

**U.S. Department of Housing and Urban Development  
Office of Public & Indian Housing  
Real Estate Assessment Center**

**Enterprise Income Verification (EIV) System Training  
September 30, 2020**



# 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 3<sup>rd</sup> 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<sup>rd</sup> party verification fees
  - Reduces need for waiting and uncertainty of 3<sup>rd</sup> 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 1<sup>st</sup> and 15<sup>th</sup> 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)



# 2020 HUD-SSA Computer Matching Schedule

## 2020 HUD-SSA Computer Matching Schedule

Matching Occurs Monthly between the 1<sup>st</sup> and 15<sup>th</sup>, however, some information is received by HUD quarterly

PHA State	Month Matched
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	March, June, September, December
AL, FL, GA, ID, IL, KY, MD, MI, MO, ND, NY, VA	January, April, July, October
AR, AZ, CA, CO, CT, MA, MN, MS, MT, NM, OK, OR, PA, RQ, SC, WA, WI	February, May, August, November



# 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 16<sup>th</sup> & 30<sup>th</sup> 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+**



# HHS NDNH Reporting Time Frames

NDNH Data	Time Frame
New Hire Employment Information	Twice a Month for electronic or magnetic medium transmission (12 – 16 days apart); Within 20 days of date of hire
Quarterly Wage (Federal)	No later than one month after the end of a calendar quarter
Quarterly Wage (Non-Federal)	Within four months of the end of a calendar quarter
Quarterly Unemployment Compensation	Within one month of the end of a calendar quarter

- 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

Availability of NDNH Data			
Quarter Worked	Quarterly Wages – Federal	Quarterly Wages Non-Federal	Unemployment Insurance
Q1 (January - Mar)	May	August	May
Q2 (April – June)	August	November	August
Q3 (July – September)	November	February	November
Q4 (October – December)	February	May	February



# Effective Use of the EIV System

## Rules of Behavior and HUD Security Policies



# EIV System Users, Handlers & Viewers must comply with

- EIV System User Access Authorization Form and Rules of Behavior and User Agreement (form HUD-52676)
- HUD Security policies (HUD Information Technology Security Policy. HUD Handbook 2400.25 REV 4, 2014)
  - 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 3<sup>rd</sup> 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

- User Administration**
- By Roles
- **By Users**
- PHA Access
  - Requests
  - Requests Report
- Administer HUB Users
- User Maintenance
- User Termination Report
- User Certification
- User Certification Report
- User Role History Report
  - By User
  - By User Administrator

To request access or modify access  
Click on By Users



# User Administrator Assigning Roles by User

User Administration - By Roles/By Users

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**User Profile Details**

Selected User	
User ID:	MQ
User Name:	
Office Code:	AL011
Participant Code:	AL011

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**List of Roles**

Action	Role
<input type="checkbox"/>	PHA DHAP Assistance
<input type="checkbox"/>	PHA Occupancy - Application Processor
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing
<input type="checkbox"/>	PHA Occupancy - Voucher
<input type="checkbox"/>	PHA Security Administrator
<input type="checkbox"/>	PHA User Administrator
<input type="checkbox"/>	Program Administrator - Public Housing
<input type="checkbox"/>	Program Administrator - Voucher

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).



# EIV System User Role Descriptions Continued

- **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.

EIV User Roles 	Debts Owed	Request EIV Access Assign Modify Remove Certify	Termination Information	Multiple Subsidy Report	Former Tenant Search	Existing Tenant Search	Tenant Income Information	Verification Reports for the Public Housing Program	Verification Reports Housing Choice Voucher (HCV) Program	Former HCV & Other PIH Section 8 Tenants Information
PHA Occupancy Public Housing	V		V		V		V	V		
PHA Occupancy Voucher	V		V		V		V		V	
PHA Occupancy Application Processor	V		V	V	V	V				
Program Administrator Public Housing	VEUD		VEUD		V					
Program Administrator Voucher	VEUD		VEUD		V					V
PHA User Administrator		VEUD	V							
PHA Security Administrator Monitors staff EIV access										

**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

	<b>Begin Certification</b>	<b>Certify By</b>	<b>Access Terminated 12:00 A.M., EST</b>
	April 1 <sup>st</sup>	April 29 <sup>th</sup>	April 30 <sup>th</sup>
	October 1 <sup>st</sup>	October 30 <sup>th</sup>	October 31 <sup>st</sup>



# Certifying EIV Users

User Administration >> User Certification Selection

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**Select Region and Certification Criteria:**

<input type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	TARC	All
<input checked="" type="radio"/>	PHA	All

\* Select Program Type: All PIH Programs

\* Note: Only applicable to PHA

Select Certification Status: All

**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/programs/ph/rhiip/piheivwebcasts](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/piheivwebcasts)
- 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.

**From the User Administration Module, click the drop-down to view options for certification**



# Certifying EIV Users Continued

User Administration >> User Certification Selection

---

**Select Region and Certification Criteria:**

<input type="radio"/>	HUD HQ	
<input type="radio"/>	HUB	All
<input type="radio"/>	FO	All
<input type="radio"/>	TARC	All
<input checked="" type="radio"/>	PHA	All

\* Select Program Type: All PIH Programs

\* Note: Only applicable to PHA

Select Certification Status: All

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/programs/ph/rhiip/piheivwebcasts](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/piheivwebcasts)
- 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.

Select "Pending Certification" Status and Click "List Users".



# Certifying EIV Users Continued

User Administration			
By Roles	<b>User Name:</b>	<b>User ID:</b>	<b>Last Certification Date:</b> 10/22/2018 10:31:17
By Users	HQ Occupancy		
PHA Access	<b>User Name:</b>	<b>User ID:</b>	<b>Last Certification Date:</b> 10/22/2018 03:53:27
Requests	HQ User Administrator	HQ Occupancy	HQ Security Admin
Requests Report	<b>User Name:</b>	<b>User ID:</b>	<b>Last Certification Date:</b> 10/18/2018 03:53:01
Administer HUB Users	HQ User Administrator	HQ System Administrator	HQ Occupancy
User Maintenance	<b>User Name:</b>	<b>User ID:</b>	<b>Last Certification Date:</b> 10/18/2018 03:53:09
User Termination Report	HQ Security Admin	HQ User Administrator	HQ System Administrator
User Certification	HQ Occupancy		
User Certification Report	<b>User Name:</b>	<b>User ID:</b>	<b>Last Certification Date:</b> 08/13/2018 11:41:56
User Role History Report	HQ OIG		
By User	<b>User Name:</b>	<b>User ID:</b>	<b>Last Certification Date:</b> 10/22/2018 09:37:00
By User Administrator	HQ OIG		
Audit Reports	<b>User Name:</b>	<b>User ID:</b>	<b>Last Certification Date:</b> N/A
User Session and Activity	HQ User Administrator	HQ Occupancy	
Tenant Data Access			<input type="button" value="Certify User"/>
PHA Usage Report			
HUD Usage Report			
System Administration			
Administer Functions			
Security Levels/Roles			
Maintain System			

select users to certify then click "Certify User" button to certify user.

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

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

**Secure Systems  
Single Sign On**

User ID   
Password

**ATTENTION:**

- Your User ID will be locked after three incorrect login attempts.
- Forgot your password? Click this [link](#) to access Reset Password and other useful information.
- There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.
- There is a session timeout of 4 hours. Once reached, you will need to re-authenticate after which you can work where you left off.
- This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

Content updated January 6, 2018

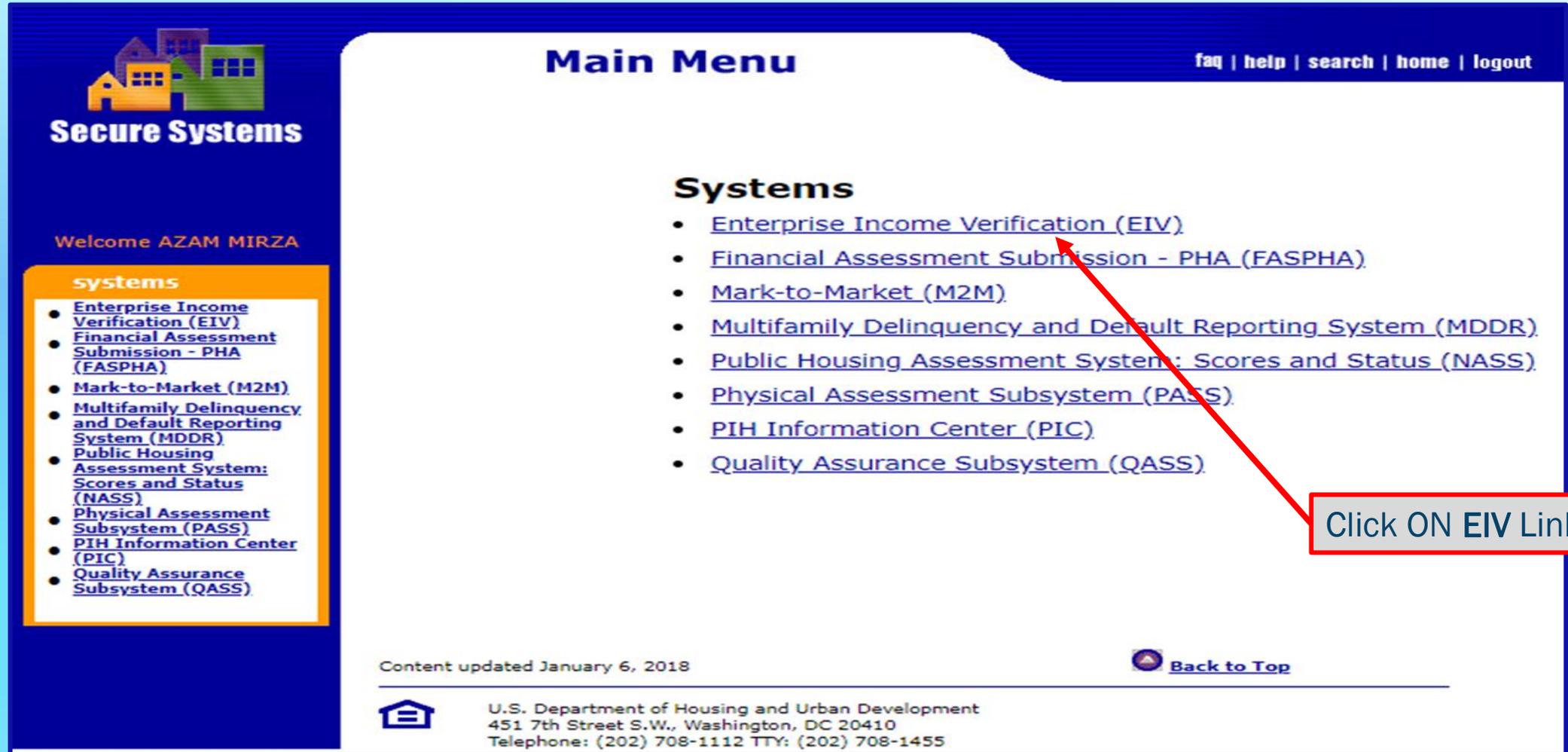
 U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: [\(202\) 708-1112](tel:(202)708-1112) TTY: (202) 708-1455

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

- Type in **User ID** and password
- Click on Login or press enter to logon to HUD Secure Systems.



