

U.S. Department of Housing & Urban Development
Office of Public & Indian Housing
Presents

**Initial Enterprise Income
Verification (EIV) System
Training for Public Housing Agencies**



September 24, 2010

Agenda

- Welcome & Training Overview
- EIV System Overview
- Access to the EIV System
- Using the EIV System
- Multiple Subsidy Report
- Existing Tenant Search
- Identity Verification Report

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Agenda (Continued)

- Income Discrepancy Report
- Deceased Tenants Report
- Immigration Report
- EIV System Questions & Answers Session

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EIV System Overview

Understanding EIV Basics

What is the EIV System?

- An upfront income verification (UIV) tool available to program administrators nationwide; used to validate tenant reported wages, unemployment and social security income during mandatory annual and interim reexaminations of income

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What is the EIV System? (Continued)

- A web-based application available to authorized program administrators of HUD rental assistance programs
 - Also available to HUD staff for oversight and monitoring purposes
- Contains income data obtained through computer matching programs with the Social Security Administration (SSA) & Health and Human Service (HHS)

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What is the EIV System? (Continued)

- Contains debts owed to PHAs and termination (adverse status as of EOP date)

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EIV Content & Source of Information

- SSA provides the following information:
 - Death records
 - Validation of PIC-reported SSN, DOB, & SSN
 - Social Security (SS) benefits
 - Supplemental Security Income (SSI) benefits
 - Dual Entitlement benefits
 - Medicare insurance premiums

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EIV Content & Source of Information (Continued)

- The source of SSA information is as follows:
 - SSA's Benefits database
 - SSA's Death records
 - As reported by Medical Examiner, Mortuary, etc.

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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)
 - Monthly new hires (W-4) , including date hired
 - Employer name, address, FEIN

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EIV Content & Source of Information (Continued)

- The source of NDNH information is as follows:
 - UI – state workforce agencies (SWAs)
 - QW – employers
 - W-4 – employers

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EIV Content & Source of Information (Continued)

- The debts owed to PHAs and termination information is reported by the PHA which provided assistance to the former tenant (family)

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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

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EIV System Functions

- Identify individuals (applicants) who may already be receiving rental assistance
- Identify tenants who have started new jobs
- Identify tenants with income discrepancies
- Identify former tenants with a reported debt owed to a PHA and/or adverse EOP status

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EIV System Functions (Continued)

- Obtain tenant income and employment information
 - Quarterly wages
 - Including Federal wages
 - Employment information
 - Hire date
 - Employer information (FEIN, Name, Address)

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EIV System Functions (Continued)

- Obtain tenant income and employment information
 - Quarterly unemployment compensation
 - Monthly SS/SSI benefit information
 - Medicare premium/buy-in information

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EIV 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 insurance premium information and last 8 changes to benefit

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HUD Data Collection Process

- Computer matching occurs based on HUD-collected data from PHAs on current form HUD-50058 in Public and Indian Housing Information Center (PIC)
- Data collected from Section 3 & 7 of the form HUD-50058

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HUD Data Collection Process (Continued)

- Household member SSN, Name and Date of Birth (DOB) is collected from Section 3 of the 50058
 - Used to validate individual's identity
- PHA-reported and verified wages, unemployment, and SS/SSI benefits is collected from Section 7 of the 50058
 - Used for income discrepancy analysis

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Computer Matching Program with SSA (Continued)

- HUD sends SSN, Name and DOB) 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

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Computer Matching Program with SSA (Continued)

- Matching occurs during the **1st and 15th** of each month
- SSA information in the EIV system is updated every 3 months in accordance with the schedule on slide 23

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Computer Matching Program with SSA (Continued)

- 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

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Computer Matching Program with SSA (Continued)

HUD-SSA Computer Matching Schedule	
Matching Occurs During the 1 st and 15 th of Each Month	
PHA State	Month Matched
AL, FL, GA, ID, IL, KY, MD, MI, MO, ND, NY, VA	January, April, July, October
AR, AZ, CA, CO, CT, MA, MN, MS, MT, NM, OK, OR, PA, RQ, SC, WA, WI	February, May, August, November
AK, DC, DE, GQ, HI, IA, IN, KS, LA, ME, NC, NE, NH, NJ, NV, OH, RI, SD, TN, TO, TX, UT, VQ, VT, WV, WY	March, June, September, December

