

Exhibit 9-1: Failed EIV Pre-screening Report Error Messages

Failed EIV Pre-screening Report Error Messages			
	Error Message Description	Explanation	Corrective Action
1	Failed DOB check	The date of birth is blank or null in line 42 of form HUD-50059.	Enter DOB on line 42 of form HUD-50059. Ensure only numbers are recorded.
2	Failed last name check	The last name is blank or null in line 35 of form HUD-50059.	Enter last name on line 35 of form HUD-50059. Ensure only alpha characters are recorded.
3	Failed SSN check	The SSN is not numeric or all 9s or LIKE (000%) or LIKE (___00%) or LIKE (%0000).	<p>Enter valid SSN on line 45 of form HUD-50059. Do not use repetitive numbers if tenant has not disclosed a SSN. An alternate ID will be generated by TRACS for household members without a SSN.</p> <p>O/A should follow-up with those households who have members with a TRACS generated ID to obtain documentation of the members SSN, if applicable.</p>
4	Failed effective date check	The effective date of action is more than 15 months old.	Transmit a current recertification to TRACS.