# Logging into EIV – Main Menu - Systems



The screenshot shows the 'Main Menu' for 'Secure Systems'. The page has a dark blue header with the 'Secure Systems' logo and navigation links (faq, help, search, home, logout). A sidebar on the left contains a 'systems' list. The main content area features a 'Systems' section with a list of links. A red arrow points from a callout box to the 'Enterprise Income Verification (EIV)' link.

**Secure Systems**

Welcome AZAM MIRZA

**systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)

**Main Menu** [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

**Systems**

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
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 U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

Click ON EIV Link

# Logging into EIV Legal Warning, Acknowledgements and Privacy Act

**Enterprise Income Verification** [HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

**Legal Warning**

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

**Notice of Your Responsibility for Security**

Information contained in this system is subject to the Federal Privacy Act of 1974. Misuse of private, personal information may be subject to a fine of up to \$5,000.

**EIV Rules of Behavior**

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

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

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

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

**Certification of EIV & Security Awareness Training**

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

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

**Authorization for the Release of Information**

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

I acknowledge that I understand that this system contains personal information covered by the Federal Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for the purpose of determining eligibility and level of rental assistance under covered HUD rental assistance programs. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Federal Privacy Act.

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
- HUD Office of Inspector General (OIG)
- 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



# Getting Started in EIV

- **Back to Secure Systems**
- **Back to EIV Main Page**
- **Program Office Selection**

## **Debts Owed to PHAs & Terminations**

- **Former Tenant Search**
- **Enter/Update Information**
  - By SSN**
  - By Batch**
- **Debts Owed to PHAs & Terminations Report**

## **Income Information**

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

## **Verification Reports**

- **Existing Tenant Search**
- **Multiple Subsidy Report**
- **PHA Disaster Tenant Report**
- **Identity Verification Report**
- **Immigration Report**
- **Deceased Tenants Report**
- **Income Validation Tool**

- 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.



# HUD-52675 Debt Owed & Termination Information collected by HUD

## 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 3<sup>rd</sup> 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

OMB No. 2577-0266 Expires 10/31/2019



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

**DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS**

**Paperwork Reduction Notice:** Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 10/31/2019.

**NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:**

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

**What information about you and your tenancy does HUD collect from the PHA?**

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

08/2013

Form HUD-52675

OMB No. 2577-0266 Expires 10/31/2019

2

**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 a 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 EIV?**

Debt owed and termination information will be maintained in EIV 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 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), 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 debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. 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 EIV system. 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 include the bankruptcy indicator, 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 incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

This Notice was provided by the below-listed PHA:

I hereby acknowledge that the PHA provided me with the **Debts Owed to PHAs & Termination Notice:**

Signature

Date

Printed Name

08/2013

Form HUD-52675



# 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 Owed 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

Click on By SSN link

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- Debts Owed to PHAs & Terminations
- Former Tenant Search
- Enter/Update Information
- **By SSN**
- By Batch
- Debts Owed to PHAs & Terminations Report

- 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

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Notice Page

OMB No: 2577-0266  
Expires: 04/30/2013

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.

[Continue](#)



# Debts Owed Enter-Update Information by SSN Continued

Enter/Update Information >> By SSN

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

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number

.  .



# Debts Owed Enter-Update Information by SSN Continued

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

---

**Enter/Update Information for: \*\*\*-\*\*-8587**

HOH SSN:	***-**-8587
HOH Name:	mlhmslq, bnr/b
Debt Owed:	\$ <input type="text"/>
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none"><li>Failure to pay retroactive rent*</li><li>Failure to pay rent*</li><li>Failure to pay other charges*</li><li>Failure to complete annual reexam</li><li>Criminal activity - Drugs</li><li>Criminal activity - Sex Offender</li><li>Criminal activity - Violent</li><li>Criminal activity - Other</li><li>Lease Violations</li></ul>

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

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

**Enter applicable information  
and click on Submit button**



# Debts Owed Enter-Update Information by SSN Continued

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

**Enter/Update Information for: \*\*\*-\*\*-9744**

HOH SSN:	***-**-9744
HOH Name:	spzyivez, imrwzoe, b
Debt Owed:	\$ 25695.23
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input checked="" type="checkbox"/>
Default on Repayment Agreement:	<input checked="" type="checkbox"/>
Judgment:	<input checked="" type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none"><li>Failure to pay retroactive rent*</li><li>Failure to pay rent*</li><li>Failure to pay other charges*</li><li>Failure to complete annual reexam</li><li>Criminal activity - Drugs</li><li>Criminal activity - Sex Offender</li><li>Criminal activity - Violent</li><li>Criminal activity - Other</li><li>Lease Violations</li></ul>

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

**Windows Internet Explorer**

? You have made a request to update information. Do you wish to continue?

**Click on OK button to add information to database**

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



# Debts Owed Enter-Update Information by SSN Continued

Enter/Update Information >> By SSN

---

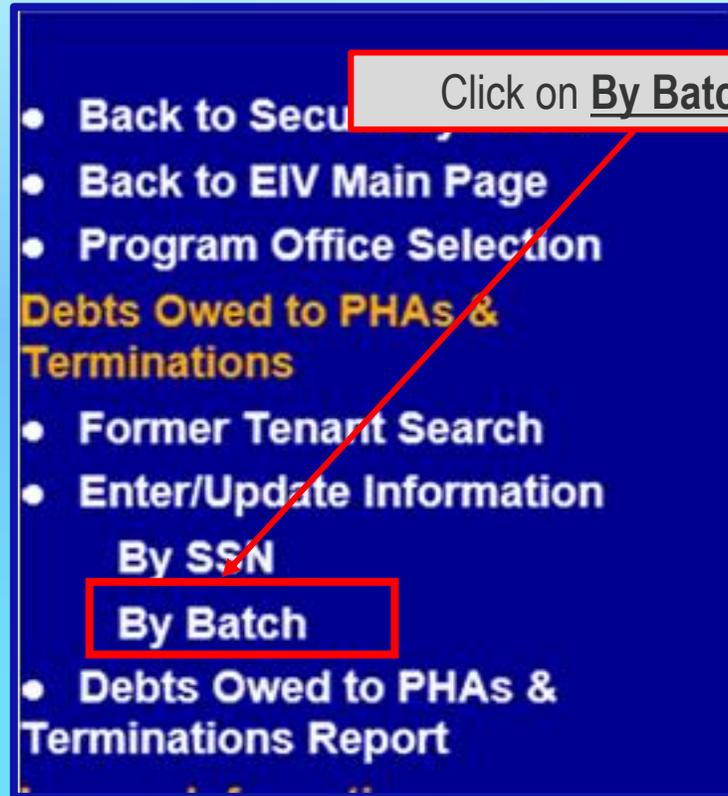
[REDACTED] -8587 Successfully Edited

Confirmation of Successful Update

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number  -  -

# Debts Owed Enter-Update Information By Batch



Click on By Batch link

- 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

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	June
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	267

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➔ Next

Click on  
[Enter Information](#) link

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>		spzyivez, imrwzoe, b	06/30/2008	Section 8	5846 MT CARMEL TER 1001JACKSONVILLE,FL 32216	<a href="#">Enter Information</a>
<input type="checkbox"/>		ovrytzt, vmmlwrn	06/24/2009	Section 8	600 WASHINGTON ST 205JACKSONVILLE,FL 32202	<a href="#">Enter Information</a>
<input type="checkbox"/>		zmvqjn, zhli, o	06/30/2009	Section 8	500 ACME ST 306JACKSONVILLE,FL 32211	<a href="#">Enter Information</a>
<input type="checkbox"/>		rirhzboz, avmszszx, p	06/30/2010	Section 8	500 ACME STREET #807Jacksonville,FL 32211	<a href="#">Enter Information</a>
<input type="checkbox"/>		hmvskvgh, ivsklghrisx	06/01/2009	Section 8	3311 College Street Jacksonville,FL 32205	<a href="#">Enter Information</a>
<input type="checkbox"/>		hnrzroord, ozghbix	06/30/2010	Section 8	10970 LEM TURNER RD #802Jacksonville,FL 32218	<a href="#">Enter Information</a>

- 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

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	July
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	293

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Next

**Click on [Edit](#) link**

Select All Clear All Delete

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>		hzozh, ovhrit	07/31/2010	Section 8	7932 Southside Blvd 903 Jacksonville, FL 32256	<a href="#">Edit</a>
<input type="checkbox"/>		mihmslq, bnrvb	07/31/2010	Section 8	500 ACME ST 907 JACKSONVILLE, FL 32211	<a href="#">Enter Information</a>
<input type="checkbox"/>		szqrov, zxriv, n	07/31/2010	Section 8	3109 W. 45 th St Jacksonville, FL 32209	<a href="#">Enter Information</a>
<input type="checkbox"/>		dloizy, zviwvz	07/31/2010	Section 8	500 ACME ST 808 JACKSONVILLE, FL 32211	<a href="#">Enter Information</a>
<input type="checkbox"/>		hvoggzy, ziwvmp	07/07/2010	Section 8	500 ACME STREET #802 Jacksonville, FL 32211	<a href="#">Enter Information</a>

- 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

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> Edit Information

Enter/Update Information for: \*\*\*-\*\*-1672

HOH SSN: \*\*\*-\*\*-1672

HOH Name: hzozh, ovhrit

Debt Owed: \$

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

Judgment:

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

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

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

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

Windows Internet Explorer

You have made a request to update information. Do you wish to continue?