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Identity Verification Status

- **Verified:** tenant personal identifiers have been confirmed by SSA. Available income information is obtained and displayed in EIV
- **Not Verified:** HUD has not yet sent tenant personal identifiers to SSA
- **Pending:** HUD has sent tenant personal identifiers to SSA and awaiting SSA results

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Identity Verification Status

- ❌ **Failed:** tenant personal identifiers do not match SSA records. No income information is obtained
- ❌ **Deceased:** SSA records indicate that the individual is deceased

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Identity Verification Status – Example: Verified

Print All

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Identifiers

Name: LESLIE
 Social Security Number: ****-**-****
 Date of Birth (mm/dd/yyyy): XX/XX/1988
 Program Type: Public Housing
 Project: EDGEWOOD-HOMES
 Unit Address:
 Participant Code: K5053
 Annual Reexamination Date: 11/01/2010
 Tenant Data from Form HUD-98 as of: 11/25/2009
 Most Recent Type of Action: 2-Annual Reexamination
 Effective Date: 11/01/2009

Household Members: 3

Order	First Name	Last Name	DOB (MM/DD/YY)	Age	Relationship	Identified	Verify
1	LESLIE		XX/XX/1988	21	Head	Verified	

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 Release of BIA Data.
 Report Generated By: IAS&X MOBILEX FAISON

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Identity Verification Status – Example: Pending

Print All

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Identifiers

Name: JAMES
 Social Security Number: ****-**-****
 Date of Birth (mm/dd/yyyy): XX/XX/1988
 Program Type: Section 8
 Project: EDGEWOOD-HOMES
 Unit Address:
 Participant Code: 42370
 Annual Reexamination Date: 01/09/2011
 Tenant Data from Form HUD-98 as of: 11/24/2010
 Most Recent Type of Action: 7-Identify/Verify of Fund
 Effective Date: 01/09/11

Household Members: 3

Order	First Name	Last Name	DOB (MM/DD/YY)	Age	Relationship	Identified	Verify
1	JAMES		XX/XX/1988	22	Head	Pending	
2	JANINE		XX/XX/1988	22	Spouse	Pending	

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

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Computer Matching Program with HHS

• 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

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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

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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

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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+

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Computer Matching Program with HHS (Continued)

- Matching occurs for any 50058 with an action type of:
 - New admission
 - Annual reexam
 - Interim reexam
 - Portability move-in
 - Portability move-out

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Computer Matching Program with HHS (Continued)

- Matching occurs for any 50058 with an action type of:
 - Other change of unit
 - Annual reexam – searching voucher
 - Flat rent annual update; and
 - Historical adjustment

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Timing of NDNH Data

- There are reporting time frames associated with the reporting of quarterly and monthly employment data – as imposed by HHS
- SWA and Federal agencies are required to report data within specific time frames

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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

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NDNH Reporting Time Frames

- 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

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Availability of NDNH Data

Quarter	QW-Federal	QW	UI
Q1 (Jan-Mar)	May	Aug	May
Q2 (Apr-Jun)	Aug	Nov	Aug
Q3 (Jul-Sept)	Nov	Feb	Nov
Q4 (Oct-Dec)	Feb	May	Feb

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Access to the EIV System

How to Access HUD's EIV System

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)

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How to Obtain EIV Access (continued)

- PHA submits form HUD-52676 to EIV Coordinator in local HUD Field Office by:
 - Fax
 - E-mail
 - Mail

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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

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How to Obtain EIV Access (continued)

- Once HUD FO has approved the PHA User Administrator(s) within EIV:
 - PHA User Administer can create access requests for additional and future PHA staff in EIV by:
 - Selecting users from list displayed under User Administration - By Users (link on left)
 - Checking the applicable check boxes next to the desired roles
 - Don't forget to assign PH developments to PHA Occupancy – Public Housing users

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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
- **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

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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

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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

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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 of the.

