EIV:** 03/05/2019
Income Report Disability

This section of the Household Income Report contains disability indicator for each household member

- Disability Status (Yes or No)
- On-set Date of Disability

**Note:** Do **NOT** use this section for verification of disability if individuals are **not** currently receiving disability payment
### Income Report Disability - Example

<table>
<thead>
<tr>
<th>Disability</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received by EIV:</td>
<td>12/20/2018</td>
</tr>
<tr>
<td>On-set Date:</td>
<td>05/03/2003</td>
</tr>
</tbody>
</table>
Income Report

PHAs are required to

• Review the Income Report & Income Validation Tool (IVT) Report prior to and during all reexaminations of family income & composition

• If necessary, obtain 3\textsuperscript{rd} party verification (written/oral) from income source or Tenant Declaration (last resort when PHA is unsuccessful obtaining information via all other verification techniques). Must document tenant file why 3\textsuperscript{rd} party verification was not available).

• Resolve all income discrepancies with the family
Income Report - Continued

PHAs are required to maintain Income Reports in tenant file

• Must be retained for the duration of tenancy but not to exceed 3 years from the EOP date;
• For active tenants, PHAs must retain at a minimum, the last 3 years of the Form HUD-50058 and supporting documentation (24 CFR 908.101)
• Electronic retention of Income Reports is permissible
Generating the Income Report

- PHA users with the following assigned EIV roles can generate the Income Report:
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the By Head of Household (single Income Report) or By Reexamination Month (multiple Income Reports) link from EIV’s left navigation panel
Generating the Income Report Continued

- Enter data in one or a combination of the following data fields
  - HOH SSN; or
  - HOH last name
    - Begins with (specify a minimum of 3 letters); or
    - Exact Match
  - HOH date of birth
- Click on the Get Information button

Enter Information and click on the Get Information Button
Note: Search Result page is displayed if user searches for HOH by last name and/or DOB
How to Generate the Income Report Continued

EIV will display the following report tabs

- Summary Report
  - Includes Identity Verification Status *(pending, verified, deceased, etc.)*
- Certification Page
- Income Report
  - Printer-friendly by household member or household
Income Information Identity Verification Status

• **Verified** tenant personal identifiers match SSA records; available income information is obtained and displayed in EIV.

• **Pending** matching of tenant personal identifiers with SSA is pending

• **Failed** tenant personal identifiers do not match SSA records; no Income information is obtained.

• **Deceased** tenant personal identifiers match SSA records; the individual is deceased.

• **Excluded** HUD will not send tenant PII to SSA for validation **NO** valid SSN reported on line 3n of 50058 or individual has failed EIV pre-screening.
Income Information HOH Summary Report **Verified**

![Image of Income Information HOH Summary Report]

- **Summary Report**
  - **Head of Household Identifiers**
    - Name: 
    - Social Security Number: 
    - Date of Birth (mm/dd/yyyy): XX/XX/1955
    - Program Type: Public Housing
    - Project: JUSTICE SONIA SOTOMAYOR HOUSES
    - Unit Address: 
    - Participant Code: NY005
    - Annual Reexamination Date: 03/13/2019
    - Tenant Data from Form 50058 as of: 03/16/2018
    - Most Recent Type of Action: 3-Interim Reexamination
    - Effective Date: 03/16/2018

- **Household Members**
  - **Member SSN**
  - **Member First Name**
  - **Member Last Name**
  - **Date of Birth**
  - **Age**
  - **Relationship**
  - **Identify Verification Status**
    - Member 1: SSN: XX/XX/1955, Name: Head, Verified
    - Member 2: SSN: XX/XX/1981, Name: Other Adult, Verified

*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.*
### Income Information Identity Verification Status Pending

#### Summary Report

**Head of Household Identifiers**
- **Name:** MFUEVMC B AMFGZEZZSK
- **Social Security Number:** ***---0364
- **Date of Birth (mm/dd/yyyy):** XX/XX/1975
- **Program Type:** Sec.8 Vouchers
- **Address:** VJ IZEFUZSU 0020 MONTGOMERY AL 855883381
- **Participant Code:** AL006
- **Annual Reexamination Date:** 12/01/2014
- **Tenant Data from Form 50068 as of:** 11/06/2014
- **Most Recent Type of Action:** 2-Annual Reexamination
- **Effective Date:** 09/01/2014

#### Household Members

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
<th>Identity Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>***---0364</td>
<td>MFUEVMC</td>
<td>AMFGZEZZSK</td>
<td>XX/XX/1975</td>
<td>44</td>
<td>Head</td>
<td>Pending</td>
</tr>
<tr>
<td>***---1312</td>
<td>MEFUIA/MD</td>
<td>AMFCZEZZSK</td>
<td>XX/XX/1997</td>
<td>21</td>
<td>Other youth under 18</td>
<td>Pending</td>
</tr>
<tr>
<td>***---6296</td>
<td>ZMEVITMZ</td>
<td>ZMABBET</td>
<td>XX/XX/1999</td>
<td>19</td>
<td>Other youth under 18</td>
<td>Pending</td>
</tr>
</tbody>
</table>

*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.
**Income Information Identity Verification Status: Failed**

