U.S. Department of Housing & Urban Development
Office of Public & Indian Housing
Real Estate Assessment Center
Presents
Initial Enterprise Income Verification (EIV) System Training & Effective Use of EIV To Reduce Improper Payments
October 27-28, 2011
Training Agenda

- EIV System Overview
- Access to the EIV System
- Using the EIV System
- Use of the Income Report
- Income Discrepancy Resolution Using the Income Report
- Debts Owed to PHAs & Terminations Module
- Access to the Debts Owed to PHAs & Terminations Module
Training Agenda (Continued)

- Use of the Debts Owed to PHAs & Terminations Module
- Enter/Update Debts Owed & Termination Information
- Delete Debts Owed & Termination Information
- Use of the Debts Owed to PHAs & Termination Report
- Screening of Applicants: Search For Former Tenant
Training Agenda (Continued)

- Screening of Applicants: Existing Tenant Search
- Screening of Current Tenants: Use of the Multiple Subsidy Report
- Use of the New Hires Report
- Use of the Identity Verification Report
- Use of the Immigration Report
- Use of the Deceased Tenants Report
- EIV Question & Answer Session
EIV System Overview

Understanding EIV Basics
Upfront Income Verification (UIV)

Upfront Income Verification: the verification of income, before or during a family re-examination, through an independent source that systemically and uniformly maintains income information in computerized form for a number of individuals.

“Automated Written 3rd Party Verification”
EIV = UIV

EIV = Automated 3\textsuperscript{rd} Party Verification
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 & monitoring;

Used to validate tenant reported wages, unemployment and social security income during mandatory annual and interim reexaminations of income
What is the EIV System? (Continued)

An automated tool to:

- Identify potential improper payments;
- Reduce fraud, waste, & abuse in HUD rental housing assistance programs

Contains income data obtained through computer matching programs with the Social Security Administration (SSA) & Health and Human Service (HHS)
What is the EIV System? (Continued)

- Contains debts owed to PHAs and termination (adverse status as of end of participation (EOP) date)
- Information in EIV is protected under the Federal Privacy Act (5 USC 552a)
Use of EIV to Streamline Verification of Tenant Income

- PHAs are required to use EIV as a 3rd party source to verify (validate) tenant employment and income information; and use EIV to reduce administrative & subsidy payment errors (24 CFR 5.233)
- EIV minimizes the need for traditional 3rd party verification forms (mailing/faxing forms to 3rd party sources)
Use of EIV to Streamline Verification of Tenant Income (Continued)

- **EIV only** for Social Security (SS) & Supplemental Security Income (SSI) benefits unless tenant disputes EIV

  - See PIH Notice 2010-3 for guidance

- **EIV + current pay stubs**

- **EIV + employer letters**

  - Guidance on EIV Implementation is outlined in PIH Notice 2010-19
Use of EIV to Streamline Verification of Tenant Income (Cont.)

- Tenant-provided documents from a 3rd party is acceptable
- PHA would pursue traditional 3rd party (verification form) if:
  1. Tenant is unable to provide documents requested by the PHA
  2. Tenant-provided documents are not acceptable to the PHA
  3. Tenant disputes EIV and one or both of the above conditions apply
Use of EIV Data

- EIV data is used to **validate** tenant-reported income & supplement tenant-provided documents.
- EIV data should **not** be used to calculate anticipated annual income (except as specified in HUD guidelines).
Benefits of EIV

- Improve program integrity
  - Identify and prevent fraud & abuse of RHAP
  - Identify and recover improper payments
  - Ensure limited Federal resources serve as many eligible families as possible
  - Ensure program is accessible by intended program beneficiaries
Benefits of EIV (Continued)

- Reduce administrative burden
  - Time consuming
  - Postage & telephone costs
  - Cost of 3rd party verifications
    - Many 3rd parties are now charging a fee for verifications
  - Ambiguity of written 3rd party verification
  - Occurrence of not receiving requested written 3rd party verification forms from 3rd party sources
SSA provides the following information:

- Death records
- Validation of Public & Indian Housing Information Center (PIC)-reported SSN, Date of Birth (DOB), & Name (collectively referred to as tenant personally identifiable information (PII))
- Social Security (SS) benefits
- Supplemental Security Income (SSI) benefits
- Dual Entitlement benefits
- Medicare & hospital insurance premiums
The source of SSA information is as follows:

- SSA’s Benefits database
- SSA’s Death Master File (DMF)
- As reported by medical examiner, mortuary, etc.
EIV Content & Source of Information (Continued)

HHS provides the following information from its National Directory of New Hires (NDNH) database:

- Quarterly unemployment insurance (UI)
- Quarterly wages (QW), including federal wages
- Monthly new hires (W-4), including date hired
- Employer name, address, Employer Identification Number (EIN)
EIV Content & Source of Information (Continued)

The source of NDNH information is as follows:

- UI – state workforce agencies (SWAs)
- QW – employers
- W-4 – employers
The debts owed to PHAs and termination information is reported by the PHA which provided assistance to the former tenant (family)
EIV System Functions

- Identify tenants whose identity cannot be verified
- Identify tenants who are required to disclose a SSN
- Identify tenants who are deceased
- Identify tenants who may be receiving multiple assistance
Identify individuals (applicants) who may already be receiving rental assistance

Identify tenants who have started new jobs

Identify tenants with income discrepancies (unreported income)

Identify former tenants with a reported debt owed to a PHA and/or adverse EOP status
EIV Income Data

Accessible any time

Data available for existing tenants only - not available for applicants

Who have positive identity verification status

Two years of wage and employment information

Current SS, SSI, Dual Entitlement benefit information, Medicare & hospital insurance premium information, and last 8 changes to benefit
EIV Income Data (Continued)

- EIV is not a “be-all to end-all”
- EIV will display income information as provided by the 3rd party sources
- For example, you may know that the tenant is currently employed, however, the wage information may not be available in EIV because the 3rd party source did not provide the information
Computer matching occurs based on HUD-collected data from PHAs on current (dated within the last 15 months) form HUD-50058 in Public and Indian Housing Information Center (PIC).

If there is no form HUD-50058 in PIC, there will be no income information in EIV.
HUD Data Collection Process (Continued)

- Tenant PII is collected from Section 3 of the form HUD-50058
  - Used to validate individual’s identity
- PHA-reported and verified wages, unemployment, and SS/SSI benefits is collected from Section 7 of the form HUD-50058
  - Used for income discrepancy analysis
Computer Matching Program with SSA

Matching occurs for any current from 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 Rent Annual Update; and
- Historical Adjustment
Computer Matching Program with SSA (Continued)

- HUD sends tenant PII of all household members (who have passed HUD’s pre-screening process) to SSA for:
  - Identity validation process
  - Obtainment of failed identity errors
  - Obtainment of death information
  - Obtainment of SS, SSI, Dual Entitlement benefit information for positively identified individuals
Computer Matching Program with SSA (Continued)

- Matching occurs during the 1\textsuperscript{st} and 15\textsuperscript{th} of each month
- SSA information in the EIV system is updated every 3 months for all households in accordance with the computer matching schedule
- Subsequent monthly matching occurs for updated forms HUD-50058s
  - New Admissions, Portability Move-ins, & Historical Adjustment actions
  - Modified tenant PII
SS/SSI benefits are modified annually* to reflect the SSA-approved cost of living adjustment (COLA) for all beneficiaries by December 31st of each year

* If applicable

Effective January 2012, the COLA is 3.6%

COLA information is available online at: www.socialsecurity.gov
Computer Matching Program with SSA (Continued)

<table>
<thead>
<tr>
<th>HUD-SSA Computer Matching Schedule</th>
<th>Matching Occurs During the 1st and 15th of Each Month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHA State</strong></td>
<td><strong>Month Matched</strong></td>
</tr>
<tr>
<td>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</td>
<td>January, April, July, October</td>
</tr>
<tr>
<td>AL, FL, GA, ID, IL, KY, MD, MI, MO, ND, NY, VA</td>
<td>February, May, August, November</td>
</tr>
<tr>
<td>AR, AZ, CA, CO, CT, MA, MN, MS, MT, NM, OK, OR, PA, RQ, SC, WA, WI</td>
<td>March, June, September, December</td>
</tr>
</tbody>
</table>
Computer Matching Program with HHS

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 rent annual update; and
- Historical adjustment
HUD sends to HHS, the SSNs of Individuals age 18 and over, who have passed both HUD’s pre-screening and SSA identity verification process to obtain the following information:

- W-4
- QW
- UI
Computer Matching Program with HHS (Continued)

Monthly Computer Matching occurs during the 16th and 30th of each month 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 of:
  - New Admission
  - Portability Move-in
  - Historical Adjustment
Computer Matching Program with HHS (Continued)

Note: Monthly matching also done for any household who has a household member who turned 18 since last quarterly computer match
Computer Matching Program with HHS (Continued)

Quarterly Computer Matching occurs during the 16th and 30th of Feb, May, Aug, and Nov to obtain:

- W-4 for all individuals age 18+
- QW & UI for all individuals age 18+
Timing of NDNH Data

- There are reporting time frames associated with the reporting of quarterly and monthly employment data – as imposed by HHS

- SWAs and federal agencies are required to report data within specific time frames
NDNH Reporting Time Frames

New Hire Employment Information

- **Twice a month** for electronic or magnetic medium transmission (12-16 days apart); or
- **Within 20 days** of date of hire
NDNH Reporting Time Frames (Continued)

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
### Availability of NDNH Data

<table>
<thead>
<tr>
<th>Quarter</th>
<th>QW-Federal</th>
<th>QW</th>
<th>UI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 (Jan-Mar)</td>
<td>May</td>
<td>Aug</td>
<td>May</td>
</tr>
<tr>
<td>Q2 (Apr-Jun)</td>
<td>Aug</td>
<td>Nov</td>
<td>Aug</td>
</tr>
<tr>
<td>Q3 (Jul-Sept)</td>
<td>Nov</td>
<td>Feb</td>
<td>Nov</td>
</tr>
<tr>
<td>Q4 (Oct-Dec)</td>
<td>Feb</td>
<td>May</td>
<td>Feb</td>
</tr>
</tbody>
</table>
EIV System Overview

Access to the EIV System
EIV Rules of Behavior

All EIV system users, including handler/viewers of EIV information, must comply with HUD security policies. Failure to comply may result in:

- Termination of EIV access
- Civil & criminal penalties
EIV Rules of Behavior (Continued)

EIV system users are responsible for protecting:

- Passwords
- Information
- Equipment
- PHA systems & networks
- Communication pathways to which users have access to
EIV Rules of Behavior (Continued)

The Web Access Security System (WASS) user id and password issued to you is to be used solely in connection with the performance of your responsibilities in support of HUD’s mission & administration of HUD rental housing assistance programs.

Personal use of EIV information is strictly prohibited.
EIV Rules of Behavior (Continued)

You must **not** provide your user id and/or password to anyone including another employee during your employment at the PHA nor upon you leaving the employment of the agency.

Users are required to use only approved HUD software, software settings & comply with vendor software license agreements.
EIV Rules of Behavior (Continued)

- Users must avoid leaving system output records or reports unattended or unsecured
- Users must lock their computer or log out of the system when leaving work areas unattended
EIV Rules of Behavior (Continued)

- All users are held accountable for their actions while accessing the 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 3rd party.
EIV Rules of Behavior (Continued)

Immediately report any suspected violation or breach of EIV system security to:

- Your supervisor
- National EIV System Administrator at PIH.RHIIP.TA@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
Training Prerequisites for EIV Access

EIV system users **must** complete the following training:
- Annual Security Awareness training
- Initial EIV System training
- Updated EIV System training

Viewers/handlers of EIV data **must** complete only Annual Security Awareness training
Training Prerequisites for EIV Access (Continued)

Annual Security Awareness training is offered online at: http://iase.disa.mil/eta/index.html#online

Initial and Updated EIV system training is available via HUD webcasts and YouTube

New EIV users **must** complete the training prior to accessing the system
The PHA must have the following in the tenant file for each adult household member (excluding live-in aides) prior to accessing 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
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)
Disclosure of EIV Information (Continued)

The Federal Privacy Act (5 USC 552a) prohibits the disclosure of an individual’s information to another person without the written consent of such individual.

EIV data of an adult household member may not be shared (or a copy provided or displayed) with another adult household member, unless the individual has provided written consent.
Disclosure of EIV Information (Continued)

- The PHA is not prohibited from discussing with the HOH and showing the HOH how the household’s income and rent were determined based on the total family income reported and verified.
- EIV information of a minor may be disclosed to the parent or guardian.
Disclosure of EIV Information (Continued)

EIV information may be disclosed to:

- The individual to which the information pertains to
- PHA-hired auditors who have signed non-disclosure oath statement
- Independent auditors who have signed non-disclosure oath statement
- HUD Office of Inspector General (OIG)
- Attorney General
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, i.e. grievance hearing officers, lawyers, court personnel, etc.

These individuals may not access EIV. They are authorized to view only paper or electronic file copies.
Disclosure of EIV Information (Continued)

- EIV information may be disclosed to:
  - PHAs in connection with HCV portability
  - 24 CFR 982.355(c)(4) requires the initial PHA to provide the receiving PHA the most recent form HUD-50058 for the family and the related verification of information – including EIV information
How to Obtain EIV Access

- PHA Executive Director (ED) or authorizing official identifies and authorizes all EIV users

- PHA ED or authorizing official and user signs EIV User Access Authorization Form and Rules of Behavior and user Agreement (form HUD-52676)

- Effective Spring 2012, the content of the form HUD-52676 will be incorporated into EIV and paper copies will no longer be required
How to Obtain EIV Access (Continued)

- Detailed instructions for completing form HUD-52676 are available on the PIH EIV web page.
- PHA-hired management agents may have access to EIV if authorized by the PHA ED or other authorizing PHA official.
- PHAs must maintain copy of completed forms.

**Note:** HUD staff are not required to complete form HUD-52676.
How to Obtain EIV Access (Continued)

PHA submits completed form HUD-52676 to EIV Coordinator in local HUD Field Office by:

- Fax
- E-mail
- Mail
How to Obtain EIV Access ( Continued )

- HUD Field Office (FO) approves and grants PHA staff access to EIV
- All EIV users must have a WASS ID with active PIC & EIV access rights
  - Guest Users in PIC cannot access EIV!
- EIV copies PIC data nightly
  - User ID will appear in EIV the next day
How to Obtain EIV Access (Continued)

Once HUD FO has approved the PHA User Administrator(s) within EIV:

- PHA User Administrator can create access requests for additional and future PHA staff in EIV by:
  - Selecting users from list displayed under User Administration - By Users (on left navigation panel)
  - Checking the applicable check boxes next to the desired roles
  - Assigning Public Housing projects to PHA Occupancy – Public Housing users by clicking on the pencil
EIV User Roles

- **PHA Occupancy-Public Housing**: access to the Debts Owed to PHAs & Terminations Report, Search for Former Tenant, Tenant Income Information and Verification Reports for the Public Housing program

- **Note**: Public housing projects must be assigned to the user. Otherwise, the user will not be able to access tenant information.
EIV User Roles

**PHA Occupancy-Voucher:** access to 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
EIV User Roles (Continued)

PHA Occupancy – Application Processor: access to 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 the user
EIV User Roles (Continued)

- **Program Administrator – Public Housing**: ability to review, 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.
EIV User Roles (Continued)

Program Administrator – Voucher: ability to review, 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 User Roles (Continued)

- **PHA User Administrator:** Allows user to 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.
PHA Security Administrator: Allows user to monitor staff access to the EIV system by viewing the various audit reports:

- User Session and Activity
- Tenant Data Access
A user may be assigned multiple roles

PHAs should have at least one occupancy user for each program it administers

Occupancy user roles should only be assigned to staff who need to have access to income data (need-to-know basis)
The User Administrator should not be the Security Administrator*

The Security Administrator should not be the User Administrator*

PHA should have at least 2 User Administrators*

PHA should have at least 2 Security Administrators*

*Except within small PHAs
To request access or modify access

Click on **By Users**
User Administration By Users (Continued)

- The PHA User Administrator is authorized to add & remove roles from a user within the agency
  - Addition of roles by the PHA User Administrator generates a pending access request for the HUD User Administrator to approve within EIV
- The HUD User Administrator is authorized to add & remove roles from a user within their jurisdiction
User Administration By Users (Continued)

- Query by last name or User ID
  - Exact Match; or
  - Begins With
- Must enter full last name or User ID of new users
- Click on Select Users to display user names
User Administration By Users - Adding Roles

Click in check box to select applicable roles. Then Click “Update” button. Status will now be “Pending”
User Administration By Users - Added Roles Approved by HUD

**Selected User**
- User ID: M00335
- User Name: SSO335 LAST - EIV
- Office Code: FL001
- Participant Code: FL001

**List of Roles**

<table>
<thead>
<tr>
<th>Action</th>
<th>Role</th>
<th>Status</th>
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<tbody>
<tr>
<td></td>
<td>PHA DHAP Assistance</td>
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<tr>
<td></td>
<td>PHA Occupancy - Application Processor</td>
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<td></td>
<td>PHA Occupancy - Public Housing</td>
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<td></td>
<td>PHA Occupancy - Voucher</td>
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<td></td>
<td>PHA Security Administrator</td>
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<td></td>
<td>PHA User Administrator</td>
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<tr>
<td></td>
<td>Program Administrator - Public Housing</td>
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<td></td>
<td>Program Administrator - Voucher</td>
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</tbody>
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<tr>
<th>Update</th>
<th>Revoke All</th>
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</thead>
</table>

<< Back
User Administration By Users - Assigning Projects to User

Click on pencil to display list of project codes. Status must = “Approved”
Click within check box to select Project or click on “Select All” and then click on “Update” button. Only 11-digit project codes can be added.
User Administration By Users - Confirmation of Assigned Projects

User Projects have been updated for user(s) - M00335.

