

U.S. Department of Housing & Urban Development
Office of Public & Indian Housing
Real Estate Assessment Center
Presents

**Initial Enterprise Income
Verification (EIV) System Training &
Effective Use of EIV To
Reduce Improper Payments**

October 27-28, 2011



Training Agenda

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



Training Agenda (Continued)

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



Training Agenda (Continued)

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



EIV System Overview

Understanding EIV Basics



Upfront Income Verification (UIV)

Upfront Income Verification:

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

***“Automated Written 3rd
Party Verification”***



EIV = UIV

EIV = Automated 3rd Party Verification



What is the EIV System?

- An upfront income verification (UIV) tool & web-based application available to authorized program administrators of HUD rental housing assistance programs (RHAP) and HUD staff for oversight & monitoring;
- Used to validate tenant reported wages, unemployment and social security income during mandatory annual and interim reexaminations of income



What is the EIV System? (Continued)

- An automated tool to:
 - Identify potential improper payments;
 - Reduce fraud, waste, & abuse in HUD rental housing assistance programs
- Contains income data obtained through computer matching programs with the Social Security Administration (SSA) & Health and Human Service (HHS)



What is the EIV System? (Continued)

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



Use of EIV to Streamline Verification of Tenant Income

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



Use of EIV to Streamline Verification of Tenant Income (Continued)

- EIV only for Social Security (SS) & Supplemental Security Income (SSI) benefits unless tenant disputes EIV
 - See PIH Notice 2010-3 for guidance
- EIV + current pay stubs
- EIV + employer letters
 - Guidance on EIV Implementation is outlined in PIH Notice 2010-19



Use of EIV to Streamline Verification of Tenant Income (Cont.)

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



Use of EIV Data

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



Benefits of EIV

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



Benefits of EIV (Continued)

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



EIV Content & Source of Information

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



EIV Content & Source of Information (Continued)

- The source of SSA information is as follows:
 - SSA's Benefits database
 - SSA's Death Master File (DMF)
 - As reported by medical examiner, mortuary, etc.

EIV Content & Source of Information (Continued)

- HHS provides the following information from its National Directory of New Hires (NDNH) database:
 - Quarterly unemployment insurance (UI)
 - Quarterly wages (QW), including federal wages
 - Monthly new hires (W-4), including date hired
 - Employer name, address, Employer Identification Number (EIN)



EIV Content & Source of Information (Continued)

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



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)



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



ELV System Functions (Continued)

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



EIV Income Data

- Accessible any time
- Data available for existing tenants only - **not available for applicants**
 - Who have positive identity verification status
- Two years of wage and employment information
- Current SS, SSI, Dual Entitlement benefit information, Medicare & hospital insurance premium information, and last 8 changes to benefit



EIV Income Data (Continued)

- EIV is not a “be-all to end-all”
- EIV will display income information as provided by the 3rd party sources
- For example, you may know that the tenant is currently employed, however, the wage information may not be available in EIV because the 3rd party source did not provide the information



HUD Data Collection Process

- Computer matching occurs based on HUD-collected data from PHAs on current (dated within the last 15 months) form HUD-50058 in Public and Indian Housing Information Center (PIC)
- If there is no form HUD-50058 in PIC, there will be no income information in EIV



HUD Data Collection Process (Continued)

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



Computer Matching Program with SSA

- Matching occurs for any current from HUD-50058 with an action type of:
 - New Admissions
 - Annual Reexam
 - Interim Reexam
 - Portability Move-in
 - Other Change of Unit
 - Annual Reexam – Search Voucher
 - Flat Rent Annual Update; and
 - Historical Adjustment



Computer Matching Program with SSA (Continued)

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



Computer Matching Program with SSA (Continued)

- Matching occurs during the 1st and 15th of each month
- SSA information in the EIV system is updated every 3 months for all households in accordance with the computer matching schedule
- Subsequent monthly matching occurs for updated forms HUD-50058s
 - New Admissions, Portability Move-ins, & Historical Adjustment actions
 - Modified tenant PII



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
 - Effective January 2012, the COLA is 3.6%
 - COLA information is available online at:
www.socialsecurity.gov



Computer Matching Program with SSA (Continued)

