



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

April 23, 2012

Dear Executive Director:

The Department's Real Estate Assessment Center (REAC) monitors Public Housing Agencies' (PHAs) reporting of information to the Public and Indian Housing Information Center (PIC) of assisted families and compares various PIC-reported information to data obtained from other federal databases to validate the accuracy of tenant-reported Social Security Numbers (SSNs) and income information. The intended outcome of this monitoring is to confirm PHAs' compliance with PIC reporting and use of the Enterprise Income Verification (EIV) system to reduce improper payments within HUD rental assistance programs.

REAC's review of EIV's *Identity Verification Report* as of March 31, 2012, indicates that there may be an outdated form HUD-50058, error in the surname, date of birth, and/or Social Security Number (SSN) (collectively referred to as personally identifiable information (PII)) reported on line 3b, 3e, and 3n, respectively, of the form HUD-50058, reported in PIC for one or more current HUD-assisted tenants. Errors may be caused by:

1. PHA non-submission of a current form HUD-50058
2. PHA data entry error
3. PHA transcription error
4. SSA data error
5. Tenant information disclosure error

Non-submission of forms HUD-50058 and incorrect or invalid tenant PII may result in incorrect or ineligible payments and/or assistance on behalf of the families identified on your agency's current *Identity Verification Report*. In an effort to mitigate risk associated with improper payments or incorrect family data reported in PIC, if your agency has not already done so, the Department requires your agency to complete the following actions no later than **June 30, 2012**, to correct identified deficiencies.

Required PHA Actions by June 30, 2012:

1. Log into EIV and review your agency's *Identity Verification Report* and view the *Failed EIV Pre-Screening* and *Failed SSA Identity Test Reports*.

Failed EIV Pre-Screening Report

2. For any household member classified as an eligible citizen or eligible non-citizen that has been assigned a PIC-generated alternate identification number, use the PIC Tenant ID Management tool to replace the alternate identification number (ALT ID) with a valid SSN. **No action is required** for any individual who is assigned an ALT ID; and who is a part of a household with other eligible citizens and/or eligible noncitizens; and classified as an ineligible noncitizen; **and** the family's assistance is prorated.

3. Submit an updated form HUD-50058 for any household reported with a ***Failed Effective Date Check*** error description, which is an indication of an overdue annual reexam;
 - a. Ensure that your agency has completed a current annual reexamination of family income.

Failed SSA Identity Test Report

4. For error messages that identify a tenant as deceased, you are required to follow the administrative instructions outlined in Notice: PIH-2012-4 (HA) available online at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/publications/notices.
5. For error messages that contain a Social Security Administration (SSA)-provided date of birth or SSN at the end of the error message, you are **required** to successfully submit to PIC, a corrected or updated form HUD-50058 with the SSA-provided PII, as outlined on pages 19-23 of Notice: PIH-2012-10 (HA) available online at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/publications/notices.
6. For error messages that identify a discrepancy in a tenant name or surname, you are required to follow the guidance described below.
 - a. For tenant information disclosure errors, it may be necessary to contact the family to confirm the discrepant PII and obtain official documentation of the tenant's name.
 - b. If the tenant confirms that the name or surname reported in PIC is correct, refer the family to SSA to have SSA records updated with the correct PII or obtain documentation from SSA to confirm the PII reported in SSA's database. **Only SSA can correct PII reported in SSA records, upon the written request of the tenant.**
 - i. Obtain and retain in the tenant file, a copy of the SSA statement of SSN assignment from the tenant.
7. If your agency determines that **all** household members have **not** disclosed a valid SSN in accordance with 24 CFR §5.216 and the family refuses to provide such information, **the family is not eligible for assistance** and your agency is required to initiate action to terminate assistance and/or tenancy for the entire household, and successfully submit an end of participation (EOP) action to PIC no later than 60 days from the effective date of the EOP action.

- a. **Public Housing:** Terminate lease and tenancy of the family in accordance with 24 CFR §5.218. An EOP cannot be submitted until your agency has legally regained possession of the public housing unit.
- b. **Section 8:** Terminate Housing Assistance Payment (HAP) to landlord on behalf of the family and the HAP contract in accordance with 24 CFR §5.218 and 24 CFR §982.311.

Required Documentation

1. For any case in which your agency has determined that the tenant name or surname reported on the form HUD-50058 is correct, fax **only** the following information to HUD Headquarters at (202) 485-0288:
 - a. PHA Code, which consists of two alpha characters and three numeric characters (i.e. DC004);
 - b. Head of household (HOH) first and last name;
 - c. First and last name of household member with name discrepancy; and
 - d. A legible copy of the SSA statement of SSN assignment (see attached sample).

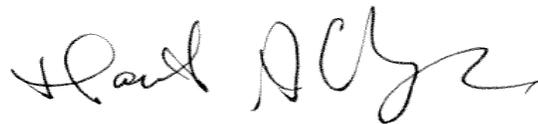
Do **NOT** email or fax to HUD, copies of the form HUD-50058, EIV reports, SSN cards, birth certificates, identification cards, or any other document not listed above.

HUD will use this information to resolve the name discrepancy with the Social Security Administration (SSA). It is not necessary to re-submit this information if you have previously submitted it for the same individual.

REAC will review your agency's Identity Verification Report after June 30, 2012, to confirm that your agency has corrected the noted deficiencies. Your agency is **not required** to provide a response to this letter. Failure to correct noted deficiencies may result in sanctions.

For additional information regarding this notice or reduction of improper payments, please contact Nicole Faison on (202) 475-7963. Thank you for your continued commitment to effective and efficient administration of HUD rental assistance programs.

Sincerely,



David A. Vargas, CPA
Deputy Assistant Secretary

Attachment

cc: HUD Field Offices

Sample SSA Letter

*** REC 2011180 103219 HDFE02BO BA7F CIPQYA6 PQA6 (F-BAZ) ***

NUMI DTE: 06/29/11 SSN: 123-45-6789 XC: UNIT: M PG: 001

SOCIAL SECURITY ADMINISTRATION SOCIAL SECURITY NUMBER PRINTOUT

OUR RECORDS INDICATE THAT SOCIAL SECURITY NUMBER 123-45-6789
IS ASSIGNED TO JANE, MARY, DOE.

YOUR SOCIAL SECURITY CARD IS THE OFFICIAL VERIFICATION OF YOUR SOCIAL SECURITY
NUMBER. THIS PRINTOUT DOES NOT VERIFY YOUR RIGHT TO WORK IN THE UNITED STATES.

PROTECT YOUR SOCIAL SECURITY NUMBER FROM FRAUD AND IDENTITY THEFT. BE CAREFUL
WHO YOU SHARE YOUR NUMBER WITH.

Sample SSA Letter