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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 developments; certify users, terminate EIV access, and view User Role history, Termination and User Certification reports.

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EIV User Roles (Continued)

- **PHA Security Administrator:** Allows user monitor staff access to the EIV system by viewing the various audit reports:
 - User Session and Activity
 - Tenant Data Access

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EIV User Roles (Continued)

- 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)

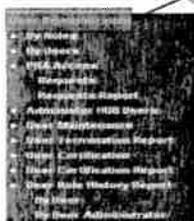
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EIV User Roles (Continued)

- 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

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User Administration By Users



- To request access or modify access
- Click on By Users

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User Administration By Users (Continued)

Query by last name or User ID
 Exact Match; or
 Begins With
 Click on **Select Users** to display user names

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User Administration By Users (Continued)

Click in check box to select user(s). Then Click "Next" button

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User Administration By Users (Continued)

Click on "Revoke All" to remove all assigned roles.
 To add roles, click in the checkbox

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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 slide 60)
- Users who are no longer with the agency or whose duties no longer require access should not be certified
 - PHA should terminate EIV access

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EIV User Certification Process (Continued)

- If access is terminated, PHA User Administrator will need to be reinstated by HUD FO and generate access requests for all other users whose access is terminated

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EIV User Certification Process (Continued)

Certification Period	Begin Certification	Certify By	Access Terminated 12:00A.M., EST
Apr 30 th – Oct 30 th	Apr 1 st	Apr 29 th	Apr 30 th
Oct 31 st – Apr 29 th	Oct 1 st	Oct 30 th	Oct 31 st

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EIV User Certification- Certifying EIV Users

Enterprise Income Verification Home | 03/11/2010 10:58 AM Search Email

User Administration >> User Certification Selection

Select Program and Certification Criteria

01	REG/ND			
07	REG	144		
11	FCI	144		
17	TARD	144		
26	PRV	144		

Select Certification Status:

Pending Certification
 Certified

Note: User Administrator certifies that the following documents are on file for each user being certified.

- Access Authorization Form
- User Agreement
- Rules of Behaviour

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EIV User Certification Certifying EIV Users (Continued)

User Administration >> User Certification Selection

Select Program and Certification Criteria

01	REG/ND			
07	REG	144		
11	FCI	144		
17	TARD	144		
26	PRV	144		

Select Certification Status:

Pending Certification
 Certified

Note:

- Users are required to participate in annual Security Awareness training and IDP (Departmental) and submit EIV System training. If an IDP-approved EIV is being installed, refer to help where that you will receive instructions.
- The User Administrator should not certify any user who has not obtained EIV System and/or Certify Awareness training.
- The User Administrator certifies that the User Access Authorization Form & Rules of Behaviour are on file for each user being certified.

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EIV User Certification Certifying EIV Users (Continued)

User Administration >> User Certification Selection >> User Certification

Program: 01 REG/ND Number of Users: 3 Program Type: 144 Certifier: [Name] Status: [Status] [Clear Filter]

1 - 3 of 3 Users

Full Name	Program	Program Type	Program Agency	Public Hearing	Program Approval	Approval	Requester	Requester Agency	Requester Contact	Requester Email	Requester Phone	Requester Fax	Requester Address	Requester City	Requester State	Requester Zip	Requester Date	Requester Time	Requester Status
[Name]	[Program]	[Program Type]	[Program Agency]	[Public Hearing]	[Program Approval]	[Approval]	[Requester]	[Requester Agency]	[Requester Contact]	[Requester Email]	[Requester Phone]	[Requester Fax]	[Requester Address]	[Requester City]	[Requester State]	[Requester Zip]	[Requester Date]	[Requester Time]	[Requester Status]

Click on "Certify User" button to certify user

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

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Terminating EIV Access

• 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
- Failure to access HUD secure systems within 90 days
- Termination via User Maintenance