Click on OK button to add information to database

- 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

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

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

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[Printer-Friendly Version](#)

2 Successfully Edited

**Confirmation of  
successful update**

1 to 50 of 3758 Households ➤ Next

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	[Redacted]	hzozh, ovhrit	07/31/2010	Section 8	7932 Southside Blvd 903 Jacksonville, FL 32256	<a href="#">Edit</a>



# Effective Use of EIV to Reduce Improper Payments

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



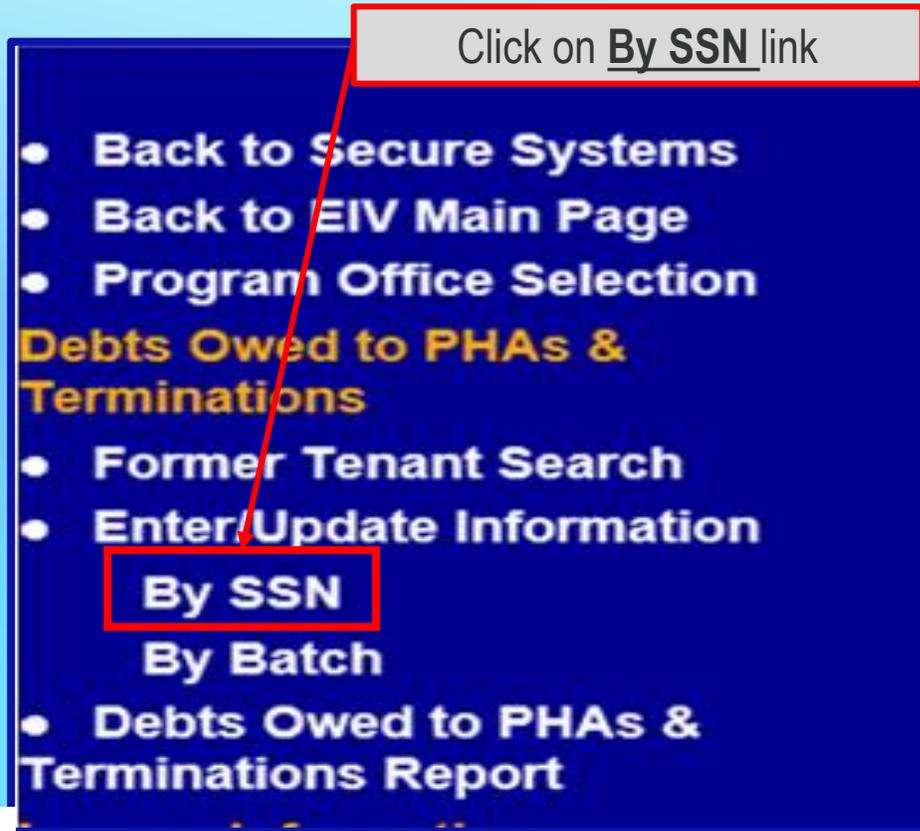
# Delete Debts Owed EOP Records

- 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



A screenshot of a web application menu with a dark blue background and white text. The menu items are listed as follows:

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

Two red boxes highlight specific elements: one at the top right containing the text "Click on By SSN link" with a red arrow pointing to the "By SSN" option, and another box directly around the "By SSN" option.

- Click on the *By SSN* link under the *Enter/Update Information* header

# Delete Debt Owed EOP Records By SSN Continued

Enter/Update Information >> By SSN

**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 the 9-digits SSN and click on the *Get Information* button

# Delete Debt Owed EOP Records By SSN Continued

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

Enter/Update Information for: \*\*\*-\*\*-8587

HOH SSN: \*\*\*-\*\*-8587

HOH Name: mlhmsiq, bnr/b

Debt Owed: \$

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

Judgment:

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

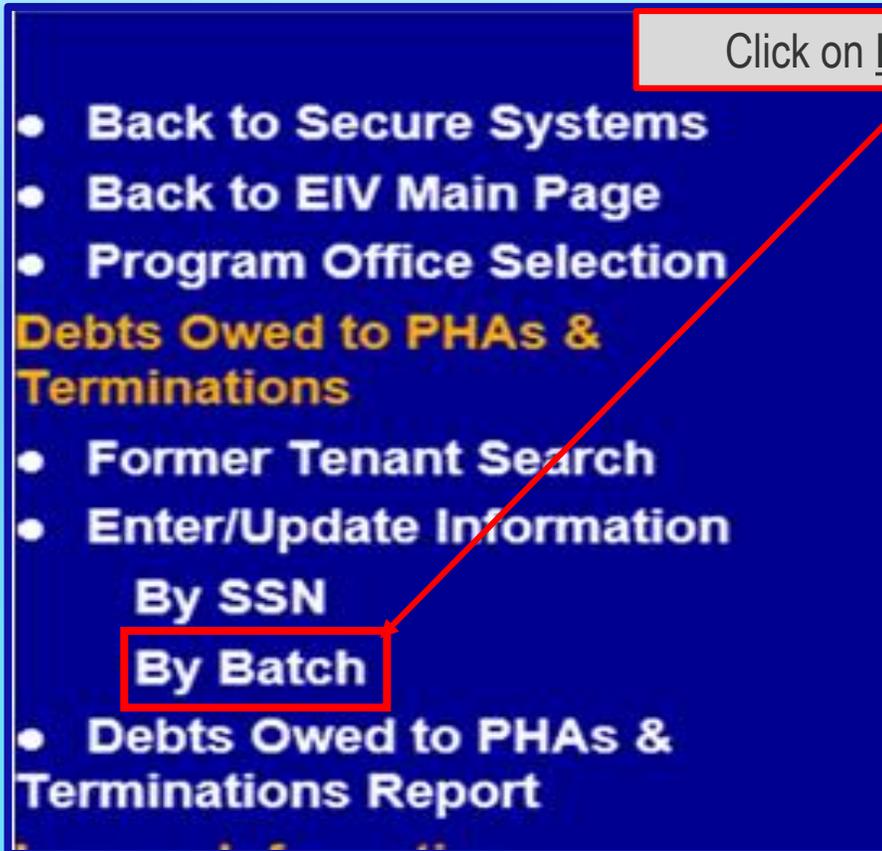
- Failure to pay retroactive rent\*
- Failure to pay rent\*
- Failure to pay other charges\*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

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

**Click on Delete button**

- 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



The screenshot shows a dark blue navigation panel with white text. A red box highlights the 'By Batch' link under the 'Enter/Update Information' section. Another red box highlights the 'By Batch' link in the 'Debt Owed to PHAs & Terminations Report' section. A red arrow points from the 'By Batch' link in the second section to the 'By Batch' link in the first section. A callout box above the arrow says 'Click on By Batch link'.

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- Debt Owed to PHAs & Terminations
- Former Tenant Search
- Enter/Update Information
  - By SSN
  - By Batch
- Debt Owed to PHAs & Terminations Report

- Click on the *By Batch* link from the EIV's left navigation panel

# Delete Debt Owed EOP Records By Batch Continued

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	June
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	267

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1 to 50 of 267 Households ◀ Next

[Select All](#) [Clear All](#) [Delete](#)

Tenant data for PHA: FL001 Jacksonville Housing Authority

Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	spzyivez, innrwzoe,					
<input type="checkbox"/>	ovrylzt, vmmlwrn					
<input type="checkbox"/>	zmvqjh, z...					
<input type="checkbox"/>	rirhzboz, avmszszx,					
<input type="checkbox"/>	hmvskvgh, ivsklghrnx		06/01/2009	Section 8	3311 College Street Jacksonville, FL 32205	<a href="#">Enter Information</a>
<input type="checkbox"/>	hnzroord, ozghbix		06/30/2010	Section 8	10970 LEM TURNER RD #802 Jacksonville, FL 32218	<a href="#">Enter Information</a>

**Click within checkbox to add check mark.  
Then click on the [Delete](#) button**

- 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

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

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

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

1 to 50 of 3758 Households ◂ Next

3 families with last names viwmz,zozirp,varbln selected for deletion

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input checked="" type="checkbox"/>	[REDACTED]	viwmz, vivrk, x	08/27/2008	Public Housing		<a href="#">Enter Information</a>
<input checked="" type="checkbox"/>	[REDACTED]	zozirp, rmzdfsy	10/31/2010	Section 8	3770 Toledo Rd 90Jacksonville,FL 32217	<a href="#">Enter Information</a>
<input checked="" type="checkbox"/>	[REDACTED]	varbln, ztmzgzirmzn	12/31/2009	Section 8	500 Acme Street #206Jacksonville,FL 32211	<a href="#">Enter Information</a>

- 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

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

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

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

1 to 50 of 3758 Households ➕ Next

[Select All](#) [Clear](#)

3 families with last name

Windows Internet Explorer

?

