

Enterprise Income Verification (EIV 8.0)

October 31st 2007

Agenda

- What's coming
- Goal
- EIV application overview
- What's new for EIV 8.0
- NDNH data availability for MF Program users
- Q & A

What's Coming

- ❖ **Release Number – EIV 8.0**
- ❖ **Release Date – December 7th 2007**

Goal

- ✓ The major goal of EIV 8.0 is to implement functionality to perform the data match of MF Housing Tenants with SSA and NDNH and provide this information to the MF Housing User base to facilitate Income verification.
- ✓ The EIV system is designed to serve as a central repository and source for income and benefits data, securely accessible over the Internet, to be used by O/As, and CAs to improve the accuracy of income verifications, which take place at least once per year (more than once if the tenant's income rises by more than \$2400).
- ✓ Once a HHS agreement is effective *, EIV will collect and store new hire, wage, and unemployment insurance benefits data from the NDNH in addition to SS/SSI benefits data obtained from SSA.

EIV Application Overview

- ✓ Web-based income information accessible to users via HUD Secure Systems (WASS) for use in income verification.
- ✓ Provides information on tenant income (wages, unemployment benefits and SS/SSI benefits) and new hire actions reported by employers on form W-4 for MF Housing tenants reported via HUD-50059 (stored in TRACS) as well as PIH tenants reported via HUD-50058 (stored in IMS/PIC).
- ✓ Tenant data is dynamic (updated daily from TRACS and PIC). Income information is updated quarterly but new tenants or tenants whose status has changed will be included in the next monthly cycle. EIV summary reports (income discrepancy report, etc.) are generated each weekend.

EIV application overview (cont..)

EIV is a critical component in HUD's Rental Housing Integrity Improvement Project (RHIP) initiative developed in keeping with Presidential Management Initiative #10 to reduce overpayment of rent subsidies. EIV addresses the problem of erroneous subsidy payments in HUD's public and assisted rental housing assistance (RHA) programs by making information concerning tenant income available to the HUD business partners that make the income-based subsidy determinations. Key features of EIV include:

- ✓ Efficiently collect and store new hire, wage, and benefit information for individual tenants received quarterly from HHS and SSA through matching of tenant ID information against NDNH and SSA databases.
- ✓ Extend the availability of the full range of wage and benefit information to the owners/agents (O/As) and contract administrators (CAs) of multifamily (MF) Housing projects, so that they may use that data as part of the income verification process during tenant re-certifications for more accurate subsidy determinations.

What's new for EIV 8.0

Verification Reports


- Deceased Tenant Report: provides the capability to list all deceased tenants in TRACS active households using SSA data regarding the tenants.

Coordinator Access Requests (Online CAAF form)

- Authorization Form: enables an EIV Coordinator to submit an electronic request (CAAF) for certification, re-certification or termination of projects/ contracts.
- User Requests (MF Helpdesk Users): enables the Multifamily Helpdesk to act online on the CAAF submitted by the EIV Coordinator to approve or deny requests for project/contract certification, re-certification or termination.


What's new for EIV 8.0 (Cont.)

Coordinator Access Requests (Online CAAF)



Welcome First - M00347 Last - uiv

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 - Authorization Form
- User Manual



Enterprise Income Verification

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Coordinator Access Request >> New Coordinator Access Request Form (CAAF)

Enterprise Income Verification (EIV) System Coordinator Access Authorization Form	
Date of Request:	10/29/2007
User ID:	M00347
User Role:	CAC
User Name:	First - M00347 Last - uiv
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Email Address:	(Please make sure the email address is valid in WASS.)
Type of Action Request:	Select one..
Contract / Project Number:	<input type="text"/> Select
Position Title:	<input type="text"/>
Type of Work Which Involves the Use of Upfront Income Verification (UIV) Data that is Contained in the EIV System:	<input type="text"/>
Coordinator Affiliation:	<input type="radio"/> Property Owner <input type="radio"/> Management Agent <input type="radio"/> Service Bureau <input checked="" type="radio"/> Contract Administrator

* - Required Fields

☐ **Acknowledgement:**
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 password by another person. Nor will I use another person's password and user ID. I will protect EIV system data within my control, whether online, printed or stored in media, from unauthorized access. I understand and agree to follow all HUD standards, policies, and procedures.

☐ **Certification of Authorized CA Official Approval:**
I understand and agree to follow all HUD standards, policies, and procedures and certify that, in the case of initial certification, I possess approval from the authorized CA official to obtain access to sensitive data contained in the EIV system for my portfolio of contract(s)/property(ies), which are listed on this on-line CAAF. In the case of re-certification of a contract(s)/property(ies) listed on this CAAF, I maintain the appropriate approval as described above to access the data contained in EIV.

Submit RequestCancel Request

DoneLocal intranet

What's new for EIV 8.0

User Administration

- Coordinator Certification Report : report for MF External Coordinators (HSC and CAC) to view the certification dates for their own assigned portfolio (assigned Contracts/projects).

What's new for EIV 8.0

New External User roles in WASS for EIV

- CAC - MF Housing Contract Administrator Coordinator Will have same functions as the Coordinator HSC User role. CAC users will be certified by the MF Helpdesk. CAC users will need to submit an online CAAF request for access.
- CAU - MF Housing Contract Administrator User CAU users will be certified by CAC users. CAU users will need to submit online UAAF for access.

Oath Page. The oath page displays different texts that correspond to the user's role/responsibilities. Please see the next slides to view the changed screens for the EIV oath page.

What's new for EIV 8.0

Changes to EIV oath Page (For HSC and HSU users)

Enterprise Income Verification

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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 Privacy Act of 1974 (5 U.S.C. 552a, as amended). Only authorized persons in the conduct of official business may use private information contained in this system. Any individual responsible for unauthorized disclosure or misuse of private, personal information may be subject to fine of up to \$5,000 for each violation.

Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at public housing agencies, management agencies, service bureaus, and multifamily properties may not view private information without verifying that there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9887) 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 Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. 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 Privacy Act.

☐ Owners and management agents (O/As) must have a valid form HUD-9887 that is signed by each household member who is at least 18 years of age, and each family head, spouse, and co-head regardless of age, in order to view the data contained in EIV. Service bureaus must verify with the Owner that they have a valid form HUD-9887 that is signed by each household member who is at least 18 years of age, and each family head, spouse, and co-head regardless of age, in order to view the data contained in EIV.

To view income data, check the affirmation checkbox to the left and then click on Continue.

[Continue](#)

What's new for EIV 8.0

Changes to EIV oath Page (For CAC and CAU users)

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☐ Contract administrators (including HUD staff) overseeing O/A operations need not have a valid form HUD-9887 in order to view EIV data. However, they must affirm that they will verify that O/As have valid form HUD-9887s on file when performing monitoring reviews of O/A operations.

To view income data, check the affirmation checkbox to the left and then click on Continue.

[Continue](#)

NDNH data availability for MF Program users

We are almost there

- The Computer Matching Agreement (CMA) for EIV Multifamily Housing program users to have access to HHS NDNH data was signed for HHS on October 23.
- It is in clearance in HUD and is expected to be signed soon.
- We are anticipating that the NDNH data will be available in EIV in late December 2007 /early January 2008.
- Note: We also anticipate having SSA cost of living data in EIV in December.
- Users will be alerted when the SSA COLA and NDNH data is made available in EIV System.

Reference:

EIV MF Housing reference material and forms may be found at
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>.

Q&A