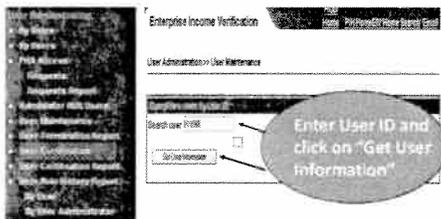
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Terminating EIV Access (Continued)

- HUD will terminate a PHA's EIV access if:
 - Non-compliant with security requirements
- PHA staff's EIV access should be terminated if:
 - Employee leaves agency
 - Terminate access on last day of employment
 - Employee's duties no longer require access
 - Employee violates security requirements

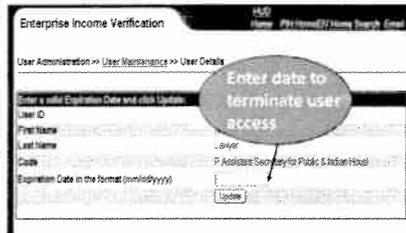
65

Termination - User Maintenance



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Termination - User Maintenance



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Using the EIV System

How to Effectively Use 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 system

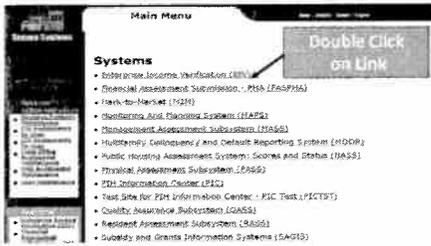
69

Logging onto EIV (Continued)



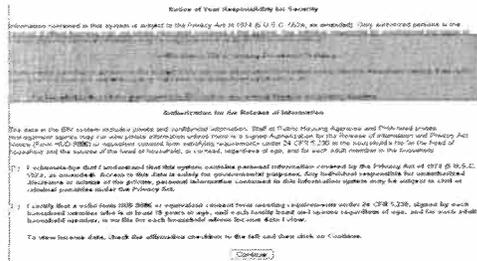
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Logging onto EIV (Continued)



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Legal Warnings/Privacy Act – PHA Users



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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

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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

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Use of EIV Income Report (Continued)

- Determine need to pursue traditional 3rd party verification
- Identify reason(s) for tenant failed identity verification
- Identify household members who may be receiving multiple HUD rental assistance

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Example of PHA User with Access to Multiple PHAs

Enterprise Income Verification PHS Home PHS News PH News Search Print

Screen Information => By Head of Household

Enter one or a combination of the following fields and click Search 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: Select a Participant Code

Select a Participant Code

P-001 - Affordable Housing Authority

P-002 - Chicago Housing Authority

P-003 - Columbia Metropolitan Housing Authority

P-004 - Housing Authority of New York

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Access Summary Report

Print All

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Information

Name: TUCKER
 Social Security Number: 12345
 Date of Birth (mm/dd/yyyy): 01/01/1981
 Program Type: Public Housing
 Project: ARLING LEO TOWNHOME L2000000 & 7100 AWY
 Unit Address: 12345
 Participant Code: C-001
 Annual Recertification Date: 09/30/2009
 Tenant Data from Form 60088 as of: 09/30/2009
 Most Recent Type of Action: Substantial Reexamination
 Effective Date: 01/01/2010

Participant Numbers

Participant ID	Participant Name	Participant Type	Participant Status
12345	TUCKER	Head of Household	Active

The report contains values in the Date column that have not been updated for security reasons.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated by: 02/01/2010 11:11:00 AM

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Access Optional Certification Page

Print Friendly Version

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Information

Name: TUCKER
 Social Security Number: 12345
 Date of Birth (mm/dd/yyyy): 01/01/1981
 Program Type: Public Housing
 Project: ARLING LEO TOWNHOME L2000000 & 7100 AWY
 Unit Address: 12345
 Participant Code: C-001
 Annual Recertification Date: 09/30/2009
 Tenant Data from Form 60088 as of: 09/30/2009
 Most Recent Type of Action: Substantial Reexamination
 Effective Date: 01/01/2010

Participant Numbers

Participant ID	Participant Name	Participant Type	Participant Status
12345	TUCKER	Head of Household	Active

The report contains values in the Date column that have not been updated for security reasons.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated by: 02/01/2010 11:11:00 AM