### Head of Household Identifiers
- **Name:**
- **Social Security Number:** ***.***
- **Date of Birth (mm/dd/yyyy):**
- **Program Type:** Public Housing
- **Project:** ST NICHOLAS
- **Unit Address:**
- **Participant Code:** NY005
- **Annual Reexamination Date:** 01/01/2006
- **Tenant Data from Form 50058 as of:** 08/22/2006
- **Most Recent Type of Action:** 6-End of Participation
- **Effective Date:** 07/20/2006

### Household Members

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
<th>Identity Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><strong>.</strong></em></td>
<td></td>
<td></td>
<td>XX/XX/1956</td>
<td>63</td>
<td>Head</td>
<td>Failed</td>
</tr>
<tr>
<td><em><strong>.</strong></em></td>
<td></td>
<td></td>
<td>XX/XX/1978</td>
<td>41</td>
<td>Other Adult</td>
<td>Verified</td>
</tr>
<tr>
<td><em><strong>.</strong></em></td>
<td></td>
<td></td>
<td>XX/XX/1980</td>
<td>30</td>
<td>Other Adult</td>
<td>Verified</td>
</tr>
<tr>
<td><em><strong>.</strong></em></td>
<td></td>
<td></td>
<td>XX/XX/1984</td>
<td>34</td>
<td>Other Adult</td>
<td>Verified</td>
</tr>
</tbody>
</table>
Income Information Identity Verification Status **Deceased**

---

<table>
<thead>
<tr>
<th>Head of Household Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: MARY</td>
</tr>
<tr>
<td>Social Security Number:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Program Type:</td>
</tr>
<tr>
<td>Project:</td>
</tr>
<tr>
<td>Unit Address:</td>
</tr>
<tr>
<td>Participant Code:</td>
</tr>
<tr>
<td>Annual Reexamination Date:</td>
</tr>
<tr>
<td>Tenant Data from Form 30000 as of:</td>
</tr>
<tr>
<td>Most Recent Type of Action:</td>
</tr>
<tr>
<td>Effective Date:</td>
</tr>
</tbody>
</table>

| Tenant Data from Form 30000 as of: |
| Most Recent Type of Action: 6-End of Participation |
| Effective Date: 09/01/2005          |

---

<table>
<thead>
<tr>
<th>Household Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member SSN</strong></td>
</tr>
<tr>
<td><strong>Member First Name</strong></td>
</tr>
<tr>
<td><strong>Member Last Name</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td><strong>Age</strong></td>
</tr>
<tr>
<td><strong>Relationship</strong></td>
</tr>
<tr>
<td><strong>Identity Verification Status</strong></td>
</tr>
</tbody>
</table>

| SMITH |     |     | XX/XX/1909 | 109 | Head | Deceased |
Income Information by Reexam Month

Click on By Reexamination Month link
Generating the Income Report by Reexam Month

- Select report criteria
  - Program Type, Reexamination Month, PHA
- Click on the Get Report button
- EIV will display Reports Summary
Generating the Income Report By Reexam Month

- Click on Income Report link
- To access other listed reports from the Report Summary Page, click on the Reports Summary link at the top of the page
- Then click on the active link to access one of the following listed reports

**Note:** A link is active when the number of households or number of members is greater than 0
Income Information by Reexam Month (Detail Income Report)
Income Information Failed SSA Identity Test Report

- Identifies program participants with invalid tenant personal identifiers
  - Incorrect SSNs
  - Date of Birth
  - Surname
- Identifies deceased household members
- PHAs should use this report to correct erroneous PII data recorded on Form HUD-50058, Section 3
Accessing the Income Information (Failed SSA Identity Test Report)

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Number of Households</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed EIV Pre-Screening Report</td>
<td>1,388</td>
<td>3,575</td>
</tr>
<tr>
<td>Failed SSA Identity Test Report</td>
<td>669</td>
<td>694</td>
</tr>
<tr>
<td>Income Report</td>
<td>43,453</td>
<td>73,143</td>
</tr>
<tr>
<td>New Hires Report</td>
<td>2,727</td>
<td>2,868</td>
</tr>
<tr>
<td>No Income Report</td>
<td>356</td>
<td>749</td>
</tr>
</tbody>
</table>
Failed SSA Identity Test Report

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th>OH001 Columbus MHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All PIH Programs</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>February</td>
</tr>
<tr>
<td>Action Type:</td>
<td>All</td>
</tr>
<tr>
<td>Number of Households with SSA Screening Deficiency:</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member Name</th>
<th>Member DOB</th>
<th>Date of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><strong>.</strong></em></td>
<td>STON</td>
<td>09/22/2017</td>
<td>02/05/2019</td>
</tr>
</tbody>
</table>

Failed Verification Description: Verification failed - Surname matched, but date of birth did not match with SSA records 09/22/2007
Income Information No Income Report

- Identifies households in which there was no income reported by HHS and SSA
- This **does NOT** mean that the household has zero income

The household may have income from another source of income such as child support which is **NOT** captured in EIV
Effective Use of EIV to Reduce Improper Payments

EIV System New Hires Report
New Hires Report

• Information is derived from the National Directory of New Hires (NDNH) a federally mandated repository of new hire, quarterly wage, and unemployment insurance information.