Selected User
User ID: M00335
User Name: SSO33S LAST - EIV
Office Code: FL001
Participant Code: FL001

List of Roles

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<td></td>
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<td></td>
<td>PHA Security Administrator</td>
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<td></td>
<td>PHA User Administrator</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Program Administrator - Public Housing</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>Program Administrator - Voucher</td>
<td></td>
</tr>
</tbody>
</table>

Update  Revoke All
User Administration By Users - Removing Roles

Click in checked check box to remove applicable role(s) then Click “Update” button or Click on “Revoke All” to remove all roles. Status will now be blank.
EIV User Certification Process

- Users must be certified semi-annually (April & October) to continue accessing EIV.
- EIV will terminate user access and assigned roles if user is not certified by deadline (See page 81).
- Users who are no longer with the agency or whose duties no longer require access should not be certified.
  - PHA should terminate EIV access.
If access is terminated due to non-certification, the PHA User Administrator will need to be reinstated by HUD FO and generate access requests for all other users whose access is terminated.
## EIV User Certification Schedule

<table>
<thead>
<tr>
<th>Certification Period</th>
<th>Begin Certification</th>
<th>Certify By</th>
<th>Access Terminated 12:00A.M., EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 30&lt;sup&gt;th&lt;/sup&gt; – Oct 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Apr 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Apr 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Apr 30&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Oct 31&lt;sup&gt;st&lt;/sup&gt; – Apr 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Oct 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Oct 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Oct 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
EIV User Certification- Certifying EIV Users

User Administration >> User Certification Selection

| Select Region and Certification Criteria: |
| PHA | All |
| * Select Program Type: | All PIH Programs |
| * Note: Only applicable to PHA |

| Select Certification Status: |
| All |

- List Users

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://www.hud.gov/webcasts/archives/ph.cfm](http://www.hud.gov/webcasts/archives/ph.cfm)

- 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"
Click on “Certify User” button to certify user.
EIV access may be terminated in several ways:

- Terminate WASS access
  - Remove EIV action in WASS
- Terminate PIC access
- Revoke EIV roles assigned to user
- Failure to certify users in EIV (system-generated termination)
- Failure to access HUD secure systems within 90 days (system-generated termination)
Terminating EIV Access (Continued)

HUD will terminate a PHA’s EIV access if a user is:
- Non-compliant with security requirements

PHA should terminate staff’s EIV access if:
- Employee leaves agency
  - Terminate access on last day of employment
- Employee’s duties no longer require access
- Employee violates security requirements
Effective Use of EIV to Reduce Improper Payments

Using the EIV System
Logging onto EIV

- URL: https://hudapps.hud.gov/HUD_Systems
- Type in WASS ID and Password
- Click on Login or press enter to logon to HUD Secure Systems
Logging onto EIV (Continued)

User Login

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.

Warning Notice
The Secure Systems security access software supports Internet Explorer 6.0 browser, Internet Explorer 5.0 Browser is supported for all processing systems except ASAINS. Other browsers may not be compatible with this software.

Message of the Day
When calling the Help Desk for GIMS III related issues, please indicate GIMS III-10 P232 so the issue can be directed to the right parties. The following changes are part of the new online release:
1. The Project Name now includes the Grant Application Number and the Fiscal year to which it belongs. (E.g. GNANTC06000001-2009)
2. Notifications will be sent to reviewers when applications are assigned.
3. A complete SF424 Report is now available in Excel Format.

[Updated by C53535 on 2008-10-31]

Click on Accept

Accept  Logout

Content updated October 24, 2008

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1137, TDD: (202) 708-4950

Back to Top

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Logging onto EIV (Continued)

Main Menu

Systems
- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)
- Mark-to-Market (M2M)
- Monitoring And Planning System (MAPS)
- Management Assessment Subsystem (MASS)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment System: Scores and Status (NASS)
- Physical Assessment Subsystem (PASS)
- PIH Information Center (PIC)
- Test Site for PIH Information Center - PIC Test (PICTST)
- Quality Assurance Subsystem (QASS)
- Resident Assessment Subsystem (RASS)
- Subsidy and Grants Information Systems (SAGIS)

Click on EIV Link
EIV Security Awareness Test – Effective Sept 2010

An EIV Security Awareness Test will appear when external users log onto EIV.

The page contains a Security Awareness Questionnaire with 10 questions to confirm the user’s awareness of applicable safeguards to protect EIV data.
Users will be permitted to access EIV after successful completion of the questionnaire. Answer 9 of 10 questions correctly, otherwise questionnaire will reappear again.

EIV will prompt user to confirm security awareness once a year.

Printer-friendly questionnaire results are available in EIV.
Double click on Security Questionnaire Report to obtain printer-friendly Security Questionnaire Results
EIV Security Awareness Test (Example)

EIV Security Awareness Questionnaire

The purpose of this Security Awareness Questionnaire is to confirm your awareness of the applicable administrative, physical, and administrative safeguards to protect the EIV data. Please note that completion of this Questionnaire is completely voluntary. However, you will not be permitted to access the EIV system if you do not successfully complete the Security Awareness Questionnaire.

Question 1
Who should have access to the EIV system?
- All PHA staff
- Only those PHA staff that conduct annual or interim reexams
- The Executive Director
- Any PHA staff whose duties and responsibilities require access to EIV data

Question 2
How often should you participate in security awareness training?
- Every month
- Semi-annually
- Every quarter
- Annually
Positive Results of Security Awareness Test

Enterprise Income Verification

Congratulations! You have successfully completed the Security Awareness Questionnaire.

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 (5 U.S.C. 652a, 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 a fine of up to $5,000 for each violation.

Certification of EIV & Security Awareness Training
Users are not permitted to access the EIV system if the user has not completed EIV system and/or Security Awareness training. Free HUD-sponsored EIV training is available online at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/hii/interprets/remote

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

“Congratulations! You have successfully completed the Security Awareness Questionnaire.”
“You must successfully complete the Questionnaire in order to access the EIV system”

• The system shows the user which questions are answered incorrectly
Incomplete Results of Security Awareness Test

Please answer all questions

Enterprise Income Verification

EIV Security Awareness Questionnaire

The purpose of this Security Awareness Questionnaire is to confirm your awareness of the applicable administrative, physical, and administrative safeguards to protect the EIV data. Please note that completion of this Questionnaire is completely voluntary. However, you will not be permitted to access the EIV system if you do not successfully complete the Security Awareness Questionnaire.

“Please answer all questions”
• The system will not allow the user to skip completion of the questionnaire. The user must answer all questions.
Legal Warnings/Privacy Act – PHA Users

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.

Certification of EIV & Security Awareness Training

Users are not permitted to access the EIV system if the user has not obtained EIV system and/or Security Awareness training. Free HUD-sponsored EIV training is available online at http://www.hud.gov/webcasts/archives/ph.cfm

☐ I acknowledge that I have participated in EIV System and annual Security Awareness training.

Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies 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 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.

☐ I certify that a valid form HUD-9886 or equivalent consent form meeting requirements under 24 CFR 5.230, signed by each household member who is at least 18 years of age, and each family head and spouse regardless of age, and for each adult household member, is on file for each household whose income data I view.

To view income data, check the affirmation checkbox to the left and then click on Continue.
Legal Warnings/Privacy Act – HUD Users (Continued)

Enterprise Income Verification

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.

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☐ 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 the information system may be subject to civil or criminal penalties under the Privacy Act.

Double Click

Click Each Check Box

Continue
User must acknowledge all statements on the screen prior to accessing EIV information.
Getting Started in EIV

- All EIV functions are located on the left navigation panel
- Functions are listed in white text
- Click on function to access desired EIV function
Viewing EIV Data For a Household

- Ability to view household summary, income details or income discrepancy information within one click
- Click on the Income Report tab to view household income details
  - Available employment and income information is displayed for each household member
Viewing EIV Data For a Household (Continued)

- Detailed error messages as to why a household member’s identity verification failed
- Date household member died is displayed for any household member whose identity verification status is “deceased”
- Alert (indication) of possible multiple rental assistance
- Alert (indication) of debt owed to a PHA and/or program non-compliance
Use of EIV Income Report

- Identify income (wages, unemployment and SS/SSI benefits – only) not previously reported
- Identify historical patterns of earnings and received income
- Identify new employment
Use of EIV Income Report (Continued)

- Determine need to pursue traditional 3\textsuperscript{rd} party verification
- Identify reason(s) for tenant failed identity verification
- Identify household members who may be receiving multiple HUD rental assistance
- Identify prior debt owed to a PHA and/or program non-compliance
Access Tenant Information

Tenant information can be accessed:
- Single (By Head of Household (HOH)); or
- Batch (By Reexamination Month)

EIV contains a Household Income Report for each household reported in PIC

EIV users may only access tenant information within their PHA portfolio and assigned program(s) and projects
Enter 9-digit SSN. It is not necessary to enter other tenant PII or PHA Code

PHA Code is required when searching by HOH last name search criteria of either begins with or exact match; and HOH DOB

Click on the clear button to erase typed text in data fields
Example of PHA User with Access to Multiple PHAs

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:

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

Select a Participant Code:

Get Information  Clear

Select a Participant Code
FL001 - Jacksonville Housing Authority
IL002 - Chicago Housing Authority
OH001 - Columbus Metropolitan Housing Authority
TX004 - Housing Authority of Fort Worth
Access Tenant Information By HOH – Common Errors

EIV will not allow a user to access information when:

- Search is conducted by HOH last name and/or date of birth and a PHA Code is not selected
  - Note Participant Code = PHA Code
- Search is conducted by HOH SSN not within the PHA’s portfolio or assigned program(s) and/or public housing projects
- Search is conducted by using an invalid HOH SSN or a HOH SSN that does not appear in the PIC database
Access Tenant Information By HOH – Common Errors (Continued)

<table>
<thead>
<tr>
<th>Income Information &gt;&gt; By Head of Household</th>
</tr>
</thead>
</table>

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 Field]
- **Enter Head of Household’s Last Name:** Miller [Input Field] exact match
- **Enter Head of Household’s Date of Birth (mm/dd/yyyy):** [Input Field]
- **Select a Participant Code:** [Input Field]

[Get Information] [Clear]

Please select a Participant Code
Access Tenant Information By HOH – Common Errors (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:
- Enter Head of Household's Last Name: Miller
- Enter Head of Household's Date of Birth (mm/dd/yyyy):
- Select a Participant Code: FL001 - Jacksonville Housing Authority

You do not have permission to view the family details of the tenant with last name: Miller
Access Tenant Information By HOH – Common Errors (Continued)

Income Information >> By Head of Household

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Head of Household's Social Security Number:</td>
<td>[ ] - [ ] - [ ]</td>
</tr>
<tr>
<td>Enter Head of Household's Last Name:</td>
<td>[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] exactmatch [ ]</td>
</tr>
<tr>
<td>Enter Head of Household's Date of Birth (mm/dd/yyyy):</td>
<td>[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Select a Participant Code:</td>
<td>[ ] Select a Participant Code [ ]</td>
</tr>
</tbody>
</table>

Get Information  Clear

A current form 50058 record was not found for Social Security Number  - - - - - - -
Access Tenant Information By HOH – Common Errors (Continued)
Access Tenant Information By HOH – Common Errors (Continued)

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: davis
- Enter Head of Household's Date of Birth (mm/dd/yyyy): 12/12/1952
- Select a Participant Code: FL001 - Jacksonville Housing Authority

A current form 50058 record was not found for Last Name starting with: davis Date of Birth 12/12/1952 under the Participant Code FL001

Get Information  Clear
Contents of Income Report

- HOH summary information
- Employment Information
- Wages
- Unemployment Benefits
- Social Security Benefits
- Dual Entitlement
- Medicare Data
- Supplemental Security Benefits
- Disability
HOH 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 Summary Information (Continued)

- Information extracted from PIC (data from form HUD-50058):
  - HOH Name (3b, 3c & 3d)
  - HOH SSN (3n)
  - HOH DOB (3e)
**Employment Information (W-4)**

This section of the Household Income Report contains all new hire information for each adult household member:

- Hire Date
- Hire State
- EIN
- Employer Name and Address
- Date Received by EIV
**Wage Information**

This section of the Household Income Report contains wage information for each adult household member:

- Pay period (quarter and year)
- Amount (of gross wages)
- EIN
- Employer name and address
- Date received by EIV
# Wage Information – Example

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Amount</th>
<th>FEIN</th>
<th>Employer Name and Address</th>
<th>Date Received by EIV</th>
</tr>
</thead>
</table>
| Q3 of 2009 | $4,210.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 03/23/2010           |
| Q2 of 2008 | $5,620.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 11/10/2009           |
| Q1 of 2009 | $3,838.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 03/19/2009           |
| Q4 of 2008 | $6,382.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 05/26/2009           |
| Q3 of 2008 | $2,809.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 02/05/2009           |
| Q2 of 2008 | $5,005.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 11/20/2008           |
| Q1 of 2008 | $4,089.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 07/28/2008           |
| Q4 of 2007 | $4,818.00| 52-0651564 | TRUSTEES-SHEPPARD PRATT HOSP  
PO BOX 2033, WESTMINSTER MD 21158-7033 | 07/28/2008           |
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 - Example

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Amount</th>
<th>Date Received by EIV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2 of 2011</td>
<td>$0.00</td>
<td>08/20/2011</td>
</tr>
<tr>
<td>Q1 of 2011</td>
<td>$0.00</td>
<td>05/28/2011</td>
</tr>
<tr>
<td>Q4 of 2010</td>
<td>$0.00</td>
<td>04/01/2011</td>
</tr>
<tr>
<td>Q3 of 2010</td>
<td>$0.00</td>
<td>11/18/2010</td>
</tr>
<tr>
<td>Q2 of 2010</td>
<td>$0.00</td>
<td>09/24/2010</td>
</tr>
<tr>
<td>Q2 of 2008</td>
<td>$0.00</td>
<td>09/18/2007</td>
</tr>
</tbody>
</table>
Social Security (SS) Benefits

This section of the Household Income Report contains SS 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
## Social Security Benefits - Example