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HOH Summary Information

- Information extracted from PIC (data from 50058):
 - PHA Code (1b)
 - PHA Name (1a)
 - Program Type (1c)
 - Project Name (for Public Housing only)
 - Next Annual Reexam Date (2i)
 - Transmission Date of 50058
 - Unit Address (5a)
 - Most Recent Type of Action (2a)
 - Effective Date of Most Recent Action (2b)

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HOH Summary Information (Continued)

- Information extracted from PIC (data from 50058):
 - HOH Name (3b, 3c & 3d)
 - HOH SSN (3n)
 - HOH DOB (3e)

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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
 - Federal Employer Identification Number (FEIN)
 - Employer Name and Address
 - Date Received by EIV

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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)
 - FEIN
 - Employer name and address
 - Date received by EIV

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Wage Information – Example

Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q1 # 2015	150	1234 56789012	CHECKERS 200 LOUISIANA ST LAIRBORNE KS 66547B	2/15/2015
Q1 # 2015	600	9876 54321098	CHECKERS 200 LOUISIANA ST LAIRBORNE KS 66547B	3/1/2015
Q4 # 2014	300	1234 56789012	CHECKERS 200 LOUISIANA ST LAIRBORNE KS 66547B	1/1/2015
Q3 # 2014	150	9876 54321098	CHECKERS 200 LOUISIANA ST LAIRBORNE KS 66547B	10/1/2014
Q2 # 2014	150	1234 56789012	CHECKERS 200 LOUISIANA ST LAIRBORNE KS 66547B	7/1/2014

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Unemployment Benefits

- 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

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Dual Entitlement – Example 2

Verification Data		Benefit History	
Claim Number:	T-D	Date	Gross Benefit
Payment Status Code:	0000		
Date of Current Entitlement:	5/19/69		
Net Monthly Benefit if Payable:	\$0.00		
Payee Name and Address:	Other person's SSN		

Tenant was once eligible for Dual Entitlement, but currently, no benefits are being paid.

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Dual Entitlement – Example 3 Benefits Not Paid

Verification Data		Benefit History	
Claim Number:	T-D	Date	Gross Benefit
Payment Status Code:	0000		
Date of Current Entitlement:	5/19/69		
Net Monthly Benefit if Payable:	\$0.00		
Payee Name and Address:	Other person's SSN		

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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
 - Not to be used for determining medical deduction
 - Buy-in Start Date & Buy-in End Date

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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

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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

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Disability - Example

Disability	Yes	On set Date
Disability		
*Data Retrieved by ESR 04/25/2016		

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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

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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

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New Hires Report

- HUD requests two years' worth of new hire information each month
- Useful for identifying tenants who have started a new job within the last 6 months
- New Hire information is updated monthly

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Multiple Subsidy Report

Understanding the Multiple Subsidy Report

Multiple Subsidy Report

Identifies households who may be receiving multiple rental assistance in PIH and/or MFH programs. The report includes the following information:

- HOH SSN
- HOH Last Name
- Program Type
- Relationship of household member
- PHA Code
- Project Code (if applicable)
- Unit address

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Multiple Subsidy Report (Continued)

- Search Criteria:
 - Within PIH programs only
 - Results: subsidy within PIH programs only
 - Within PIH & MFH programs
 - Results: subsidy within PIH and MFH programs

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Multiple Subsidy Report (Continued)

- Search Criteria:
 - All household members
 - Adults only
 - Children only

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Accessing the Multiple Subsidy Report

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report

By Field Office
 By Participant Code
 Search within PHM Program only
 Search within PHM and MF Programs

All household members
 Only adult household members
 Only household members under the age of 18

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Summary Multiple Subsidy Report

Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Report Summary

Participant Code: 10001

Multiple Subsidy Multiple Subsidies: 9

Search Criteria: Multiple PHM and MF Programs

Print: Print Data, Print Labels

Download as Excel

Participant Code	Participant Name	Participant ID	Participant Type
01	PHM001001	11-10-1001	1
02	PHM001002	11-10-1002	2
03	PHM001003	11-10-1003	3
04	PHM001004	11-10-1004	4
05	PHM001005	11-10-1005	5
06	PHM001006	11-10-1006	6
07	PHM001007	11-10-1007	7
08	PHM001008	11-10-1008	8
09	PHM001009	11-10-1009	9