• By law, employers report their new hires to the State Directory of New Hires and their employees’ quarterly wages to the State workforce agency. State workforce and federal agencies must report this information to the NDNH within a specific timeframe.
New Hires Report

PHAs that conduct interim reexams and adjust family rent contribution must review the New Hires Report on a quarterly basis and follow up with identified tenants
Generating the New Hires Report

• PHA users with the following assigned EIV roles can generate the New Hires Report:
  • PHA Occupancy – Voucher
  • PHA Occupancy – Public Housing
• Click on the *New Hires Report* link from EIV’s left navigation panel
Generating the New Hires Report Continued

- Select report criteria
  - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the *Get Report* button
- EIV will display results

**Note:** To generate a Report by PHAs, under Region select PHA then click on appropriate PHA, then click Get Report.
New Hires Summary Report

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Number of Households</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed EIV Pre-Screening Report</td>
<td>1,300</td>
<td>3,575</td>
</tr>
<tr>
<td>Failed SSA Identity Test Report</td>
<td>669</td>
<td>694</td>
</tr>
<tr>
<td>Income Report</td>
<td>43,453</td>
<td>73,143</td>
</tr>
<tr>
<td>New Hires Report</td>
<td>2,727</td>
<td>2,868</td>
</tr>
<tr>
<td>No Income Report</td>
<td>356</td>
<td>749</td>
</tr>
</tbody>
</table>
New Hires Report Summary Reports

PHA Summary Level Information

List of Participants (Summary)
New Hires Detail Reports

<table>
<thead>
<tr>
<th>PHA Code:</th>
<th>AK001</th>
<th>Program Type:</th>
<th>Public Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Name:</td>
<td>AK001 AHFC - MTW PH</td>
<td>Project:</td>
<td>AK021000265 Kodiak</td>
</tr>
<tr>
<td>Annual Reexamination Date:</td>
<td>09/05/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>KODIAK AK 99615</td>
<td>Effective Date:</td>
<td>08/01/2018</td>
</tr>
<tr>
<td>Most Recent Type of Action:</td>
<td>2 Annual Reexamination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of Household: Jo Ann</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security Number:</td>
<td>**<em>.</em>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>XXXX/1979</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Member:</th>
<th>Jo Ann</th>
<th>SSN:</th>
<th>**<em>.</em>.</th>
</tr>
</thead>
</table>

**Employment Information**

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Hire State</th>
<th>FEIN</th>
<th>Employer Name and Address</th>
<th>Date Received by EIV</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/2019</td>
<td>AK</td>
<td></td>
<td>ALASKA CONSUMER DIRECT 100 CONSUMER DIRECT WAY STE 304, 733 ROUTE 35 NORTH SUITE A, MISSOULA MT 59808- 5547</td>
<td>02/13/2019</td>
</tr>
</tbody>
</table>

List of Participants (Detailed)
Effective Use of the EIV System

Existing Tenant Search Screening of Applicants
Existing Tenant Search

• PHAs are required to
  • Conduct an existing tenant search for all household members
  • Provide the family with a copy of the Existing Tenant Search Results, if requested

• Purpose
  • Determine eligibility of applicants
  • Avoid providing duplicate rental housing assistance to families already assisted
  • Determine allowable dependent allowance
    • Applicable to child only once
Existing Tenant Search Continue

PHAs are required to

• Require family to provide documentation of move-out from assisted unit
  • vacate notice
• If necessary, contact PHA or landlord to confirm and obtain documentation of current tenancy status
  • EOP form HUD-50058 or HUD-50059

Deny or Approve assistance contingent upon move-out from currently occupied assisted unit in accordance with your PHA Administrative Policy

AT no time may any family member receive duplicate assistance
Conducting an Existing Tenant Search

- PHA users with the following assigned EIV roles can conduct an Existing Tenant Search:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing

- Click on the Existing Tenant Search link from EIV’s left navigation panel
Conducting an Existing Tenant Search Continued

Enter 9-digit SSN and click on **Get Information** button

**Note:** EIV will display either negative or positive search results
Existing Tenant Search Results (Negative)
Existing Tenant Search Results (Positive)
Effective Use of the EIV System

Multiple Subsidy Report
Multiple Subsidy Report

Identifies program participants who may be receiving multiple HUD rental subsidies from more than one HUD source at a time. Example, Section 8 and PH, Section 8 and MFH, PH and MFH.
Multiple Subsidy Report

PHAs are required to

- Monitor the Multiple Subsidy Report on a monthly basis for all household members and terminate duplicate assistance or
- Require the family to immediately terminate participation in the other rental assistance program
- Update family composition to remove household members who no longer reside in the unit
- Maintain documentation of resolved duplicate subsidy issue in tenant file
Generating the Multiple Subsidy Report

- PHA users will the following assigned EIV roles can generate the Multiple Subsidy Report:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing

- Click on the Multiple Subsidy Report link for EIV’s left navigation panel
Generating the Multiple Subsidy Report Continued

- Select report criteria
- Click on the *Get Report* button
- EIV will display summary and detail results

**Note:** EIV searches within and across both PIH and MFH programs and displays all results of potential duplicate rental assistance
Multiple Subsidy Report Example of Positive result

This person is a member of a household in one house, and a HOH in another.
Multiple Subsidy False-Positive Discrepancies

PHA or owner/management agent did not update family composition on form HUD-50058 (PIH) or HUD-50059 (MFH) to remove family members who have moved out of the unit

- Household member resides in one unit and shows up as HOH in another unit. In this case, renter did not inform PHA of update to family composition when a household member moved out of the assisted unit or the updated Form HUD 50058 was not successfully transmitted to PIC.