<table>
<thead>
<tr>
<th>Social Security Benefits</th>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Status Code:</td>
<td>C - Current payment status (except railroad payment)</td>
<td></td>
</tr>
<tr>
<td>Date of Current Entitlement:</td>
<td>08/1988</td>
<td></td>
</tr>
<tr>
<td>Net Monthly Benefit if Payable:</td>
<td>$868.00</td>
<td></td>
</tr>
<tr>
<td>Payee Name and Address:</td>
<td>JEROME, SAN FRANCISCO, CA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Gross Benefit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/2010</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2009</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2008</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2007</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2006</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2005</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2004</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2003</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>08/2003</td>
<td>$868.00</td>
<td>Benefits paid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lump Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>07/01/2011</td>
</tr>
</tbody>
</table>

Date Received by EIV: 09/02/2011
SS Information: Medicare Buy-in = Yes

Insurance is paid by 3rd party – these amounts should not be used to calculate allowable medical expense deduction
SS Information: Medicare Buy-in = No

<table>
<thead>
<tr>
<th>Social Security Benefits</th>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Status Code:</td>
<td>C - Current payment status (except railroad payment)</td>
<td>Date</td>
</tr>
<tr>
<td>Date of Current Entitlement:</td>
<td>06/2009</td>
<td>04/2011</td>
</tr>
<tr>
<td>Net Monthly Benefit if Payable:</td>
<td>$942.00</td>
<td>05/2009</td>
</tr>
<tr>
<td>Payee Name and Address:</td>
<td>JOHN</td>
<td></td>
</tr>
<tr>
<td>Date Received by EIV:</td>
<td>06/04/2011</td>
<td></td>
</tr>
<tr>
<td>Dual Entitlement</td>
<td>EIV received no benefit data</td>
<td></td>
</tr>
</tbody>
</table>

**Medicare Data**

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Premium</th>
<th>Buy-in</th>
<th>Buy-in Start</th>
<th>Buy-in Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee Name and Address:</td>
<td>JOHN</td>
<td>Hospital Insurance:</td>
<td>$0.00</td>
<td>N</td>
</tr>
<tr>
<td>Date Received by EIV:</td>
<td>08/04/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Difference between gross and net benefit is tenant-paid Supp. Medical insurance
### SS Information: Disallowed Claim

#### Social Security Benefits

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Status Code:</strong> ND - Denied claim</td>
<td>Date</td>
</tr>
<tr>
<td><strong>Date of Current Entitlement:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Net Monthly Benefit if Payable:</strong> $0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Payee Name and Address:</strong> VIRGINIA WATERTOWN NY</td>
<td></td>
</tr>
</tbody>
</table>

#### Lump Sum

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/2011</td>
<td>30.00</td>
</tr>
</tbody>
</table>

Date Received by EIV: 08/02/2011
**Social Security Benefits**

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Status Code:</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>T6 - Child beneficiary is no longer</td>
<td>3/2001 $694.00 Benefits not paid</td>
</tr>
<tr>
<td>attending school on full-time basis</td>
<td>12/2000 $694.00 Benefits paid</td>
</tr>
<tr>
<td>and is between ages 18 and 19, or a</td>
<td>4/2000 $671.00 Benefits paid</td>
</tr>
<tr>
<td>disabled child is no longer under a</td>
<td></td>
</tr>
<tr>
<td>disability</td>
<td></td>
</tr>
<tr>
<td><strong>Date of Current Entitlement:</strong></td>
<td>12/1999</td>
</tr>
<tr>
<td><strong>Net Monthly Benefit if Payable:</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Payee Name and Address:</strong></td>
<td>HOBBBS</td>
</tr>
<tr>
<td></td>
<td>LELAND</td>
</tr>
</tbody>
</table>
Dual Entitlement

This section of the Household Income Report contains Dual Entitlement information for each household member:

- Claim Number
- Payment Status Code
- Date of Current Entitlement
- Gross benefit amount
- Net Monthly Benefit if Payable
- Payee Name and Address
- Benefit History
## Dual Entitlement – Example 1

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claim Number:</strong> 1 -B</td>
<td></td>
</tr>
<tr>
<td><strong>Payment Status Code:</strong> C - Current payment status (except railroad payment)</td>
<td></td>
</tr>
<tr>
<td><strong>Date of Current Entitlement:</strong> 08/2006</td>
<td></td>
</tr>
<tr>
<td><strong>Net Monthly Benefit if Payable:</strong> $116.00</td>
<td></td>
</tr>
<tr>
<td><strong>Payee Name and Address:</strong> BRENDA</td>
<td></td>
</tr>
<tr>
<td><strong>Baltimore, MD</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Gross Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/2010</td>
<td>$116.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2009</td>
<td>$116.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2008</td>
<td>$116.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2007</td>
<td>$110.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>12/2006</td>
<td>$107.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>08/2006</td>
<td>$104.00</td>
<td>Benefits paid</td>
</tr>
<tr>
<td>08/2003</td>
<td>$0.00</td>
<td>Benefits not paid</td>
</tr>
</tbody>
</table>

Date Received by EIV: 08/04/2011
### Dual Entitlement – Example 2

<table>
<thead>
<tr>
<th>Dual Entitlement</th>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim Number:</td>
<td>7-D</td>
<td>Date</td>
</tr>
<tr>
<td>Payment Status</td>
<td>T5 - Entitled to other</td>
<td>Gross Benefit</td>
</tr>
<tr>
<td>Payment Code:</td>
<td>benefits</td>
<td>Date</td>
</tr>
<tr>
<td>Date of Current Entitlement:</td>
<td>5/1969</td>
<td>Gross Benefit</td>
</tr>
<tr>
<td>Net Monthly Benefit:</td>
<td>$0.00</td>
<td>Date</td>
</tr>
<tr>
<td>if Payable:</td>
<td></td>
<td>Gross Benefit</td>
</tr>
<tr>
<td>Payee Name and Address:</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>
## Dual Entitlement – Example 3

Benefits Not Paid

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Benefit History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claim Number:</strong></td>
<td>Date</td>
</tr>
<tr>
<td>4</td>
<td>12/2007</td>
</tr>
<tr>
<td>3-B</td>
<td>12/2006</td>
</tr>
<tr>
<td><strong>Payment Status Code:</strong></td>
<td>12/2005</td>
</tr>
<tr>
<td>AD - Adjusted for dual entitlement</td>
<td>12/2004</td>
</tr>
<tr>
<td><strong>Date of Current Entitlement:</strong></td>
<td>1/2004</td>
</tr>
<tr>
<td>4/1993</td>
<td>12/2003</td>
</tr>
<tr>
<td><strong>Net Monthly Benefit if Payable:</strong></td>
<td>1/2003</td>
</tr>
<tr>
<td>$38.00</td>
<td>12/2002</td>
</tr>
<tr>
<td><strong>Payee Name and Address:</strong></td>
<td>1/2002</td>
</tr>
<tr>
<td>CELIA</td>
<td>12/2001</td>
</tr>
<tr>
<td>FORT WORTH TX</td>
<td>12/2000</td>
</tr>
</tbody>
</table>
Medicare Data

This section of the Household Income Report contains Medicare Data for 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 3rd party
    - Do **NOT** include the listed amount when determining medical deduction
- Buy-in Start Date & Buy-in End Date
# Medicare - Example

## Medicare Data

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Premium</th>
<th>Buy-in</th>
<th>Buy-in Start</th>
<th>Buy-in Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee Name and Address:</td>
<td>JEROME</td>
<td>Hospital Insurance: $0.00</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Received by EI#: 09/02/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Supplemental Security Income 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
## SSI Benefits - Example

### Supplemental Security Income Benefits

<table>
<thead>
<tr>
<th>Verification Data</th>
<th>Payment History of Net Benefits Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>Payment Status Code:</td>
<td></td>
</tr>
<tr>
<td>CD1 - Current Pay</td>
<td>07/01/2011</td>
</tr>
<tr>
<td>Allen Indicator:</td>
<td></td>
</tr>
<tr>
<td>SSI Monthly Assistance Amount (Current):</td>
<td>11/01/2009</td>
</tr>
<tr>
<td>$29.00</td>
<td>07/01/2009</td>
</tr>
<tr>
<td>State Supplement Amount (Current):</td>
<td>05/01/2009</td>
</tr>
<tr>
<td>$158.40</td>
<td>05/10/2009</td>
</tr>
<tr>
<td>Payee Name and Address:</td>
<td>05/01/2009</td>
</tr>
<tr>
<td>JEROM</td>
<td>01/10/2007</td>
</tr>
<tr>
<td>SAN FRANCISCO, CA</td>
<td>05/01/2006</td>
</tr>
</tbody>
</table>

Date Received by EIV: 05/02/2011
Disability

This section of the Household Income Report contains Disability information 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 individual is **not** currently receiving disability payment
## Disability - Example

<table>
<thead>
<tr>
<th>Disability</th>
<th>Yes</th>
<th>On-set Date:</th>
<th>D5/31/1990</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received by EI:</td>
<td>10/04/2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.*
Effective Use of EIV to Reduce Improper Payments

Use of the Income Report
Income Reports (Continued)

PHAs are required to:

- Comply with HUD requirements outlined in PIH Notice 2010-19
- Review the Income Report during all reexaminations of family income & composition
- Obtain income documentation from tenant
- If necessary, obtain 3rd party verification from income source
PHAs are required to:

- Resolve all income discrepancies with the family
- Maintain Income Report in tenant file
- EIV may be retained for the duration of tenancy but not to exceed 3 years from the EOP date
- For active tenants, PHAs must maintain at a minimum, the most recent 3 years of annual and interim reexams and supporting documentation (24 CFR 908.101)
- Electronic retention of Income Report is permissible
Tenant Obligation To Supply PHA/HUD With Information

24 CFR 960.259 & 982.551

The family **must** supply any information that the PHA or HUD determines is necessary in the administration of the program.

The family **must** supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
Acceptable reasons for rejection of tenant-provided documents:

- Document is not an original or authentic; or
- Original document has been altered, mutilated, or not legible; or
- Document appears to be a forged document (i.e. does not appear to be authentic)
How to Generate the Income Report

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 located under the **Income Information** header
How to Generate the Income Report – Single (Continued)

- 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
How to Generate the Income Report – Single (Continued)

EIV will display the following report tabs:

- **Summary Report**
  - Includes identity verification status

- **Certification Page**

- **Income Report**
  - Printer-friendly by household member or household

- **Income Discrepancy Report/Analysis**
  - For information purposes only
  - Do not use for any income calculations
How to Generate the Income Report – Single

Click on By Head of Household link
How to Generate the Income Report – Single (Continued)

Enter information and click on **Get Information** Button
How to Generate the Income Report – Single (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.

<table>
<thead>
<tr>
<th>Head of Household First Name</th>
<th>Head of Household Last Name</th>
<th>Head of Household Date of Birth</th>
<th>Unit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTONIO</td>
<td>ABAD</td>
<td>XXXX/1935</td>
<td>sfmwez mlmf 495 06B BRONX NY 10458</td>
</tr>
<tr>
<td>MINERVA</td>
<td>ABAD</td>
<td>XXXX/1956</td>
<td>gwigh qh313 4hvd 442 01E New York NY 10027</td>
</tr>
</tbody>
</table>

Search Results page is displayed if user searches for HOH by last name and/or DOB
## Access the Summary Report

The following is a summary of the information provided for the household.

### Head of Household Identifiers
- **Name:** zmrgizsh BVOIWVWZ
- **Social Security Number:** *** **2878
- **Date of Birth (mm/dd/yyyy):** XIXVX1988
- **Program Type:** Public Housing
- **Project:** BLDGETT HOMES
- **Unit Address:** gh sp0 ghvd 477 JACONVILLE FL 32209
- **Participant Code:** FL001
- **Annual Reexamination Date:** 10/01/2011
- **Tenant Data from Form 50058 as of:** 11/23/2010
- **Most Recent Type of Action:** New Admission
- **Effective Date:** 10/25/2010

### Household Members

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
<th>Identity Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>*** **2878</td>
<td>zmrgizsh</td>
<td>BVOIWVWZ</td>
<td>XIXVX1988</td>
<td>23</td>
<td>Head</td>
<td>Verified</td>
</tr>
<tr>
<td>*** **1371</td>
<td>voxt'zm</td>
<td>HPIZK</td>
<td>XIXVX2006</td>
<td>6</td>
<td>Other youth under 18</td>
<td>Verified</td>
</tr>
<tr>
<td>*** **1051</td>
<td>wtnrzq</td>
<td>HPIZK</td>
<td>XIXVX2008</td>
<td>3</td>
<td>Other youth under 18</td>
<td>Verified</td>
</tr>
</tbody>
</table>

The month and day values in the Date of Birth field have been masked for security reasons.

Provide ICN

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

Report Generated By: HEIXXX FIRST, HEIV08 LAST, - ulv
Identity Verification Status

**Pending:** matching of tenant personal identifiers with SSA is pending

**Verified:** tenant personal identifiers match SSA records. Available income information is obtained and displayed in EIV
Identity Verification Status (Continued)

**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
Identity Verification Status – Example: Verified

[Image of a webpage showing a summary report of an income verification process. The report contains information such as the name, social security number, date of birth, and relationship of the household members. The report also indicates that the verification status for each member is verified.]
Identity Verification Status – Example: Pending

<table>
<thead>
<tr>
<th>Head of Household Identifiers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: <strong>NELIDA AGOSTO</strong></td>
<td></td>
</tr>
<tr>
<td>Social Security Number:</td>
<td>***<strong>.-5561</strong></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy):</td>
<td><strong>XX/XX/1963</strong></td>
</tr>
<tr>
<td>Program Type:</td>
<td>Soc.8 Vouchers</td>
</tr>
<tr>
<td>Project:</td>
<td></td>
</tr>
<tr>
<td>Unit Address:</td>
<td>277</td>
</tr>
<tr>
<td>Participant Code:</td>
<td>FL001</td>
</tr>
<tr>
<td>Annual Reexamination Date:</td>
<td><strong>10/31/2011</strong></td>
</tr>
<tr>
<td>Tenant Data from Form 50058 as of:</td>
<td><strong>04/28/2011</strong></td>
</tr>
<tr>
<td>Most Recent Type of Action:</td>
<td>3-Interim Reexamination</td>
</tr>
<tr>
<td>Effective Date:</td>
<td><strong>05/01/2011</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Members</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member SSN</strong></td>
<td><strong>Member First Name</strong></td>
</tr>
<tr>
<td>***<strong>.-6561</strong></td>
<td>NELIDA</td>
</tr>
<tr>
<td>***<strong>.-8867</strong></td>
<td>GADIEL</td>
</tr>
<tr>
<td>***<strong>.-3026</strong></td>
<td>EDNEL</td>
</tr>
<tr>
<td>***<strong>.-9971</strong></td>
<td>NOELY</td>
</tr>
</tbody>
</table>

*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.
Identity Verification Status – Example: Failed

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Household Identifiers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>TIMOTHY</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Security Number:</strong></td>
<td>***<em>-<strong>-</strong></em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth (mm/dd/yyyy):</strong></td>
<td>XX/XX/1964</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program Type:</strong></td>
<td>Public Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project:</strong></td>
<td>ARGUELLO, SANCHEZ, DUBOCE &amp; 31ST AVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit Address:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Participant Code:</strong></td>
<td>CA001</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Reexamination Date:</strong></td>
<td>08/01/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tenant Data from Form 60058 as of:</strong></td>
<td>08/29/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Most Recent Type of Action:</strong></td>
<td>2-Annual Reexamination</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Effective Date:</strong></td>
<td>08/01/2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Household Members</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member SSN:</strong></td>
</tr>
<tr>
<td><strong>Member First Name:</strong></td>
</tr>
<tr>
<td><strong>Member Last Name:</strong></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
</tr>
<tr>
<td><strong>Age:</strong></td>
</tr>
<tr>
<td><strong>Relationship:</strong></td>
</tr>
</tbody>
</table>

The month and day values in the Date of Birth field have been masked for security reasons.

