



**Office of Public and Indian Housing (PIH)  
Enterprise Income Verification (EIV) System Tip Sheet for  
Effective Use of the Immigration Report**

**Purpose of the Immigration Report:** To assist Public Housing Agencies (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. The report will also assist PHAs with following up with program participants that are:

1. Pending verification of citizenship/immigration status.
2. Eligible citizens with assigned alternate identification number (ALT ID) who need to disclose their assigned social security number (SSN).
3. Eligible noncitizens with assigned alternate identification number (ALT ID) who need to disclose their assigned social security number (SSN).

**PHA Actions:** 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.

1. **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).
2. **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.  
**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.
3. **Ineligible Noncitizen:** This status means that either the PHA has confirmed that the individual does not have eligible immigration status (lawful permanent resident of the United States) or the individual does not contend to have eligible immigration status (as noted in 24 CFR 5.508(e)). The PHA should confirm that the family is a mixed family and that prorated assistance has been provided to the family. (**Note:** An "H" number in the SSN field is an ALT ID. Some ineligible noncitizens have been issued a SSN and they are required to disclose their SSN).

**Guidance:** Sample Immigration Report; PIH Notice 2010-3; DHS Customer Guides; DHS forms G-845 and G-845S ; and SAVE information is available at:  
<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=1721c2ec0c7c8110VgnVCM1000004718190aRCRD&vgnnextchannel=1721c2ec0c7c8110VgnVCM1000004718190aRCRD>. For SAVE access, email HUD @ [SAVE-VIS@hud.gov](mailto:SAVE-VIS@hud.gov).