Family is using voucher in eligible project-based Section unit

- unit address is the same for both households on the report
Multiple Subsidy Report Example of False Positive result

Note: If the addresses are the same but has a slight change (e.g. Apt Number), it would trigger a false positive.
Identity Verification Report

Identifies tenants that

- **Failed EIV Pre-Screening** – PII does NOT match SSA database
- **Failed SSA Identity Test** – Incorrect PII or invalid Form HUD 50058, effective date of action 15 months or more, overdue Annual Reexam
- **Pending Verification by HUD** - PII NOT yet sent to SSA for validation
  - PII needs to be corrected or updated on Form 50058
  - May not be eligible for assistance due to non-compliance with SSN disclosure requirements (24 CFR 5.216)
- Identifies deceased tenants
Identity Verification Report Continued

Assists with the availability of EIV income data

Tenants with incorrect PII or assigned an Alternate-ID will not have their income information matched during HUD’s data matching process

PHAs are required to

• Monitor the Identity Verification Report on a monthly basis
• If applicable, require family to provide updated information, official documentation and/or current documentation from SSA
  • birth certificate, state-issued identification card
• Update form HUD-50058 with SSA-provided information
• Update form HUD-50058 with tenant-provided information
Generating the Identity Verification Report

- PHA users with the following assigned EIV user roles may generate the Identity Verification Report:
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the *Identity Verification Report* link from EIV’s left navigation panel
Generating the Identity Verification Report Continued

• Select report criteria
  • Program Type, Reexamination Month, Action Type, PHA
• Use system defaulted selections
• Click on the Get Report button
• EIV will display results:
  • Failed EIV Pre-Screening
  • Failed SSA Identity Test
  • Pending Verification
Identity Verification - Failed EIV Pre-Screening

### EIV Pre-Screening Deficiencies as of 03/10/2019

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th>AK001 AHFC - MTW PH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All PH Programs</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>All</td>
</tr>
<tr>
<td>Action Type:</td>
<td>All</td>
</tr>
<tr>
<td>Number of Households with Failed EIV Pre-Screening Deficiency:</td>
<td>10</td>
</tr>
<tr>
<td>Number of Households with Failed Effective Date Check (Overdue Annual Reexam) Deficiency:</td>
<td>4</td>
</tr>
<tr>
<td>Number of Households with Failed SSN Check (Invalid SSN) Deficiency:</td>
<td>6</td>
</tr>
<tr>
<td>Number of Household Members with Failed SSN Check (Invalid SSN) Deficiency:</td>
<td>6</td>
</tr>
</tbody>
</table>

1 - 10 of 10 Households

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>HOH Name</th>
<th>HOH DOB</th>
<th>Project</th>
<th>Failed EIV Pre-Screening Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anna</td>
<td>01/15/1986</td>
<td>AK0001000275 FAIRBANKS</td>
<td></td>
</tr>
<tr>
<td>Member SSN</td>
<td>Member Name</td>
<td>Member DOB</td>
<td></td>
<td>Failed EIV Pre-Screening Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/01/2018</td>
<td></td>
<td>Failed SSN check.</td>
</tr>
</tbody>
</table>

Pre-Screening Results
Identity Verification Failed EIV Pre-Screening Error Descriptions

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Short Description</th>
<th>Error Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failed effective date check.</td>
<td>The effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>2</td>
<td>Failed DOB check.</td>
<td>The date of birth is blank or null.</td>
</tr>
<tr>
<td>3</td>
<td>Failed last name check.</td>
<td>The last name is blank or null.</td>
</tr>
<tr>
<td>4</td>
<td>Failed SSN check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000).</td>
</tr>
<tr>
<td>5</td>
<td>Failed DOB &amp; effective date check.</td>
<td>The date of birth is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>6</td>
<td>Failed last name &amp; effective date check.</td>
<td>The last name is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>7</td>
<td>Failed last name &amp; DOB check.</td>
<td>The last name is blank or null &amp; the date of birth is blank or null.</td>
</tr>
<tr>
<td>8</td>
<td>Failed SSN &amp; effective date check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000) &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>9</td>
<td>Failed SSN &amp; DOB check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000) &amp; the date of birth is blank or null.</td>
</tr>
<tr>
<td>10</td>
<td>Failed SSN &amp; last name check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000) &amp; the last name is blank or null.</td>
</tr>
<tr>
<td>11</td>
<td>Failed last name &amp; DOB &amp; effective date check.</td>
<td>The last name is blank or null &amp; the date of birth is blank &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>12</td>
<td>Failed SSN &amp; DOB &amp; effective date check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000) &amp; the date of birth is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>13</td>
<td>Failed SSN &amp; last name &amp; effective date check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000) &amp; the last name is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>14</td>
<td>Failed SSN &amp; last name &amp; DOB check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000) &amp; the last name is blank or null &amp; the date of birth is blank or null.</td>
</tr>
<tr>
<td>15</td>
<td>Failed SSN &amp; last name &amp; DOB &amp; effective date check.</td>
<td>The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000) &amp; the last name is blank or null &amp; the date of birth is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
</tbody>
</table>
Identity Verification Failed EIV Pre-Screening Resolution