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

Report Generated By: HH10XXX NICOLE X FAISON
Identity Verification Status – Example: Deceased

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Household Identifiers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>RUBY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security Number:</td>
<td>*<strong>-</strong>-2724</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy):</td>
<td>XXXX/1929</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Type:</td>
<td>Public Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project:</td>
<td>SACK-WERN HOUSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Address:</td>
<td></td>
<td>BRONX NY 10473</td>
<td></td>
</tr>
<tr>
<td>Participant Code:</td>
<td></td>
<td>NY005</td>
<td></td>
</tr>
<tr>
<td>Annual Reexamination Date:</td>
<td></td>
<td>05/01/2012</td>
<td></td>
</tr>
<tr>
<td>Tenant Data from Form 50058 as of:</td>
<td></td>
<td>05/13/2011</td>
<td></td>
</tr>
<tr>
<td>Most Recent Type of Action:</td>
<td></td>
<td>2-Annual Reexamination</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td></td>
<td>05/01/2011</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Members</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Member SSN</td>
<td>Member First Name</td>
<td>Member Last Name</td>
<td>Date of Birth</td>
<td>Age</td>
<td>Relationship</td>
</tr>
<tr>
<td>*<strong>-</strong>-2724</td>
<td>RUBY</td>
<td></td>
<td>XXXX/1929</td>
<td>82</td>
<td>Head</td>
</tr>
</tbody>
</table>

The month and day values in the Date of Birth field have been masked for security reasons.

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

Report Generated By: H18XXX NICOLE X FAISON
Identity Verification Status – Detailed Failed Error Message on Income Report

<table>
<thead>
<tr>
<th>Wage and Benefit Report for Household of TIMOTHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Code: CA001</td>
</tr>
<tr>
<td>Program Type: Public Housing</td>
</tr>
<tr>
<td>PHA Name: CA001 San Francisco HA</td>
</tr>
<tr>
<td>Project: ARGUELLO, SANCHEZ, DUBOCE &amp; 31ST AVE</td>
</tr>
<tr>
<td>Annual Reexamination Date: 08/01/2009</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Most Recent Type of Action: 2-Annual Reexamination</td>
</tr>
<tr>
<td>Effective Date: 08/01/2008</td>
</tr>
<tr>
<td>Form 50058 as of 08/29/2008</td>
</tr>
<tr>
<td>Head of Household: TIMOTHY</td>
</tr>
<tr>
<td>Social Security Number: *<strong>_</strong>_</td>
</tr>
<tr>
<td>Date of Birth: XX/XX/1964</td>
</tr>
<tr>
<td>Household Member: TIMOTHY</td>
</tr>
<tr>
<td>SSN: *<strong>_</strong>_</td>
</tr>
<tr>
<td>Date of Birth: XX/XX/1964</td>
</tr>
<tr>
<td>Relationship: Head</td>
</tr>
</tbody>
</table>

Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth. Date of Birth Reported by SSA 11/11/1959

Report Date: 09/24/2010
Access Optional Certification Page

- The Certification Page is for voluntary use by PHAs that wish to document tenant review and acknowledgement or dispute of EIV information
- PHAs may require adult household members to sign the Certification Page
- Includes a section for tenant-written authorization for re-disclosure of their EIV information
Access Optional Certification Page (Continued)
Under the penalty of perjury, I hereby certify that the declarations I have made in this document are true and complete. I understand and acknowledge that any knowing or willful misrepresentation of the declarations (including submission of falsified supporting documentation to support my declarations) contained in this document may result in civil liability and/or criminal penalties, including by not limited to fine or imprisonment, or both under the provisions of Title 18 of the United States Code (USC), Section 1001. A person convicted of violation 18 USC 1001 shall be fined not more than $10,000, or imprisoned not more than 8 years, or both.

I ____________________ authorize the PHA to disclose my Earned Income Information to ____________________, I understand that the PHA is not responsible for any misuse or subsequent disclosure of my Earned Income information to the above-named individual or any other person that may obtain my Earned Income Information from me or the above-named individual.

Signature of each household member who is at least 18 years of age

Head of Household

Other Adult

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
Access the Income Report

### Wage and Benefit Report for Household of vtilq AVMVNRQ

<table>
<thead>
<tr>
<th>PHA Code:</th>
<th>NY005</th>
<th>Program Type:</th>
<th>Public Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Name:</td>
<td>NY005 New York City HA</td>
<td>Project:</td>
<td>THROGGS NECK</td>
</tr>
<tr>
<td>Annual Reexamination Date:</td>
<td>10/27/2006</td>
<td>Form 50058 as of:</td>
<td>10/27/2006</td>
</tr>
</tbody>
</table>

**Head of Household:** vtilq AVMVNRQ  
**Social Security Number:** ***-**-0952  
**Date of Birth:** XX/XX/1943

Report Generated By: HEIXXX FIRST - HEIV11 LAST - uiv

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

* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.

**Verification failed - SSN not found in SSA records.**

**Report Date:** 10/11/2011

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

* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.
Access Income Discrepancy Report/Analysis

For information purposes only! Do not use for any income calculations.
Accessing Tenant Information
By Reexamination Month

- Tenant information can be accessed for multiple tenants of a PHA
- Report criteria selection
  - Program Type (All, PH, S8)
  - Reexam Month
    - A specific month or all months
  - PHA Code
Accessing Tenant Information By Reexamination Month (Continued)

- Access to summary reports
  - Printer-friendly
  - Downloadable into Excel
- Access to detail reports by clicking link to summary reports
  - Printer-friendly only for detailed Income Reports
- Page tabs allow easy access between summary and detail reports with one click
How to Generate the Income Report – Multiple

Click on By Reexamination Month link
How to Generate the Income Report – Multiple (Continued)

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

<table>
<thead>
<tr>
<th>Select Program Type:</th>
<th>All PIH Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Reexamination Month:</td>
<td>February</td>
</tr>
<tr>
<td>Select Participant Code:</td>
<td>OH001 - Columbus Metropolitan Housing Authority</td>
</tr>
</tbody>
</table>
How to Generate the Income Report – Multiple (Continued)

- Select report criteria
  - Program Type, Reexamination Month, PHA
- Click on the **Get Report** button
- EIV will display Reports Summary
- 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.

Click on the active link to access one of the following listed reports when the results are greater than 0:

- Income, New Hires, Income Discrepancy, Failed Verification, Failed EIV Pre-Screening, & No Income
How to Generate the Income Report – Multiple (Continued)

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

<table>
<thead>
<tr>
<th>Select Program Type:</th>
<th>All PHH Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Reexamination Month</td>
<td>February</td>
</tr>
<tr>
<td>Select Participant Code</td>
<td>OH001 - Columbus Metropolitan Housing Authority</td>
</tr>
</tbody>
</table>

Summary Reports as of July 09, 2011

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Number of Households</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Report</td>
<td>129</td>
<td>175</td>
</tr>
<tr>
<td>New Hires Report</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Income Discrepancy Report</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>Failed Verification Report</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Failed ELV Pre-Screening Report</td>
<td>9</td>
<td>20</td>
</tr>
<tr>
<td>No Income Report</td>
<td>9</td>
<td>26</td>
</tr>
</tbody>
</table>
How to Generate the Income Report – Multiple (Continued)

- Income Summary Reports page displays
  - Summary Reports tab
  - Detail Reports tab

- Select letter of HOH’s last name or All to display Income Report results

- System default displays income report results for HOH’s last name that begins with the letter “A”

- Select **Detail Reports** tab to access detail Income Reports
How to Generate the Income Report – Multiple (Continued)

Income Information >> By Reexamination Month >> Reports Summary >> Income Report Summary

<table>
<thead>
<tr>
<th>Income Report Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Code:</td>
</tr>
<tr>
<td>OH001 Columbus MHA</td>
</tr>
<tr>
<td>Program Type:</td>
</tr>
<tr>
<td>All PIH Programs</td>
</tr>
<tr>
<td>Reexamination Month:</td>
</tr>
<tr>
<td>February</td>
</tr>
<tr>
<td>Households With Income:</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

Download in Excel
Printer Friendly Page with ICN

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

Summary Reports  Detail Reports

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>HOH First Name</th>
<th>HOH Last Name</th>
<th>HOH DOB</th>
<th>Project</th>
<th>Unit Code</th>
<th>Unit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........</td>
<td>F</td>
<td>ABRAM</td>
<td>02/12/1978</td>
<td>OH001000110 sawyer manor &amp; towers</td>
<td>010092</td>
<td>VJ IRVY G ZYTI 595 010092, Columbus OH 43203</td>
</tr>
<tr>
<td>..........</td>
<td>I</td>
<td>ABYAN</td>
<td>07/01/1981</td>
<td>OH001000101 poindexter</td>
<td>001404</td>
<td>IRN IZVYFTQMF 7523 001404, Columbus OH 43203</td>
</tr>
<tr>
<td>..........</td>
<td>S</td>
<td>ADAM</td>
<td>11/20/1981</td>
<td>OH001000101 poindexter</td>
<td>001052</td>
<td>IRN VYIIA 4123 001052, Columbus OH 43203</td>
</tr>
<tr>
<td>..........</td>
<td>B</td>
<td>ANDERSON</td>
<td>08/21/1953</td>
<td>OH001000140 eastmoor square</td>
<td>040042</td>
<td>ZB VILZMIPN00 040042, Columbus OH 43213</td>
</tr>
</tbody>
</table>

1 - 4 of 4 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
Report Generated By: M60900X FIRST M60235 LAST - civ
How to Generate the Income Report – Multiple (Continued)
Access New Hires Report

Income Information >> By Reexamination Month >> Reports Summary >> New Hire Report Summary

<table>
<thead>
<tr>
<th>New Hires Summary Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Code:</td>
</tr>
<tr>
<td>Program Type:</td>
</tr>
<tr>
<td>Action Type:</td>
</tr>
<tr>
<td>Reexamination Month:</td>
</tr>
<tr>
<td>Households With New Hires:</td>
</tr>
<tr>
<td>Household Members With New Hires:</td>
</tr>
</tbody>
</table>

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

No records returned for the selected alpha character. Please select another alpha character or select All.

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

Report Generated By: [Redacted]
# Access Failed EIV Pre-Screening Report

Income Information >> By Reexamination Month >> Reports Summary >> Failed EIV Pre-Screening Report

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th>OH001 Columbus MHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All PHH Programs</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>August</td>
</tr>
<tr>
<td>Households that Failed EIV Pre-Screening Test:</td>
<td>1</td>
</tr>
</tbody>
</table>

Download in Excel
Printer Friendly Version
Error Description Help

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

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>Member SSN</th>
<th>Member Name</th>
<th>Member DOB</th>
<th>Failed EIV Pre-screening Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5796</td>
<td>5796</td>
<td>mclep IVYFH</td>
<td>02/07/2008</td>
<td>Failed effective date check.</td>
</tr>
<tr>
<td>7480</td>
<td>7480</td>
<td>mrobp HNOVM</td>
<td>08/28/2003</td>
<td>Failed effective date check.</td>
</tr>
<tr>
<td>2502</td>
<td>2502</td>
<td>zobbozn CLX</td>
<td>06/22/1999</td>
<td>Failed effective date check.</td>
</tr>
<tr>
<td>7388</td>
<td>7388</td>
<td>rvizep HNOVM</td>
<td>03/24/2001</td>
<td>Failed effective date check.</td>
</tr>
<tr>
<td>9441</td>
<td>9441</td>
<td>vrmzzy DZITXN</td>
<td>05/30/1980</td>
<td>Failed effective date check.</td>
</tr>
</tbody>
</table>

1 - 1 of 1 Households

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

- Identifies program participants with invalid tenant personal identifiers:
  - Incorrect SSNs
  - Date of Birth
  - Surnames

- Identifies deceased household members

- PHAs should use this report to correct erroneous data on the form HUD-50058
Access No Income Report

Enterprise Income Verification

Income Information >> By Reexamination Month >> Reports Summary >> No Income Report

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th>FL001 Jacksonville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All PIH Programs</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>October</td>
</tr>
<tr>
<td>Households With No Income:</td>
<td>4</td>
</tr>
</tbody>
</table>

Download in Excel
Printer Friendly Version

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 of 4 Households

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>HOH First Name</th>
<th>HOH Last Name</th>
<th>HOH DOB</th>
<th>Project</th>
<th>Unit Code</th>
<th>Unit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>123-456</td>
<td>DONETA</td>
<td></td>
<td></td>
<td>FL001000015 FOREST, ANDERS &amp; SCATTERED</td>
<td>015033</td>
<td>FL 32216</td>
</tr>
</tbody>
</table>

180
No Income Report

- Identifies households in which there was no income reported by HHS and SSA
- This does not mean that the household has zero income
Effective Use of EIV to Reduce Improper Payments

Income Discrepancy Resolution Using the Income Report
Effective 10/31/2011, the Income Discrepancy Report will no longer be available to PHAs under the Verification Report header.

PHAs are required to:

- Comply with HUD requirements outlined in HUD regulations (24 CFR 5.236) & PIH Notice 2010-19
- Review the Income Report and resolve any disparities between tenant-reported and EIV-reported income information.
Income Discrepancy Resolution (Continued)

PHAs are required to:

- If applicable, update the form HUD-50058
- If applicable, determine family’s underpayment of rent
- Demand repayment of retroactive rent resulting from family’s non-disclosure of complete and accurate income information
- Take any other appropriate action as directed by HUD and/or the PHA’s administrative policies
Income Discrepancy Resolution (Continued)

PHAs are **not required** to view or print available EIV income discrepancy reports.
Effective Use of EIV to Reduce Improper Payments

Debts Owed to PHAs & Terminations Module
Debts Owed to PHAs & Terminations Module (Continued)

Available to PHAs since 09/25/09

National repository of families that:
  Owe a debt to any PHA nationwide; and/or
  Left a PIH program under negative circumstances

EIV imports EOP information from PIC daily
Only forms HUD-50058 dated within the last 15 months will be imported.

PHAs cannot enter debt/termination information for families who left the program prior to June 2008.
Effective April 26, 2010, PHAs are required to provide HUD with this information:

- Only PHAs may enter, update and delete former tenant debt and termination information.
- A record may be modified only 5 times.
- HUD does not have the ability to enter or update information.
The term “termination” refers to the voluntary or involuntary end of participation in a PIH rental assistance program.

Termination does not necessarily mean the PHA has physically evicted the family or terminated HAP.
PHAs are required to enter the following information into EIV no later than 60 days from the EOP date:

- Amount owed
- Adverse status at time of EOP
- Bankruptcy indicator
- Repayment agreement indicator
- Default on repayment agreement indicator
Debts Owed to PHAs & Terminations Module (Continued)

PHAs are required to:

- Comply with HUD requirements outlined in EIV training materials and/or other HUD guidance
- Provide form HUD-52675: Debts Owed to PHAs & Terminations to all adult applicants and participants - one time only
- At next interim or annual reexam, require individuals who reach the age of 18 to sign the form and provide copy of the form to individual
Debts Owed to PHAs & Terminations Module (Continued)

PHAs are required to:

- Enter applicable adverse information for all families that end participation in rental assistance program, whether voluntarily or involuntarily
- Maintain signed or mailed form HUD-52675 in applicant and tenant file
PHAs are required to:

- Mail form to last known address of former tenant, for whom the PHA will report adverse information in EIV, and has **not** previously provided the family with 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
Debts Owed to PHAs & Terminations Module (Continued)

PHAs are required to:

- 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
The purpose of entering this information is to alert the PHA community of prior program non-compliance and/or outstanding debt owed at time of EOP.

