



# **Enterprise Income Verification (EIV)**

## **8.1.1 Instructional Course**

Department of Housing and Urban  
Development (HUD), Office of Housing  
Assistance and Grant Administration  
(HAGA)

December 17, 2008 (Day Two, Part One)

# Welcome

- Recap of Day One
- Today's Course Agenda:
  - EIV Income Information Reports
  - Monitoring of EIV Compliance

# Course Objectives

- Today, learn how to:
  - Read/understand wage and benefit income reports
  - Identify/resolve valid income discrepancies
  - Prevent fraud, waste and abuse in HUD rental assistance programs
  - Monitor/be monitored

# **Section V. EIV Income Information Reports**

# Discussion Topics

- Computer Matching Agreements (CMAs)
- Income Information
  - Income Report
  - Income Discrepancy Report

# **Computer Matching Agreements (CMAs)**

# What is a CMA?

- A **CMA** is an agreement federal agencies and states enter into to obtain certain computerized information on individuals.
- Currently, Multifamily Housing Program administrators cannot enter into CMAs with states for tenant income verification and monitoring purposes.

# What is a CMA? (Cont.)

- In general, CMAs:
  - Identify the information to be disclosed between agencies and re-disclosed to other entities;
  - Indicate under what circumstance(s) such information can be disclosed, re-disclosed, and used by agencies and other entities; and
  - Establish effective dates for agreements.

# What is a CMA? (Cont.)

- Privacy Act of 1974 (42 USC 552a) gives federal agencies the authority to initiate and enter into CMAs.
- CMAs are valid for 18 months and renewed for 1 year; after which, a new CMA must be executed between agencies.

# HUD CMAs w/HHS and SSA

- HUD's CMAs with HHS and SSA allow HUD to obtain and display wage-related, benefit, and disability status information for tenants on reports contained in the EIV system.
- Without an executed CMA with HHS and SSA, HUD's EIV System could not display such information for tenants.

# Effective Dates of HUD CMAs w/HHS and SSA

- HUD-HHS CMA for wage-related information expires 12/2009, with a one year renewal period through 12/2010.
- HUD-SSA CMA for benefit and disability status information expires 5/2009; a new CMA will be executed and effective 5/2009 through 11/2010, with a one year renewal period through 11/2011.

# **Income Report**

Wage-related, Benefit, and Disability  
Status Information

# Income Report

- The **Income Report** displays wage-related, benefit, and disability status information from 3<sup>rd</sup> party income sources for active tenants in the Tenant Rental Assistance Certification System (TRACS).
- The Report itself is considered independent third party verification of tenant- reported income.

## Income Report (Cont.)

- An **Income Report** is not available for applicants, as EIV does not generate the report for this group; therefore, it is not available to Owners/Agents (O/As) at the time of family application.

# Income Report: Mandatory 3<sup>rd</sup> Party Verification

- When the “Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs” becomes effective for MF Housing Programs, O/As must use EIV for 3<sup>rd</sup> party verification of tenant income during mandatory interim and annual recertifications.

# Locating the EIV Income Report

- Log into HUD's Web Access Secure Systems (WASS), under "Systems," click on the link for "Enterprise Income Verification" and follow the prompts to the "Welcome" page.
- On the left navigation panel, under "Income Information," you can search by Subsidy Contract, Project Number, or Head of Household to get to the **Income Report** for participant families.

# Locating the EIV Income Report (Cont.)

- For complete instructions on how to access the report, please review the Gaining/Continuing EIV Access session (Day One, Part One) and EIV Modules session (Day One, Part Two); or, see instructions for External users, located on the MF EIV website at:  
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm>.

EIV - Welcome Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://hwwauad426.hud.gov/eiv/selectuserOathFrmSelection.action>

# Enterprise Income Verification

Welcome First - M00337 Last - uiv

## Income Information Search Options

**EIV Announcement** Announcement Date: 01/14/2008

January 14, 2008. The loading of SSA data that includes the latest cost of living adjustment has been completed.

**Timeout Notice!**  
Your EIV Session will time out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

**Notice of Browser Compatibility**  
The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software..

**Attention !!**  
Next User re-certification is due by "7/30/2008." If not, Access will be Terminated at 12:00AM, EST 07/31/2008

- Back to Secure Systems
- Program Office Selection
- Switch Role
- Income Information**
  - By Subsidy Contract
  - By Project Number
  - By Head of Household
- Verification Reports**
  - Existing Tenant Search
  - Multiple Subsidy Report
  - Identity Verification Report
  - Deceased Tenants Report
- User Access Request**
  - Authorization Requests

User Manual  
Adobe Get Acrobat Reader

# Income Information – E.g., Search by Subsidy Contract

The screenshot shows the 'Enterprise Income Verification' web application. The page title is 'Enterprise Income Verification' with a 'HUD Home' link. The breadcrumb trail is 'Income Information >> By Subsidy Contract'. A list of subsidy contracts is displayed under the heading 'Select One or More Contracts:'. The first three contracts are circled in red: AKD20002001 -- CHENANA APARTMENTS, AKD20003001 -- KBL APARTMENTS, and AKD2M000012 -- Chester Park Estates. Below the list is a 'Select Re-certification Month:' dropdown menu set to 'May' and a red 'Go' button. A callout box on the right contains the text: 'Select a Contract(s), Re-certification Month(s), and click "GO"'. Arrows point from the callout box to the circled contracts and the 'Go' button.

Enterprise Income Verification [HUD Home](#)

Income Information >> By Subsidy Contract

Select One or More Contracts:

- AKD20002001 -- CHENANA APARTMENTS
- AKD20003001 -- KBL APARTMENTS
- AKD2M000012 -- Chester Park Estates
- AKI7R51001 -- DAYBREAK INC.
- AK06L000003 -- NORTHWIND
- AK06L000007 -- JEWEL LAKE VILLA II
- AK06S011002 -- DENALI VIEW SENIOR HOUSING
- AL090001015 -- CORDOVA PARK
- AL090010002 -- ASPER ELDERLY
- AL090015023 -- BRADLEY PARK APTS

Select Re-certification Month: May

Select a Contract(s), Re-certification Month(s), and click "GO"

# Listed Reports

**Enterprise Income Verification** [HUD Home](#) [MF Housing](#) [EIV Home](#) [Search](#)

[Income Information](#) >> [By Subsidy Contract](#)

**Select One or More Contracts:**

- AK020002001 -- CHENAI
- AK020003001 -- KBL APA
- AK02M000012 -- Chester Park Es
- AK02T851001 -- DAYBREAK INC
- AK06L000003 -- NORTHWIND
- AK06L000007 -- JEWEL LAKE VILLA II
- AK06S011002 -- DENALI VIEW SENIOR HOUSING
- AL090001015 -- CORDOVA PARK
- AL090010002 -- JASPER ELDERLY
- AL090015023 -- BRADLEY PARK APTS

Select Re-certification Month:

**Monthly Report Summary**

Contracts: CA160005005 , CA160006005 , CA160007004 , CA160019003 , CA160032004

Re-certification Month: All

Report Type	Number of Households	Number of Members
<b><u>Income Report</u></b>	61	67
<b><u>Income Discrepancy Report</u></b>	1	
<b><u>Failed Verification Report</u></b>	6	6
No Income Report	0	0
New Hires Report	0	0

## Listed Reports (Cont.)

- You will notice on the previous slide there are five “Income Information” reports listed for *possible* review and download.
- Reports will only be available for review and download when report links are active (e.g., the Income Report, as shown on the previous slide is underlined).

# Listed Reports (Cont.)

- **Special Note:** With the scheduled April 2009 EIV 8.1.2 Release, the “Failed Verification Report” (the 3<sup>rd</sup> listed report) will no longer be available via the “Income Information” module.
- This report will be available via the “Verification Reports” module, as a sub-report to the “Identity Verification Report.”

# Income Report: General

- Displays wage-related, benefit, and disability status information for household members who are 18 years of age or older and who currently receive or previously received benefit and wage-related income.
- See the **EIV Module** segment of the course (Day One, Part Two) for information on the pre-screening and identity verification process.