Failed Effective Date Check
- Form HUD-50058 has an effective date older than 15 months, possible overdue annual reexam

Failed SSN Check
- Tenant is assigned an Alternate ID, or an invalid SSN has been entered into PIC

To Resolve, If applicable
- Replace alternate ID with valid SSN, correct invalid SSN entered on 50058, line 3

Note: HUD cannot obtain income information for anyone with a PIC-generated alternate ID or an invalid SSN
Identity Verification Failed SSA Identity Test

![SSA Identity Verification Failure Report](image-url)

**SSA Screening Deficiencies as of 03/10/2019**

- **Participant Code:** AK001 AHFC - MTW PH
- **Program Type:** All PIH Programs
- **Reexamination Month:** All
- **Action Type:** All
- **Number of Households with SSA Screening Deficiency:** 9
- **Number of Household Members with SSA Screening Deficiency:** 9

**Verification Details:**

- **HOH SSN:**
  - **HOH Name:** Lisa
  - **HOH DOB:** 12/07/1969
  - **Project:** AK001000277 JUNEAU
  - **Verification Date:** 03/02/2019
  - **Failed Verification Description:** Verification failed - Date of birth matched, but surname did not match with SSA records
Failed SSA Identity Test Corrective Actions

• Error Descriptions and Corrective actions outlined in PIH Notice 2018-24, pages 19-23

• If tenant continues to appear on Identity Verification Report after PHA implementation of corrective action, tenant must work with the local SSA office to resolve
Pending Verification

Pending Verification Report by HUD as of 03/10/2019

- Participant Code: AK001
- Program Type: All
- Reexamination Month: All
- Action Type: All
- Number of Households Pending Verification by HUD: 17

1 to 17 of 17 Households

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>HOH Name</th>
<th>Leanders TOLER JR</th>
<th>HOH DOB</th>
<th>Project AK001000274 ANCHORAGE EAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>*<strong>-</strong>-1456</td>
<td></td>
<td></td>
<td>09/29/1953</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member Name</th>
<th>Member DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>*<strong>-</strong>-1456</td>
<td>Leanders TOLER JR</td>
<td>XX/XX/1953</td>
</tr>
</tbody>
</table>
Pending Verification Resolution

- **No action required by PHA**
- HUD will send tenant PII to SSA with next regularly scheduled Data Match
- Families scheduled for routine SSA quarterly computer matching will also appear on this report
Effective Use of the EIV System

Immigration Report
Effective Use of the EIV System

Immigration Report
Immigration Report

Assists PHAs with effective monitoring of

- PHA and tenant compliance with SSN disclosure and reporting requirements (See PIH Notice 2018-24)
- Implementation of prorated assistance for mixed families

- Assist PHAs with tenant follow-up with
  - Pending verification of citizenship/immigration status as reported on form HUD-50058
  - Eligible citizens or non-citizens with an assigned alternate ID who need to disclose an SSN to the PHA
Immigration Report Continued

PHAs are required to

• Monitor the Immigration Report on a monthly basis
• Update Form HUD-50058 with information provided by
  • Tenant
  • SSA
  • Department of Homeland Security (DHS)
• If applicable require family to provide updated information and/or current documentation from SSA or DHS
• If applicable for mixed families pro-rate assistance
• If applicable terminate assistance and/or tenancy in accordance with HUD regulations and/or PHA policy
Generating the Immigration Report

- PHA users with the following assigned EIV roles can generate the Immigration Report:
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the *Immigration Report* link from EIV’s left navigation panel
Generating the Immigration Report Continued

- Select report criteria
  - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the *Get Report* button
- EIV will display results
Note: As you click on the other tabs, the top part will remain the same. The bottom part will populate with tenant information.
Deceased Tenants Report

Identifies currently assisted tenants reported as deceased in SSA’s Death Master File (DMF) and ensures that PHAs:

- Do Not make subsidy overpayments on behalf of deceased single member households
- Recoup overpayments from landlord/owner of the rental property
- Successfully submit accurate data to HUD via PIC

- HUD’s EIV System obtains death information from SSA by the 15th of each month in accordance with the computer matching schedule

For procedures PHAs are required to implement for families with deceased household members see Notice PIH 2012-4, Effective Use of the EIV System’s Deceased Tenants Report to Reduce Subsidy Payment & Administrative Errors.
Deceased Tenants Report Continued

PHAs are required to

• Comply with HUD requirements in PIH Notice 2012-4
• Monitor Deceased Tenants Report on a monthly basis
• Confirm tenant death in accordance with approved PHA policy
• Successfully submit an updated Form HUD-50058 to PIC no later than 60-calendar days from the effective date of action on line 2b