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

OK Cancel

Delete	HOH SSN	Date	Unit Address	Enter/Edit Information
<input checked="" type="checkbox"/>	2	07/31/2010	256	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	32	10/01/2009	207	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	5	08/27/2008		<a href="#">Enter Information</a>

**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** (Debt Owed and/or adverse termination information will only be available if the reporting PHA has entered the information into EIV within the 60-day allotted time frame)
  - **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

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations
- Former Tenant Search
- Debts Owed to PHAs & Terminations Report

Click on Search for Former Tenant link

- 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

Debts Owed to PHAs & Terminations >> Former Tenant Search

---

Former Tenant Search - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security Number  -  -

Enter Household Member's Last Name  exact match ▼

Enter Household Member's Date of Birth (mm/dd/yyyy)\*

\* Search by only Date of Birth is not permitted. Enter Last name and Date of Birth.

- 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

Debts Owed to PHAs & Terminations >> Former Tenant Search >> Former Tenant

 [Print Report](#)  
[Print Report](#)

**No Former Tenant Information Exist for SSN: \*\*\*-\*\*-1414**

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



# Former Tenant Search - Positive Results

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer-Friendly Version](#)

**Debt Owed to PHA & End of Participation Report for Household of zobzB J JIAMFYA as of**

Date of Initial Entry:	02/10/2011	Date of Update:	08/26/2011
Updated By:	HEIV18		
PHA Code:	OH001	Program Type:	Section 8
PHA Name:	Columbus Metropolitan Housing Authority	Project:	
PHA Address:	veM sg33 ghzl 466COLUMBUS,OH 33210		
PHA Telephone Number:	(614) 421-6000	PHA Fax Number:	(614) 421-4505
Former Tenant Address:	3193 Agape Dr Columbus,OH 43224		
End of Participation Date:	02/01/2010	Bankruptcy:	No
Debt Owed to PHA:	\$5,025.50	Repayment Agreement:	No
End of Participation Status:	Failure to pay rent*, Lease Violations, Failure to Report Income	<b>Debt Owed Paid in Full</b>	Default on Repayment Agreement: No
		Judgment:	No
Head of Household:	zobzB J JIAMFYA		
Social Security Number:	***-**-6277	Date of Birth:	XX/XX/1979

**Note: EOP adverse information & Debt Owed added – Positive result**



# Former Tenant Search Results - Required Documentation

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

**Debts Owed to PHAs & Terminations Report as of 03/12/2019**

Office	NY005 New York City Housing Authority		
Program Type	<b>ALL</b>	<b>Public Housing</b>	<b>Section 8</b>
Number of Reported EOP Families	30,493	30,140	353
Number of Reported Families with Debts Owed to PHAs & Terminations	24,664	24,399	265
Percentage of Reported Families with Debts Owed to PHAs & Terminations	80.88%	80.95%	75.07%
Number of Reported Families with Debts Owed	24,052	23,787	265
Percentage of Reported Families with Debts Owed	97.52%	97.49%	100.00%
Number of reported Families with Terminations	612	612	0
Percentage of Reported Families with Terminations	2.48%	2.51%	0.00%
Number of Reported Bankrupt Families	4	4	0
Percentage of Reported Bankrupt Families	0.02%	0.02%	0.00%
Number of Reported Families with Repayment Agreement	218	10	208
Percentage of Reported Families with Repayment Agreement	0.88%	0.04%	78.49%
Total Amount of Debts Owed by Reported Families	\$61,543,542.01	\$58,964,628.42	\$2,578,913.59
Percentage of Amount of Debts Owed by Reported Families	100.00%	95.81%	4.19%

[Print Report](#)  
[Print Report](#)  
[Download Report to Excel](#)  
[Download Report to Excel](#)

1 to 50 of 24665 Households Next

HOH SSN	HOH Name	End of Participation Date	Debt Owed to PHA	Bankruptcy	Repayment Agreement	Default on Repayment Agreement	Judgement	End of Participation Status
***_**_		01/28/2016	\$420.50	No	No	No	No	Failure to pay rent*
***_**_		01/29/2016	\$8,046.03	No	No	No	No	Failure to pay rent*
***_**_		01/28/2016	\$118.37	No	No	No	No	Failure to pay rent*
***_**_		01/13/2016	\$542.13	No	No	No	No	Failure to pay rent*
***_**_		01/15/2016	\$127.53	No	No	No	No	Failure to pay rent*
***_**_		01/28/2016	\$318.82	No	No	No	No	Failure to pay rent*
***_**_		01/28/2016	\$410.85	No	No	No	No	Failure to pay rent*



# 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



- **Back to Secure Systems**
- **Back to EIV Main Page**
- **Program Office Selection**

## **Debts Owed to PHAs & Terminations**

- **Former Tenant Search**
- **Enter/Update Information By SSN**
- **Enter/Update Information By Batch**
- **Debts Owed to PHAs & Terminations Report**

## **Income Information**

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

## **Verification Reports**

- **Existing Tenant Search**
- **Multiple Subsidy Report**
- **PHA Disaster Tenant Report**
- **Identity Verification Report**
- **Immigration Report**
- **Deceased Tenants Report**
- **Income Validation Tool**

# Income Information – Search by HOH

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number:

 -  - 

Enter Head of Household's Last Name:

exact match ▼

Enter Head of Household's Date of Birth (mm/dd/yyyy):

Select a Participant Code:

Get Information

Clear

# 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 3<sup>rd</sup> 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

Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q1 of 2009	\$275.00	13-6400434	THE CITY OF NEW YORK 1 CENTRE ST RM 2170, NEW YORK NY 10007-1602	08/18/2009
Q3 of 2008	\$2,287.00	13-6400434	THE CITY OF NEW YORK 1 CENTRE ST RM 2170, NEW YORK NY 10007-1602	02/25/2009
Q2 of 2008	\$4,341.00	13-6400434	THE CITY OF NEW YORK 1 CENTRE ST RM 2170, NEW YORK NY 10007-1602	11/19/2008
Q1 of 2008	\$815.00	13-6400434	THE CITY OF NEW YORK 1 CENTRE ST RM 2170, NEW YORK NY 10007-1602	07/26/2008
Q1 of 2007	\$3,820.00	58-2683142	GREY ASSOCIATES LLC 165 LUDLOW ST, NEW YORK NY 10002-1518	11/16/2007
Q4 of 2006	\$4,650.00	58-2683142	GREY ASSOCIATES LLC 165 LUDLOW ST, NEW YORK NY 10002-1518	05/18/2007
Q3 of 2006	\$5,280.00	58-2683142	GREY ASSOCIATES LLC 165 LUDLOW ST, NEW YORK NY 10002-1518	03/14/2007
Q1 of 2006	\$7,300.00	58-2683142	GREY ASSOCIATES LLC 165 LUDLOW ST, NEW YORK NY 10002-1518	08/31/2006



# 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

Unemployment Benefits		
Pay Period	Amount	Date Received by EIV
Q3 of 2008	\$0.00	11/19/2008
Q4 of 2007	\$1,400.00	02/16/2008
Q3 of 2007	\$3,640.00	11/16/2007
Q2 of 2007	\$1,960.00	11/16/2007



# 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

Social Security Benefits			
Verification Data		Benefit History	
Payment Status Code:	C - Current payment status (except railroad payment)	<b>Date</b>	<b>Gross Benefit</b>
Date of Current Entitlement:	10/01/2007	12/01/2018	\$318.00 Benefits paid
Net Monthly Benefit if Payable:	\$318.00	12/01/2017	\$309.00 Benefits paid
Payee Name and Address:	THOMAS  NEW YORK NY	12/01/2016	\$303.00 Benefits paid
		12/01/2015	\$302.00 Benefits paid
		12/01/2014	\$302.00 Benefits paid
		12/01/2013	\$297.00 Benefits paid
		12/01/2012	\$293.00 Benefits paid
		12/01/2011	\$288.00 Benefits paid
		<b>Lump Sum</b>	
		<b>Date</b>	<b>Amount</b>
		10/01/2018	\$0.00
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 3<sup>rd</sup> party**
    - Do NOT include the listed amount when determining medical deduction
- Buy-in Start Date & Buy-in End Date



# Income Report Medicare Data Example

Medicare Data					
Verification Data		Premium	Buy-in	Buy-in Start	Buy-in Stop
Payee Name and Address:		Hospital Insurance:	\$0.00	N	
WASHINGTON DC		Supp. Med. Insurance:	\$0.00	Y	01/01/2008
Date Received by EIV: 02/02/2019					

**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					
Verification Data		Payment History of Net Benefits Paid			
Payment Status Code:	C01 - Current Pay	Date	Federal Amount	State Amount	Type of Payment
Alien Indicator:	A				
SSI Monthly Assistance Amount (Current):	\$657.00	01/01/2019	\$657.00	\$0.00	Recurring Payment
State Supplement Amount (Current):	\$0.00	12/01/2018	\$636.00	\$0.00	Recurring Payment
Payee Name and Address:		11/02/2018	\$1,551.00	\$0.00	Underpayment
		06/01/2018	\$636.00	\$0.00	Recurring Payment
	BROOKLYN NY	05/09/2018	\$2,250.00	\$0.00	Underpayment
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

Disability			
Disability:	Yes	On-set Date:	05/02/2003
Date Received by EIV: 12/20/2018			

# 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<sup>rd</sup> 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<sup>rd</sup> 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

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- Debts Owed to PHAs & Terminations
- Former Tenant Search
- Enter/Update Information
  - By SSN
  - By Batch
- Debts Owed to PHAs & Terminations Report
- **Income Information**
- **By Head of Household**
- By Reexamination Month
- New Hires Report
- Verification Reports
- Existing Tenant Search
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Validation Tool

- 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

Click on By Head of Household



# Generating the Income Report Continued

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Enter Head of Household's Last Name:	<input type="text"/> exact match ▼
Enter Head of Household's Date of Birth (mm/dd/yyyy):	<input type="text"/>
Select a Participant Code:	Select a Participant Code ▼

- 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



# Generating the Income Report Continued

## Enterprise Income Verification

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

### Search Result for Last Name Beginning with *Aba* under Participant Code *NY005*

Click the head of household's name to view the Head of Household Summary Report page.  
The month and day values in the Head of Household Date of Birth field have been masked for security reasons.

