



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





# 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 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





# Deceased Tenants Report

## 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**

•





# Deceased Tenants Report

**Deceased Tenants Report is updated every weekend upon ELV'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





# Deceased Tenants Report

## PHAs are required to:

- If applicable, terminate assistance and/or tenancy in accordance with HUD requirements
- Mixed Family Households when the only 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: **[www.ssa.gov](http://www.ssa.gov)** 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

Verification Reports >> Deceased Tenants Report >> Report Selection

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

Program Type: All PIH Programs ▼

Reexamination Month: ALL ▼

Household Type: All Households ▼

Action Type: All ▼

**Select Region:**

☒ HUD HQ

☐ STATE ALL ▼

☐ HUB 10HSEA Seattle Hub ▼

☐ FO 0APH SEATTLE HUB OFFICE ▼

☐ TARC PB1 Cleveland TARC ▼

☐ PHA AK001 - AK001 AHFC - MTW PH ▼

Get 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

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