Deceased tenants are removed from the EIV Report when

• The PHA transmits an updated form HUD-50058, Section 3, or
• HUD obtains updated and corrected information from SSA’s DMF
Deceased Tenants Report Continued

Deceased Tenants Report is updated every Saturday with EIV’s successful weekend summarization job

- The job will update deleted tenants from Form HUD-50058 successfully submitted to PIC since the last job execution
- The job will update added or deleted tenants from SSA updates since the last job execution

PHAs are required to

- Comply with HUD requirements in PIH Notice 2012-4
- Monitor Deceased Tenants Report on a monthly basis
- Contact the next of kin or listed emergency contact to confirm tenant death in accordance with approved PHA policy
Deceased Tenants Report Continued

PHAs are required to

• If applicable, terminate assistance and/or tenancy in accordance with HUD requirements (*mixed households when the only eligible household member dies*)

• If applicable, submit updated Form HUD-50058 to remove deceased household members

• If applicable, submit EOP, line2a, Action 6 to Form HUD-50058

PHAs are required to update Form HUD 50058

• **Single member households (and HOH with live-in aide)** submit an EOP

• **Multiple member households** update family composition by removing deceased household members

The HCV is **NOT TRANSFERRABLE** to a live-in-aide or any individuals who were not part of the household composition upon death of single member household.
What to do when a reported Tenant is **NOT** Deceased

**PHAs are required to:**

Immediately notify the tenants in writing and advise the tenant to contact SSA **(800-772-1213)**, so that SSA may correct its records

- Provide the tenant with his/her section of the EIV Income Report which shows the SSA-reported death information
- Obtain SSA documentation from tenant to confirm that SSA has corrected its records

PHAs are required to immediately terminate program assistance for deceased single member households which will result in the termination of the HAP contract. Owner is entitled to receive the full HAP amount for the month in which the death occurred.
Generating the Deceased Tenants Report

- PHA users with the following assigned EIV roles can generate the Deceased Tenants Report:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the Deceased Tenants Report link from EIV’s left navigation panel
Generating the Deceased Tenants Report Continued

• Select report criteria
  • Program Type, Reexamination Month, Household Type, Action Type, PHA
• Use system defaulted selections
• Click on the Get Report button
• EIV will display results
### Deceased Tenants Report with PHA Statistics

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

<table>
<thead>
<tr>
<th>PHA Code</th>
<th>AK001</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Name</td>
<td>AHFC - MTW PH</td>
</tr>
<tr>
<td>Program Type</td>
<td>ALL</td>
</tr>
<tr>
<td>Reexamination Month</td>
<td>ALL</td>
</tr>
<tr>
<td>Household Type</td>
<td>ALL</td>
</tr>
<tr>
<td>Action Type</td>
<td>ALL</td>
</tr>
<tr>
<td>Total Number of Households Evaluated</td>
<td>1,123</td>
</tr>
<tr>
<td>Total Number of Household Members Evaluated</td>
<td>3,240</td>
</tr>
<tr>
<td>Number of Households With Deceased Household Members</td>
<td>1</td>
</tr>
</tbody>
</table>
| Percentage of Households With Deceased Household Members | 0.00%
| Number of Deceased Household Members | 1 |
| Percentage of Deceased Household Members | 0.00%
| Number of Deceased Single Member Households | 0 |
| Percentage of Deceased Single Member Households | 0.00%
| Household Members Deceased Less Than 6 Months | 0 |
| Household Members Deceased More Than 6 Months | 1 |
| Household Members With No Date of Death | 0 |

**1 - 1 of 1 Households**

**Note:** Deceased single member household, immediate action required by PHA.

- **Program Type**: P
- **Head of Household SSN**: 11/11/1950
- **Head Of Household Name**: N
- **Head Of Household DOB**: 06/19/1931
- **Deceased Household Member's SSN**: 06/07/1910
- **Deceased Household Member's Name**: 11/02/1910
- **Date Death Information Was Received by EIV**: 11/02/2010
EIV Contacts

- **Rochelle Katz**, Program Manager 202.475.4967 Rochelle.katz@hud.gov
- Victoria Alston 202.475.7993 Victoria.e.alston@hud.gov
- Melosan Bell 202.475.6657 Melosan.bell@hud.gov
- Wolfgram Cota 202.475.8601 Wolfgram.cota@hud.gov
- Darlene Felton 202.475.7878 Darlene.m.felton@hud.gov
- Deona Hinton 202.475.8776 Deona.d.hinton@hud.gov
- Dorothy Rogan 202.475.8731 Dorothy.a.rogan@hud.gov
- Erica Williams 202.475.8867 Wolfgram.cota@hud.gov
EIV Notices

- Notice PIH 2018-24, Verification of SSNs, SS, SSI and EIV Identity Verification Report
- Notice PIH 2018-18, Administrative Guidance and Mandated Use of EIV
- Notice PIH 2012-4, Effective Use of EIV’s Deceased Tenants Report
- Notice 2015-06, HUD Privacy Protection Guidance for Third Parties
- Notice PIH 2011-65, Timely Reporting Requirements of 50058 into PIC
- Notice PIH 2020-13, rev. 1, COVID-19 Statutory and Regulatory Waivers
  - COVID FAQs for PHAs, version 4, May 29, 2020
EIV Forms