1 - 48 of 48 Households

Click on name to access tenant record

Head of Household First Name	Head of Household Last Name	Head of Household Date of Birth	Unit Address
<a href="#">MILEDIS</a>		XX/XX/1953	
<a href="#">ANTONIO</a>		XX/XX/1935	
<a href="#">LORENZA</a>		XX/XX/1952	

**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

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

[Print-All](#)

[Summary Report](#) | [Certification Page](#) | [Income 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	Identity Verification Status
			XX/XX/1955	64	Head	Verified
			XX/XX/1981	37	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

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

[Print-All](#)

**Summary Report** | Certification Page | Income 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  
 Project:  
 Unit Address: VJ IZEFUZSU 0020 MONTGOMERY AL 833883381  
 Participant Code: AL006  
 Annual Reexamination Date: 12/01/2014  
 Tenant Data from Form 50058 as of: 11/06/2014  
 Most Recent Type of Action: 2-Annual Reexamination  
 Effective Date: 09/01/2014

**Household Members**

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**_0364	MFUEVMC	AMFGZEZZSK	XX/XX/1975	44	Head	Pending
***-**_1312	MEFUIA'MD	AMFGZEZZSK	XX/XX/1997	21	Other youth under 18	Pending
***-**_6296	ZMEVITMZ	ZMABBET	XX/XX/1999	19	Other youth under 18	Pending

The month and day values in the Date of Birth field have been masked for security reasons.  
 \* This household member may be receiving multiple subsidies. See the Multiple Subsidy Report for details.

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



# Income Information Identity Verification Status **Failed**

Summary Report	Certification Page	Income Report				
<b>Head of Household Identifiers</b>						
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				
<b>Household Members</b>						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***_**_			XX/XX/1956	63	Head	Failed
***_**_			XX/XX/1978	41	Other Adult	Verified
***_**_			XX/XX/1980	39	Other Adult	Verified
***_**_			XX/XX/1984	34	Other Adult	Verified



# Income Information Identity Verification Status Deceased

Summary Report		Certification Page		Income Report		
<b>Head of Household Identifiers</b>						
Name:	MARY					
Social Security Number:						
Date of Birth (mm/dd/yyyy):	XX/XX/1909					
Program Type:	Public Housing					
Project:						
Unit Address:						
Participant Code:	NY005					
Annual Reexamination Date:	11/01/2005					
Tenant Data from Form 50058 as of:	09/15/2005					
Most Recent Type of Action:	6-End of Participation					
Effective Date:	09/01/2005					
<b>Household Members</b>						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
		SMITH	XX/XX/1909	109	Head	Deceased



# Income Information by Reexam Month

## Income Information

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

Click on By Reexamination Month link

# Generating the Income Report by Reexam Month

Income Information >> By Reexamination Month >> Summary Reports

---

**Select Program Type and Reexamination Month. Click Get Report to retrieve Summary Reports:**

Select Program Type:	All PIH Programs ▼	
Select Reexamination Month:	February ▼	
Select Action Type:	All ▼	
Select Participant Code:	OH001 Columbus MHA ▼	<input type="button" value="Get Report"/>

- 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

Income Information >> By Reexamination Month >> Summary Reports

Select Program Type and Reexamination Month. Click Get Report to retrieve Summary Reports:

Select Program Type: All PIH Programs ▼  
Select Reexamination Month: August ▼  
Select Action Type: All ▼  
Select Participant Code: NY005 New York City HA ▼

## Summary Reports as of August 18, 2019

Report Type	Number of Households	Number of Members
<a href="#">Failed EIV Pre-Screening Report</a>	1,388	3,575
<a href="#">Failed SSA Identity Test Report</a>	669	694
<a href="#">Income Report</a>	43,453	73,143
<a href="#">New Hires Report</a>	2,727	2,868
<a href="#">No Income Report</a>	356	749

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

---

**Detail Income Report as of March 10, 2019**

Participant Code:	OH001 Columbus MHA		
Program Type	All PIH Programs		
Reexamination Month	February		
Households With Income	8		
Action Type	All		
By HOH Last Name Filter	Y		

 [Print Report](#)  
 [Print Report](#)  
 [Print Report with Certification Page](#)

1 - 8 of 8 Households

[Summary Reports](#)    **[Detail Reports](#)**

---

**Income Report for Household of Salah A YAROW**

PHA Code:	OH001	Program Type:	Sec.8 Vouchers
PHA Name:	OH001 Columbus MHA	Project:	
Annual Reexamination Date:	02/01/2020	Form 50058 as of:	12/18/2018
Address:	2186 Ormond Ave Columbus OH 43224-241		
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	02/01/2019

---

Head of Household: Salah A YAROW			
Social Security Number:	***__-7173	Date of Birth:	XX/XX/1969

---

Household Member:	SSN:		
Date of Birth:	XX/XX/1969	Relationship:	Head
Date Verified	02/05/2019	Verification Status/Code	Verified



# 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)

Income Information >> By Reexamination Month >> Summary Reports

Select Program Type and Reexamination Month. Click Get Report to retrieve Summary Reports:

Select <u>P</u> rogram Type:	All PIH Programs ▼	
Select Reexamination <u>M</u> onth	August ▼	
Select Action Type:	All ▼	
Select Participant <u>C</u> ode	NY005 New York City HA ▼	<input type="button" value="Get Report"/>

## Summary Reports as of August 18, 2019

Report Type	Number of Households	Number of Members
Failed EIV Pre-Screening Report	1,388	3,575
Failed SSA Identity Test Report	669	694
<u>I</u> ncome Report	43,453	73,143
<u>N</u> ew Hires Report	2,727	2,868
<u>N</u> o Income Report	356	749



# Failed SSA Identity Test Report

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed SSA Identity Test Report

## Failed SSA Identity Test Report as of March 10, 2019

Participant Code: OH001 Columbus MHA  
 Program Type: All PIH Programs  
 Reexamination Month: February  
 Action Type: All  
 Number of Households with SSA Screening Deficiency: 1

 [Print Report](#)  
[Print Report](#)

 [Download Report to Excel](#)  
[Download Report to Excel](#)

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

HOH SSN \*\*\*-\*\*-5423 | HOH Name Tabitha ALLS | HOH DOB 07/27/1989

Member SSN	Member Name	Member DOB	Failed Verification Description	Date of Verification
***-**-**	STON	09/22/2017	Verification failed - Surname matched, but date of birth did not match with SSA records 09/22/2007	02/05/2019



# Income Information No Income Report

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

---

**No Income Report as of March 10, 2019**

Participant Code:	OH001 Columbus MHA
Program Type:	All PIH Programs
Reexamination Month:	February
Action Type:	All
Households With No Income:	1

[Download Report to Excel](#)  
[Download Report to Excel](#)  
[Print Report](#)  
[Print Report](#)

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

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-0790	Noorto	ARIF	01/01/1945			4642 Northtowne Blvd C, Columbus OH 43229-574

- 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

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection

## Debts Owed to PHAs & Terminations

- Former Tenant Search
- Enter/Update Information
  - By SSN
  - By Batch

## Debts Owed to PHAs & Terminations Report

## Income Information

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

## Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Validation Tool

- 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

Click on New Hire Report link



# Generating the New Hires Report Continued

Income Information >> New Hires Report >> Report Selection

Select Program Type, Reexamination Month, and Action Type\*:

Program Type: All PIH Programs ▼  
Reexamination Month: All ▼  
Action Type: All ▼

Select Region:

HUD HQ  
 STATE: All ▼  
 HUB: 10HSEA Seattle Hub ▼  
 FO: 0APH SEATTLE HUB OFFICE ▼  
 TARC: PB1 Cleveland TARC ▼  
 PHA: AK001 AHFC - MTW PH ▼

\*For PHA Region Report Only

AK001 AHFC - MTW PH  
AK901 AHFC - MTW VO  
AL001 BIRMINGHAM  
AL002 MOBILE

Get Report

- 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

Income Information >> By Reexamination Month >> Summary Reports

Select Program Type and Reexamination Month. Click Get Report to retrieve Summary Reports:

Select <u>P</u> rogram Type:	All PIH Programs ▼	
Select Reexamination <u>M</u> onth	August ▼	
Select Action Type:	All ▼	
Select Participant <u>C</u> ode	NY005 New York City HA ▼	<a href="#">Get Report</a>

## Summary Reports as of August 18, 2019

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



# New Hires Report Summary Reports

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

**Summary New Hires Report as of 03/10/2019**

Participant Code:	AK001 AHFC - MTW PH
Program Type:	All PIH Programs
Action Type:	All
Reexamination Month:	All
Period Reviewed:	12/10/2018 - 03/10/2019
Households With New Hires:	5
Household Members With New Hires:	5

[Download Report to Excel](#)  
[Download Report to Excel](#)

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

1 - 5 of 5 Households

**Summary Reports**    **Detail Reports**

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
***_**	Jo Ann				Public Housing	AK001000265		
***_**	Regino				Public Housing	AK001000271		
***_**	Ernest				Public Housing	AK001000216		
***_**	Gertrudys				Public Housing	AK001000265		
***_**	Sharona				Public Housing	AK001000260		

1 - 5 of 5 Households

PHA Summary Level Information

List of Participants (Summary)



# New Hires Detail Reports

Summary Reports		Detail Reports		
<b>New Hires Report for Household of Jo Ann as of 03/10/2019</b>				
PHA Code:	AK001	Program Type:	Public Housing	
PHA Name:	AK001 AHFC - MTW PH	Project:	AK001000265 Kodiak	
Annual Reexamination Date:			09/05/2018	
Address:	KODIAK AK 99615			
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	08/01/2018	
Head of Household: Jo Ann				
Social Security Number:	***_**_	Date of Birth:	XX/XX/1979	
Family Member: Jo Ann   SSN: ***_**_   Date of Birth: XX/XX/1979				
Employment Information				
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
01/03/2019	AK		ALASKA CONSUMER DIRECT 100 CONSUMER DIRECT WAY STE 304, 733 ROUTE 35 NORTH SUITE A, MISSOULA MT 59808-5647	02/13/2019

