# EIV System's **Deceased Tenants Report Training Slides** 2022



# 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 tenant(s)
- Recoup overpayments from landlord/owner of the rental property when an improper payment has occurred
- Successfully submit accurate data to HUD via PIC Form HUD 50058
- 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 PIH Deceased Tenants Notice 2012-4

### PHAs are required to:

- Monitor the Deceased Tenants Report on a monthly basis
- Confirm tenant death in accordance with HUD Guidance and approved PHA policy
- Submit EOP (Action 6) on line 2a, of Form HUD-50058 and successfully submit the 50058 to PIC within 60-calendar days from the effective date of action on line 2b. After transmission of your Form HUD 50058 check your PIC Submission Report.

#### Deceased tenants are removed from the EIV Report when

- The PHA successfully transmits an updated Form HUD-50058, Section 2, or
- HUD obtains updated and corrected information from SSA's Death Master File

Comply with HUD requirements in PIH Deceased Tenants Notice 2012-4

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# Deceased Tenants Report is updated every weekend upon EIV's successful weekend summarization job

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

### PHAs are required to:

- Contact the next of kin or listed emergency contact to confirm tenant death in accordance with HUD Guidance and approved PHA policy
- **■** Comply with HUD requirements in PIH Deceased Tenants Notice 2012-4



#### PHAs are required to:

- If applicable, terminate assistance and/or tenancy in accordance with HUD requirements
- <u>Mixed Family Households</u> when the <u>only</u> eligible household member dies terminate assistance
- Single Member Households when the single member dies submit EOP (Action 6) on line 2a, of Form HUD-50058
- Single Member Households with live-in-aide, when the single member dies submit EOP (Action 6) on line 2a of Form HUD-50058
- Multiple member households when a family member dies update the family composition by submitting updated Form HUD-50058 to remove the deceased household member



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 tenant in writing and advise the tenant to contact SSA at: <a href="www.ssa.gov">www.ssa.gov</a> or call (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 the 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**

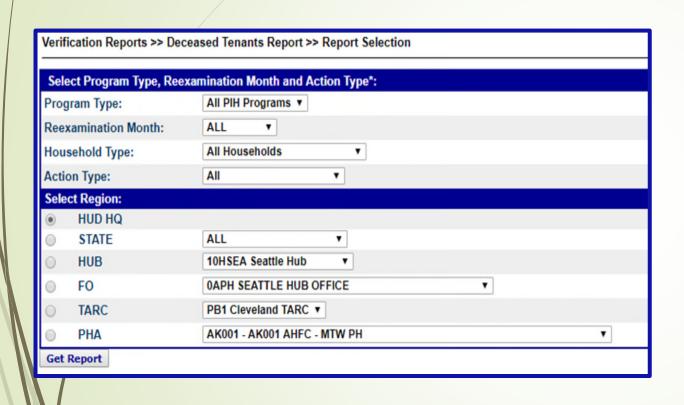
- Existing Tenant Search
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Validation Tool

- ► PHA users with the following assigned EIV roles can generate the Deceased Tenants Report:
  - PHA Occupancy 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**



- Select report criteria from drop down menu
  - Program Type, Reexamination Month, Household Type, Action Type, PHA
- Click on the Get Report button and EIV will display the results



## **Sample Deceased Tenants Report**

Deceased Tenants Report for AK001 AHFC - MTW PH as of 04/21/2019								
HA Code	AK001							
HA Name	AHFC - MTW PH							
rogram Type	ALL							
eexamination Month	ALL							
ousehold Type	ALL							
ction Type	ALL							
otal Number of Households Evaluated	1,193							
otal Number of Household Members Evaluated	3,340							
umber of Households With Deceased Household Members	1							
ercentage of Households With Deceased Household Members	00.08%							
umber of Deceased Household Members	1							
ercentage of Deceased Household Members	00.03%							
umber of Deceased Single Member Households	0							
ercentage of Deceased Single Member Households	00.00%							
ousehold Members Deceased Less Than 6 Months	0							
ousehold Members Deceased More Than 6 Months	1.							
ousehold Members With No Date of Death	0							

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			Deceased Household Member's Name		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		