# Income Report: Details

- Social Security (SS)/Supplemental Security Income (SSI)/Dual Entitlement (DE) benefits from the Social Security Administration (SSA)
- Wage (W-2), unemployment insurance (UI) benefits, and New Hires (W-4) information from HHS
- Medicare data and disability status information from SSA

# Income Report for Household: Field Data

- Contract# & Project#; subsidy type; next re-cert date; and effective date (*date of transmitted form HUD-50059*)
- Family Social Security Numbers (SSNs) and Dates of Birth (DOBs)
- Employment Information (New Hires (W-4))
- Wages

# **Income Report for Household: Field Data (Cont.)**

- Unemployment Benefits
- Social Security Benefits
- Dual Entitlement
- Medicare Data
- Supplemental Security Benefits
- Disability Status

# Income Report for Household: Field Data (Cont.)

- **Black Lung Entitlement** is no longer a part of the **Income Report** description; it was removed from the Report two releases ago.
- Although not field data, the Report displays the Privacy Act statement “Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.”

# Income Report for Household: Field Data (Cont.)

- EIV users will want to be careful when handling the **Income Report**, particularly since the user's Name and partial User ID are on all of the printed reports.

# Wage and Benefit Report for Household Section

[HUD Home](#)
[MF Housing](#)
[EIV Home](#)
[Search](#)
[Email](#)

**Enterprise Income Verification**

Income Information >> [By Contract Number](#) >> [Report Summary](#) >> Income Detail Report

Income Report Detail	
Contracts:	XX000000000
Re-certification Month:	January
Households With Income:	5

1 - 5 of 5 Households

Summary Reports
Detail Reports
[Printer-Friendly Version](#)

Wage and Benefit Report for Household of AKTEF I DKZRW				
Contract Number	XX000000000	Subsidy Type:	Section 8	
Project Number	XX000000	Project:	ABC Asartasdsad	
Next Re-certification Date:	01/01/2009	Form 50059 as of:	05/05/2008	
Address:	1111 - ABC Drive, X - 9999			
Most Recent Type of Action:	IR-Interim Recertification	Effective Date:	05/01/2008	
<b>Head of Household: AKTEF I DKZRW</b>				
Social Security Number:	***-**-9999	Date of Birth:	XX/XX/9999	
Household Member:	AKTEF I DKZRW	SSN:	***-**-9999	
Date of Birth:	XX/XX/9999	Relationship:	Head of Household	
Employment Information				
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
03/28/2008	XX	XX-XXXXXXX	KI JZDVZKJQKX TOPWUJ2 WZH 235 T ALAKDCU NUD VMS 5709, LITTLE ROCK AR 72201-8021	04/22/2008
02/15/2008	XX	XX-XXXXXXX	CVSVQDKL W ULRLI VMAJCI CJE 6 ZDORCFW AHTV, REYNOLDSBURG OH 43068-8534	03/14/2008
12/10/2007	XX	XX-XXXXXXX	ZZVQAB HHURLF HBL ZAKYSKW XRUY 927 LZBNHK VA, LEBANON TN 37087-3402	03/14/2008
08/14/2007	XX	XX-XXXXXXX	QANDRPHOZ BQCSBA FWRDYMD ULM 9 VJMERHTPF IY, BLOOMINGTON MN 55425-2168	03/14/2008
05/16/2006	XX	XX-XXXXXXX	654 LSK KDH 222 AZCVTX VAFJC, BNUY 4 NKKIV 616, LEWISVILLE TX 75087-8388	03/14/2008
Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q4 of 2007	\$286.00	XX-XXXXXXX	ZZVQAB HHURLF HBL ZAKYSKW XRUY HM TQW 51186 NJRXGFR & SPEEDQPGF MWP, NASHVILLE TN 37228	05/21/2008
Q4 of 2007	\$1,583.00	XX-XXXXXXX	QANDRPHOZ BQCSBA FWRDYMD ULM 635 T ZLTSSBN ZIK EUDDY XLDVNPWYY, LITTLE ROCK AR 72201	05/21/2008
Q3 of 2007	\$3,031.00	XX-XXXXXXX	QANDRPHOZ BQCSBA FWRDYMD ULM 635 T ZLTSSBN ZIK EUDDY XLDVNPWYY, LITTLE ROCK AR 72201	03/14/2008
Q2 of 2007	\$98.00	XX-XXXXXXX	QANDRPHOZ BQCSBA FWRDYMD ULM 9 VJMERHTPF IY, BLOOMINGTON MN 55425-2168	03/14/2008
Q4 of 2006	\$49.00	XX-XXXXXXX	HLZBHWK ZFMBUMZHB YTRNDCK 9234 G NBPXDH IE, N LITTLE ROCK AR 72118-9508	03/14/2008
Q3 of 2006	\$1,133.00	XX-XXXXXXX	654 LSK KDH 222 AZCVTX VAFJC, BNUY 4 NKKIV 616, LEWISVILLE TX 75087-8388	03/14/2008

# Wage and Benefit Report for Household Section (Cont.)

- Provides basic information, as displayed on the previous slide.
- HOH SSN and DOB are masked to maintain tenant privacy.
- A Printer-Friendly option is provided at the top of the page.
- Trainers are not to use **ELV Income Reports** w/o masking **ALL** Privacy Act and identifying project/contract information.

# Employment Information – New Hires (W-4) Data

Family Member: John Doe    SSN: \*\*\*-\*\*-1111    Date of Birth: XX/XX/1900

## Employment Information

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by FIV
08/23/2005	FL	68-0510357	HIRE QUEST 960 MORRISON DR, SUITE 201, CHARLESTON SC 29403	10/09/2005
05/27/2005	FL	59-3692493	R MACS INC PO BOX 11566, JACKSONVILLE FL 32239	10/09/2005
04/11/2005	FL	59-3282111	NORTHSIDE SUBWAY INC P O BOX 2, LAKELAND FL 33801-0002	10/09/2005
08/02/2004	FL	58-2054307	THE WIT GROUP 99 MARINA DRIVE, SUITE 4, SAINT SIMONS ISLAND GA 31522	10/09/2005
03/10/2004	FL	59-2015016	UNIVERSAL SELECT INC 4077 WOODCOCK DR 106 P O BOX 5906, JACKSONVILLE FL 32247-5906	10/09/2005
12/08/2003	FL	58-2113416	ROYAL STAFFING INC P O BOX 1433, MCDONOUGH GA 30253-1433	10/09/2005
11/21/2003	FL	58-2482144	JAGUAR BELLS LLC 4107 COLUMBIA RD, MARTINEZ GA 30907	10/09/2005
11/06/2003	FL	59-3206373	CRUM STAFFING II INC 3040 GULF TO BAY BLVD, SUITE 200, CLEARWATER FL 33759	10/09/2005

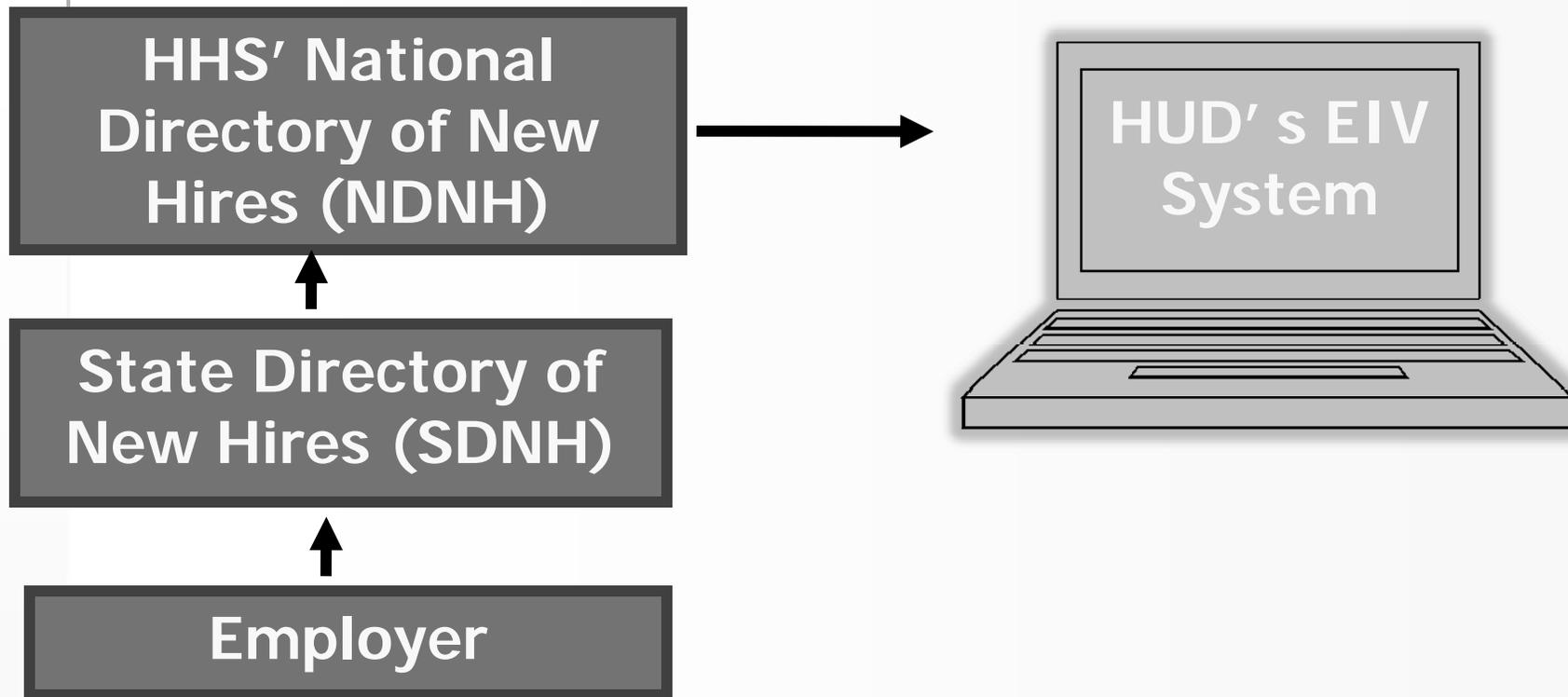
# Employment Information – New Hires (W-4) Data (Cont.)