Repository of adverse information helps PHAs make informed decision when processing applications for assistance.
Debts Owed to PHAs & Terminations: Notice to Applicants and Participants
Form HUD-52675

- Approved by OMB on 04/24/2010
- OMB Control Number: 2577-0266
- PHAs are required to report:
  - All outstanding debt amounts owed by an assisted family to the PHA as of EOP (end of participation) date
  - All adverse status’ as of EOP date
Form HUD-52675 (Continued)

Content of form:
- Information collected by HUD from PHAs
- Who will have access to the information
- How the information will be used
- How long debt and adverse information is maintained in EIV
- Tenants’ rights
- How to dispute adverse information
Applicants and tenants age 18+ are **required** to sign form HUD-52675 (only once)

The form must be maintained in the family file for the duration of tenancy

PHAs must mail a copy of the form to the last known address of former tenants whose adverse EOP status will be reported in EIV
Disputes must be made within 3 years of EOP date

Otherwise, the information is presumed correct
Effective Use of EIV to Reduce Improper Payments

Access to the Debts Owed to PHAs & Terminations Module
Debt Owed to PHAs & Terminations Module

The PHA Executive Director or designee must identify which staff will be authorized to enter, update, and delete debt owed and termination information.
Debt Owed to PHAs & Terminations Module (Continued)

Current EIV users with any Occupancy Specialist role has the ability to:

- Search for Former Tenant; and
- View Debts Owed to PHAs & Terminations Report for their agency
Debt Owed to PHAs & Terminations Module (Continued)

HUD has created two new roles to allow PHA users to enter, update, and delete information:

- Program Administrator – Public Housing
- Program Administrator - Voucher
Debt Owed to PHAs & Terminations Module (Continued)

- PHA User Administrators must electronically request (within EIV) the assignment of these new roles to designated users for HUD approval.
- EIV users must complete a new EIV Access Authorization form and submit to the EIV Coordinator in local HUD office for approval of the requested new role (Program Administrator).
User Administration: New Roles for Debts Owed to PHAs & Terminations
When the checked role is updated, the status will be listed as **Pending**.

The status will change to **Approved** once the local HUD office approves the addition of the role.
Responsibilities of the Program Administrator

- No later than 60 days from the EOP date:
  - Delete families from the master list of EOPs who do not owe a debt or have an adverse status at time of EOP
  - Enter debt owed and/or termination information
Responsibilities of the Program Administrator (Continued)

- Ensure that information entered is complete and accurate
- Upon notice and confirmation of erroneous information, correct or delete information
Effective Use of EIV to Reduce Improper Payments

Enter/Update Debts Owed to PHAs & Termination Information
PHAs are required to:

- Enter adverse information no later than 60 days from the EOP date
- Update erroneous information entered into EIV
- PHAs must eliminate backlog of pending EOP records by **12/31/2011**
- Delete or enter adverse information for all EOP records with an EOP date between **June 2008 and April 2011**
- Maintain tenant file documentation for 3 years after the EOP date
Debts Owed to PHAs & Terminations (Continued)

- EIV copies PIC EOP records daily
- Only EOP records from June 2008, and later are imported into EIV
- PHAs cannot report adverse information for families that left the program prior to June 2008
- PHAs cannot add EOP records dated prior to June 2008 into EIV
Debt owed and termination information is available only if the PHA enters the information.

Adverse information can be entered by:
- SSN; or
- Batch
Enter/Update Former Tenant Information

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
Enter /Update Former Tenant Information (Continued)

If applicable, enter the following information:

- Bankruptcy indicator: check the checkbox if you have received a copy of court order for Chapter 7 or 11 bankruptcy filing
- Repayment Agreement
- Default on Repayment Agreement indicator
- Judgment indicator
- EOP status (select applicable reasons)
PHAs should ensure that entered information is accurate.

PHA may modify a tenant record only 5 times.

HUD may increase the number of record modifications, if necessary.

If a former tenant is making payments on an outstanding debt, do NOT modify the debt owed amount.
Enter/Update Former Tenant Information (Continued)

- The system will not allow you to add a debts owed amount to the database unless you have selected a **Failure to Pay** reason
- The system will not allow you to add conflicting information to the database
- If there is an EOP record from another PHAs for a family who has subsequently been admitted into the program, the household income report will display warning of adverse information reported
Available EOP Statuses

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexamination
- Criminal Activity – Drugs
- Criminal Activity – Sex Offender
- Criminal Activity – Violent

*User must select a “Failure to Pay” EOP status when reporting a debt owed amount
Available EOP Statuses (Continued)

- Lease Violations
- Unit Abandoned/Vacated with No Notice
- Non-compliance with Program Requirements
- Failure to Report Income
- Family Evicted
- Debt Owed Paid in Full
Warning of Adverse Information for Current Tenant

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wage and Benefit Report for Household of zobzB J WVNZSLA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHA Code: OH001</td>
<td>Program Type: Sec 8 Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHA Name: OH001 Columbus MHA</td>
<td>Project:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Reexamination Date: 09/01/2010</td>
<td>Form 50058 as of: 02/08/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: iJ vyztM 1531 Columbus OH 771-02210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Most Recent Type of Action: 6-End of Participation</td>
<td>Effective Date: 02/01/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Head of Household:** zobzB J WVNZSLA  
**Social Security Number:** ***-**-6277  
**Date of Birth:** XX/XX/1979

---

**Warning! There is a debt owed/termination record for this individual. Use the Former Tenant Search feature to view this information!**

---

**Income information cannot be displayed as the tenant identity is pending verification.**

---

**Warning! There is a debt owed/termination record for this individual. Use the Former Tenant Search feature to view this information!**

---

**Income information cannot be displayed as the tenant identity is pending verification.**
How to Enter/Update Information By SSN

To enter adverse information by SSN, click on the **By SSN** link from EIV’s left navigation panel located under the **Enter/Update Information** sub-header under the **Debts owed to PHAs Terminations** header.

Enter the applicable information.

Click on the **Submit** and then **OK** button to add information to the database.

Use the same procedures to update information.
How to Enter/Update Information By SSN (Continued)

Welcome FIRST - M00335 LAST - uiv

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

Click on By SSN link
Enter/Update Information – PHA Notice Page

<table>
<thead>
<tr>
<th>OMB No: 2577-0266</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expires: 04/30/2013</td>
</tr>
</tbody>
</table>

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.
How to 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
How to Enter/Update Information By SSN (Continued)

Enter applicable information and click on Submit button.
How to Enter/Update Information By SSN (Continued)

Click on **OK** button to add information to database
How to Enter/Update Information By SSN (Continued)

Confirmation of successful update
How to Enter/Update Information By Batch

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 under the **Debts Owed to PHAs Terminations** header.

Click the **Enter information** link to enter adverse information.

Enter or edit the applicable data fields and click the **Submit** and **OK** button to confirm updated information.
How to Enter/Update Information By Batch (Continued)

**Enter Information** link is displayed for EOP records which have never been accessed or entered/edited for reporting adverse information

**Edit** link is displayed for EOP records which have been accessed previously and adverse information has been entered
Click on By Batch link

Welcome FIRST - M00335 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations
- Search for Former Tenant
- Enter/Update Information
  - By SSN
  - By Batch
- Debts Owed to PHAs & Terminations Report
How to Enter/Update Information By Batch (Continued)

Click on Enter Information link
How to Enter /Update Information By Batch (Continued)

Click on Edit link

Tenant data for PHA: FL001 Jacksonville Housing Authority

<table>
<thead>
<tr>
<th>Delete</th>
<th>HOH SSN</th>
<th>HOH Name</th>
<th>End of Participation Date</th>
<th>Program Type</th>
<th>Unit Address</th>
<th>Enter/Edit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3195</td>
<td>zhazzy</td>
<td>07/21/2010</td>
<td>Section 8</td>
<td>7332 Southside Blvd 603 Jacksonville, FL 32266</td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td>3922</td>
<td>nhmako</td>
<td>07/30/2010</td>
<td>Section 8</td>
<td>500 ACME ST 80T/JACKSONVILLE, FL 32211</td>
<td>Enter Information</td>
</tr>
<tr>
<td></td>
<td>2205</td>
<td>surov</td>
<td>07/31/2010</td>
<td>Section 8</td>
<td>3109 W. 45 St Jacksonville, FL 32209</td>
<td>Enter Information</td>
</tr>
<tr>
<td></td>
<td>2205</td>
<td>dzixy</td>
<td>07/31/2010</td>
<td>Section 8</td>
<td>500 ACME ST 80H/JACKSONVILLE, FL 32211</td>
<td>Enter Information</td>
</tr>
<tr>
<td></td>
<td>2205</td>
<td>hvegggy</td>
<td>07/07/2010</td>
<td>Section 8</td>
<td>500 ACME STREET #302 Jacksonville, FL 32211</td>
<td>Enter Information</td>
</tr>
</tbody>
</table>
Click on OK button to add information to database.
How to Enter/Update Information By Batch (Continued)

Confirmation of successful update

1 to 50 of 3758 Households

Tenant data for PHA: FL001 Jacksonville Housing Authority

<table>
<thead>
<tr>
<th>Delete</th>
<th>HOH SSN</th>
<th>HOH Name</th>
<th>End of Participation Date</th>
<th>Program Type</th>
<th>Unit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>h307h, ovhirt</td>
<td>07/31/2010</td>
<td>Section 8</td>
<td>7832 Southside Blvd 603 Jacksonville, FL 32256</td>
</tr>
</tbody>
</table>
The error message is displayed when user enters debt owed amount and has not selected a "Failure to Pay EOP" status.
Error Message: You Must Enter the Debt Owed Amount

- You must enter the debt owed amount

The error message is displayed when user selects a failure to pay reason and does **not** enter a debt owed amount.
Error Message: End of Participation Status is Required

The error message is displayed when user has not selected an EOP status.
The error message is displayed when user checks the **Bankruptcy Indicator** and has not entered debt owed amount.
Effective Use of EIV to Reduce Improper Payments

Delete Debts Owed to PHAs & Termination Information
Delete EOP Records

PHAs are required to delete EOP records for which there is:

- No adverse information needs to be reported
- Reported erroneous adverse information

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
Delete EOP Records (Continued)

When you click on the *Delete* link, the system will prompt you *twice* to confirm your desire to delete the family from the database.

EIV will always display a blank debt/adverse record if the EOP family is not deleted or updated with debt owed and/or adverse information.
Delete EOP Records (Continued)

- PHAs should do one of the following with each EOP record:
  - Delete the record if there is no debt or adverse information to report; or
  - Enter debt owed and/or adverse information
How to Delete EOP Records By SSN

- Click on the **By SSN** link under the **Enter/Update Information** header
- Enter the 9-digit SSN and click on the **Get Information** 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 delete the records
How to Delete EOP Records By SSN (Continued)

Click on By SSN link
How to Delete EOP Records By SSN (Continued)

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
How to Delete EOP Records By SSN (Continued)

Click on Delete button

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
How to Delete EOP Records By Batch

Click on the **By Batch** link from EIV’s left navigation panel located under the **Enter/Update Information** sub-header under the **Debts Owed to PHAs Terminations** header.

Place a checkmark in the **Delete** checkbox next to the applicable EOP records to flag for deletion.
How to Delete EOP Records by Batch (Continued)

- Click on the **Delete** button
- The system will prompt you **twice** to confirm your desire to delete the selected EOP records
- Click the **OK** button to confirm deletion
- When you confirm deletion of the selected EOP records, EIV will delete the records
How to Delete EOP Records By Batch (Continued)

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 below the Delete, Select All, and Deselect All buttons.
How to Delete EOP Records By Batch (Continued)

Click on By Batch link
How to Delete EOP Records By Batch (Continued)

Click within checkbox to add check mark. Then click on the Delete button.
How to Delete EOP Records By Batch (Continued)

Selected records for deletion are highlighted in yellow and listed in green at the top and bottom of list page.
How to Delete EOP Records By Batch (Continued)

Click the **OK** button to confirm deletion of selected EOP records
Effective Use of EIV to Reduce Improper Payments

Use of the Debts Owed to PHAs & Terminations Report
Debts Owed to PHAs & Terminations Report

The PHA-specific report includes:
- PHA Statistics (top statistics table)
- List of reported tenants (bottom table)
- Details of debt owed and/or termination information for tenant
- Click the hyperlink associated with household
Debts Owed to PHAs & Terminations Report (Continued)

### Enterprise Income Verification

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> Report Selection >> PHA Statistics

#### PHA Statistics as of 10/11/2011

<table>
<thead>
<tr>
<th>Office</th>
<th>NY023 Freeport Housing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type</td>
<td>ALL Public Housing Section 8</td>
</tr>
<tr>
<td>Number of Reported EOP Families</td>
<td>42</td>
</tr>
<tr>
<td>Number of Reported Families with Debts Owed to PHAs &amp; Terminations</td>
<td>9</td>
</tr>
<tr>
<td>Percentage of Reported Families with Debts Owed to PHAs &amp; Terminations</td>
<td>21.43%</td>
</tr>
<tr>
<td>Number of Reported Families with Debts Owed</td>
<td>9</td>
</tr>
<tr>
<td>Percentage of Reported Families with Debts Owed</td>
<td>100.00%</td>
</tr>
<tr>
<td>Number of Reported Families with Terminations</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of Reported Families with Terminations</td>
<td>0.00%</td>
</tr>
<tr>
<td>Number of Reported Bankrupt Families</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of Reported Bankrupt Families</td>
<td>0.00%</td>
</tr>
<tr>
<td>Number of Reported Families with Repayment Agreement</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of Reported Families with Repayment Agreement</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Amount of Debts Owed by Reported Families</td>
<td>$22,299.18</td>
</tr>
<tr>
<td>Percentage of Amount of Debts Owed by Reported Families</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

### Tenant data for PHA: NY023 Freeport Housing Authority as of 10/11/2011

<table>
<thead>
<tr>
<th>HIN SSN</th>
<th>HIN Name</th>
<th>End of Participation Date</th>
<th>Date Owed to PHA</th>
<th>Bankruptcy</th>
<th>Repayment Agreement</th>
<th>Default on Repayment Agreement</th>
<th>End of Participation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>42557</td>
<td>avroglav, etmilw</td>
<td>02/27/2008</td>
<td>$2,250.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>42558</td>
<td>tmsl, znet</td>
<td>03/16/2008</td>
<td>$665.73</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>21057</td>
<td>mglykik, mvova</td>
<td>07/31/2006</td>
<td>$5,500.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay retroactive rent*</td>
</tr>
<tr>
<td>2547</td>
<td>wiw, wmmierz, q</td>
<td>01/20/2006</td>
<td>$1,475.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>55977</td>
<td>hivors, zvozva</td>
<td>09/28/2006</td>
<td>$1,966.50</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>42568</td>
<td>kwpacd, bmvry, v</td>
<td>10/21/2005</td>
<td>$1,905.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>34380</td>
<td>nzniag, zahrpz6, z</td>
<td>01/15/2010</td>
<td>$5,807.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>9163</td>
<td>mvozz, mvova, d</td>
<td>02/17/2010</td>
<td>$3,538.95</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
<tr>
<td>9789</td>
<td>mhmgm, mkvihg, m</td>
<td>03/01/2010</td>
<td>$1,406.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Failure to pay rent*</td>
</tr>
</tbody>
</table>

1 to 9 of 9 Households
Debts Owed to PHAs & Terminations Report

The report contains statistics and details of only entered adverse information reported by your agency.

The report will be blank if your agency has not entered any adverse information into EIV.

PHAs may use this report to monitor PHA-reported information.
Debts Owed to PHAs & Terminations Report - Blank Report
Effective Use of EIV to Reduce Improper Payments

Screening of Applicants:
Search For Former Tenant
PHAs are required to conduct a former tenant search for all adult applicant household members prior to admission.

Purpose:
- Determine suitability for initial rental assistance
- Avoid providing limited federal housing assistance to families who:
  - Previously did not comply with HUD program requirements; and/or
  - Owed money to a PHA as of the EOP date
Search for Former Tenant (Continued)

PHAs are required to deny admission in accordance with the PHA’s established policy.

At this time, HUD regulations do **not** require PHAs to deny assistance to a family with reported adverse information in EIV.