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**Multiple Subsidy Report -
What to do if there is a match**

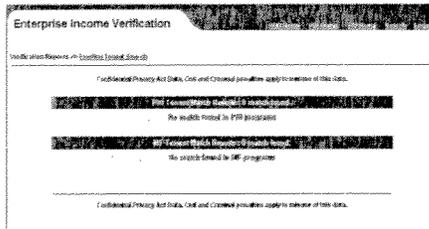
- Give tenant opportunity to explain and/or provide documentation he/she is not still assisted
 - Copy of current lease
 - Notice of key return for prior subsidized unit
- If necessary, contact PHA to confirm current tenancy status
- Take action in accordance with PHA policy

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Existing Tenant Search

How to Screen Applicants for Duplicate Assistance

**Existing Tenant Search Results -
Negative**



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Accessing the Identity Verification Report

- Report selection criteria
 - Program Type
 - Reexam Month
 - PHA
- PHA is required to view report monthly

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Identity Verification Report –Report Selection

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Identity Verification Report – Failed EIV Pre-Screening

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Income Discrepancy Report

Understanding the Income Discrepancy Report

The Income Discrepancy Report

- This report identifies:
 - Families who may have substantially under (\$2,400+ annually) reported income (wages, unemployment and Social Security benefits)
 - Families who may have experienced an increase in earnings since last reexam

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The Income Discrepancy Report

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Accessing the Income Discrepancy Report

- Report selection criteria
 - Program Type
 - Reexam Month
 - Threshold (5% - 100%)
- Suggest running reports at 100% threshold level first
 - The income discrepancy is most likely a valid income discrepancy at the highest (and higher) threshold levels!

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Income Discrepancy Report Report Selection

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Income Discrepancy Report PHA Level: Top

Total	14900
Threshold Percentage	100%
Reexamination Month	All
Program Type	All PH Programs
Total Number of Reexamined Cases	14900
Total Number of Discrepancies	1490
Percentage of Discrepancies	10.0%
Error Rate of PHA	100%
Total Number of Discrepancies	14900
Total Number of Discrepancies	14900

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EIV Income Discrepancy Analysis

$$\frac{\text{PIC} - \text{EIV}}{\text{EIV}} \quad \text{Example: } \frac{\$0 - \$20,000}{\$20,000} = 100\%$$

Discrepancy amount = **(\$20,000)**

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EIV Income Discrepancy Analysis (Continued)

- Current 50058 income data is analyzed weekly
- Compares PIC and EIV reported wages, unemployment benefits and social security benefits only
- Two discrepancy analysis calculated: actual & annualized last quarter (larger discrepancy in **bold**)

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EIV Income Discrepancy Analysis (Continued)

- Two discrepancy analysis calculated: actual & annualized last quarter (larger discrepancy in **bold**)
- Discrepancy must meet selected % threshold & \$2,400+ (annual discrepancy amount) to be included on report

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EIV Income Discrepancy Analysis (Continued)

- **Period of income for discrepancy analysis**
 - Identifies 12 month period of income considered for discrepancy calculation
- **Actual annual income discrepancy (Past actual earnings)**
 - Compares PIC *projected* wages and benefits to *actual* EIV data for a 12-month period (which ends 3 months prior to effective date of current 50058)

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EIV Income Discrepancy Analysis (Continued)

- **Annual income discrepancy: annualized last data quarter (Future projected earnings)**
 - Compares PIC *projected* wages and benefits to *projected* EIV annualized last quarter data (last quarter data X 4 to annualize)
 - Projection of income for 12 months which ends 9 months after effective date of current 50058

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Is the Discrepancy Valid or Invalid?