- The most recent employer information will appear first in the list of new hires data and will include:
  - Hire Date\*
  - Hire State\*
  - Federal Employer Identification Number (FEIN)
  - Employer Name and Address\*
  - Date Received by EIV\*

# Employment Information – New Hires (W-4) Data (Cont.)

- **Hire Date** and **Hire State** may not be displayed on the Report. Federal law does not require employers to report these for newly hired employees to each State Directory of New Hires (SDNH). However, a State may require an employer to submit such information.

# Employment Info – New Hires (W-4): Here's How it Works



# Employment Information – New Hires (W-4) Data

- As you can see, in order for New Hires (W-4) information to be displayed in EIV, the employer must first do its job and report the information to the State and so forth.
- If no data is available in EIV, the text “EIV received no Employment (W-4) data” appears.

# Employer Reporting Timeframe for New Hire Employment Data

- **Employers** are required to report each newly hired individual to the SDNH within 20 days of the date of hire, **unless** the reporting is made electronically or magnetically.

# Employer Reporting Timeframe for New Hire Employment Data (Cont.)

- If reporting is made electronically or magnetically, the employer must report to the SDNH twice a month, not fewer than 12 days nor more than 16 days apart. E.g., employer reports on 12/04/2008 and 12/16/2008 (12 days apart) or 12/04/2008 and 12/20/2008 (16 days apart)

# Employer Reporting Timeframe for New Hire Employment Data (Cont.)

- **SDNH** will process W-4 data within 5 business days of receiving the reporting from employers and report the W-4 data to NDNH within 3 business days after new hire data is entered into SDNH's system.

# Employer Reporting Timeframe for New Hire Employment Data (Cont.)

- **Federal Agencies** and **States** will report New Hires (W-4) data for newly hired employees to NDNH within 20 days of the date of hire.
- In both cases, if reported electronically or magnetically, then 2 monthly transmissions no fewer than 12 days apart and no more than 17 days apart.

# Employer Reporting Timeframe for New Hire Employment Data (Cont.)

- Reporting information is available on HHS' Office of Child Support Enforcement (OCSE) website at:  
<http://www.acf.hhs.gov/index.html.OCSE>
- OCSE is the agency responsible for operating the NDNH database.

# Wages

<b>Wages</b>				
<b>Pay Period</b>	<b>Amount</b>	<b>FEIN</b>	<b>Employer Name and Address</b>	<b>Date Received by EIV</b>
Q2 of 2006	\$2,811.00	63-0891974	ZKDDNSU OKGZ WASUZRBC 9 INNTRNWH ALCLH JQW QRP K399, BETHESDA MD 20814-5553	11/28/2006
Q1 of 2006	\$2,811.00	63-0891974	ZKDDNSU OKGZ WASUZRBC 9 INNTRNWH ALCLH JQW QRP K399, BETHESDA MD 20814-5553	11/28/2006
Q4 of 2005	\$2,347.00	89-3928660	JLZK XQLCQ VMCSEMFGRSQ GXMW: YTHXMLX BCU, IDMYDCJ, 2316 G UQSFYEOV KXB, PENSACOLA FL 32501-2629	11/28/2006
Q4 of 2005	\$1,091.00	83-1070620	HBQJRB HU AVQKCP UNVMOMGKZY 25208 XOZQXSX LVGPJS NY, ROCKVILLE MD 20850-4234	11/28/2006
Q3 of 2005	\$1,302.00	83-1070620	HBQJRB HU AVQKCP UNVMOMGKZY MPOQHZUVCQN EZZ, 2294 PRWNEI WG #574 WU, WASHINGTON DC 20005	11/28/2006
Q3 of 2005	\$599.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GEC MLFVG 337, 34V YORFKHXW AAKG, FLORHAM PARK NJ 07932-2904	11/28/2006
Q2 of 2005	\$957.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GE LKZG IAA WFRKMZPA GLJ EHM GJTPGMY GI, HM TQW 19065, SAINT LOUIS MO 63166-5647	12/04/2005
Q1 of 2005	\$4,402.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GE LKZG IAA WFRKMZPA GLJ EHM GJTPGMY GI, HM TQW 19065, SAINT LOUIS MO 63166-5647	10/16/2005
Q4 of 2004	\$2,415.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GE LKZG IAA WFRKMZPA GLJ EHM GJTPGMY GI, HM TQW 19065, SAINT LOUIS MO 63166-5647	10/16/2005
Q3 of 2004	\$409.00	83-0562954	ZGOFFYRLRP VUOZIUPYBM JUS FQI 5172 FPSZH KWAKKUW WZ., ELKRIDGE MD 21075	10/16/2005
<b>Unemployment Benefits</b>				
<b>Pay Period</b>	<b>Amount</b>		<b>Date Received by EIV</b>	
Q3 of 2005	\$2,008.00		12/04/2005	
Q2 of 2005	\$1,656.00		10/16/2005	

# Wages (Cont.)

- Field data for wages include:
  - Pay Period (calendar quarterly period in which wages were paid)
  - Gross amount
  - FEIN
  - Date Received by EIV

## Wages (Cont.)

- If there are no results from the HHS-HUD match, the text “EIV received no income data” will appear.
- Wage information is aggregated according to the quarter in which it was received.
- Wages are reported quarterly for two years, and most recent quarter appears first in the table.

# Timeframe for Reporting Wage Data

- Quarterly Wage (Non-Federal)
  - State Workforce Agencies (SWAs) report **within 4** months after the quarterly reporting period.
- Quarterly Wage (Federal)
  - Federal agencies report no later than **1 month** after the quarterly reporting period.

# Unemployment Insurance (UI) Benefits

<b>Wages</b>				
<b>Pay Period</b>	<b>Amount</b>	<b>FEIN</b>	<b>Employer Name and Address</b>	<b>Date Received by EIV</b>
Q2 of 2006	\$2,811.00	63-0891974	ZKDDNSU OKGZ WASUZRBC 9 INNTRNWH ALCLH JQW QRP K399, BETHESDA MD 20814-5553	11/28/2006
Q1 of 2006	\$2,811.00	63-0891974	ZKDDNSU OKGZ WASUZRBC 9 INNTRNWH ALCLH JQW QRP K399, BETHESDA MD 20814-5553	11/28/2006
Q4 of 2005	\$2,347.00	89-3928660	JLZK XQLCQ VMCSEMFRSQ GXMW: YTHXMLX BCU, IDMYDCJ, 2318 G UQSFYEOV KXB, PENSACOLA FL 32501-2629	11/28/2006
Q4 of 2005	\$1,091.00	83-1070620	HBQJRB HU AVQKCP UNVMOMGKZY 25208 XOZXSX LVGPJS NY, ROCKVILLE MD 20850-4234	11/28/2006
Q3 of 2005	\$1,302.00	83-1070620	HBQJRB HU AVQKCP UNVMOMGKZY MPOQHZUVCQN EZZ, 2294 PRWNEI WG #574 WU, WASHINGTON DC 20005	11/28/2006
Q3 of 2005	\$599.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GEC MLFVG 337, 34V YORFKHXW AAKG, FLORHAM PARK NJ 07932-2904	11/28/2006
Q2 of 2005	\$957.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GE LKZG IAA WFRKMZPA GLJ EHM GJTPGMY GI, HM TQW 19065, SAINT LOUIS MO 63166-5647	12/04/2005
Q1 of 2005	\$4,402.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GE LKZG IAA WFRKMZPA GLJ EHM GJTPGMY GI, HM TQW 19065, SAINT LOUIS MO 63166-5647	10/16/2005
Q4 of 2004	\$2,415.00	33-6560536	SMIBCQ TDWI IRCSIPSLH GE LKZG IAA WFRKMZPA GLJ EHM GJTPGMY GI, HM TQW 19065, SAINT LOUIS MO 63166-5647	10/16/2005
Q3 of 2004	\$409.00	83-0562954	ZGOFFYRLRP VUOZIUPYBM JUS FQI 5172 FPSZH KWAKKUW WZ., ELKRIDGE MD 21075	10/16/2005
<b>Unemployment Benefits</b>				
<b>Pay Period</b>	<b>Amount</b>		<b>Date Received by EIV</b>	
Q3 of 2005	\$2,008.00		12/04/2005	
Q2 of 2005	\$1,656.00		10/16/2005	