List of Participants (Detailed)



01/03/2019	AK		ALASKA CONSUMER DIRECT 100 CONSUMER DIRECT WAY STE 304, 733 ROUTE 35 NORTH SUITE A, MISSOULA MT 59808-5647	02/13/2019
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# 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

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- **Debts Owed to PHAs & Terminations**
- Former Tenant Search
- Enter/Update Information
  - By SSN
  - By Batch
- Debts Owed to PHAs & Terminations Report
- **Income Information**
- By Head of Household
- By Reexamination Month
- New Hires Report
- **Verification Reports**
- **Existing Tenant Search**
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Validation Tool

- 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

Click on Existing Tenant Search link



# Conducting an Existing Tenant Search Continued

Enter 9-digit SSN and click on Get Information button

Verification Reports >> Existing Tenant Search

---

**Existing Tenant Search - Enter the tenant SSN and click on Get Information**

Enter Social Security Number:  -  -

**Note:** EIV will display either negative or positive search results



# Existing Tenant Search Results (Negative)

Verification Reports >> Existing Tenant Search

---

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

 [Print Report](#)  
[Print Report](#)

**PIH Tenant Match Results : 0 match found.**

No match found in PIH programs for SSN: \*\*\*-\*\*-1414

**MF Tenant Match Results : 0 match found.**

No match found in MF programs for SSN: \*\*\*-\*\*-1414

---

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

# Existing Tenant Search Results (Positive)

**Enterprise Income Verification** HUD Home PIH Home EIV Home Se

Verification Reports >> [Existing Tenant Search](#)

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

[Printer-Friendly Version](#)

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

SSN:	'8
HOH SSN:	***-**-2878
HOH First Name	zmgizsh
HOH Last Name	BVOIVWWZ
Program Type	Public Housing
Project	FL001000032
50058 Type Of Action	New Admission
50058 Effective Date	10/25/2010
PHA	FL001 Jacksonville
PHA Address	,Jacksonville,FL,24221-
PHA Telephone Numbers	Office: (904) 630-3810 Fax: (904) 630-3888

**MF Tenant Match Results : 0 match found.**

No match found in MF programs for SSN: \*\*\*-\*\*-2878

**ALERT! This individual may be currently assisted.**

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



# 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

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- **Debts Owed to PHAs & Terminations**
- Former Tenant Search
- Enter/Update Information By SSN By Batch
- Debts Owed to PHAs & Terminations Report
- **Income Information**
- By Head of Household
- By Reexamination Month
- New Hires Report
- **Verification Reports**
- Existing Tenant Search
- **Multiple Subsidy Report**
- PHA Disaster Tenant Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Validation Tool

- 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

Click on Multiple Subsidy Report link



# Generating the Multiple Subsidy Report Continued

Verification Reports >> Multiple Subsidy Report >> Report Selection

**Multiple Subsidy Report**

By Field Office :

By Participant Code :

All household members

Only adult household members

Only household members under the age of 18

**Get Report**

EIV will search within and across both the PIH and MFH programs

PIH: Public and Indian Housing  
MFH: Multifamily Housing

- 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

Member Information	
Member SSN	
Member Last Name	WILLIAMS
Member DOB	04/08/1983
Count of Subsidies	2
Household Information of Households Where WILLIAMS Receives Subsidy	
Member First Name	
HOH SSN	
HOH Last Name	WILLIAMS
Program Type	Tenant-Based Assistance
Relationship for the Member	Head
Project Code	null
50058 Effective Date	03/01/2008
Type of Action	Annual Reexamination
Unit Address	
PHA	MD... Baltimore City Housing Authority
PHA Address	417 E FAYETTE Street, , BALTIMORE, MD, 21202
PHA Telephone Numbers	Office: (410) 396-3232 Fax: (410) 545-7771
Member First Name	
HOH SSN	
HOH Last Name	WILLIAMS
Program Type	Public Housing
Relationship for the Member	Other Adult
Project Code	MD002000053
50058 Effective Date	01/
Type of Action	Annual Reexamination
Unit Address	601 WYANOKE AV 500, Baltimore, MD, 21218
PHA	MD002 Baltimore City Housing Authority
PHA Address	417 E FAYETTE Street, , BALTIMORE, MD, 21202-
PHA Telephone Numbers	Office: (410) 396-3232 Fax: (410) 545-7771

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

Member Information	
Member SSN	75
Member Last Name	BALL
Member DOB	02/21/1944
Count of Subsidies	2
Household Information of Households Where BALL Receives Subsidy	
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Program Type	Voucher
Relationship for the Member	Head
Project Code	
50058 Effective Date	06/01/2007
Type of Action	New Admission
Unit Address	1203 7TH STREET, NW #104, WASHINGTON, DC, 20001
PHA	DC001 D.C Housing Authority
PHA Address	1133 N 1133 N. Capitol Street, NE ST NE, , Washington, DC, 20002-
PHA Telephone Numbers	Office: (202) 535-1500 Fax: (202) 535-1740
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Subsidy Type	Section 8
Relationship for the Member	Head of Household
Contract Number	DC39M000056
Project Number	00044208
50059 Effective Date	05/01/2007
Certification Type	Annual Recertification
Unit Address	1203 7TH ST NW APT 104 04104, WASHINGTON , DC , 20001

Same address – no problem

**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

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- Debts Owed to PHAs & Terminations
  - Former Tenant Search
  - Enter/Update Information
    - By SSN
    - By Batch
  - Debts Owed to PHAs & Terminations Report
- Income Information
  - By Head of Household
  - By Reexamination Month
  - New Hires Report
- Verification Reports
  - Existing Tenant Search
  - Multiple Subsidy Report
  - PHA Disaster Tenant Report
  - **Identity Verification Report**
  - Immigration Report
  - Deceased Tenants Report
  - Income Validation Tool

- 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

Click on Identity Verification Report link



# Generating the Identity Verification Report Continued

Verification Reports >> Identity Verification Report >> Report Selection

**Select Program Type, Reexamination Month and Action Type\*:**

Program Type:

Reexamination Month:

Action Type:

**Select Region:**

HUD HQ

STATE

HUB

FO

TARC

PHA

- 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

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

[EIV Pre-Screening Deficiencies](#)
[SSA Screening Deficiencies](#)
[Pending Verification By HUD](#)

**EIV Pre-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 Failed EIV Pre-Screening Deficiency:	10
Number of Households with Failed Effective Date Check (Overdue Annual Reexam) Deficiency:	4
Number of Households with Failed SSN Check (Invalid SSN) Deficiency:	6
Number of Household Members with Failed SSN Check (Invalid SSN) Deficiency:	6

[Print Report](#)  
[Print Report](#)  
[Download Report to Excel](#)  
[Download Report to Excel](#)  
[Error Description Help](#)

1 - 10 of 10 Households

HOH SSN	HOH Name	HOH DOB	Project
	Anna	01/15/1986	AK001000275 FAIRBANKS

Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description
H00-		11/01/2018	Failed SSN check.

Pre-Screening Results



# Identity Verification Failed EIV Pre-Screening Error Descriptions

Failed EIV Prescreen - Error Code Description - Google Chrome

<https://hudvpn1.hud.gov/go/hudapps.hud.gov~ssl/eiv/reexamination/failedEIVPrescreenreport?showErrors=true>

Error Code	Error Short Description	Error Long Description
1	Failed effective date check.	The effective date of action is more than 15 months old.
2	Failed DOB check.	The date of birth is blank or null.
3	Failed last name check.	The last name is blank or null.
4	Failed SSN check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000}.
5	Failed DOB & effective date check.	The date of birth is blank or null & the effective date of action is more than 15 months old.
6	Failed last name & effective date check.	The last name is blank or null & the effective date of action is more than 15 months old.
7	Failed last name & DOB check.	The last name is blank or null & the date of birth is blank or null.
8	Failed SSN & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the effective date of action is more than 15 months old.
9	Failed SSN & DOB check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the date of birth is blank or null.
10	Failed SSN & last name check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null.
11	Failed last name & DOB & effective date check.	The last name is blank or null & the date of birth is blank & the effective date of action is more than 15 months old.
12	Failed SSN & DOB & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the date of birth is blank or null & the effective date of action is more than 15 months old.
13	Failed SSN & last name & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the effective date of action is more than 15 months old.
14	Failed SSN & last name & DOB check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the date of birth is blank or null.
15	Failed SSN & last name & DOB & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the date of birth is blank or null & the effective date of action is more than 15 months old.