HUD-52675, Debts Owed to Public Housing Agencies and Terminations

HUD-52676, EIV User Access Authorization, Rules of Behavior and User Agreement and Instruction
EIV Resources

• PIH-EIV questions that cannot be handled by the local HUD Field Office may be forwarded by the EIV Coordinator to: EIV_Help@hud.gov

• PIH-EIV program related questions: PublicHousingPolicyQuestions@hud.gov

• MF-EIV issues: mf_eiv@hud.gov

• PIH-SAVE inquiries: SAVE-VIS@hud.gov

• MF-SAVE inquiries: kevin.x.garner@hud.gov

• EIV System Webpage
Enterprise Income Verification (EIV)

Income Validation Tool (IVT)
EIV IVT Pilot

• The IVT was developed in response to an OIG audit that found a large volume of false positives in the EIV Income Discrepancy Report.

• The IVT was pilot tested with 12 PHAs between October 2017 and January 2018.
EIV IVT Pilot Results

- IVT Pilot Results:
  - Reduces false positives in EIV Income Discrepancy Report
  - Identifies potential cases of identity theft
  - Improves IMS-PIC data quality & reporting accuracy
  - Assists PHAs in identifying accurate income code categories
    - Refers to form HUD-50058 Income Codes (16)
  - Allows focused review of Wage, Unemployment Compensation, Zero Incomes and Social Security Benefits
    - Includes a PIC review of active participants with alternative identification (Head of Household SSN with H-numbers) with income discrepancies
Income Validation Tool (IVT)

- IVT
  - Identifies fraud, waste and abuse in HUD’s rental assistance programs
  - Helps reduce administrative and subsidy payment errors
  - Provides validation of tenant reported
    - Wages
    - Unemployment Compensation
    - Social Security Benefits
  - Displays discrepancies in previously reported tenant income (50058) and income reported by HHS and SSA
IVT Features

- **Enhanced Search**: (1) Name, (2) Last 4 of SSN, (3) DOB, (4) Development Name and (5) Development Code.

- **Excludes Income** for individuals coded on form HUD-50058:
  - Full-Time Students
  - Live-in Aides
  - Youth Under 18
  - Tenants paying flat rents

**Note**: As of now, Searches can be executed using the H (Only Head of Household) in IVT (These are secondary method for searching users that do not have SSN) H is when a user has a tax ID number.
IVT Features Continued

- **Permits PHAs** to quickly identify instances of discrepant income that can be questioned during regular Annual and/or Interim Reexaminations that may result in underreported or misreported tenant income.

- **Provides Enhanced Accuracy** by addressing the issues identified by the OIG regarding the high number of false positives within the Income Discrepancy Report.

**Note:** The IVT, although helpful, does not replace the personal interview or verification process during the reexamination between the PHA and the family.
IVT Features Continued

- Drill-down (3 screens)
  - 3 screens
    - (1) Head of Household Report
    - (2) Household Members Report
    - (3) Employment Income & History Report

- Ability to filter:
  - Program: (Public Housing, Voucher, All)
  - Discrepant Income Amount = $2400 (greater than or equal to)

Note: $2400 is the default Discrepancy Income Amount and can be adjusted by the PHAs
Levels of Access

Exhibit below displays the various levels and hierarchy of information available in the tool. These Levels are only available to the Field Office and HQ users.
How to Generate Access the IVT

- PHA users with the following assigned EIV roles can access the IVT:
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the *Income Validation Tool* link from EIV’s left navigation panel
Income Verification Tool (IVT) HQ/FO View
What Does the IVT Tool Look Like? Continued

• Select a PHA from the drop down. Click on “Get Report” to view all tenant information for the selected PHA.
Head of Household Report

Note: Household data is displayed here.
Household Member Report

Note: V MLHMZF received more income per NDNH and SSA than the income reported in previous PIC form HUD-50058

Annualized Income reported by NDNH and SSA for V MLHMZF = $20,624+$23,794 x 2 = $88,836
Unreported income = $88,836- $37,981 = $50,855
Employment History Report – Wage Income

Note: Number of employers from the Household Member Report equal the count of employers for the Reexamination quarter and the previous quarter (i.e., 7/1/2014 and 4/1/2014 quarters).

Income calculated using the last two quarters of data.