# Unemployment Insurance (UI) Benefits (Cont.)

- Field data include:
  - Pay period (calendar quarter in which the UI benefits were received)
  - Gross Amount
  - Date Received by EIV

# Unemployment Insurance (UI) Benefits (Cont.)

- If complete UI benefit information is displayed, then this would indicate the tenant is receiving quarterly UI benefits.
- If the Gross Amount of UI benefits is \$0.00, and there are quarterly Pay Periods and a Date Received by EIV, this would indicate the individual is eligible for UI benefits, but he or she has just not been paid UI benefits.

# Unemployment Insurance (UI) Benefits (Cont.)

- If there are no results from the HHS-HUD match, the text “EIV received no benefits data” will appear.

# Timeframe for Reporting Unemployment Benefits

- SWAs report within **1 month** after the quarterly reporting period.
- For example, for Q4 2008 (October 1 – December 31, 2008), UI benefits will be available in EIV in 2/2009.
- Employers do not report UI benefits to States; this information comes directly from the State to HHS' NDNH database.

# Quarterly Reporting Period (Non-Federal) Wage Data

<b>Quarter</b>	<b>Approximate Availability Date</b>
Q1, Jan. 1 – Mar. 31	Aug. 15 or earlier
Q2, Apr. 1 – June 30	Nov. 15 or earlier
Q3, July 1 – Sep.30	Feb. 15 or earlier
Q4, Oct. 1 – Dec. 31	May 15 or earlier

# Quarterly Reporting Period (Non-Federal) Wage Data (Cont.)

- You will notice from the table that for quarter ending December 31, 2008, quarterly wages will be available in EIV in May of 2009; or sooner.

# Quarterly Reporting Period (Federal) Wage and Unemployment

<b>Quarter</b>	<b>Approximate Availability Date</b>
Q1, Jan. 1 – Mar. 31	May 15 or earlier
Q2, Apr. 1 – June 30	Aug. 15 or earlier
Q3, July 1 – Sep. 30	Nov. 15 or earlier
Q4, Oct. 1 – Dec. 31	Feb. 15 or earlier

# Quarterly Reporting Period (Federal) Wage and Unemployment (Cont.)

- With respect to wages and UI benefits compensation, you will notice in the table that information will be available a lot sooner.
- For quarter ending Dec. 31, 2008, wage and UI benefit information will be available in EIV in February 2009; or sooner.

# Social Security Benefits

Social Security Benefits		Benefit History	
Verification Data		Date	Gross Benefit
Payment Status Code:	T6 - Child beneficiary is no longer attending school on full-time basis and is between ages 18 and 19, or a disabled child is no longer under a disability		
Date of Current Entitlement:	2/1994		
Net Monthly Benefit if Payable:	\$0.00		
Payee Name and Address:	John Doe 10 Test St. Jacksonville FL 11111-1111		
		Lump Sum	
		Date	Amount
		12/01/2005	\$0.00

Dual Entitlement		Benefit History	
Verification Data		Date	Gross Benefit
Claim Number:	421701986-C3		
Payment Status Code:	T6 - Child beneficiary is no longer attending school on full-time basis and is between ages 18 and 19, or a disabled child is no longer under a disability		
Date of Current Entitlement:	2/1994		
Net Monthly Benefit if Payable:	\$0.00		
Payee Name and Address:	John Doe 10 Test St. Jacksonville FL 11111-1111		

## **Social Security Benefits (Cont.)**

- Provides SS benefit information for households who have been verified by SSA in the identification process.
- SS benefits are aggregated by quarters and are provided for the last 8 changes.
- Increased annually for the Cost-of-Living Adjustment (COLA)—for 2009, it's 5.8%.

## Social Security Benefits (Cont.)

- **Gross Benefit** amount reflects SS amounts received by the tenant with no deductions.
- **Payment Status Code** indicates the current payment status of the beneficiary.
- **Date of the Current Entitlement** is the date the tenant was approved to receive the benefit.

## Social Security Benefits (Cont.)

- **Net Benefit Monthly Benefit** reflects the Gross Benefit amount minus any deductions, which may include the Medicare Premium and/or additional deductions such as garnishments, which are not listed on the report.

## Social Security Benefits (Cont.)

- **Payee Address** may or may not be updated or be the individual's actual address, since this information is provided by the individual to SSA and SSA does not verify such information.
- If there are no results from the SSA-HUD match, the text "EIV received no benefits data" appears.

# Dual Entitlement (DE) Benefits

Social Security Benefits		Benefit History	
Verification Data		Date	Gross Benefit
Payment Status Code:	T6 - Child beneficiary is no longer attending school on full-time basis and is between ages 18 and 19, or a disabled child is no longer under a disability		
Date of Current Entitlement:	2/1994		
Net Monthly Benefit if Payable:	\$0.00		
Payee Name and Address:	John Doe 10 Test St. Jacksonville FL 11111-1111		
		Lump Sum	
		Date	Amount
		12/01/2005	\$0.00

Dual Entitlement		Benefit History	
Verification Data		Date	Gross Benefit
Claim Number:	421701986-C3		
Payment Status Code:	T6 - Child beneficiary is no longer attending school on full-time basis and is between ages 18 and 19, or a disabled child is no longer under a disability		
Date of Current Entitlement:	2/1994		
Net Monthly Benefit if Payable:	\$0.00		
Payee Name and Address:	John Doe 10 Test St. Jacksonville FL 11111-1111		

# Dual Entitlement (DE) Benefits (Cont.)

- A household member can have as many as six entitlements, despite the name “Dual Entitlement.”
- Entitlement benefits are provided to a tenant, for example, on behalf of his or her deceased spouse and/or disabled child.

# Dual Entitlement (DE) Benefits (Cont.)

- **Claim Number** is the SSN of the person on whose behalf the tenant receives the benefit.
- **Payment Status Code** indicates the current payment status of the beneficiary.
- **Date of Current Entitlement** is the date the tenant was approved to receive the benefit.

# Dual Entitlement (DE) Benefits (Cont.)

- **Net Monthly Benefit** amount reflects the Gross amount minus any deduction.
- **Payee Address**, as previously stated, is provided by the individual and is not verified by SSA; therefore, the address may or may not be updated or be the individual's actual address.

# Dual Entitlement (DE) Benefits (Cont.)

- Some tenants believe DE benefits will not be picked up by the O/A, since the tenant has not provided SSA with his or her actual address or even a valid address.
- This is not true, as ELV will pick up any SSA benefit amount associated with the tenant's SSN, Last Name, and DOB—Not the Payee Address.

# Dual Entitlement (DE) Benefits (Cont.)

- If no results from SSA-HUD match, the text “EIV received no benefits data” appears.

# SSA Reporting for Benefits Payments

- SS, SSI, and DE benefits payment information is provided to HUD and loaded into EIV on a **three-month cycle**, based on the tenant's re-certification month.
- Because of the volume and number of contracts/projects in MFH programs' portfolio, contracts/projects are divided into 3 request groups with one request group to be processed each month.