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



Computer Matching Program with HHS

- Matching occurs for any current form HUD-50058 with an action type of:
 - New admission
 - Annual reexam
 - Interim reexam
 - Portability move-in
 - Other change of unit
 - Annual reexam – searching voucher
 - Flat rent annual update; and
 - Historical adjustment



Computer Matching Program with HHS (Continued)

- HUD sends to HHS, the SSNs of Individuals age 18 and over, who have passed both HUD's pre-screening and SSA identity verification process to obtain the following information:
 - W-4
 - QW
 - UI



Computer Matching Program with HHS (Continued)

- Monthly Computer Matching occurs during the **16th** and **30th** of each month to obtain:
 - W-4 (New Hires) for all individuals age 18+
 - QW & UI for all individuals age 18+ for any form HUD-50058 with an action of:
 - New Admission
 - Portability Move-in
 - Historical Adjustment



Computer Matching Program with HHS (Continued)

Note: Monthly matching also done for any household who has a household member who turned 18 since last quarterly computer match



Computer Matching Program with HHS (Continued)

- Quarterly Computer Matching occurs during the **16th** and **30th** of **Feb, May, Aug, and Nov** to obtain:
 - W-4 for all individuals age 18+
 - QW & UI for all individuals age 18+



Timing of NDNH Data

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



NDNH Reporting Time Frames

- New Hire Employment Information
 - Twice a month for electronic or magnetic medium transmission (12-16 days apart); or
 - Within 20 days of date of hire



NDNH Reporting Time Frames (Continued)

- Quarterly Wage (Federal)
 - No later than one month after the end of a calendar quarter
- Quarterly Wage (Non-Federal)
 - Within four months of the end of a calendar quarter
- Quarterly Unemployment Compensation
 - Within one month of the end of a calendar quarter



Availability of NDNH Data

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



EIV System Overview

Access to the EIV System



EIV Rules of Behavior

- All EIV system users, including handler/viewers of EIV information, must comply with HUD security policies
- Failure to comply may result in:
 - Termination of EIV access
 - Civil & criminal penalties



EIV Rules of Behavior (Continued)

- EIV system users are responsible for protecting:
 - Passwords
 - Information
 - Equipment
 - PHA systems & networks
 - Communication pathways to which users have access to



EIV Rules of Behavior (Continued)

- The Web Access Security System (WASS) user id and password issued to you is to be used solely in connection with the performance of your responsibilities in support of HUD's mission & administration of HUD rental housing assistance programs
- Personal use of EIV information is strictly prohibited



EIV Rules of Behavior (Continued)

- You must **not** provide your user id and/or password to anyone including another employee during your employment at the PHA nor upon you leaving the employment of the agency
- Users are required to use only approved HUD software, software settings & comply with vendor software license agreements



EIV Rules of Behavior (Continued)

- Users must avoid leaving system output records or reports unattended or unsecured
- Users must lock their computer or log out of the system when leaving work areas unattended



EIV Rules of Behavior (Continued)

- All users are held accountable for their actions while accessing the system or viewing printed or electronic EIV data
- All users and PHAs are subject to monitoring of their use of the EIV system and compliance with security requirements by HUD, HUD contractors, or a 3rd party



EIV Rules of Behavior (Continued)

- Immediately report any suspected violation or breach of EIV system security to:
 - Your supervisor
 - National EIV System Administrator at PIH.RHIIP.TA@HUD.GOV
 - If you do not receive a response from the National EIV System Administrator within one hour, contact HUD's National Help Desk at 1-888-297-8689



Training Prerequisites for EIV Access

- EIV system users **must** complete the following training:
 - Annual Security Awareness training
 - Initial EIV System training
 - Updated EIV System training
- Viewers/handlers of EIV data **must** complete only Annual Security Awareness training



Training Prerequisites for EIV Access (Continued)

- Annual Security Awareness training is offered online at:
<http://iase.disa.mil/eta/index.html#onlineinetraining>
- Initial and Updated EIV system training is available via HUD webcasts and YouTube
- New EIV users **must** complete the training prior to accessing the system



Authority to Obtain EIV Income Information

- The PHA must have the following in the tenant file for each adult household member (excluding live-in aides) prior to accessing EIV income information:
 - Form HUD-9886 (Authorization for the Release of Information and Privacy Act Notice); or
 - An equivalent consent form which meets the requirements of 24 CFR 5.230