Consistent with Presidential Memorandum of June 18, 2010, *Enhancing Payment Accuracy Through a “Do Not Pay List”* which directs agencies to access available information in various databases to prevent improper payments **before** they occur.
HUD strongly encourages PHAs to adopt policies which will:

- Hold families (culpable family members) accountable for their actions or inactions which results in fraud, waste, or abuse of HUD RHAP
- Prevent improper payments on behalf of potential beneficiaries of HUD RHAP

Search for Former Tenant (Continued)
How to Conduct a Former Tenant Search

PHA users with the following assigned EIV roles can conduct a Former Tenant Search:

- PHA Occupancy – Application Processor
- PHA Occupancy – Voucher
- PHA Occupancy – Public Housing
How to Search for a Former Tenant (Continued)

To search for a former tenant:

- Click on the **Search for Former Tenant** link under the Debts Owed to PHAs & Termination header on the left navigation panel

- Enter the 9-digit SSN and click the **Get Information** button
How to Search for a Former Tenant (Continued)

To search for a former tenant:

- Other alternative search criteria
  - Last name only
  - Last name and DOB
- Search by only DOB is prohibited
- Easiest and quickest search is by SSN
- Click on **clear** button to erase typed text
How to Search for a Former Tenant (Continued)

Click on Search for Former Tenant link
How to Search for a Former Tenant (Continued)

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

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

1. Enter Household Member's Social Security Number
2. Enter Household Member's Last Name
3. Enter Household Member's Date of Birth (mm/dd/yyyy)*

Get Information  Clear
How to Search for a Former Tenant (Continued)

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

Search for Former Tenant - 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
- 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.
How to Search for a Former Tenant (Continued)

- The system will display either a
  - Negative result; or
  - Positive result

**Negative result** means that a PHA has not reported an adverse termination and/or debt owed.

**Positive result** means that a PHA has reported an adverse termination and/or debt owed or the PHA has not deleted the EOP record (blank debt/adverse record).
Negative Results for Former Tenant Information

No Data found for SSN: ***-**-9625

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

Report Generated By - M00XXX FIRST - M00336 LAST - uiv
Positive Results for Former Tenant Information - Top

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

<table>
<thead>
<tr>
<th>Date of Initial Entry:</th>
<th>02/10/2011</th>
<th>Date of Update:</th>
<th>08/26/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated By:</td>
<td>HEIY18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHA Code:</td>
<td>OH001</td>
<td>Program Type:</td>
<td>Section 8</td>
</tr>
<tr>
<td>PHA Name:</td>
<td>Columbus Metropolitan Housing Authority</td>
<td>Project:</td>
<td></td>
</tr>
<tr>
<td>PHA Address:</td>
<td>veM g3LghzL 466COLUMBUS,OH 33210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHA Telephone Number:</td>
<td>(614) 421-6000</td>
<td>PHA Fax Number:</td>
<td>(614) 421-4505</td>
</tr>
<tr>
<td>Former Tenant Address:</td>
<td>3193 Agape Dr Columbus, OH 43224</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Participation Date:</td>
<td>02/01/2010</td>
<td>Bankruptcy:</td>
<td>No</td>
</tr>
<tr>
<td>Debt Owed to PHA:</td>
<td>$5,025.50</td>
<td>Repayment Agreement:</td>
<td>No</td>
</tr>
<tr>
<td>End of Participation Status:</td>
<td>Failure to pay rent*, Lease Violations, Failure to Report Income</td>
<td>Debt Owed Paid in Full</td>
<td>No</td>
</tr>
<tr>
<td>Default on Repayment Agreement:</td>
<td>No</td>
<td>Judgment:</td>
<td>No</td>
</tr>
<tr>
<td>Head of Household: zobzB J JIAMFYA</td>
<td></td>
<td>Date of Birth:</td>
<td>XXXX/1979</td>
</tr>
<tr>
<td>Social Security Number:</td>
<td>*<strong>-</strong>-6277</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Positive Results for Former Tenant Information -Bottom

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
<th>Identity Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxx****8277</td>
<td>zohzB</td>
<td>JIANFYA</td>
<td>XXXXV1979</td>
<td>31</td>
<td>Head</td>
<td>Failed</td>
</tr>
<tr>
<td>xxx****8245</td>
<td>ufrfö</td>
<td>HSUSO</td>
<td>XXXXV2000</td>
<td>4</td>
<td>Other Youth Under 18</td>
<td>Failed</td>
</tr>
<tr>
<td>xxx****8273</td>
<td>wvznzA</td>
<td>JIANFYA</td>
<td>XXXXV1997</td>
<td>13</td>
<td>Other Youth Under 18</td>
<td>Failed</td>
</tr>
</tbody>
</table>

Notice to zohzB J. JIANFYA:
This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD’s Enterprise Income Verification (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. The PHA will notify you of its action regarding your 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.

Important Information:
- Upon your request, the PHA must give you the information that pertains to you and maintained in HUD’s EIV system.
- All PHAs that administer the Public Housing and Housing Choice Voucher (HCV) programs have access to debt owed and termination information of all former program participants.
- If you tell the PHA that your record contains inaccurate information, the PHA must promptly investigate the matter and inform you in writing the outcome of their investigation.
- The PHA must correct, or, as the case may be, delete inaccurate debt owed or termination information contained in the EIV system.
- Debt owed and/or termination information will be maintained in EIV for a period of up to 10 years from the end of participation date.
- Your future request (application) for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a housing program.

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

Report Generated By: [Redacted]
Blank Debt/Adverse Record

Debt Owed to PHA & End of Participation Report for Household of NANCE as of 08/04/2010

Date of Initial Entry: 09/21/2009
Date of Update: -
Updaded By: -
PHA Code: OH001
Program Type: Public Housing
PHA Name: Columbus Metropolitan Housing Authority
Project: OH001000199
PHA Address: 466COLUMBUS, OH 33210
PHA Telephone Number: (614) 421-6000
PHA Fax Number: (614) 421-4505
Former Tenant Address: -
End of Participation Date: 07/16/2009
Debt Owed to PHA: $0.00
Bankruptcy: No
Repayment Agreement: No
End of Participation Status: Default on Repayment Agreement: No
Head of Household: NANCE
Social Security Number: ***-***-8835
Date of Birth: 08/04/1937

Household Members

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
<th>Identity Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><strong>-</strong></em></td>
<td>NANCE</td>
<td></td>
<td>XXXX/1937</td>
<td>72</td>
<td>Head</td>
<td>Verified</td>
</tr>
<tr>
<td><em><strong>-</strong></em></td>
<td>WILHELMINA</td>
<td></td>
<td>XXXX/1955</td>
<td>59</td>
<td>Spouse</td>
<td>Verified</td>
</tr>
</tbody>
</table>

Notice to NANCE:
This debt owed or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA’s name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD’s Enterprise Income Verification (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. The PHA will notify you of its action regarding your 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 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
Required PHA Actions Based on Positive Search Results

Provide the family with a copy of the Debt Owed to PHA & EOP Report

For unpaid debts:

- 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
For adverse terminations:

Deny admission in accordance with PHA policy

HUD regulations grant PHAs discretionary authority to deny admission
Tenant Dispute of Debts Owed & Termination Information

Tenant must contact the PHA, who has reported the information, in writing & explain why information is disputed and provide any applicable documentation 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.
Tenant Dispute of Debts Owed & Termination Information (Continued)

- Only the PHA who reported the adverse information can delete or correct the record.

- PHA who has denied assistance is required to provide the family with the household Debt Owed to PHA & Termination report.
PHAs must document the results of its former tenant search by:
- Retaining the positive search results (Debts Owed to PHAs and End of Participation Report) in the applicant file; and
- Recording the 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
Tenant Dispute of Debts Owed & Termination Information (Continued)

The PHA’s name, address, and telephone numbers are listed on the Debt Owed and Termination Report for family to follow up with reporting PHA
Effective Use of EIV to Reduce Improper Payments

Screening of Applicants: Existing Tenant Search
Existing Tenant Search

Purpose:

- Determine eligibility of applicants
- Avoid providing duplicate rental housing assistance to families already assisted
- Determine allowable dependent allowance
  - Applicable to child only once
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
- Require the family to provide documentation of move-out from assisted unit
  - i.e., vacate notice
- If necessary, contact PHA or landlord to confirm and obtain documentation of current tenancy status
  - i.e., EOP form HUD-50058 or HUD-50059
Existing Tenant Search (Continued)

- PHAs are required to:
  - Deny assistance; or
  - Approve assistance contingent upon move-out from currently occupied assisted unit

At **no time** may a family receive duplicate assistance
How to Conduct an Existing Tenant Search

- 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 located under the Verification Reports header
How to Conduct an Existing Tenant Search (Continued)

Click on Existing Tenant Search link
How to Conduct an Existing Tenant Search (Continued)

Enter 9-digit SSN and click on Get Information button
How to Conduct an Existing Tenant Search (Continued)

To search for an existing tenant:

- Enter the 9-digit SSN and click the **Get Information** button
- EIV will display either negative or positive search results
Existing Tenant Search Results - Negative

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

PIH Tenant Match Results: 0 match found.
No match found in PIH programs for SSN: ***.**-7768

MF Tenant Match Results: 0 match found.
No match found in MF programs for SSN: ***.**-7768

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

Report Generated By: M0000 FIRST - M00335 LAST - uiv
Existing Tenant Search Results - Positive

Enterprise Income Verification

Verification Reports >> Existing Tenant Search

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

PIH Tenant Match Results: 1 match found.

<table>
<thead>
<tr>
<th>SSN</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOH SSN</td>
<td>*<strong>-</strong>-2878</td>
</tr>
<tr>
<td>HOH First Name</td>
<td>zmrgizsh</td>
</tr>
<tr>
<td>HOH Last Name</td>
<td>BVOVWWVZ</td>
</tr>
<tr>
<td>Program Type</td>
<td>Public Housing</td>
</tr>
<tr>
<td>Project</td>
<td>FL001000032</td>
</tr>
<tr>
<td>50058 Type Of Action</td>
<td>New Admission</td>
</tr>
<tr>
<td>50058 Effective Date</td>
<td>10/25/2010</td>
</tr>
<tr>
<td>PHA</td>
<td>FL001 Jacksonville</td>
</tr>
<tr>
<td>PHA Address</td>
<td>Jacksonville, FL 24221-</td>
</tr>
<tr>
<td>PHA Telephone Numbers</td>
<td>Office: (904) 630-3810 Fax: (904) 630-3888</td>
</tr>
</tbody>
</table>

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 EIV to Reduce Improper Payments

Screening of Current Tenants: Use of the Multiple Subsidy Report
Multiple Subsidy Report

PHAs are required to:

- Monitor the Multiple Subsidy Report on a quarterly basis for all household members
- If necessary, update family composition to remove household members who no longer reside in the unit
- If applicable, terminate duplicate assistance; or
- Require the family to immediately terminate participation in the other rental assistance program
- Maintain documentation of resolved duplicate subsidy issue in tenant file
HUD’s Office of Inspector General (OIG) issued audit report number 2011-KC-003, entitled **HUD’s Office of PIH Did Not Ensure that Housing Authorities Resolved Items on the EIV Multiple Subsidy Report in a Reasonable Amount of Time** on September 26, 2011

What OIG found:

- PHAs did not properly identify and eliminate improper payments made on behalf of tenants occupying 2 or more HUD-assisted units
What OIG recommends:

- Notify PHAs of possible imposition of sanction on PHAs that:
  - Modify the EIV multiple subsidy report to show the date that the tenant was flagged as potentially receiving multiple rental assistance and include an aging report in EIV to show how long tenants have appeared on the report
  - Implement a process to monitor and follow up with PHAs with flagged tenants (6 months or more)
How to Generate the Multiple Subsidy Report

PHA users with 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 from EIV’s left navigation panel located under the **Verification Reports** header
How to Generate the Multiple Subsidy Report (Continued)

Click on Multiple Subsidy Report link
How to Generate the Multiple Subsidy Report (Continued)

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report

- By Participant Code: [FL001 - Jacksonville Housing Authority]

- 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
How to Generate the Multiple Subsidy Report (Continued)

- Select report criteria
- Click on the **Get Report** button
- EIV searches within and across both PIH and MFH programs and displays all results of potential duplicate rental assistance
- EIV will display summary and detail results
### Multiple Subsidy Report – Report Summary (Top)

**Participant Code:** FL001  
**Household Members Receiving Multiple Subsidies:** 10  
**Program Type:** Within PIH and MF Programs  
**Household Member Selection:** Only adult Household Members

- **Report criteria and results**
Multiple Subsidy Report – Report Summary (Bottom)

Default display of **Summary Reports** tab

Select **Detail Report** tab to see details
# Multiple Subsidy Report – Detail Reports

<table>
<thead>
<tr>
<th>Household Member Information</th>
<th></th>
<th>Print Household Member Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Member SSN</td>
<td>*<strong>-</strong>-1022</td>
<td></td>
</tr>
<tr>
<td>Household Member Name</td>
<td>hvnzq BIMVS</td>
<td></td>
</tr>
<tr>
<td>Household Member DOB</td>
<td>07/05/1924</td>
<td></td>
</tr>
<tr>
<td>Count of Subsidies</td>
<td>2</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Information of Households Where hvnzq BIMVS Receives Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOH SSN</td>
</tr>
<tr>
<td>HOH Name</td>
</tr>
<tr>
<td>Relationship to HOH</td>
</tr>
<tr>
<td>Program Type</td>
</tr>
<tr>
<td>Project Code</td>
</tr>
<tr>
<td>50058 Effective Date</td>
</tr>
<tr>
<td>Type of Action</td>
</tr>
<tr>
<td>Unit Address</td>
</tr>
<tr>
<td>PHA</td>
</tr>
<tr>
<td>PHA Address</td>
</tr>
<tr>
<td>PHA Telephone Numbers</td>
</tr>
<tr>
<td>HOH SSN</td>
</tr>
<tr>
<td>HOH Name</td>
</tr>
<tr>
<td>Relationship to HOH</td>
</tr>
<tr>
<td>Subsidy Type</td>
</tr>
<tr>
<td>Contract Number</td>
</tr>
<tr>
<td>Project Number</td>
</tr>
<tr>
<td>Owner/Management Agent name</td>
</tr>
<tr>
<td>50059 Effective Date</td>
</tr>
<tr>
<td>Certification Type</td>
</tr>
<tr>
<td>Unit Address</td>
</tr>
</tbody>
</table>
Alert of Potential Multiple Assistance on Summary Report

**Summary Report**

<table>
<thead>
<tr>
<th>Head of Household Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: DONALD</td>
</tr>
<tr>
<td>Social Security Number: *<strong>,</strong></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy): XXXX/1966</td>
</tr>
<tr>
<td>Program Type: T</td>
</tr>
<tr>
<td>Project:</td>
</tr>
<tr>
<td>Unit Address: BALTIMORE MD 21230</td>
</tr>
<tr>
<td>Participant Code: MD002</td>
</tr>
<tr>
<td>Annual Reexamination Date: 12/01/2011</td>
</tr>
<tr>
<td>Tenant Data from Form 50058 as of: 05/05/2011</td>
</tr>
<tr>
<td>Most Recent Type of Action: 3-Interim Reexamination</td>
</tr>
<tr>
<td>Effective Date: 04/30/2011</td>
</tr>
</tbody>
</table>

**Household Members**

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
<th>Identity Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>*<strong>,</strong></td>
<td><em>DONALD</em></td>
<td></td>
<td>XXXX/1966</td>
<td>67</td>
<td>Head</td>
<td>Verified</td>
</tr>
</tbody>
</table>

*This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.*

The month and day values in the Date of Birth field have been masked for security reasons.