# Medicare Data

## Medicare Data

Verification Data			Premium	Buy-in	Buy-in Start	Buy-in Stop
Payee Name and Address:	10 Test St. Jacksonville FL 11111-1111	Hospital Insurance:	\$0.00	N	Not Available	Not Available
		Supp. Med. Insurance:	\$88.50	Y	08/01/2002	Not Available

# Medicare Data (Cont.)

- **Premium** is the amount being paid for Hospital and Supplemental Medical Insurance.
- **Buy-in** indicates whether another person or organization is paying for, or has paid for, the tenant's Medicare premiums – Buy-in code “Y” means yes and “N” means no.
- **Buy-in Start and Stop** date is the month/year when the 3<sup>rd</sup> party started and stopped paying the tenant's Medicare Premium.

# Medicare Data: Income Exclusion/ Medical Expense Deduction

- On slide 71, for Medicare Data, you will notice the buy-in code is “Y” and the Supplemental Med. Insurance “Premium” amount is \$88.50.
- This means another person or organization is paying the tenant’s \$88.50 Supplemental Med. Insurance Premium.

# Medicare Data: Income Exclusion/ Medical Expense Deduction (Cont.)

- The \$88.50 Supplemental Med. Insurance “Premium” amount is not counted as income, and it is not an eligible medical expense deduction, since the tenant is not paying the amount out of pocket—it comes at no cost to the tenant.

# Medicare Data: Income Exclusion/ Medical Expense Deduction (Cont.)

- However, if the Buy-in code was “N,” rather than “Y,” the \$88.50 Supplemental Med. Insurance “Premium” amount would be an eligible medical expense deduction, since the tenant would be paying the \$88.50 “Premium” amount.
- SSA would take (or deduct) the \$88.50 directly from the tenant’s SS benefit payment to pay the “Premium” amount.

# Medicare Data: Income Exclusion/ Medical Expense Deduction (Cont.)

- Regardless of whether the Buy-in code is “Y” or “N” and there is a “Premium” amount being paid or not paid on behalf of the tenant, O/As are to count the “Gross” amount, not the “Net” amount of SS benefit payments in determining the family’s annual income.

# Supplemental Security Benefits

## Supplemental Security Benefits

Verification Data		Payment History of Net Benefits Paid			
Payment Status Code:	C01 - Current Pay	<b>Date</b>	<b>Federal Amount</b>	<b>State Amount</b>	<b>Type of Payment</b>
Alien Indicator:					
SSI Monthly Assistance Amount (Current):	\$542.70	03/01/2008	\$542.70	\$0.00	Recurring Payment
State Supplement Amount (Current):	\$0.00	03/01/2008	\$80.30	\$0.00	Overpayment
Payee Name and Address:	SIKMKDRL APT X9T 8216 MRTVD STREET HRKCKYR, XZ 01234	02/01/2008	\$542.70	\$0.00	Recurring Payment
		02/01/2008	\$80.30	\$0.00	Overpayment
		01/01/2008	\$803.00	\$0.00	Recurring Payment
		08/01/2005	\$579.00	\$0.00	Recurring Payment
		01/01/2005	\$579.00	\$0.00	Recurring Payment
		01/01/2004	\$564.00	\$0.00	Recurring Payment

# Supplemental Security Benefits (Cont.)

- Administered by SSA, it was established to provide cash assistance to individuals who have limited income and resources and are age 65 or older, blind or disabled, including children.
- The amount will vary depending on the individual's financial and other circumstances.

# Supplemental Security Benefits (Cont.)

- Will display SSI benefit information for the last 8 changes
- **Alien Identifier** indicates the citizenship/residency status of the tenant; there are 25 different status codes.
- COLA for SSI benefits is 5.8% for 2009.

# Disability Status

**Disability**

Disability:

No

On-set Date:

## Disability Status (Cont.)

- Will indicate whether or not a family member(s) is considered disabled by SSA standards.
- If **Disability** indicates “No,” then the member(s) is not disabled and no “On-set Date” is provided.
- If “Yes,” then the member(s) is disabled and “On-set Date” is provided.

## Disability Status (Cont.)

- Disability status information is not 100% accurate; therefore, O/As may need to follow up with 3<sup>rd</sup> party sources to verify the tenant's disability status. See Appendix 3: Acceptable Forms of Verification in Handbook 4350.3 REV-1.

# **Income Discrepancy Report**

Identifying/Resolving Income  
Discrepancies between Tenant-  
Provided and EIV Data

# Accessing Income Discrepancy Report

**Enterprise Income Verification** Home Search

Income Information >> By Subsidy Contract

Select One or More Contracts:

- AK020002001 -- CHENANA A
- AK020003001 -- KBL APARTME
- AK02M000012 -- Chester Park Estab
- AK02T851001 -- DAYBREAK INC
- AK06L000003 -- NORTHWIND
- AK06L000007 -- JEWEL LAKE VILLA II
- AK06S011002 -- DENALI VIEW SENIOR HOUSING
- AL090001015 -- CORDOVA PARK
- AL090010002 -- JASPER ELDERLY
- AL090015023 -- BRADLEY PARK APTS

Select Re-certification Month:  Go

---

**Monthly Report Summary**

<b>Contracts</b>	CA160005005 , CA160006005 , CA160007004 , CA160019003 , CA160032004	
<b>Re-certification Month</b>	All	

Report Type	Number of Households	Number of Members
<u>Income Report</u>	61	67
<u>Income Discrepancy Report</u>	1	
<u>Failed Verification Report</u>	6	6
No Income Report	0	0
New Hires Report	0	0

Income Discrepancy Report

Income Discrepancy Report

# Income Discrepancy Report: Description

- Shows households whose family **actual income** is \$2,400 or greater than the family reported in **projected income**.
- To determine (or calculate) the income discrepancy, EIV looks at a **Period of Income (POI)**.

# Income Discrepancy Report: Definitions

- **Actual Income**: SS, SSI, Dual Entitlement, wage, and UI benefits **from SSA and HHS**
- **Projected Income**: SS, SSI, Dual Entitlement, wage, and UI benefit amounts entered **on the HUD form-50059** and transmitted through TRACS

# Income Discrepancy Report: Definitions (Cont.)

## ■ **POI:**

- **Start date:** 15 mths prior to family's annual re-certification date
- **End date:** 3 mths prior to family's annual re-certification date
- **Example:** Family's annual recertification is 05/01/07, the POI is 02/01/2006 – 01/30/07 or the period when the income discrepancy occurred

# Income Discrepancy Report: Period of Income (POI)

- O/As must look at the tenant income received during the POI.
- Amounts received by tenants outside of this period **ARE NOT** considered in determining (or calculating) discrepancy amounts reflected on the **Income Discrepancy Report** in question.

# Examples of Invalid Income Discrepancies

- **1. Tenant income on the form HUD-50059 was coded incorrectly.** E.g., Tenant reported SS or SSI benefit amount, but O/A coded the amount as Pension on the form HUD-50059.
- EIV compares apples-to-apples, so EIV will not pick up the Pension amount recorded on the form HUD-50059, thus causing the discrepancy.

# Examples of Invalid Income Discrepancies (Cont.)

- **2. Projected income on the form HUD-50059 is lower than past actual income from SSA and/or HHS.** E.g., the tenant loses his or her job and reports \$0.00 or unemployment income 2 months prior to his or her re-certification date (this would be outside of the POI).

# Examples of Invalid Income Discrepancies (Cont.)

- EIV considers only **past income** in calculating income discrepancies.
- EIV does not account for changes in family income 0-3 months prior to the re-certification month.

# Examples of Invalid Income Discrepancies (Cont.)

- **3. O/A or CA transmitted the wrong tenant-reported wage and/or benefit amount on the form HUD-50059.** E.g., the tenant-reported amount was **\$16,000.00** annually, but the O/A or CA inadvertently recorded **\$1,600.00** annually.

# Examples of Invalid Income Discrepancies (Cont.)

- **4. 3<sup>rd</sup> party income source incorrectly reported income amounts for tenant.**

E.g., the employer transposed its employee's SSN or reported the incorrect name or spelling to the SWA, thereby reporting wage amounts for an individual (e.g., tenant) other than the employer's employee.

# Examples of Invalid Income Discrepancies (Cont.)

- **5. Identity theft.** E.g., After investigating income discrepancy amounts, it is determined the tenant was a victim of identity theft; someone used the tenant's full SSN, Last Name, and DOB to gain employment and/or benefits.