# 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

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

[EIV Pre-Screening Deficiencies](#)
[SSA Screening Deficiencies](#)
[Pending Verification By HUD](#)

**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

[Print Report](#)  
[Print Report](#)  
[Download Report to Excel](#)  
[Download Report to Excel](#)  
[Error Description Help](#)

1 - 9 of 9 Households

HOH SSN	HOH Name	HOH DOB	Project	
		03/11/1981	AK001000277 JUNEAU	
Member SSN	Member Name	Member DOB	Failed Verification Description	Verification Date
	D I	02/28/2005	Verification failed - Date of birth matched, but surname did not match with SSA records	03/02/2019
HOH SSN	HOH Name	HOH DOB	Project	
	Lisa	12/07/1969	AK001000277 JUNEAU	



# 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

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

EIV Pre-Screening Deficiencies

SSA Screening Deficiencies

**Pending Verification By HUD**

## 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

 [Print Report](#)  
[Print Report](#)

 [Download Report to Excel](#)  
[Download Report to Excel](#)

1 to 17 of 17 Households

**HOH SSN \*\*\*\_\*\*-1466 | HOH Name Leanders TOLER JR | HOH DOB 09/29/1953 | Project AK001000274 ANCHORAGE EAST**

Member SSN	Member Name	Member DOB
***_**-1466	Leanders TOLER JR	XX/XX/1953



# 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

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- **Debts Owed to PHAs & Terminations**
- Former Tenant Search
- Enter/Update Information
  - By SSN
  - By Batch
- Debts Owed to PHAs & Terminations Report
- **Income Information**
- By Head of Household
- By Reexamination Month
- New Hires Report
- **Verification Reports**
- Existing Tenant Search
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- Identity Verification Report
- **Immigration Report**
- Deceased Tenants Report
- Income Validation Tool

- 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

Click on Immigration Report link



# Generating the Immigration Report Continued

Verification Reports >> Immigration Report >> Report Selection

**Select Program Type, Reexamination Month and Action Type\*:**

Program Type: All PIH Programs ▼

Reexamination Month: ALL ▼

Action Type: All ▼

**Select Region:**

HUD HQ

STATE: ALL ▼

HUB: 10HSEA Seattle Hub ▼

FO: 0APH SEATTLE HUB OFFICE ▼

TARC: PB1 Cleveland TARC ▼

PHA: NY005 - NY005 New York City HA ▼

**Get Report**

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



# Immigration Report Continued

Verification Reports >> [Report Selection](#) >> PHA Immigration Report

Eligible Citizen Status		Eligible Noncitizen Status	Ineligible Noncitizen Status	Pending Verification Status	Unknown Status
PHA Immigration Report as of 04/21/2019					
Program Type:	All				
Reexamination Month:	All				
Action Type:	All				
Household Statistics					
Number of Households (Excluding EOP)	1,193				
Households with PIC-Assigned Alternate ID	5				
Percentage of Households with PIC-Assigned Alternate ID	0.42%				
Households with Eligible Citizen Status	2				
Percentage of Households with Eligible Citizen Status	0.17%				
Households with Eligible Noncitizen Status	0				
Percentage of Households with Eligible Noncitizen Status	0.00%				
Households with Ineligible Noncitizen Status	8				
Percentage of Households with Ineligible Noncitizen Status	0.67%				
Households with Pending Verification Status	3				
Percentage of Households with Pending Verification Status	0.25%				
Household Member Statistics					
Number of Household Members (Excluding EOP)	3,340				
Household Members with PIC-Assigned Alternate ID	5				
Percentage of Household Members with PIC-Assigned Alternate ID	0.15%				
Household Members With Eligible Citizen Status	2				
Percentage of Household Members with Eligible Citizen Status	0.06%				
Household Members With Eligible Noncitizen Status	0				
Percentage of Household Members with Eligible Noncitizen Status	0.00%				
Household Members With Ineligible Noncitizen Status	10				
Percentage of Household Members with Ineligible Noncitizen Status	0.30%				
Household Members with Pending Verification Status	3				
Percentage of Household Members with Pending Verification Status	0.09%				
<a href="#">Print Report</a> <a href="#">Print Report to Excel</a> <a href="#">Download Report to Excel</a>					
1 to 2 of 2 Households					
HOH SSN ***-**-****   HOH Name Samantha   Project AK001000274 ANCHORAGE EAST					
Member SSN	Member Name	Member DOB	Eligibility Status		
	Matthew		Eligible Citizen		
HOH SSN ***-**-****   HOH Name Justin   Project AK001000265 Kodiak					
Member SSN	Member Name	Member DOB	Eligibility Status		
	Christopher		Eligible Citizen		

**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 15<sup>th</sup> 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

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- **Debts Owed to PHAs & Terminations**
  - Former Tenant Search
  - Enter/Update Information
    - By SSN
    - By Batch
  - Debts Owed to PHAs & Terminations Report
- **Income Information**
  - By Head of Household
  - By Reexamination Month
  - New Hires Report
- **Verification Reports**
  - Existing Tenant Search
  - Multiple Subsidy Report
  - PHA Disaster Tenant Report
  - Identity Verification Report
  - Immigration Report
  - **Deceased Tenants Report**
  - Income Validation Tool

- 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

Click on Deceased Tenant Report link



# Generating the Deceased Tenants Report Continued

Verification Reports >> Deceased Tenants Report >> Report Selection

**Select Program Type, Reexamination Month and Action Type\*:**

Program Type:

Reexamination Month:

Household Type:

Action Type:

**Select Region:**

HUD HQ

STATE

HUB

FO

TARC

PHA

- 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

## Deceased Tenants Report for AK001 AHFC - MTW PH as of 04/21/2019

PHA Code	AK001
PHA Name	AHFC - MTW PH
Program Type	ALL
Reexamination Month	ALL
Household Type	ALL
Action Type	ALL
Total Number of Households Evaluated	1,193
Total Number of Household Members Evaluated	3,340
Number of Households With Deceased Household Members	1
Percentage of Households With Deceased Household Members	00.08%
Number of Deceased Household Members	1
Percentage of Deceased Household Members	00.03%
Number of Deceased Single Member Households	0
Percentage of Deceased Single Member Households	00.00%
Household Members Deceased Less Than 6 Months	0
Household Members Deceased More Than 6 Months	1
Household Members With No Date of Death	0

 [Print Report](#)  
[Print Report](#)

 [Download Report to Excel](#)  
[Download Report](#)

1 - 1 of 1 Households

Note: \* = Deceased single member household. Immediate action required by PHA.

## Deceased Tenants Report for AK001 AHFC - MTW PH as of 04/21/2019

Program Type	Head of Household SSN	Head Of Household Name	Head Of Household DOB	Single Member Household (Y/N)	Deceased Household Member's SSN	Deceased Household Member's Name	Deceased Household Member's DOB	Deceased Household Member's Date of Death	Date Death Information Was Received by EIV
P			11/11/1958	N			06/19/1931	08/07/2018	11/02/2018



# EIV Contacts

- Rochelle Katz, Program Manager 202.475.4967 [Rochelle.katz@hud.gov](mailto:Rochelle.katz@hud.gov)
- Victoria Alston 202.475.7993 [Victoria.e.alston@hud.gov](mailto:Victoria.e.alston@hud.gov)
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- Dorothy Rogan 202.475.8731 [Dorothy.a.rogan@hud.gov](mailto:Dorothy.a.rogan@hud.gov)
- Erica Williams 202.475.8867 [Wolfgram.cota@hud.gov](mailto: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](mailto:EIV_Help@hud.gov)
- **PIH-EIV program related questions:** [PublicHousingPolicyQuestions@hud.gov](mailto:PublicHousingPolicyQuestions@hud.gov)
- MF-EIV issues: [mf\\_eiv@hud.gov](mailto:mf_eiv@hud.gov)
- PIH-SAVE inquiries: [SAVE-VIS@hud.gov](mailto:SAVE-VIS@hud.gov)
- MF-SAVE inquiries: [kevin.x.garner@hud.gov](mailto: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

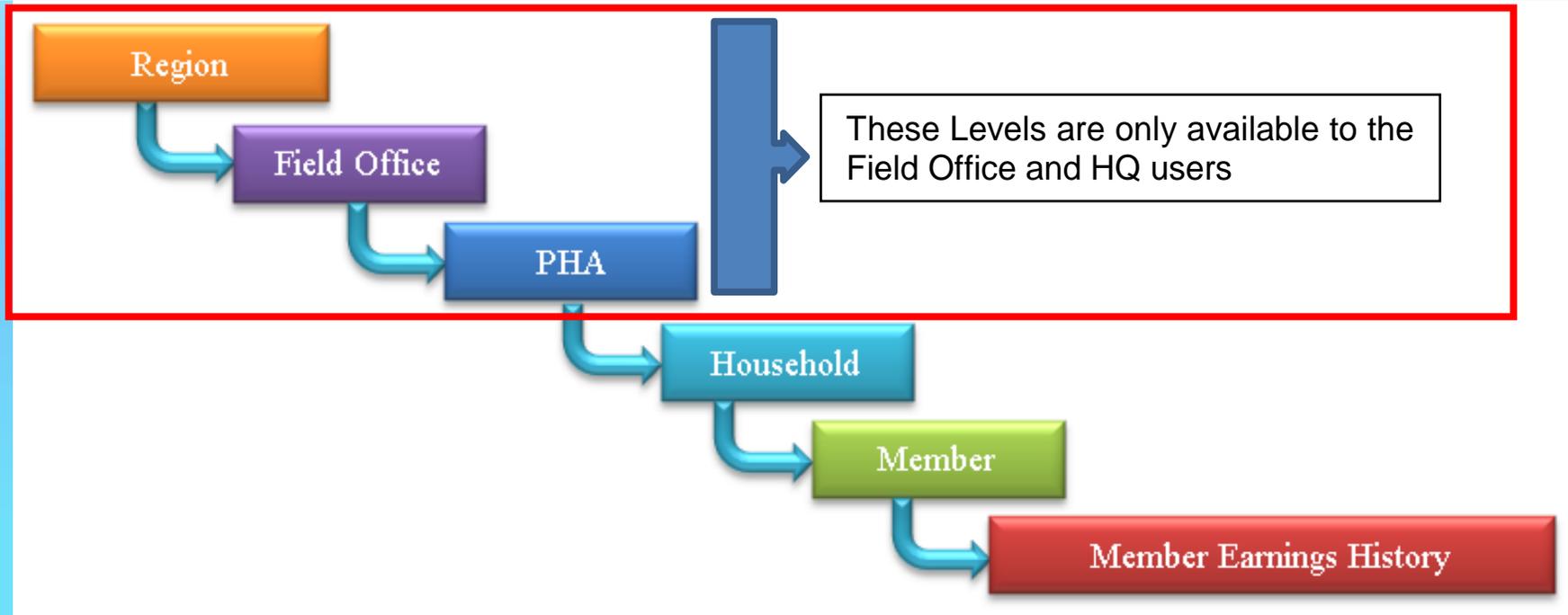
- **Drill-down (3 screens)**
  - 3 screens
    - (1) Head of Household Report
    - (2) Household Members Report
    - (3) Employment Income & History Report
- **Ability to filter:**
  - **Program: (Public Housing, Voucher, All)**
  - **Discrepant Income Amount = \$2400 (greater than or equal to)**