Disclosure of EIV Information

- EIV information is to be used for the sole purpose of determining eligibility and level of assistance for the following programs:
 - Public Housing (24 CFR 960)
 - Section 8 Housing Choice Voucher (HCV) (24 CFR 982)
 - Including the Disaster Housing Assistance Program (DHAP)
 - Moderate Rehabilitation (24 CFR 882)
 - Project-Based Voucher (24 CFR 983)



Disclosure of EIV Information (Continued)

- The Federal Privacy Act (5 USC 552a) prohibits the disclosure of an individual's information to another person without the written consent of such individual
- EIV data of an adult household member may not be shared (or a copy provided or displayed) with another adult household member, unless the individual has provided written consent



Disclosure of EIV Information (Continued)

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



Disclosure of EIV Information (Continued)

- EIV information may be disclosed to:
 - The individual to which the information pertains to
 - PHA-hired auditors who have signed non-disclosure oath statement
 - Independent auditors who have signed non-disclosure oath statement
 - HUD Office of Inspector General (OIG)
 - Attorney General



Disclosure of EIV Information (Continued)

- EIV information may be disclosed to:
 - Entities associated with grievance procedures and judicial proceedings relating to independently verified unreported income identified through EIV
 - i.e. grievance hearing officers, lawyers, court personnel, etc.
- These individuals may not access EIV. They are authorized to view only paper or electronic file copies



Disclosure of EIV Information (Continued)

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



How to Obtain EIV Access

- PHA Executive Director (ED) or authorizing official identifies and authorizes all EIV users
- PHA ED or authorizing official and user signs EIV User Access Authorization Form and Rules of Behavior and user Agreement (form HUD-52676)
 - Effective Spring 2012, the content of the form HUD-52676 will be incorporated into EIV and paper copies will no longer be required



How to Obtain EIV Access (Continued)

- Detailed instructions for completing form HUD-52676 are available on the PIH EIV web page
- PHA-hired management agents may have access to EIV if authorized by the PHA ED or other authorizing PHA official
- PHAs must maintain copy of completed forms
- **Note:** HUD staff are not required to complete form HUD-52676



How to Obtain EIV Access (Continued)

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



How to Obtain EIV Access (Continued)

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



How to Obtain EIV Access (Continued)

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



EIV User Roles

- **PHA Occupancy-Public Housing:** access to the Debts Owed to PHAs & Terminations Report, Search for Former Tenant, Tenant Income Information and Verification Reports for the Public Housing program
- **Note:** Public housing projects must be assigned to the user. Otherwise, the user will **not** be able to access tenant information.



EIV User Roles

- PHA Occupancy-Voucher: access to the Debts Owed to PHAs & Terminations Report, Search for Former Tenant, Tenant Income Information and Verification Reports for the Housing Choice Voucher (HCV) and other PIH Section 8 programs



EIV User Roles (Continued)

- PHA Occupancy – Application Processor: access to the Debts Owed to PHAs & Terminations Report, Multiple Subsidy Report, Existing Tenant Search, and Former Tenant Search
- This is a limited role and should not be assigned to any user if the PHA Occupancy – Voucher or Public Housing role is assigned to the user



EIV User Roles (Continued)

- Program Administrator – Public Housing: ability to review, enter, update, or delete debt or termination information of former public housing tenants in the Debts Owed to PHAs & Termination module, access to the Debts Owed to PHAs & Terminations Report, and search for former tenants



EIV User Roles (Continued)

- **Program Administrator – Voucher:**
ability to review, enter, update, or delete debt or termination information of former HCV and other PIH Section 8 tenants in the Debts Owed to PHAs & Termination module, access to the Debts Owed to PHAs & Terminations Report, and search for former tenants



EIV User Roles (Continued)

- **PHA User Administrator**: Allows user to request EIV access for PHA staff; assign, modify, and remove assigned EIV roles; assign public housing projects; certify users, terminate EIV access, and view User Role history, Termination and User Certification reports



EIV User Roles (Continued)

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



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)



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



User Administration By Users



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

User Administration By Users (Continued)

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



User Administration By Users (Continued)