---

<table>
<thead>
<tr>
<th>Pay Start Date</th>
<th>Pay End Date</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Employer Name</th>
<th>Employer Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Income Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2014</td>
<td>9/30/2014</td>
<td>I2FM2VII</td>
<td>YUI2NF</td>
<td>ITSTETUZE</td>
<td>7 BH TU ZYTUBOYL</td>
<td>BOSTON</td>
<td>MA</td>
<td>61120</td>
<td>$41,248.00</td>
</tr>
<tr>
<td>4/1/2014</td>
<td>6/30/2014</td>
<td>I2EM2VIL</td>
<td>ZYU2NF</td>
<td>ITSTETUZE</td>
<td>7 BH TU ZYTUBOYL</td>
<td>BOSTON</td>
<td>MA</td>
<td>61120</td>
<td>$47,530.00</td>
</tr>
<tr>
<td>1/1/2014</td>
<td>3/31/2014</td>
<td>I2EM2VIL</td>
<td>ZYU2NF</td>
<td>ITSTETUZE</td>
<td>7 BH TU ZYTUBOYL</td>
<td>BOSTON</td>
<td>MA</td>
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<td>$17,214.00</td>
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<tr>
<td>10/1/2013</td>
<td>12/31/2013</td>
<td>I2EM2VIL</td>
<td>ZYU2NF</td>
<td>ITSTETUZE</td>
<td>7 BH TU ZYTUBOYL</td>
<td>BOSTON</td>
<td>MA</td>
<td>61120</td>
<td>$19,884.00</td>
</tr>
</tbody>
</table>
Employment History Report – Social Security Income

INCOME VALIDATION TOOL - Unreported Income at Employer Level

Member Earnings History as of 4/6/2019

<table>
<thead>
<tr>
<th>SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Effective Date</th>
<th>Data Extract Date</th>
<th>Annual Income Reported on Form 4020</th>
<th>Annualized Income Reported by SSA and RDNH</th>
<th>Wage Income (Current Quarter + Prior Quarter)</th>
<th>SSA Income (Current Quarter + Prior Quarter)</th>
<th>Unem Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/2018</td>
<td>4/6/2019</td>
<td>$25,687.00</td>
<td>$23,382.44</td>
<td>$11,020.00</td>
<td>$5,641.22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wage Income

Social Security Income

<table>
<thead>
<tr>
<th>Social Security Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Start Date</td>
</tr>
<tr>
<td>3/1/2018</td>
</tr>
<tr>
<td>1/1/2019</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
# Employment History Report – Unemployment Benefit

## Member Earnings Summary

<table>
<thead>
<tr>
<th>Head of Household SSN</th>
<th>SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Effective Date From Latest 50058</th>
<th>Date Extract Date</th>
<th>Annual Income Reported on Form 50058</th>
<th>Annualized Income Reported by SSA and NDIH</th>
<th>Wage Income (Current Quarter + Prior Quarter)</th>
<th>SSA Income (Current Quarter + Prior Quarter)</th>
<th>Unemployment Benefit (Current Quarter + Prior Quarter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-00-9999</td>
<td>000-00-9999</td>
<td>7</td>
<td>GIVYIVSAH</td>
<td>12/1/2014</td>
<td>7/18/2017</td>
<td>$13,500.00</td>
<td>$35,476.00</td>
<td>$6,722.00</td>
<td>$40.00</td>
<td>$11,016.00</td>
</tr>
</tbody>
</table>

**Wage Income**

**Social Security Income**

**Unemployment Benefit**

IVT uses Income Codes (F, HA, M and W) For Wages, (S, SS) For Social Security Income and (U) For Unemployment Income From Form 50058.

<table>
<thead>
<tr>
<th>Pay Start Date</th>
<th>Pay End Date</th>
<th>Income Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2014</td>
<td>9/30/2014</td>
<td>$3,060.00</td>
</tr>
<tr>
<td>10/1/2014</td>
<td>12/31/2014</td>
<td>$7,956.00</td>
</tr>
</tbody>
</table>
IVT Enhancements implemented on June 13 2020

- **Note**: Users will be able to export Household Level Details from the Member Level Dashboard
  - A ‘New’ PDF Print Button will be displayed in the Top Right Corner
  - Users can still export to Excel or PDF
  - The Household Level Report Screen will display all household members and income information
### IVT Enhancements implemented on June 13, 2020

<table>
<thead>
<tr>
<th>IVT Page</th>
<th>Summary</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Household Level</strong></td>
<td>Social Security Search</td>
<td>Capability has been provided for the PHAs to search for the whole 9-digit Head of household SSN</td>
</tr>
<tr>
<td><strong>Member Level</strong></td>
<td>Household Level</td>
<td>Users will be able to export Household Level Details from the Member Level Dashboard. The exported PDF will have all the details of household members and income information</td>
</tr>
</tbody>
</table>
| **Unreported Income Report**   | Export                           | A note has been included to identify the Income codes used by the Income Validation Tool for the reported Income from 50058
*IVT uses Income Codes (F, HA, M and W) for Wages, (S, SS) for Social Security Income and (U) for Unemployment Income as reported on Form 50058*

| **All Pages**                  | Income Types for Wages/SS/Unemployment | Tool tips have been included in all the pages of IVT to help with the drilldown capability                                              |
| **All Pages**                  | Tool Tips for Drilldown to Employer Level | All the reports/grids have the capability for "Export to Excel" and "Export to PDF"                                                  |
| **All Pages**                  | Export To Excel and PDF            | A note has been included to identify the Income codes used by the Income Validation Tool for the reported Income from 50058
*IVT uses Income Codes (F, HA, M and W) for Wages, (S, SS) for Social Security Income and (U) for Unemployment Income as reported on Form 50058* |