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

---

Report Generated By: H123XXX NICOLE X FAISON
# Alert of Potential Multiple Assistance on Income Report

**Wage and Benefit Report for Household of DONALD**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Code:</td>
<td>MD002</td>
</tr>
<tr>
<td>PHA Name:</td>
<td>MD002 Baltimore City Housing Authority</td>
</tr>
<tr>
<td>Annual Reexamination Date:</td>
<td>12/01/2011</td>
</tr>
<tr>
<td>Address:</td>
<td>BALTIMORE MD 21230</td>
</tr>
<tr>
<td>Most Recent Type of Action:</td>
<td>3-Interim Reexamination</td>
</tr>
<tr>
<td>Program Type:</td>
<td>T</td>
</tr>
<tr>
<td>Project:</td>
<td></td>
</tr>
<tr>
<td>Form 50058 as of:</td>
<td>05/05/2011</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>04/30/2011</td>
</tr>
<tr>
<td>Head of Household:</td>
<td>DONALD</td>
</tr>
<tr>
<td>Social Security Number:</td>
<td><em><strong>.</strong>.</em>**</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>XXXX/1955</td>
</tr>
</tbody>
</table>

**Household Member: DONALD**
- SSN: ***.**.***
- Date of Birth: XXXX/1955
- Relationship: Head

* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.

Report Date: 10/25/2011

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

Report Generated By: H18XXX NICOLE X FAISON

* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.
### Alert of Potential Multiple Assistance on Certification Page

The following household member's EIV-reported income has been reviewed and verified by the PHA.

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member First Name</th>
<th>Member Last Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
<th>Identity Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6277</td>
<td>zobzB</td>
<td>WVINZSLA</td>
<td>XXXX1979</td>
<td>32</td>
<td>Head</td>
<td>Pending</td>
</tr>
<tr>
<td>6273</td>
<td>wvnzszA</td>
<td>WVINZSLA</td>
<td>XXXX1997</td>
<td>14</td>
<td>Other youth under 18</td>
<td>Pending</td>
</tr>
<tr>
<td>0245</td>
<td>uifjO</td>
<td>UFHFO</td>
<td>XXXX2006</td>
<td>5</td>
<td>Other youth under 18</td>
<td>Pending</td>
</tr>
</tbody>
</table>

* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.

PHAs are not required to use this Certification Page. It is a courtesy document for PHAs and tenants to confirm their review of the EIV Income Report and for tenants to document their agreement or disagreement with EIV-reported income information.
Reasons For False-Positives

- 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
  - i.e., a household member shows up as a household member in one unit and as the HOH in another unit
- Family is using voucher at eligible project-based Section 8 program
  - i.e., unit address is the same
Reasons For False-Positives (Continued)

- It is not uncommon for false-positives for former MFH program participants
- Move-out forms HUD-50059 are not provided to EIV
- PIH will work with MFH to ensure availability of move-out forms HUD-50059 for PIH EIV to reduce false positives
### Member Information

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>WILLIAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Last Name</td>
<td>WILLIAMS</td>
</tr>
<tr>
<td>Member DOB</td>
<td>04/08/1983</td>
</tr>
<tr>
<td>Count of Subsidies</td>
<td>2</td>
</tr>
</tbody>
</table>

### Household Information of Households Where WILLIAMS Receives Subsidy

<table>
<thead>
<tr>
<th>Member First Name</th>
<th>WILLIAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOH SSN</td>
<td></td>
</tr>
<tr>
<td>HOH Last Name</td>
<td>WILLIAMS</td>
</tr>
<tr>
<td>Program Type</td>
<td>Tenant-Based Assistance</td>
</tr>
<tr>
<td>Relationship for the Member</td>
<td>Head</td>
</tr>
<tr>
<td>Project Code</td>
<td>null</td>
</tr>
<tr>
<td>50058 Effective Date</td>
<td>03/01/2008</td>
</tr>
<tr>
<td>Type of Action</td>
<td>Annual Reexamination</td>
</tr>
<tr>
<td>Unit Address</td>
<td></td>
</tr>
<tr>
<td>PHA</td>
<td>MD002 Baltimore City Housing Authority</td>
</tr>
<tr>
<td>PHA Address</td>
<td>417 E FAYETTE Street, BALTIMORE, MD, 21202-</td>
</tr>
<tr>
<td>PHA Telephone Numbers</td>
<td>Office: (410) 396-3232  Fax: (410) 545-7771</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member First Name</th>
<th>WILLIAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOH SSN</td>
<td></td>
</tr>
<tr>
<td>HOH Last Name</td>
<td>WILLIAMS</td>
</tr>
<tr>
<td>Program Type</td>
<td>Public Housing</td>
</tr>
<tr>
<td>Relationship for the Member</td>
<td>Other Adult</td>
</tr>
<tr>
<td>Project Code</td>
<td>MD002</td>
</tr>
<tr>
<td>50058 Effective Date</td>
<td>01/01/2009</td>
</tr>
<tr>
<td>Type of Action</td>
<td>Annual Reexamination</td>
</tr>
<tr>
<td>Unit Address</td>
<td>601 WYANOKE AV 800, Baltimore, MD, 21218</td>
</tr>
<tr>
<td>PHA</td>
<td>MD002 Baltimore City Housing Authority</td>
</tr>
<tr>
<td>PHA Address</td>
<td>417 E FAYETTE Street, BALTIMORE, MD, 21202-</td>
</tr>
<tr>
<td>PHA Telephone Numbers</td>
<td>Office: (410) 396-3232  Fax: (410) 545-7771</td>
</tr>
</tbody>
</table>
### Detail Multiple Subsidy Report

**Example of False-Positive #2**

<table>
<thead>
<tr>
<th>Member Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Member SSN</strong></td>
<td>75</td>
</tr>
<tr>
<td><strong>Member Last Name</strong></td>
<td>BALL</td>
</tr>
<tr>
<td><strong>Member DOB</strong></td>
<td>02/20/1944</td>
</tr>
<tr>
<td><strong>Count of Subsidies</strong></td>
<td>2</td>
</tr>
</tbody>
</table>

**Household Information of Households Where BALL Receives Subsidy**

<table>
<thead>
<tr>
<th>Member First Name</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOH SSN</strong></td>
<td>75</td>
</tr>
<tr>
<td><strong>HOH Last Name</strong></td>
<td>BALL</td>
</tr>
<tr>
<td><strong>Program Type</strong></td>
<td>Voucher</td>
</tr>
<tr>
<td><strong>Relationship for the Member</strong></td>
<td>Head</td>
</tr>
<tr>
<td><strong>Project Code</strong></td>
<td>308</td>
</tr>
<tr>
<td><strong>5088 Effective Date</strong></td>
<td>06/01/2007</td>
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<tr>
<td><strong>Type of Action</strong></td>
<td>New Admission</td>
</tr>
<tr>
<td><strong>Unit Address</strong></td>
<td>1203 7TH STREET, NW #104, WASHINGTON, DC, 20001</td>
</tr>
<tr>
<td><strong>PIA</strong></td>
<td>DC001 D.C. Housing Authority</td>
</tr>
<tr>
<td><strong>PIA Address</strong></td>
<td>1113 N 1133 N, Capitol Street, NE ST NE., Washington, DC, 20002</td>
</tr>
<tr>
<td><strong>PIA Telephone Numbers</strong></td>
<td>Office: (202) 535-1500 Fax: (202) 535-1740</td>
</tr>
</tbody>
</table>

**Member Information**

<table>
<thead>
<tr>
<th>Member First Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>HOH SSN</strong></td>
<td>75</td>
</tr>
<tr>
<td><strong>HOH Last Name</strong></td>
<td>BALL</td>
</tr>
<tr>
<td><strong>Subsidy Type</strong></td>
<td>Section 8</td>
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<td><strong>Relationship for the Member</strong></td>
<td>Head of Household</td>
</tr>
<tr>
<td><strong>Contract Number</strong></td>
<td>DC320M000056</td>
</tr>
<tr>
<td><strong>Project Number</strong></td>
<td>00044208</td>
</tr>
<tr>
<td><strong>50159 Effective Date</strong></td>
<td>05/01/2007</td>
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<tr>
<td><strong>Certification Type</strong></td>
<td>Annual Recertification</td>
</tr>
<tr>
<td><strong>Unit Address</strong></td>
<td>1203 7TH ST NW APT 10404104, WASHINGTON, DC, 20001</td>
</tr>
</tbody>
</table>
Effective Use of EIV to Reduce Improper Payments

Use of the New Hires Report
New Hires Report

- Identifies tenants that:
  - Have been hired within the last 3 months
- Report also includes new hire information received within the last 3 months
- PHAs that conduct interim increases and adjusts family rent contribution in between annual income must review the report on a quarterly basis and follow up with identified tenants
New Hires Report

- Identifies tenants that:
  - Have been hired within the last 3 months

- Report also includes new hire information received within the last 3 months

- PHAs that conduct interim increases and adjusts family rent contribution in between annual income must review the report on a quarterly basis and follow up with identified tenants
How to Generate the New Hires Report

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 located under the Verification Reports header
How to Generate the New Hires Report (Continued)

Click on New Hires Report link
How to Generate the New Hires Report (Continued)

- Select report criteria
  - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the **Get Report** button
- EIV will display results
How to Generate the New Hires Report (Continued)

<table>
<thead>
<tr>
<th>Select Program Type, Reexamination Month, and Action Type*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Type:</strong> All PHA Programs ✗</td>
</tr>
<tr>
<td><strong>Reexamination Month:</strong> All</td>
</tr>
<tr>
<td><strong>Action Type:</strong> All</td>
</tr>
<tr>
<td><strong>Select Region:</strong></td>
</tr>
<tr>
<td>PHA: AK001 AHFC</td>
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</tbody>
</table>

*For PHA Region Report Only

[Get Report]
# New Hires Report - Summary Reports

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

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th>AK001 AHFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All PHH Programs</td>
</tr>
<tr>
<td>Action Type:</td>
<td>All</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>All</td>
</tr>
<tr>
<td>Households With New Hires:</td>
<td>5</td>
</tr>
<tr>
<td>Household Members With New Hires:</td>
<td>6</td>
</tr>
</tbody>
</table>

Download in Excel
Printer Friendly Version

| 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 |

## Summary Reports

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>HOH First Name</th>
<th>HOH Last Name</th>
<th>HOH DOB</th>
<th>Member Name</th>
<th>Program Type</th>
<th>Project</th>
<th>Unit Code</th>
<th>Unit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>---</strong>-<strong>7094</strong></td>
<td>JOEL</td>
<td>07/11/1976</td>
<td>JOEL</td>
<td>Public Housing</td>
<td>AK001000265</td>
<td>6524HE</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>---</strong>-<strong>0641</strong></td>
<td>GABE</td>
<td>05/25/1963</td>
<td>TYRONE</td>
<td>Public Housing</td>
<td>AK001000274</td>
<td>505870</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>---</strong>-<strong>4592</strong></td>
<td>JAMES</td>
<td>10/17/1987</td>
<td>MARISSA</td>
<td>Public Housing</td>
<td>AK001000257</td>
<td>18F207</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>---</strong>-<strong>4592</strong></td>
<td>JAMES</td>
<td>10/17/1987</td>
<td>MARISSA</td>
<td>Public Housing</td>
<td>AK001000257</td>
<td>18F207</td>
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<td></td>
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<tr>
<td><strong>---</strong>-<strong>9362</strong></td>
<td>JENNIFER</td>
<td>02/16/1996</td>
<td>JENNIFER</td>
<td>Public Housing</td>
<td>AK001000271</td>
<td>557631</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>---</strong>-<strong>6975</strong></td>
<td>ALISHA</td>
<td>05/03/1981</td>
<td>ALISHA</td>
<td>Public Housing</td>
<td>AK001000274</td>
<td>50940A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 - 5 of 5 Households
New Hires Report - Detail Reports

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Code</td>
<td>AK001</td>
</tr>
<tr>
<td>PHA Name</td>
<td>AK001 AHFC</td>
</tr>
<tr>
<td>Program Type</td>
<td>Public Housing</td>
</tr>
<tr>
<td>Project</td>
<td>AK001000265 Kodiak</td>
</tr>
<tr>
<td>Annual Reexamination Date</td>
<td>01/01/2012</td>
</tr>
<tr>
<td>Form 50058 as of</td>
<td>08/10/2011</td>
</tr>
<tr>
<td>Address</td>
<td>KODIAK AK 99615</td>
</tr>
<tr>
<td>Most Recent Type of Action</td>
<td>3-Interim Reexamination</td>
</tr>
<tr>
<td>Effective Date</td>
<td>02/01/2011</td>
</tr>
<tr>
<td>Head of Household</td>
<td>JOEL</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>*<strong>-</strong>-7094</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>XXXX/1976</td>
</tr>
<tr>
<td>Family Member</td>
<td>JOEL</td>
</tr>
<tr>
<td>SSN</td>
<td>*<strong>-</strong>-7094</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>XX/XX/1976</td>
</tr>
<tr>
<td>Hire Date</td>
<td>11/19/2010</td>
</tr>
<tr>
<td>Hire State</td>
<td>AK</td>
</tr>
<tr>
<td>FEIN</td>
<td>71-0794409</td>
</tr>
<tr>
<td>Employer Name and Address</td>
<td>WAL MART ASSOCIATES INC</td>
</tr>
<tr>
<td></td>
<td>702 SW 8TH ST, BENTONVILLE AR 72712-6209</td>
</tr>
<tr>
<td>Date Received by EIV</td>
<td>09/20/2011</td>
</tr>
</tbody>
</table>
Effective Use of EIV to Reduce Improper Payments

Use of the Identity Verification Report
Identifies tenants that:

- Failed EIV Pre-Screening
- Failed SSA Identity Test
- Pending Verification

Assists PHAs with identifying tenant PII which need to be corrected or updated on the form HUD-50058

Identifies families who may not be eligible for assistance due to non-compliance with SSN disclosure requirements (24 CFR 5.216)

Identifies deceased tenants
Assists with the availability of EIV income data

PHAs are required to:

- Comply with HUD requirements outlined in PIH Notice 2010-03
  - See pages 12-16 of notice
- Monitor the Identity Verification Report on a monthly basis
PHAs are required to:

- If applicable, require family to provide updated information, official documentation and/or current documentation from SSA
  - i.e., birth certificate, state-issued identification card
- Update form HUD-50058 with SSA-provided information
- Update form HUD-50058 with tenant-provided information
- If applicable, terminate assistance and/or tenancy in accordance with HUD requirements
The Identity Verification Report consists of:

- Failed EIV Pre-screening Report
- Failed SSA Identity Test

The Failed EIV Pre-screening report identifies households in which HUD has determined not to match the tenant PII against SSA’s database due to incorrect or invalid data.
The Failed SSA Identity Test report identifies households in which the tenant PII was submitted to SSA for matching and SSA has determined the PII does not match their records.

HUD will not submit failed PII to HHS for computer matching.
Identity Verification Report (Continued)

- The Failed EIV Pre-screening report is updated every week upon successful completion of the EIV weekend summarization job.