User Administration >> By Users

Query/View users by:

Last Name *User ID

Search user

Select Region:

PHA

View users by first letter of last name/User ID

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

*All User Id's begin with C, I, H or M

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

User Administration By Users - Adding Roles

User Administration - By Roles/By Users

User Profile Details

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

List of Roles	
Action	Role
<input type="checkbox"/>	PHA DHAP Assistance
<input type="checkbox"/>	PHA Occupancy - Application Processor
<input type="checkbox"/>	PHA Occupancy - Public Housing
<input type="checkbox"/>	PHA Occupancy - Voucher
<input type="checkbox"/>	PHA Security Administrator
<input type="checkbox"/>	PHA User Administrator
<input type="checkbox"/>	Program Administrator - Public Housing
<input type="checkbox"/>	Program Administrator - Voucher

Click in check box to select applicable roles. Then Click "Update" button. Status will now be "Pending"

User Administration By Users - Added Roles Approved by HUD

User Administration - By Roles/By Users

User Profile Details

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

List of Roles		
Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input type="checkbox"/>	PHA Occupancy - Application Processor	
<input checked="" type="checkbox"/> 	PHA Occupancy - Public Housing	Approved
<input type="checkbox"/>	PHA Occupancy - Voucher	
<input type="checkbox"/>	PHA Security Administrator	
<input type="checkbox"/>	PHA User Administrator	
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input type="checkbox"/>	Program Administrator - Voucher	



User Administration By Users - Assigning Projects to User

User Administration - By Roles/By Users

User Profile Details

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

List of Roles

Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input type="checkbox"/>	PHA Occupancy - Application Processor	
<input checked="" type="checkbox"/> 	PHA Occupancy - Public Housing	Approved
<input type="checkbox"/>	PHA Occupancy - Voucher	
<input type="checkbox"/>	PHA Security Administrator	
<input type="checkbox"/>	PHA User Administrator	
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input type="checkbox"/>	Program Administrator - Voucher	

Click on pencil to display list of project codes. Status must = "Approved"

User Administration By Users - Assigning Projects to User (Continued)

User Administration - By Roles/By Users

Assign Projects to User

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Selected User Information		
Userid	Name	Code
M00335	SSO335 LAST - EIV	FL001

SelectAll DeselectAll Update

List of Projects	
Action	Projects
<input type="checkbox"/>	FL001000001 BRENTWOOD PARK
<input type="checkbox"/>	FL001000007 JAX BEACH SCATTERED SITES
<input type="checkbox"/>	FL001000010 TWIN TOWERS
<input type="checkbox"/>	FL001000012 FAIRWAY OAKS
<input type="checkbox"/>	FL001000013 SOUTHWIND VILLAS
<input type="checkbox"/>	FL001000014 VICTORY POINT
<input type="checkbox"/>	FL001000015 FOREST, ANDERS & SCATTERED SITES
<input type="checkbox"/>	FL001000017 CENTENNIAL TOWER
<input type="checkbox"/>	FL001000018 CENTENNIAL TOWNHOUSE
<input type="checkbox"/>	FL001000019 HOGANS CREEK TOWER
<input type="checkbox"/>	FL001000027 SCATTERED SITES
<input type="checkbox"/>	FL001000032 BLODGETT HOMES

Click within check box to select Project or click on "Select All" and then click on "Update" button. Only 11-digit project codes can be added.



User Administration By Users - Confirmation of Assigned Projects

User Administration - By Roles/By Users

User Profile Details

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

Selected User

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

List of Roles

Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input type="checkbox"/>	PHA Occupancy - Application Processor	
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing	Approved
<input checked="" type="checkbox"/>	PHA Occupancy - Voucher	Approved
<input type="checkbox"/>	PHA Security Administrator	
<input checked="" type="checkbox"/>	PHA User Administrator	Approved
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input type="checkbox"/>	Program Administrator - Voucher	

Update

Revoke All

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User Administration By Users - Removing Roles

User Administration - By Roles/By Users

User Profile Details

Selected User

User ID:
User Name:
Office Code:
Participant Code:

List of Roles

Action	Role	
<input type="checkbox"/>	PHA DHAP Assistance	
<input type="checkbox"/>	PHA Occupancy - Application Proc...	
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing	
<input type="checkbox"/>	PHA Occupancy - Voucher	
<input type="checkbox"/>	PHA Security Administrator	
<input type="checkbox"/>	PHA User Administrator	
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input type="checkbox"/>	Program Administrator - Voucher	

Click in checked check box to remove applicable role(s) then Click "Update" button or Click on "Revoke All" to remove all roles. Status will now be blank.