**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.



# How to Generate Access the IVT

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- **Debts Owed to PHAs & Terminations**
- Former Tenant Search
- Enter/Update Information
  - By SSN
  - By Batch
- Debts Owed to PHAs & Terminations Report
- **Income Information**
- By Head of Household
- By Reexamination Month
- New Hires Report
- **Verification Reports**
- Existing Tenant Search
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- **Income Validation Tool**

- 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

Click on Income Validation Tool link



# Income Verification Tool (IVT) HQ/FO View

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection

#### Debts Owed to PHAs & Terminations

- Former Tenant Search
- Debts Owed to PHAs & Terminations Report

#### Income Information

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

#### Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Validation Tool

#### Audit Reports

- PHA Usage Report

Enterprise Income Verification

Income Validation Tool

National Level       Field Office       PHA

Select PHA

Search



# What Does the IVT Tool Look Like? Continued

Enterprise Income Verification

Income Validation Tool

Select PHA

<PHA Code-IVT>

Get Report

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

# Head of Household Report

**INCOME VALIDATION TOOL - Unreported Income by Household**

Filter by Program Type | Filter by Unreported Income | [Back to IVT Home](#)

Program Type : (All) | Unreported Income : Greater than or eq 2400

SSN : Search | Development Code : Search (All)

First Name : Search | Last Name : Search | Date of Birth : Search

**Search boxes**

**LA142:JENA HOUSING AUTHORITY - Unreported Income Summary as of 7/18/2017**

**Household Level - PHA Summary**

Program Type Code	Program Type	Total Households Evaluated	Total Discrepant Households	% of Discrepant Households	Reported 50058 Income from all Tenants	Total Unreported Income	% of Unreported Income
P	Public Housing	32	1	3.13%	\$105,639	(\$5,428)	4.89%
<b>Total</b>		<b>32</b>	<b>1</b>	<b>3.13%</b>	<b>\$105,639</b>	<b>(\$5,428)</b>	<b>4.89%</b>

**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.**

**Household Level Statistics**

Head of Household SSN	Effective Date From Latest 50058	HOH First Name	HOH Last Name	Development Code	HOH DOB	Extract Date	Income Reported by SSA and NDNH	Reported Income on Form 50058	Unreported Income	Household Member Count	Household Employer Count
xxx-xx-0540	9/1/2014	ziivrU	NZSWMRQ	LA142000001	11/12/1990	7/18/2017	\$5,428	\$0	5,428	4	1

**Note:** Household data is displayed here.



# Household Member Report

[Back to Home](#)  
[Back to Household Level](#)  
[Excel Export](#) [PDF Export](#)

INCOME VALIDATION TOOL - Unreported Income at Member Level

Unreported Income Summary as of 7/18/2017

Head of Household SSN	Effective Date	Reported Income on Form 50058	Income Reported by SSA and NDNH	Total Unreported Income	% of Unreported Income	Household Member Count
xxx-xx-4774	9/1/2014	\$37,981	\$88,836	(\$50,855)	(57.25%)	3
<b>Total</b>		<b>\$37,981</b>	<b>\$88,836</b>	<b>(\$50,855)</b>	<b>(57.25%)</b>	<b>3</b>

Member Level information

Member Level Statistics

Member SSN	First Name	Last Name	Age	Relationship	Annual Reported Income on Form 50058	Annualized Income Reported by SSA and NDNH	Quarter of Recertification Earnings	Quarter Prior to Recertification Earnings	Number of Employers
xxx-xx-4774	v	MLHMZF	51	H	\$37,981	\$88,836	\$20,624	\$23,794	1
xxx-xx-0742	o	FZVAZK	9	Y	\$0	\$0	\$0	\$0	
xxx-xx-8034	v	SKVHLD	17	Y	\$0	\$0	\$0	\$0	
					<b>\$37,981</b>	<b>\$88,836</b>	<b>\$20,624</b>	<b>\$23,794</b>	<b>1</b>

**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 =  $\$20,624 + \$23,794 \times 2 = \$88,836$

Unreported income =  $\$88,836 - \$37,981 = \$50,855$



# Employment History Report – Wage Income

Income calculated using the last two quarters of data

Member Earnings Summary										
Head of Household SSN	SSN	Member First Name	Member Last Name	Effective Date From Latest 50058	Data Extract Date	Annual Income Reported on Form 50058	Annualized Income Reported by SSA and NDNH	Wage Income (Current Quarter + Prior Quarter)	SSA Income (Current Quarter + Prior Quarter)	Unemployment Benefit (Current Quarter + Prior Quarter)
xxx-xx-4774	xxx-xx-4774	v	MLHMZF	9/1/2014	7/18/2017	\$37,981.00	\$88,836.00	\$44,418.00	\$0.00	\$0.00

Wage Income										
Pay Start Date	Pay End Date	Employee First Name	Employee Last Name	Employer Name	Employer Address	City	State	Zip Code	Income Amount	
7/1/2014	9/30/2014	IZEJMZVIL	ZYUZMF	ITSTETUZE IKVSYUIV IKETUSD	7 BH TU ZYTUBOYL 545	BOSTON	MA	61120	\$41,248.00	
4/1/2014	6/30/2014	IZEJMZVIL	ZYUZMF	ITSTETUZE IKVSYUIV IKETUSD	7 BH TU ZYTUBOYL 545	BOSTON	MA	61120	\$47,588.00	
1/1/2014	3/31/2014	IZEJMZVIL	ZYUZMF	ITSTETUZE IKVSYUIV IKETUSD	7 BH TU ZYTUBOYL 545	BOSTON	MA	61120	\$17,214.00	
10/1/2013	12/31/2013	IZEJMZVIL	ZYUZMF	ITSTETUZE IKVSYUIV IKETUSD	7 BH TU ZYTUBOYL 545	BOSTON	MA	61120	\$19,884.00	

**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).



# Employment History Report – Social Security Income

Income Validation Tool - Employer Level									
INCOME VALIDATION TOOL - Unreported Income at Employer Level									
Member Earnings History as of 4/6/2019									
SSN	Member First Name	Member Last Name	Effective Date	Data Extract Date	Annual Income Reported on Form 50058	Annualized Income Reported by SSA and NDNH	Wage Income (Current Quarter + Prior Quarter)	SSA Income (Current Quarter + Prior Quarter)	Unemp Q
			8/1/2018	4/6/2019	\$26,687.00	\$33,382.44	\$11,050.00	\$5,641.22	
Wage Income			Social Security Income				Unemployment Benefit		
Social Security Income									
Pay Start Date		Pay End Date		Income Amount					
2/1/2018		12/31/2018		\$10,296.00					
1/1/2019		3/31/2019		\$2,889.00					
<b>Total</b>				<b>\$13,185.00</b>					



# Employment History Report – Unemployment Benefit

Member Earnings Summary										
Head of Household SSN	SSN	Member First Name	Member Last Name	Effective Date From Latest 50058	Data Extract Date	Annual Income Reported on Form 50058	Annualized Income Reported by SSA and NDNH	Wage Income (Current Quarter + Prior Quarter)	SSA Income (Current Quarter + Prior Quarter)	Unemployment Benefit (Current Quarter + Prior Quarter)
xxx-xx-3880	xxx-xx-3880	z	GIVYIVSAGRH	12/1/2014	7/18/2017	\$13,520.00	\$35,476.00	\$6,722.00	\$0.00	\$11,016.00

<input type="radio"/> Wage Income	<input type="radio"/> Social Security Income	<input checked="" type="radio"/> 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.

Unemployment Income		
Pay Start Date	Pay End Date	Income Amount
7/1/2014	9/30/2014	\$3,060.00
10/1/2014	12/31/2014	\$7,956.00



# 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

**Income Validation Tool - Member**

**INCOME VALIDATION TOOL - Unreported Income at Member Level** [Back to Household Level](#) [Export Household Level Details](#)

**Unreported Income Summary as of 7/18/2017** [Excel Export](#) [PDF Export](#)

Head of Household SSN	Effective Date	PHA Code	Reported Income on Form 50058	Income Reported by SSA and NDNH	Total Unreported Income	% of Unreported Income	Household Member Count
xxx-xx-4211	8/1/2014	PA002 Philadelphia HA	\$34,156	\$93,264	(\$24,952)	(26.75%)	4
<b>Total</b>			<b>\$34,156</b>	<b>\$93,264</b>	<b>(\$24,952)</b>	<b>(26.75%)</b>	<b>4</b>

**Member Level Statistics** [Excel Export](#) [PDF Export](#)

SSN	First Name	Last Name	Age	Relationship	Annual Reported Income on Form 50058	Annualized Income Reported by SSA and NDNH	Quarter of Recertification Earnings	Quarter Prior to Recertification Earnings	Number of Employers
<a href="#">xxx-xx-4211</a>	zbziwmM	MVWILD	44	H	\$10,660	\$57,148	\$9,934	\$18,640	2
<a href="#">xxx-xx-6313</a>	pvrribT	MZWILD	25	A	\$16,874	\$19,740	\$2,850	\$7,020	1
<a href="#">xxx-xx-3843</a>	zrobT	WILUTMZB	27	A	\$6,622	\$16,376	\$4,116	\$4,072	3
<a href="#">xxx-xx-5862</a>	rmmzrT	HRIIZF	7	Y	\$0	\$0	\$0	\$0	
					<b>\$34,156</b>	<b>\$93,264</b>	<b>\$16,900</b>	<b>\$29,732</b>	<b>6</b>



# IVT Enhancements implemented on June 13, 2020

IVT Page	Summary	Details
Household Level	Social Security Search	Capability has been provided for the PHAs to search for the whole 9-digit Head of household SSN
Member Level	Household Level Unreported Income Report Export	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
All Pages	Income Types for Wages/SS/Unemployment	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	Tool Tips for Drilldown to Employer Level	Tool tips have been included in all the pages of IVT to help with the drilldown capability
All Pages	Export To Excel and PDF	All the reports/grids have the capability for "Export to Excel" and "Export to PDF"