# Income Discrepancy Report

**Enterprise Income Verification** HUD Home MF Housing EIV Home Search Email

Income Information >> [By Subsidy Contract](#) >> [Report Summary](#) >> Income Discrepancy Report Detail

**Income Discrepancy Report Detail**

Contracts: XX000000000  
 Re-certification Month: August  
 Households that Exceed Threshold: 3

1 - 3 of 3 Households

**Summary Reports** **Detail Reports**

**Head of Household Information**

Name: vrvolq bgmrtxn  
 Social Security Number: 999-99-9999  
 Subsidy Type: Section 8  
 Project Number: XX99999  
 Contract Number: XX000000000  
 Effective Date of Action: 09/01/2008  
 Next Re-certification Date: 07/09/2009  
 Projected Annual Wages and Benefits from Form HUD-50059: \$0 00  
 Period of Income for Discrepancy Analysis: 06/01/2007 - 05/31/2008

Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$15,420.45	\$13,714.45
Amount of Annual Income Discrepancy:	(\$15,420.45)	(\$13,714.45)
Amount of Monthly Income Discrepancy:	(\$1,285.04)	(\$1,142.87)
Percentage of Income Discrepancy:	100.0%	100.000000%

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

**Head of Household Information**

Name: vsghv ghft-hwizdw  
 Social Security Number: 999-99-9999  
 Subsidy Type: Section 8  
 Project Number: XX00000  
 Contract Number: XX000000000  
 Effective Date of Action: 01/01/2009  
 Next Re-certification Date: 07/09/2009  
 Projected Annual Wages and Benefits from Form HUD-50059: \$19,372.00

# **Case Study #1**

Income Discrepancy Resolution:  
SS/SSI Benefits

## **Case Study #2**

Income Discrepancy Resolution:  
Wages and unemployment  
compensation

# **Case Study #3**

SS/SSI, wages, and unemployment  
compensation

# Recap: Resolving Tenant Income Discrepancies



\$4,800 from form  
50059 TRACS  
transmittal and  
\$7,200 from third  
party source data in  
EIV

# Tenant Income Discrepancy

- If data transmitted through TRACS differs from data in EIV by \$2,400 or more, families will appear on the Income Discrepancy Report.

# Resolution

- Owners/Agents (O/As) are expected to resolve these income discrepancies.
- Resolving income discrepancies does not mean the O/A automatically assumes income discrepancy amounts reflected on the **Income Discrepancy Report** are true and accurate and discrepancy amounts must be collected from the tenant.

## Resolution (Cont.)

- In resolving income discrepancies, O/As must first determine why EIV is generating a report for a particular family or tenant and take other certain action.

# Steps for Resolution

- **This includes:**
  - **Confirming effective dates of unreported income.**
  - **Notifying and discussing any discrepancy with the tenant.**
  - Requesting current documents from the tenant.

## Steps for Resolution (Cont.)

- Providing the tenant the right to contest the findings.
- Requesting written third party verification of any income source that the tenant disputes.

## **Steps for Resolution (Cont.)**

- **For valid cases, determining any retroactive rent due to the O/A.**
- **Executing a repayment agreement, if necessary.**
- **Adjusting the rent, as necessary, to reduce the occurrence of improper subsidy payments.**

# Program Requirements and Procedures for Using EIV Data

- O/As must review and understand the Privacy Act of 1974 (5 USC 552a), which states, in part, “in order to protect any individual whose records are used in a matching program, no recipient agency, non-Federal agency, or source agency may suspend, terminate, reduce or make a final denial of any financial assistance or payment under a Federal benefit program to such individual, or take other adverse action against such individual, as a result of information produced by such matching program, until – (i) *the agency has independently verified the information.*”

# Program Requirements and Procedures for Using EIV Data (Cont.)

- *Independently verified* means “investigation and confirmation of specific information relating to an individual that is used as a basis for an adverse action against the individual, including...the amount of any asset or income involved” (Privacy Act of 1974)

# Program Requirements and Procedures for Using EIV Data (Cont.)

- Review regulations (24 CFR Part 5) concerning the use of information from federal agencies; and
- Develop and/or reevaluate their policies and procedures, accordingly.

# For Disputed SSA Benefits Amounts

- **SSA Form 7004 may be used by the tenant, or a person authorized to represent the tenant, to request the tenant's Social Security Earnings Statement, provided it is signed by the tenant.**

### Request for Social Security Statement

Please check this box if you want to get your Statement in Spanish instead of English.

Please print or type your answers. When you have completed the form, fold it and mail it to us. If you prefer to send your request using the Internet, contact us at [www.socialsecurity.gov](http://www.socialsecurity.gov).

1. Name shown on your Social Security card:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name Only \_\_\_\_\_

2. Your Social Security number as shown on your card:

□ □ □ - □ □ □ - □ □ □ □

3. Your date of birth (Mo.-Day-Yr.)

□ □ - □ □ - □ □ □ □

4. Other Social Security numbers you have used:

□ □ □ - □ □ □ - □ □ □ □

□ □ □ - □ □ □ - □ □ □ □

5. Your Sex:  Male  Female

For items 6 and 8 show only earnings covered by Social Security. Do NOT include wages from state, local or federal government employment that are NOT covered by Social Security or that are covered ONLY by Medicare.

6. Show your actual earnings (wages and /or net self-employment income) for last year and your estimated earnings for this year.

A. Last year's actual earnings: (Dollars Only)

\$ □ □ □ , □ □ □ . 0 0

B. This year's estimated earnings: (Dollars Only)

\$ □ □ □ , □ □ □ . 0 0

7. Show the age at which you plan to stop working:

□ □ (Show only one age)

8. Below, show the average yearly amount (not your total future lifetime earnings) that you think you will earn between now and when you plan to stop working. Include performance or scheduled pay increases or bonuses, but not cost-of-living increases.

If you expect to earn significantly more or less in the future due to promotions, job changes, part-time work, or an absence from the work force, enter the amount that most closely reflects your future average yearly earnings.

If you don't expect any significant changes show the amount you expect to earn (New Points)

9. Do you want us to send the Statement:

- To you? Enter your name and mailing address.
- To someone else (your accountant, pension plan, etc.)? Enter your name with "c/o" and the name and address of that person or organization.

C/O or Street Address (Include Apt. No., P.O. Box, Rural Route)

Street Address

Street Address (If Foreign Address, enter City, Province, Postal Code)

U.S. City, State, ZIP code (If Foreign Address, enter Name of Country only)

#### NOTICE:

I am asking for information about my own Social Security record or the record of a person I am authorized to represent. I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge. I authorize you to use a contractor to send the Social Security Statement to the person and address in item 9.

<http://www.ssa.gov/online/ssa.7004.pdf>



# **Enterprise Income Verification (EIV)**

## **8.1.1 Instructional Course**

Department of Housing and Urban  
Development (HUD), Office of Housing  
Assistance and Grant Administration  
(HAGA)

December 17, 2008 (Day Two, Part Two)

# **Failed Verification, No Income, and New Hires Reports**

# Failed Verification Report

**Enterprise Income Verification**

[HUD Home](#) [MF Housing](#) [EIV Home](#) [Search](#)

## Failed Verification Report

Income Information >> By Subsidy Contract

Select One or More Contracts:

- AKD20002001 -- CHENANA APARTMENTS
- AKD20003001 -- KBL APARTMENTS
- AKD2M000012 -- Chester Park Estates
- AKD2T851001 -- DAYBREAK INC
- AKD6L000003 -- NORTH WIND
- AKD6L000007 -- JEWEL LAKE VILLA II
- AKD6S011002 -- DENALI VIEW SENIOR HOUSING
- AL090001015 -- CORDOVA PARK
- AL090010002 -- JASPER ELDERLY
- AL090015023 -- BRADLEY PARK APTS

Select Re-certification Month: All

**Monthly Report Summary**

Contracts CA160005005 , CA160006005 , CA160007004 , CA160019003 , CA160032004

Re-certification Month All

Report Type	Number of Households	Number of Members
<a href="#">Income Report</a>	61	67
<a href="#">Income Discrepancy Report</a>	1	
<a href="#">Failed Verification Report</a>	6	6
<a href="#">No Income Report</a>	0	0
<a href="#">New Hires Report</a>	0	0

# Failed Verification Report

## Description

- Identifies household members who failed the SSA identity match due to invalid personal identifiers.
  - Personal identifiers include:
    - Social Security Numbers
    - Dates of Birth
    - Last Name
- Contains information on deceased tenants.

# Failed Verification Report Description (Cont.)

- Effective January 2008, tenants that fail the SSA identity match due to invalid personal identifiers no longer appear as a TRACS Discrepancy; they will only appear on the Failed Verification Report.
- Tenants that appear on the Failed Verification Report are still considered TRACS discrepancies.