EIV User Certification Process

- Users must be certified semi-annually (April & October) to continue accessing EIV
- EIV will terminate user access and assigned roles if user is not certified by deadline (See page 81)
- Users who are no longer with the agency or whose duties no longer require access should not be certified
 - PHA should terminate EIV access



EIV User Certification Process (Continued)

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



EIV User Certification Schedule

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



EIV User Certification- Certifying EIV Users

User Administration >> User Certification Selection

Select Region and Certification Criteria:

PHA	All
* Select Program Type:	All PIH Programs
* Note: Only applicable to PHA	
Select Certification Status:	All
	All
	Pending Certification
	Certified Only

List Users

Note:

- Users are required to participate in annual Security Awareness training and HUD-sponsored initial and updated EIV System training. Free HUD-sponsored EIV training is available online at <http://www.hud.gov/webcasts/archives/ph.cfm>
- *The User Administrator should not certify any user who has not obtained EIV System and/or Security Awareness training.*
- The User Administrator certifies that the User Access Authorization Form & Rules of Behavior are on file for each user being certified.



EIV User Certification

Certifying EIV Users (Continued)

User Administration >> User Certification Selection

Select Region and Certification Criteria:

PHA

* Select Program Type:

* Note: Only applicable to PHA

Select Certification Status:

Select "Pending Certification" Status and Click "List Users"

Note:

- Users are required to participate in annual Security Awareness training and HUD-sponsored initial and updated EIV System training. Free HUD-sponsored EIV training is available online at <http://www.hud.gov/webcasts/archives/ph.cfm>
- The User Administrator should not certify any user who has not obtained EIV System and/or Security Awareness training.
- The User Administrator certifies that the User Access Authorization Form & Rules of Behavior are on file for each user being certified.



EIV User Certification

Certifying EIV Users (Continued)

User Administration >> [User Certification Selection](#) >> User Certification

PHA: All Number of Users: 4216 Program Type: All PIH Programs Certification Status: Pending Certification

Next Group 
1 - 50 of 4216 Users [Last Page](#)

List of Users and their Roles

User Name: Sandra	User ID: M	AK001 AHFC	Last Certification Date: 05/03/2011	<input type="button" value="Certify User"/>
PHA Occupancy - Public Housing				
User Name: Debra	User ID: M	AK001 AHFC	Last Certification Date: N/A	<input type="button" value="Certify User"/>
Program Administrator - Public Housing				
User Name: Toni	User ID: M	AK001 AHFC	Last Certification Date: 04/25/2011	<input type="button" value="Certify User"/>
PHA Occupancy - Public Housing				

Click on "Certify User"
button to certify user

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 (system-generated termination)
 - Failure to access HUD secure systems within 90 days (system-generated termination)



Terminating EIV Access (Continued)

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



Effective Use of EIV to Reduce Improper Payments

Using the EIV System



Logging onto EIV

User Login [help](#) | [home](#)

**Secure Systems
Single Sign On**

User ID

Password

ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then where you left off.

Content updated March 2, 2007

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455 [Home State](#)

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



Logging onto ELV (Continued)



Secure Systems

User Login [help](#) | [search](#) | [home](#) | [logout](#)

Legal Warning

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

Warning Notice

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

Message of the Day

When calling the Help Desk for GIMS II related issues, please indicate GIMS II- ID P232 so the issue can be directed to the right parties.

The following changes are part of the new SAGIS release:

1. The Project Name **now includes** the Grant Application Number and the Fiscal Year to which it belongs. (Eg: GRANT0000001-2008)
2. Notifications will be sent to reviewers when applications are assigned.
3. A complete SF424 Report is now available in Excel Format.