- What was the effective date of the unreported income?
 - If effective date is prior to reexamination interview date and no interim increase policy – the discrepancy is valid

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Is the Discrepancy Valid or Invalid? (Continued)

- Does the PHA have an interim increase policy?
 - If interim increase policy and tenant did not report – the discrepancy is valid

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Valid Income Discrepancies

- **Valid Income Discrepancies:** are those discrepancies where:
 - The tenant failed to disclose an income source and/or under reported the amount of income that was effective as of the interview date of a mandatory reexamination of income; and/or
 - The tenant failed to report a change or increase in an income source and/or income amount as required by PHA's interim reexamination policy

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Examples of Valid Income Discrepancies

- Mr. Jones reports he has no income, but fails to report that he is employed at McDonald's.
- Ms. Smith reports she works at McDonald's, but fails to report that she is also employed at ABC Box Company
- Mr. Hellman reports he receives welfare benefits, but fails to report that he also receives social security benefits

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Invalid Income Discrepancies

❶ **Invalid Income Discrepancies:** are those discrepancies that are not a result of tenant error. These discrepancies may occur as a result of:

- PHA error
- Administrative circumstances
- 3rd party data reporting error

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Examples of Invalid Income Discrepancies

❶ **PHA Errors:**

50058 Reporting Errors on Section 7:

- Income amount reported incorrectly
- Income source reported incorrectly
- Earned Income Disallowance (EID) reported incorrectly
- Omitted income

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Examples of Invalid Income Discrepancies (Continued)

❶ **Administrative Circumstances:**

- No interim increase policy (income effective after reexam interview/processing date; tenant not required to report increase in income)
- Recent decrease in income, verified by PHA

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Examples of Invalid Income Discrepancies (Continued)

3rd Party Reporting Errors :

- There has been an incident of identity theft and someone else is using the tenant's SSN – *only the employer can correct this error*
- The income reported under a social security number is incorrectly listed under the tenant's SSN (example, employer error) – *only the employer can correct this error*

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Income Discrepancy Resolution

- Identify under reported income and/or unreported income sources
- **No** adverse action may be taken by the PHA based *solely* on EIV data
- Review current & historical 50058s and annual reexam documents in tenant file
- Verify effective dates of new and terminated income sources

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Income Discrepancy Resolution (Continued)

- Discuss the income discrepancy with the tenant
- Obtain additional documents from tenant and/or third party verification (if necessary)
- Obtain Social Security Earnings Statement (SSA Form 7004) to obtain historical wage earnings (see handout)
 - Useful for retroactive rent calculations

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Deceased Tenants Report

- Identifies individuals who are deceased and date of death (if available)
- Once deceased member is removed from family composition on form HUD-50058, individual will no longer appear on Deceased Tenants Report (report is updated weekly)
- See PIH Notice 2010-9 for additional guidance

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Accessing the Deceased Tenants Report

Verification Reports >> Deceased Tenants Report >> Report Selection

The screenshot shows a web interface for 'Report Selection'. It includes fields for 'Program Type', 'Household Month', and 'Household Type'. A 'Select Region' dropdown menu is open, displaying the following options: HUD HQ, STATE, HUB, FO, TARC, and PHA. A 'Get Report' button is visible at the bottom left of the interface.

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Deceased Tenants Report PHA Statistics

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

The screenshot displays a table titled 'PHA Statistics' with columns for PHA, Deceased Tenants, and various metrics. The table data is as follows:

PHA	Deceased Tenants	Deceased Tenants %	Deceased Tenants Count	Deceased Tenants % Count	Deceased Tenants % Count	Deceased Tenants % Count
14302	26,820	107	26,820	107	100%	107

Below the table, there are links for 'Printer Friendly Version' and 'Download to Excel'.