- The Failed SSA Identity Test report is updated the following month after receiving an updated form HUD-50058 with updated PII which subsequently matches SSA records.
How to Generate the Identity Verification Report

PHA users with the following assigned EIV roles can 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 located under the **Verification Reports** header.
How to Generate the Identity Verification Report (Continued)

Welcome FIRST - HEIV18 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page

Verification Reports
- Existing Tenant Search
- Multiple Subsidy Report
- PHA Disaster Tenant Report
- **Identity Verification Report**
- Immigration Report
- Deceased Tenants Report

Click on **Identity Verification Report** link
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
How to Generate the Identity Verification Report (Continued)
# Failed EIV Pre-Screening

## Enterprise Income Verification

Verification Reports >> Report Selection >> PHA Statistics

### Failed EIV Pre-Screening

Failed SSA Identity Test Pending Verification

### Failed EIV Pre-Screening Report as of 10/08/2011

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th>AK901 AHFC - S8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All PIH Programs</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>All</td>
</tr>
<tr>
<td>Households that Failed EIV Pre-Screening Test:</td>
<td>88</td>
</tr>
</tbody>
</table>

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Error Description Help

### Next Group

1 - 50 of 88 Households  Last Page

### Household Information

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member Name</th>
<th>Member DOB</th>
<th>Failed EIV Pre-Screening Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*<strong>-</strong>-7070</td>
<td>Iovxizn ZIRVEROL</td>
<td>08/30/1979</td>
<td>Failed SSN &amp; effective date check.</td>
</tr>
</tbody>
</table>
## Failed EIV Pre-Screening

### Error Description Help

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Short Description</th>
<th>Error Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failed effective date check</td>
<td>The effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>2</td>
<td>Failed DOB check</td>
<td>The date of birth is blank or null.</td>
</tr>
<tr>
<td>3</td>
<td>Failed last name check</td>
<td>The last name is blank or null.</td>
</tr>
<tr>
<td>4</td>
<td>Failed SSN check</td>
<td>The SSN is not numeric or all 9s or LIKE (0000) or LIKE (___00) or LIKE (%0000).</td>
</tr>
<tr>
<td>5</td>
<td>Failed DOB &amp; effective date check</td>
<td>The date of birth is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>6</td>
<td>Failed last name &amp; effective date check</td>
<td>The last name is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>7</td>
<td>Failed last name &amp; DOB check</td>
<td>The last name is blank or null &amp; the date of birth is blank or null.</td>
</tr>
<tr>
<td>8</td>
<td>Failed SSN &amp; effective date check</td>
<td>The SSN is not numeric or all 9s or LIKE (0000) or LIKE (___00) or LIKE (%0000) &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>9</td>
<td>Failed SSN &amp; DOB check</td>
<td>The SSN is not numeric or all 9s or LIKE (0000) or LIKE (___00) or LIKE (%0000) &amp; the date of birth is blank or null.</td>
</tr>
<tr>
<td>10</td>
<td>Failed last name &amp; SSN check</td>
<td>The last name is blank or null &amp; the date of birth is blank &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>11</td>
<td>Failed last name &amp; DOB &amp; effective date check</td>
<td>The last name is blank or null &amp; the date of birth is blank &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>12</td>
<td>Failed SSN &amp; DOB &amp; effective date check</td>
<td>The SSN is not numeric or all 9s or LIKE (0000) or LIKE (___00) or LIKE (%0000) &amp; the date of birth is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>13</td>
<td>Failed SSN &amp; last name &amp; effective date check</td>
<td>The SSN is not numeric or all 9s or LIKE (0000) or LIKE (___00) or LIKE (%0000) &amp; the last name is blank or null &amp; the date of birth is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
<tr>
<td>14</td>
<td>Failed SSN &amp; last name &amp; DOB check</td>
<td>The SSN is not numeric or all 9s or LIKE (0000) or LIKE (___00) or LIKE (%0000) &amp; the last name is blank or null &amp; the date of birth is blank or null.</td>
</tr>
<tr>
<td>15</td>
<td>Failed SSN &amp; last name &amp; DOB &amp; effective date check</td>
<td>The SSN is not numeric or all 9s or LIKE (0000) or LIKE (___00) or LIKE (%0000) &amp; the last name is blank or null &amp; the date of birth is blank or null &amp; the effective date of action is more than 15 months old.</td>
</tr>
</tbody>
</table>
Failed EIV Pre-Screening Resolution

Failed Effective Date Check

Indication of form HUD-50058 with an effective date older than 15 months (indication of possible overdue annual reexams)

Failed SSN Check

Alternate ID or invalid SSN

If applicable, replace alternate ID with valid SSN
Failed EIV Pre-Screening Resolution (Continued)

**Reminder:** HUD cannot obtain income information for anyone with a PIC-generated alternate ID or an invalid SSN.
Failed SSA Identity Test

Enterprise Income Verification

Verification Reports >> Report Selection >> PHA Statistics

Failed EIV Pre-Screening | Failed SSA Identity Test | Pending Verification

Failed SSA Screening as of 10/08/2011

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Code</td>
<td>FL001 Jacksonville</td>
</tr>
<tr>
<td>Program Type</td>
<td>Public Housing</td>
</tr>
<tr>
<td>Reexamination Month</td>
<td>All</td>
</tr>
<tr>
<td>Households that Failed Verification</td>
<td>59</td>
</tr>
</tbody>
</table>

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Next Group 🔽
1 - 50 of 59 Households | Last Page

**HOH SSN ***-*5550 | HOH Name zgr fjzo GIZNJH | HOH DOB 02/03/1976 | Project FL0010000027 SCATTERED SITES**

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member Name</th>
<th>Member DOB</th>
<th>Failed Verification Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>***-*488</td>
<td>vmzrq HNZROORD</td>
<td>01/30/2004</td>
<td>Verification failed - SSN not found in SSA records 767362458</td>
</tr>
</tbody>
</table>
Failed SSA Identity Test – Project Code Drop Down Menu

Enterprise Income Verification

Verification Reports >> Report Selection >> PHA Statistics

Failed EIV Pre-Screening Failed SSA Identity Test Pending Verification

Failed SSA Screening as of 10/08/2011

- Participant Code: FL001 Jacksonville
- Program Type: Public Housing
- Reexamination Month: All
- Households that Failed Verification: 59

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Project: All

Next Group
1 - 50 of 59 Households Last Page

HOH SSN ***-**-5550 | HOH Name zgfrjczc GIZMZH | HOH DOB 02/03/1976 | Project FL001000027 SCATTERED SITES

- Member SSN: ***-**-2438 | Member Name: zmzrc HNZROORD | Member DOB: 01/30/2004 | Failed Verification Description: Verification failed - SSN not found in SSA records 767362455
Failed SSA Identity Test Resolution

- Implement corrective action outlined on pages 13-16 of PIH Notice 2010-3
- If tenant continues to appear on Identity Verification Report after PHA implementation of corrective action, contact HUD Headquarters via email: PIH.RHIIP.TA@HUD.GOV, with a copy to the designated EIV Coordinators in your local HUD office
Pending Verification – No Results

Verification Reports >> Report Selection >> PHA Statistics

<table>
<thead>
<tr>
<th>Failed EIV Pre-Screening</th>
<th>Failed SSA Identity Test</th>
<th>Pending Verification</th>
</tr>
</thead>
</table>

Pending Verification Report as of 04/09/2011

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>All</td>
</tr>
<tr>
<td>Households with Pending Verification</td>
<td>0</td>
</tr>
</tbody>
</table>

No records found.

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

Report Generated By - [REDACTED] NICOLE FAISON
# Pending Verification

Pending Verification Report as of 04/09/2011

<table>
<thead>
<tr>
<th>Participant Code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
<td>All</td>
</tr>
<tr>
<td>Reexamination Month:</td>
<td>All</td>
</tr>
<tr>
<td>Households with Pending Verification</td>
<td>10</td>
</tr>
</tbody>
</table>

1 to 10 of 10 Households

<table>
<thead>
<tr>
<th>HOH SSN</th>
<th>HOH Name Stella</th>
<th>HOH DOB</th>
<th>Project</th>
<th>Capitol Terrace</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>-</strong>-9591</td>
<td>04/17/1948</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td><strong>-</strong>-9591</td>
<td>Member Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
<td>Stella</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>-</strong>-6804</td>
<td>12/13/1952</td>
<td>RIVER OAKS</td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td><strong>-</strong>-6804</td>
<td>Member Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
<td>Linda</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>-</strong>-3707</td>
<td>03/07/1949</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td><strong>-</strong>-3707</td>
<td>Member Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
<td>Shelley</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Pending Verification Resolution

- **No action required** by PHA

- HUD will send tenant PII to SSA with next regularly scheduled SSA data matching process

- Families schedule for the routine SSA quarterly computer matching process appear on this report

  - Families for which an updated form HUD-50058 containing changed PII is **not** included on the report (monthly computer matching process)
Effective Use of EIV to Reduce Improper Payments

Use of the Immigration Report
Immigration Report

Assists PHAs with effective monitoring of:

- PHA and tenant compliance with SSN disclosure and reporting requirements
- Implementation of prorated assistance for mixed families

Assist PHAs with follow-up with tenants that are:

- 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 SSN
PHAs are required to:

- Comply with requirements outlined in HUD guidance
- Monitor the Immigration Report on a monthly basis
- Update the form HUD-50058 with information provided by:
  - Tenant
  - SSA
  - Department of Homeland Security (DHS)
PHAs are required to:

- 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 requirements and/or PHA policy
How to Generate the Immigration Report

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 located under the Verification Reports header
How to Generate the Immigration Report (Continued)

Click on Immigration Report link
How to Generate the Immigration Report (Continued)

- Select report criteria
  - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the *Get Report* button
- EIV will display results
How to Generate the Immigration Report (Continued)
How to Generate the Immigration Report (Continued)

Enterprise Income Verification

Verification Reports >> Report Selection >> PHA Immigration Report

### PHA Immigration Report - Household Statistics for Program Type - All for Reexamination Month - All for Action Type - All as of 10/08/2011

<table>
<thead>
<tr>
<th>PHA</th>
<th>Number of Households (Excluding EOP)</th>
<th>Households with PIC-assigned ALT ID</th>
<th>Percentage of Households with PIC-assigned ALT ID</th>
<th>Households with ineligible Noncitizens</th>
<th>Percentage of Households with ineligible Noncitizens</th>
<th>Households with Pending Verification</th>
<th>Percentage of Households with Pending Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK001 AHFC</td>
<td>1.132</td>
<td>5</td>
<td>0.44%</td>
<td>4</td>
<td>0.35%</td>
<td>8</td>
<td>0.71%</td>
</tr>
</tbody>
</table>

### PHA Immigration Report - Household Member Statistics for Program Type - All for Reexamination Month - All for Action Type - All as of 10/08/2011

<table>
<thead>
<tr>
<th>PHA</th>
<th>Number of Household Members (Excluding EOP)</th>
<th>Household Members with PIC-assigned ALT ID</th>
<th>Percentage of Household Members with PIC-assigned ALT ID</th>
<th>Household Members with ineligible Noncitizens</th>
<th>Percentage of Household Members with ineligible Noncitizens</th>
<th>Households with Pending Verification</th>
<th>Percentage of Household Members with Pending Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK001 AHFC</td>
<td>2,929</td>
<td>5</td>
<td>0.17%</td>
<td>5</td>
<td>0.17%</td>
<td>9</td>
<td>0.31%</td>
</tr>
</tbody>
</table>

1 to 17 of 17 Households

**HOH SSN **4716 | HOH Name Iromoz MLHMSLQ | HOH DOB 03/26/1957 | Project AK001000273 ANCHORAGE NORTH
---|---|---|---|
Member SSN | Member Name | Member DOB | Eligibility Status |
---|---|---|---|
0000-0935 | zrlzn MLHMSLQ | 06/20/1961 | Ineligible Noncitizen |

**HOH SSN **6717 | HOH Name zmnlzi AVFTRMLZGFRJAVN | HOH DOB 10/30/1976 | Project AK001000274 ANCHORAGE EAST
---|---|---|---|
Member SSN | Member Name | Member DOB | Eligibility Status |
---|---|---|---|
0000-1713 | zmnlzi AVFTRMLZGFRJAVN | 10/30/1976 | Pending Verification |

**HOH SSN **3398 | HOH Name zmrlzi OZBLT | HOH DOB 04/01/1985 | Project AK001000263 Valdez
---|---|---|---|
Member SSN | Member Name | Member DOB | Eligibility Status |
---|---|---|---|
0000-3398 | zmrlzi OZBLT | 04/01/1985 | Pending Verification |

**HOH SSN **4600 | HOH Name zxrhivq AVVMVOVIM | HOH DOB 11/14/1982 | Project AK001000274 ANCHORAGE EAST
---|---|---|---|
Member SSN | Member Name | Member DOB | Eligibility Status |
---|---|---|---|

Effective Use of EIV to Reduce Improper Payments

Use of the Deceased Tenants Report
Deceased Tenants Report

Identifies currently assisted deceased tenants as reported in SSA’s Death Master File (DMF) and compared to tenant PII reported on the form HUD-50058

Deceased tenants are removed from the report when:

- The PHA transmits an updated form HUD-50058, which does not contain the previously identified deceased tenant in Section 3 of the form HUD-50058; or
- HUD obtains updated and corrected information from SSA’s DMF
Deceased Tenants Report (Continued)

- HUD obtains death information from SSA every month
- SSA-provided death information is posted in EIV by the 15th of each month
- Report is updated every Saturday with EIV’s successful weekend summarization job
  - Deleted tenants from forms HUD-50058 successfully submitted to PIC since last weekend summarization job
  - Added or deleted tenants from SSA updates since last weekend summarization job
PHAs are required to:

- Comply with HUD requirements outlined in PIH Notice 2010-50
- Monitor the Deceased Tenants Report on a monthly basis
- Contact the next of kin or listed emergency contact to confirm death
- If applicable, terminate assistance and/or tenancy in accordance with HUD requirements
Deceased Tenants Report (Continued)

PHAs are required to:

- If applicable, submit updated form HUD-50058 to remove deceased household members
- If, applicable submit EOP form HUD-50058

**Note:** 1\textsuperscript{st} priority is deceased single member households
Deceased Tenants Report (Continued)

PHAs are required to update the 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
What to Do if Tenant is **Not** Deceased

- PHAs are required to:
  - Immediately notify the tenant in writing and advise the tenant to contact SSA so that SSA may correct its records
    - SSA (800) 772-1213
  - 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
Reminder:
The HCV is **not transferrable** to individuals who were not a part of the household upon death of single household member.
How to Generate the Deceased Tenants Report

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 located under the Verification Reports header.
How to Generate the Deceased Tenants Report (Continued)

Click on Deceased Tenant Report link
How to Generate the Deceased Tenants Report (Continued)

- 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
How to Generate the Deceased Tenants Report (Continued)

Verification Reports >> Deceased Tenants Report >> Report Selection

<table>
<thead>
<tr>
<th>Select Program Type, Reexamination Month, Household Type and Action Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type:</td>
</tr>
<tr>
<td>Reexamination Month:</td>
</tr>
<tr>
<td>Household Type:</td>
</tr>
<tr>
<td>Action Type:</td>
</tr>
</tbody>
</table>

Select Region:

- PHA
  - NY005 - New York City Housing Authority

Get Report
How to Generate the Deceased Tenants Report (Continued)

Enterprise Income Verification

Verification Reports >> Deceased Tenants Report >> Report Selection >> PHA Statistics

Deceased Tenants Report for AKOM AHFC for Program Type - ALL for Reexamination Month - ALL for Action Type - All

<table>
<thead>
<tr>
<th>PHA</th>
<th>Total Number Of Households Evaluated</th>
<th>Total Number Of Household Members Evaluated</th>
<th>Households With Deceased Members</th>
<th>% of Households With Deceased Members</th>
<th>% of Single Member Deceased Households</th>
<th>Deceased Members</th>
<th>Members Deceased Less Than 1 Year</th>
<th>Count</th>
<th>%</th>
<th>Count</th>
<th>%</th>
<th>Count</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK001 AHFC</td>
<td>1152</td>
<td>2,929</td>
<td>3</td>
<td>0.27%</td>
<td>86.67%</td>
<td>3</td>
<td>1</td>
<td>33.33</td>
<td></td>
<td>2</td>
<td>86.67%</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

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1 - 3 of 3 Households

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

Deceased Tenants Report as of 10/08/2011 - All Households

<table>
<thead>
<tr>
<th>Member SSN</th>
<th>Member Name</th>
<th>Member DOB</th>
<th>Member Deceased Date</th>
<th>Date Received by EIV</th>
</tr>
</thead>
<tbody>
<tr>
<td>n sgrf HNRM</td>
<td>05/25/1926</td>
<td>10/26/2010</td>
<td>*</td>
<td>12/03/2010</td>
</tr>
<tr>
<td>bzi IVYYVD</td>
<td>12/28/1930</td>
<td>08/07/2010</td>
<td>*</td>
<td>10/04/2010</td>
</tr>
</tbody>
</table>
EIV Question & Answer Session

Ask HUD...
Future EIV Inquiries

Contact the EIV Coordinator in your local HUD Office

Additional assistance is available from the National EIV Coordinator (HUD Headquarters)

PIH EIV system issues: EIV_HELP@HUD.GOV
PIH EIV policy issues: PIH.RHIIP.TA@HUD.GOV