(Updated by CS3535 on 2008-10-31)

Click on Accept →

Content updated October 24, 2008 [Back To Top](#)

 U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455



Logging onto EIV (Continued)

Secure Systems

Welcome NICOLE FAISON

system administration

- [Business Partners Maintenance](#)
- [EIV Assignments By User](#)
- [EIV Assignments To User](#)
- [Field Office Assignment Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

systems

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

Main Menu help | search | home | logout

Systems

Click on EIV Link

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

EIV Security Awareness Test – Effective Sept 2010

- An EIV Security Awareness Test will appear when external users log onto EIV
- The page contains a Security Awareness Questionnaire with 10 questions to confirm the user's awareness of applicable safeguards to protect EIV data



EIV Security Awareness Test (Continued)

- Users will be permitted to access EIV after successful completion of the questionnaire
 - Answer 9 of 10 questions correctly, otherwise questionnaire will reappear again
- EIV will prompt user to confirm security awareness once a year
- Printer-friendly questionnaire results are available in EIV



Printer-Friendly Security Questionnaire Results

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Immigration Report
- Deceased Tenants Report

Security Questionnaire

- **Security Questionnaire Report**

External Links

- USCIS - SAVE System

Print

FIRST - M00335 LAST - uiv successfully completed the questionnaire on 06/17/11

Question	Chosen Response	Correct/Incorrect
What form is the Public Housing Agency (PHA) required to maintain in the tenant file in order to access EIV information?	A consent form which meets HUD requirements specified at 24 CFR 5.230 or Option B	Correct
Who should have access to the EIV system?	Any PHA staff whose duties and responsibilities require access to EIV data	Correct
What physical safeguards should a PHA implement to protect EIV data?	Restricted areas and locked file cabinets	Correct
Permissible uses of EIV data includes all except?	Providing the local social services office with EIV information for determining eligibility for food stamps	Correct
When an employee is terminated, when should the employees EIV access be terminated?	Once the employee returns all PHA keys and equipment	Incorrect
What should you do if EIV confirms your suspicion that the tenant has been employed for the last 5 years?	Provide the tenant an opportunity to dispute or confirm the EIV information	Correct
What is one purpose of technical safeguards?	Deter and detect attempts to access the system without authorization	Correct
Proper procedures for reporting improper disclosures include all except?	None of the above	Correct
PHAs are permitted to provide EIV reports to state and local government agencies, who conduct similar income determinations as done in the public housing and housing choice voucher program	False	Correct
What should you do if the tenant requests a copy of the EIV report?	Give the tenant the portion of the EIV report which pertains only to that tenant	Correct

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
Report Generated By - M00335 FIRST - M00335 LAST - uiv

Double click on Security Questionnaire Report to obtain printer-friendly Security Questionnaire Results



EIV Security Awareness Test (Example)

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

EIV Security Awareness Questionnaire

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

Question: 1
Who should have access to the EIV system?

- All PHA staff
- Only those PHA staff that conduct annual or interim reexams
- The Executive Director
- Any PHA staff whose duties and responsibilities require access to EIV data

Question: 2
How often should you participate in security awareness training?

- Every month
- Semi-annually
- Every quarter
- Annually



Positive Results of Security Awareness Test

The screenshot shows the 'Enterprise Income Verification' web interface. At the top, there is a navigation bar with links for 'HUD Home', 'PIH Home', 'EIV Home', 'Search', and 'Email'. A prominent green message box states: 'Congratulations! You have successfully completed the Security Awareness Questionnaire.' Below this, there are three sections: 'Legal Warning' regarding federal information misuse, 'Notice of Your Responsibility for Security' concerning the Federal Privacy Act, and 'Certification of EIV & Security Awareness Training' which includes a checkbox for acknowledging participation in training.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Congratulations! You have successfully completed the Security Awareness Questionnaire.

Legal Warning

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

Notice of Your Responsibility for Security

Information contained in this system is subject to the Federal Privacy Act of 1974 (5 U.S.C. 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 a fine of up to \$5,000 for each violation.

Certification of EIV & Security Awareness Training

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

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

“Congratulations! You have successfully completed the Security Awareness Questionnaire.”



Negative Results of Security Awareness Test

Enterprise Income Verification HUD Home EIV Home Search Email

• You must successfully complete the Questionnaire in order to access the EIV system

EIV Security Awareness Questionnaire - Results

Please select one of the options below:

- [Find Correct Answers](#)
- [Complete Questionnaire Again](#)

[Printer Friendly Page](#)

Question: 1
All of the following are acceptable ways of destroying EIV reports except?