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Deceased Tenants Report Details

1 - 31 of 31 households

Note: * Deceased single member household; immediate action required by PHA

Deceased Tenants Report as of 10/26/2010 - All Households

Member ID#	Member Name	Member ID#	Member Deceased Date	Date Received by PHA
1001	JOHN	1001	10/1/10	10/1/10
1002	JANE	1002	10/1/10	10/1/10

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Deceased Tenants Report - What to do if there is a match

- Confirm with HOH or next of kin (emergency contact person)
- Update family composition accordingly
- Complete EOP if deceased single member household
- Discontinue HAP (Section 8)

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Deceased Tenants Report - What to do if there is a match (Continued)

- Take any other action in accordance with PHA policy
- **Goal:** Zero (0) deceased tenants!
- Follow HUD guidance under PIH Notice 2010-3

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Immigration Report

Understanding the Immigration Report

Immigration Report

- Assist PHAs with effective monitoring on a monthly basis of participant compliance with the SSN disclosure and verification requirement, in accordance with 24 CFR 5.216; and proration of assistance for mixed families, in accordance with 24 CFR 5.520
- See Immigration Report EIV Tip Sheet

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Immigration Report (Continued)

- The report will also assist PHAs with following up with program participants that are:
 - Pending verification of citizenship/immigration status.
 - Eligible citizens with assigned alternate identification number (ALT ID) who need to disclose their assigned social security number (SSN)

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Immigration Report (Continued)

- The report will also assist PHAs with following up with program participants that are:
 - Eligible noncitizens with assigned alternate identification number (ALT ID) who need to disclose their assigned social security number (SSN)

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Immigration Report (Continued)

- The report contains the following number & percentage of households & household members:
 - With PIC-assigned Alt ID
 - Pending verification of eligible immigration status
- The report also lists the household members who the PHA should follow up with and identifies the eligibility status as reported in PIC

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Sample Immigration Report (Top)

Immigration Report - Data Subtotal - PIC Immigration Report

Category	Count	Percentage	Category	Count	Percentage
With PIC-assigned Alt ID	123	15%	Pending verification of eligible immigration status	45	5.5%
With PIC-assigned Alt ID	123	15%	Pending verification of eligible immigration status	45	5.5%
With PIC-assigned Alt ID	123	15%	Pending verification of eligible immigration status	45	5.5%

Phone-Friendly Version
Download to Excel

Next Group 0
1 to 50 of 78 households | Last Page

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Sample Immigration Report (Bottom)

Name	Date	Status	City/State
John Doe	12/15/2018	Legal Res.	San Jose

Name	Date	Status	City/State
Jane Smith	08/01/2018	Legal Res.	San Jose

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Immigration Report - PHA Action

- Review the report monthly
- If an individual appears on the report, the PHA should contact the head of household (HOH) or applicable adult household member to obtain the necessary documentation or confirm reported information is accurate

Immigration Report – Status Definitions

- **Pending Verification:** This status means that the individual's citizenship/immigration status has not been positively confirmed
- The PHA is required to follow up with the family to receive appropriate documentation and/or confirm eligible immigration status through the Systemic Alien Verification for Entitlements (SAVE) system and/or directly with Department of Homeland Security (DHS)

Immigration Report – Status Definitions

- ✦ **Eligible Citizen:** This status means that the PHA has confirmed that the individual is a U.S. citizen or national. However, the individual has not disclosed his/her SSN to the PHA and the PHA has generated an ALT ID
- ✦ The PHA is required to follow up with the family to obtain the individual's assigned SSN and evidence of the disclosed SSN

Immigration Report – Status Definitions

- ✦ **Eligible Noncitizen:** This status means that the PHA has confirmed that the individual has eligible immigration status (lawful permanent resident of the United States). However, the individual has not disclosed his/her SSN to the PHA and the PHA has generated an ALT ID
- ✦ The PHA is required to follow up with the family to obtain the individual's assigned SSN and evidence of the disclosed SSN

For Help with the EIV System

Contact Your local HUD Office

Additional Assistance is available after contacting your local HUD Office at:

Email: PIH.RHIIP.TA@HUD.GOV

Visit HUD's Web Page For More Information on EIV

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivnewsflash.cfm>

<http://www.hud.gov/offices/pih/programs/ph/rhiip/training.cfm>

www.hud.gov/offices/pih/programs/ph/rhiip/uiv.cfm

→ <http://www.hud.gov/subscribe/maillinglist.cfm>

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EIV Questions & Answers Session

Ask HUD...