# Failed Verification Report – Corrective Action

- O/As need to confirm with the affected tenant that his/her SSN, date of birth and/or last name are correct in TRACS.
- O/As should have third party verification or documentation to support the tenant's personal identifiers and the accuracy of the TRACS data.
- O/As must correct any incorrect information that may be in the TRACS system.

# Failed Verification Report – Corrective Action (Cont.)

## TRACS Access for O/As

- O/As can follow the instructions below to obtain access to TRACS:
  1. Ensure you have a valid WASS ID#
  2. Contact the Multifamily Helpdesk at:  
1-800-767-7588
  3. After verification of your relationship with the property, the Helpdesk will assign you a TRACS Query read only role.

# Failed Verification Report – Corrective Action (Cont.)

- If TRACS is accurate, direct tenant to contact their local SSA office.
- O/A should document all efforts to correct inaccurate tenant information found on the Failed Verification Report.

# SSA Error Descriptions and Exceptions

- See the **EIV System User Manual for Multifamily Housing Programs** for Error Descriptions and Exceptions (Appendix A)
  - The User Manual is available at:  
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm>

# Failed Verification Report – Error Description

**Enterprise Income Verification** [HUD Home](#) [MF Housing](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Subsidy Contract](#) >> [Report Summary](#) >> Failed Verification Report

**Failed Verification Report by Contract**

<b>Contracts</b>	CA160008003
<b>Re-certification Month</b>	December
<b>Households with Errors</b>	104

1 2 3  
1 - 50 of 104 Households

**Failed Verification Report** [Download Data](#)

**Failed Verification Report for Contract: CA160008003**

HOH SSN: 111-11-1111	HOH Name: ANITANUNEZ	Project Number:
Member SSN	Member Name	Error Description
222-22-2222	ANITA NUNEZ	Verification failed - SSN not found in SSA records
333-33-3333	JOSE NUNEZ	Verification failed - SSN not found in SSA records
444-44-4444	GUADALUPE NUNEZ	Verification failed - SSN not found in SSA records 609522996
HOH SSN: 666-66-6666	HOH Name: ROBERTOMARTINEZ	Project Number:
Member SSN	Member Name	Error Description
777-77-7777	ROBERTO MARTINEZ	Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth 06/06/1921
888-88-8888	DELFINA MARTINEZ	Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth 10/07/1923
HOH SSN: 999-99-9999	HOH Name: TORIBIOMARTINEZ	Project Number:
Member SSN	Member Name	Error Description
101-11-1010	TORIBIO MARTINEZ	Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in name

# Failed Verification Report – Impact on EIV

- What happens when a tenant appears on the Failed Verification Report?
  - No income will be reported in EIV
  - Tenant will not be reported on any of the verifications reports, such as Multiple Subsidy Report, Deceased Tenants Reports, etc.

# No Income Report

Enterprise Income Verification

Income Information >> By Sub

Select One or More Contracts:

Select Re-certification Month: All Go

Monthly Report Summary		
Contract(s)	CA33L000016	
Re-certification Month	All	
Report Type	Number of Households	Number of Members
<a href="#">Income Report</a>	113	131
<a href="#">Income Discrepancy Report</a>	4	
<a href="#">Failed Verification Report</a>	0	0
<a href="#">No Income Report</a>	2	3
<a href="#">New Hires Report</a>	1	1

## No Income Report (Cont.)

- Lists tenants who passed the identity match against SSA's records but no benefit or wage information was received from match against SSA or HHS' NDNH records.

## No Income Report (Cont.)

- However, such tenants did not receive or have never received SS/SSI benefits from SSA or wages or unemployment compensation insurance, as provided by HHS' NDNH database.

# No Income Report (Cont.)

**Enterprise Income Verification** [HUD Home](#) [MF Housing](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Subsidy Contract](#) >> [Report Summary](#) >> No Income Report

---

**No Income Report by Contract**

Contracts	AL090003001
Re-certification Month	September
Households With No Income	1

---

1 - 1 of 1 Households

<b>No Income Reports for Contract: AL090003001</b>		
<b>HOH SSN</b>	<b>HOH Name</b>	<b>Project Number</b>
909-99-9090	TWANNAJONES	

---

1 - 1 of 1 Households

---

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

# New Hires Report

HUD-EIV: Monthly Report By Contract - Microsoft Internet Explorer

Address: <https://hwvauad426.hud.gov/eiv/thirdpartyincome/monthlyreportscontract.jsp>

## Enterprise Income Verification

Income Information >> By Subsidy Contract

Select One or More Contracts:

Select Re-certification Month: All

Monthly Report Summary		
Contract(s)	CA33L000016	
Re-certification Month	All	
Report Type	Number of Households	Number of Members
<a href="#">Income Report</a>	113	131
<a href="#">Income Discrepancy Report</a>	4	
<a href="#">Failed Verification Report</a>	0	0
<a href="#">No Income Report</a>	2	3
<a href="#">New Hires Report</a>	1	1

# New Hires Report (Cont.)

- Lists households where at least one member has a New Hire (W-4) record received by EIV in last 180 days.
- Reports updated monthly.
- O/A may know within 60 days whether a tenant has started a new job.
- A tenant may appear on this report but may not have started receiving income.

# New Hires Report Summary

**Enterprise Income Verification** [HUD Home](#) [MF Housing](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Subsidy Contract](#) >> [Report Summary](#) >> New Hires Report Summary

**New Hires Report Summary**

Contracts : NY360012018

Re-certification Month:

Period Reviewed:

Households with New Hires:

Members With New Hires:

[Excel](#) [Print Friendly Version](#)

**Summary Reports** **Detail Reports**

HOH SSN	HOH Last Name	HOH First Name	HOH DOB	Member Name	Member Name	Member Number	Unit Address
<a href="#">111-11-1111</a>	AKANW	YJFFLZ	03/23/1987	YJFFLZ	AKANW	NY360012018	730 G ZLJE UJ, RIVERHEAD NY 11901-2500
<a href="#">111-11-1111</a>	IKMWGV	VKNCHAP	06/19/1983	VKNCHAP	IKMWGV	NY360012018	730 G ZLJE UJ, RIVERHEAD NY 11901-2500
<a href="#">111-11-1111</a>	MPORRDPS	MGOWF	10/04/1983	MGOWF	MPORRDPS	NY360012018	730 G ZLJE UJ, RIVERHEAD NY 11901-2500

1 - 3 of 3 Households

Click on social security number for Income Report

# New Hires Detail Report

**Enterprise Income Verification** [HUD Home](#) [MF Housing](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Subsidy Contract](#) >> [Report Summary](#) >> **New Hires Detail Report**

New Hires Report Detail	
Contracts:	NY360012018
Re-certification Month:	All
Period Reviewed:	12/05/2006 - 06/03/2007
Households With New Hires:	3
Members With New Hires:	3

1 - 3 of 3 Households

Summary Reports **Detail Reports** [Printer-Friendly Version](#)

New Hires Report for Household of YJFFLZ AKANW			
Contract Number	NY360012018	Subsidy Type:	Section 8
Project Number		Project:	VVSNC XOJEIV HPKUZNFWRJ
Next Re certification Date:	07/01/2007	Form 50059 as of:	07/13/2006
Address:	730 G ZLJE UJ RIVERHEAD NY 11901-2500		
Most Recent Type of Action:	AR-Annual Recertification	Effective Date:	07/01/2006
Head of Household: YJFFLZ AKANW			
Social Security Number:	***.**-7440	Date of Birth:	XX/XX/1987
Family Member:	YJFFLZ AKANW	SSN:	***.**-7440
		Date of Birth:	XX/XX/1987
Employment Information			