- Shredding
- Disposal in trash can
- Burning reports

Question: 4
When an employee is terminated, when should the employees EIV access be terminated?

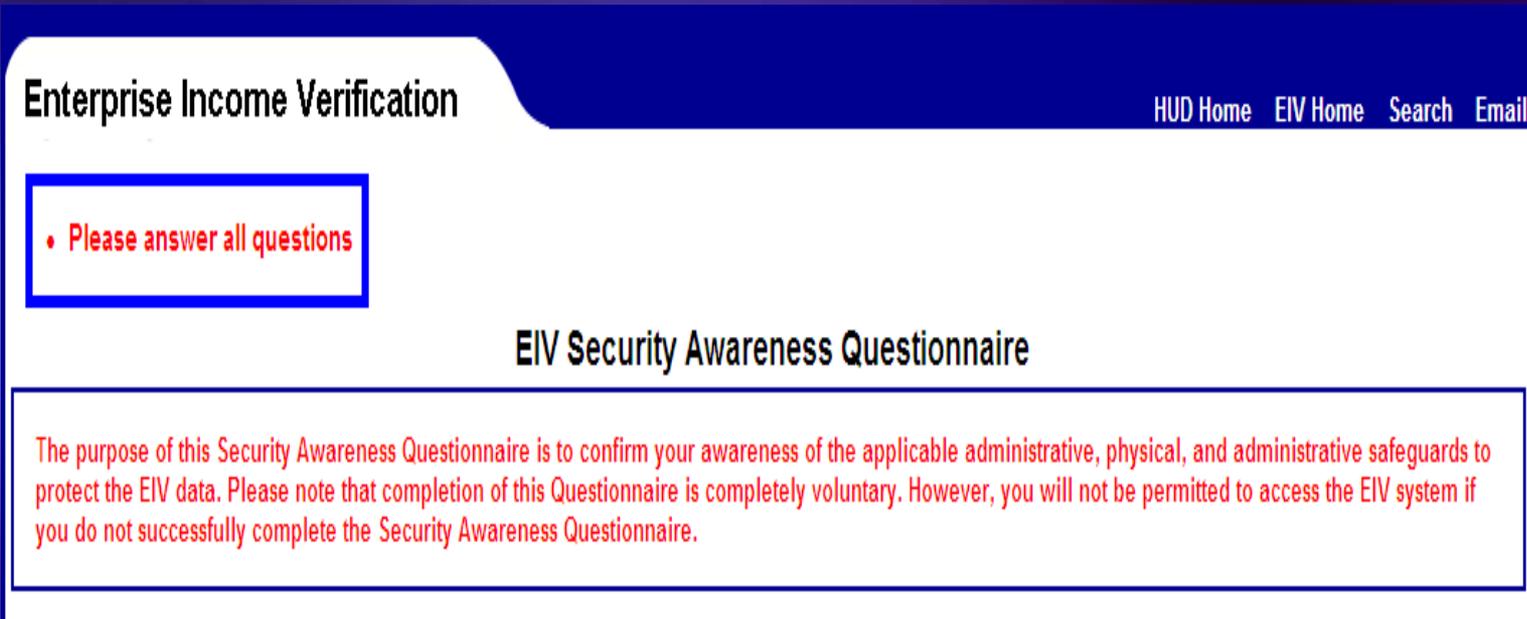
- Once termination papers are completed
- Once the employee returns all PHA keys and equipment
- The date of termination
- The day after the termination date

“You must successfully complete the Questionnaire in order to access the EIV system”

•The system shows the user which questions are answered incorrectly



Incomplete Results of Security Awareness Test



Enterprise Income Verification

HUD Home EIV Home Search Email

• Please answer all questions

EIV Security Awareness Questionnaire

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

“Please answer all questions”

- The system will not allow the user to skip completion of the questionnaire. The user **must** answer all questions.