# Income Report Accessible via New Hires Report

Summary Report		Income Report		Income Discrepancy Report	
<b>Wage and Benefit Report for Household of MGOWF MPORRDPS</b>					
Contract Number	NY360012018	Subsidy Type	Section 8		
Project:	VVSNC XOJEIV HPKUZNFWRJ	Project Number			
Next Re-certification Date:	07/01/2006	Form 50059 as of:	10/13/2005		
Address:	730 G ZLJE UJ Z21 RIVERHEAD NY 11901				
Most Recent Type of Action:	IR-Interim Recertification	Effective Date:	10/01/2005		
<b>Head of Household: MGOWF MPORRDPS</b>					
Social Security Number:	***.**-9959	Date of Birth:	XX/XX/1983		
Family Member:	MGOWF MPORRDPS	SSN:	***.**-9959		
Date of Birth:	XX/XX/1983	Relationship:	Head of Household		
<b>Employment Information</b>					
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV	
08/16/2004		28-6172986	RTFVGA QUUARLLSCAPWF VOYK JM 203 QEJ BXBXJAM UL, RIVERHEAD NY 11901	12/15/2006	
<b>Wages</b>					
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV	
Q4 of 2005	\$5,110.00	28-0101872	ZBJVCZU CJDFQFD ONVVURDE 2534 OQLSXLV HTP, RIVERHEAD NY 11901-3266	06/15/2006	
Q3 of 2005	\$4,176.00	28-0101872	ZBJVCZU CJDFQFD ONVVURDE 2534 OQLSXLV HTP, RIVERHEAD NY 11901-3266	06/15/2006	
Q1 of 2005	\$7,086.00	28-0101872	ZBJVCZU CJDFQFD ONVVURDE 2534 OQLSXLV HTP, RIVERHEAD NY 11901-3266	06/15/2006	
Q4 of 2004	\$5,417.00	28-0101872	ZBJVCZU CJDFQFD ONVVURDE 2534 OQLSXLV HTP, RIVERHEAD NY 11901-3266	06/15/2006	
Q3 of 2004	\$7,407.00	28-0101872	ZBJVCZU CJDFQFD ONVVURDE HM TQW 5710, 2534 OQLSXLV HTP, RIVERHEAD NY 11901-0232	06/15/2006	
Q3 of 2004	\$393.00	28-6172986	RTFVGA QUUARLLSCAPWF VOYK, CRF. H Q VSN 306, MEDFORD NY 11763-4081	06/15/2006	
Q2 of 2004	\$7,796.00	28-0101872	ZBJVCZU CJDFQFD ONVVURDE HM TQW 5710, 2534 OQLSXLV HTP, RIVERHEAD NY 11901-0232	06/15/2006	

# Income Discrepancy Report Accessible via New Hires Report



**Income Discrepancy Report**

# **New Hires Report – Use of Report**

- O/As should use this report at recertification to verify employment of tenants.
- O/As may elect to use this report at times other than recertification, e.g., quarterly, to obtain employment data on tenants that have recently become employed.
- O/As will need to have written policies and procedures for staff to follow to ensure that tenants are not being discriminated against.

# **Section VI. Monitoring**

# Discussion Topics

- Voluntary Use of EIV
- Mandatory Use of EIV
- Preparing for Management and Occupancy Review (MOR)
- Form HUD-9834, *Management Review for Multifamily Housing Projects*
- Review of EIV approval forms

## Discussion Topics (Cont.)

- Form HUD-9887, *Notice and Consent for the Release of Information*
- O/A EIV-related policies and procedures
- EIV data record retention

# Voluntary Use of EIV

- EIV Use – Currently Not Mandatory
  - HUD/CA staff cannot write a Finding when O/A does not have access to or is not using EIV.
  - When using EIV, O/A is subject to Findings and Observations if not in compliance.

# What You Should Do When An O/A Does Not have Access to EIV

- Encourage O/A to get EIV access.
- Explain the benefits of EIV.
- Provide EIV Verification Reports to O/A.
  - Failed Verification, Multi-subsidy, Deceased tenant, Pre-screening reports.
- Recommend O/A take action based on a Verification Report HUD staff/CA obtained from the EIV system.

# What You Must Not Do When An O/A Does Not have Access to EIV

- Provide ANY Income Reports to O/A that does not have access to or use EIV.
- Write up O/A for not having EIV access
  - Until EIV becomes mandatory
    - HUD/CA staff could write-up a “Recommendation” that the O/A obtain EIV access to reduce errors in reported income, overpaid assistance, and give themselves time to become familiar with EIV prior to it becoming mandatory.

# Mandatory Use of EIV

- EIV is scheduled to become mandatory when the *Final Rule, Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs* becomes effective.
- Once mandatory, form HUD-9834 and the Handbook 4350.3 REV-1 will be revised to reflect EIV requirements.

# Preparing for Management and Occupancy Review (MOR)

- Determine if O/A is using EIV.
  - If the O/A has access and is using EIV data, use the following guidelines when conducting a MOR:

# Preparing for Management and Occupancy Review (MOR) (Cont.)

- HUD Staff/CAs should review EIV Income Information Reports and Verification Reports to determine if the project has:
  - Tenants failing verification
  - Excessive income discrepancies
  - Deceased tenants reported
  - Tenants receiving multiple subsidies

# Preparing for Management and Occupancy Review (MOR) (Cont.)

- HUD Staff/CA might also consider using data from EIV reports to pre-select tenant files for review.

# Form HUD-9834, Management Review for Multifamily Housing Projects

- Form HUD-9834 is the tool for assessing O/A management and operation of multifamily housing projects.
  - Addendum C, when scheduling MOR:
    - check the box next to “Other” and add the following EIV Application Approval documents:

# Form HUD-9834, Management Review for Multifamily Housing Projects (Cont.)

- Addendum C (Cont.)
  - \*EIV Coordinator Access Authorization Form(s)
  - \*EIV User Access Authorization Form(s)
  - \*EIV Owner Approval Letter(s)
  - \*Security Awareness Training Questionnaire(s)

*\*for users that have login access to the EIV system*

# Review of EIV Approval Forms

- CAAF/UAAF
  - Original (can be copy of original) must be signed
  - Electronic copy showing current recertification
- Owner's letter(s) of approval
- Security Awareness Training Questionnaire(s) for each user

# Review of EIV Approval Forms (Cont.)

- If appropriate access documentation not provided
  - write up an **Observation**
  - e-mail HUD Headquarters immediately to **Terminate** the coordinators/users roles at the following e-mail address:  
**mfeiv\_alert@hud.gov**

# **Review of EIV Approval Forms (Cont.)**

- **When contacting HUD Headquarters by e-mail, be sure to include the following information in your communication:**
  1. **Your name, contact information**
  2. **The observation**
  3. **User's name, contact information, M-ID#**
  4. **Project name**

**Once the project/user has mitigated the observation, e-mail HUD Headquarters referencing the observation and requesting access be restored.**

# Form HUD-9887, Tenant Consent

- When on-site, verify existence of form HUD-9887 through the normal tenant file review.

# EIV Legal Warning Page for CAs

## Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of Title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

## Notice of Your Responsibility for Security

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

## Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at public housing agencies, management agencies, service bureaus, and multifamily properties may not view private information without verifying that there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9887) in the household's file for the head of household and the spouse of the head of household, or co-head, regardless of age, and for each adult member in the household.

- I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.
- Contract administrators (including HUD staff) overseeing O/A operations need not have a valid form HUD-9887 in order to view EIV data. However, they must affirm that they will verify that O/As have valid form HUD-9887s on file when performing monitoring reviews of O/A operations.

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

Continue

# EIV Legal Warning Page for HUD Staff

- While HUD staff do not currently check such a box, they must verify that a valid HUD-9887 is on file.

# EIV Legal Warning Page for HUD Staff (Cont.)

**Enterprise Income Verification** HUD Home MF Housing EIV Home Search Email

• [Back to Secure Systems](#)

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# Valid Form HUD-9887, Tenant Consent

- Required as part of Tenant File Review Worksheet, Addendum A of form HUD-9834.
- No valid signed/dated HUD-9887 on file, write a **Finding**.

# O/A EIV-related Policies and Procedures

- If O/A has not documented EIV Policies and Procedures, such as the use of the Existing Tenant Search in EIV, note in Section G of form HUD-9834 and write it up as an Observation.
- Many Observations such as this will become Findings once EIV becomes mandatory.

# EIV Records

- If the O/A is using EIV, tenant files must contain:
  - Applicable EIV reports and supporting documentation which relate to tenant income, expenses, allowances, etc.
  - Tenant documentation, e.g., pay stubs, award letters, etc.
  - Documentation to support EIV discrepancy resolution

# Record Retention

- EIV Income Reports containing:
  - Social Security Benefit data: term of tenancy plus 3 years
  - NDNH data: 2 years
  - Combined SS and NDNH data: 2 years
- Tenant provided documentation and written independent 3<sup>rd</sup> party verification: term of tenancy plus 3 years

# Record Retention (Cont.)

- Note the file with the following when documents are destroyed
  1. the certification/recertification date the records pertain to;
  2. the date destroyed;
  3. type of document, e.g., EIV Income report, and
  4. the manner in which the documents were destroyed.
- Write up a **Finding** if O/A is not following HUD's record retention requirements.

# For Further Information

- Kevin Garner 202-402-2057
- Yvette Viviani 202-402-2366
- Michael Sharkey 202-402-6788
- Diane Hooten 515-284-4153