Legal Warnings/Privacy Act – PHA Users

Notice of Your Responsibility for Security

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

Certification of EIV & Security Awareness Training

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

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

Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies and PHA-hired private management agents may not view private information unless there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9886) or equivalent consent form satisfying requirements under 24 CFR 5.230 in the household's file for the head of household and the spouse of the head of household, or co-head, regardless of age, and for each adult member in the household.

I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.

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

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

Continue



Legal Warnings/Privacy Act – HUD Users (Continued)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Legal Warning

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

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I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.

Continue

Click Each Check Box

Double Click



Legal Warnings/Privacy Act – Acknowledgment Required

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

You must certify completion of EIV System and Security Awareness training in order to access the system.

You must acknowledge understanding of the Federal Privacy Act in order to access the system.

You must certify a valid tenant consent form is on file in order to access the system.

- User must acknowledge all statements on the screen prior to accessing EIV information



Getting Started in EIV



The screenshot shows the EIV system interface. At the top left, there is a logo with a house icon and the text 'EIV'. Below the logo, the text 'Welcome FIRST - M00335 LAST - uiv' is displayed. The main navigation menu is listed on the left side of the screen, with various functions grouped under different headings.

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations**
 - Search for Former Tenant
 - Debts Owed to PHAs & Terminations Report
- Income Information**
 - By Head of Household
 - By Reexamination Month
 - New Hires Report
- Verification Reports**
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Immigration Report
 - Deceased Tenants Report
- Security Questionnaire**
 - Security Questionnaire Report
- External Links**
 - USCIS - SAVE System

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



Viewing EIV Data For a Household

- Ability to view household summary, income details or income discrepancy information within one click
- Click on the Income Report tab to view household income details
 - Available employment and income information is displayed for each household member



Viewing EIV Data For a Household (Continued)

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



Use of EIV Income Report

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



Use of ELV 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
- Identify prior debt owed to a PHA and/or program non-compliance



Access Tenant Information

- Tenant information can be accessed:
 - Single (By Head of Household (HOH)); or
 - Batch (By Reexamination Month)
- EIV contains a Household Income Report for each household reported in PIC
- EIV users may only access tenant information within their PHA portfolio and assigned program(s) and projects



Access Tenant Information By Head of Household (Continued)

- Enter 9-digit SSN. It is not necessary to enter other tenant PII or PHA Code
- PHA Code is required when searching by HOH last name search criteria of either begins with or exact match; and HOH DOB
- Click on the clear button to erase typed text in data fields



Example of PHA User with Access to Multiple PHAs

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number:

 - -

Enter Head of Household's Last Name:

exact match

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

Select a Participant Code:

Select a Participant Code

Select a Participant Code

FL001 - Jacksonville Housing Authority

IL002 - Chicago Housing Authority

OH001 - Columbus Metropolitan Housing Authority

TX004 - Housing Authority of Fort Worth

Access Tenant Information By HOH – Common Errors

- EIV will not allow a user to access information when:
 - Search is conducted by HOH last name and/or date of birth and a PHA Code is not selected
 - Note Participant Code = PHA Code
 - Search is conducted by HOH SSN not within the PHA's portfolio or assigned program(s) and/or public housing projects
 - Search is conducted by using an invalid HOH SSN or a HOH SSN that does not appear in the PIC database



Access Tenant Information By HOH – Common Errors (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number: - -

Enter Head of Household's Last Name:

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

Select a Participant Code:

Please select a Participant Code

Access Tenant Information By HOH – Common Errors (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number: - -

Enter Head of Household's Last Name: exact match ▾

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

Select a Participant Code: ▾

You do not have permission to view the family details of the tenant with last name :Miller



Access Tenant Information By HOH – Common Errors (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number: - -

Enter Head of Household's Last Name: exact match

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

Select a Participant Code:

A current form 50058 record was not found for Social Security Number



Access Tenant Information By HOH – Common Errors (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number:

999 - 99 - 9999

Enter Head of Household's Last Name:

exact match ▼

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

Select a Participant Code:

Select a Participant Code



A current form 50058 record was not found for Social Security Number 999-99-9999

Get Information

Clear



Access Tenant Information By HOH – Common Errors (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number:

 - -

Enter Head of Household's Last Name:

begins with

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

Select a Participant Code:

 FL001 - Jacksonville Housing Authority

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

Get Information

Clear



Contents of Income Report

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



HOH Summary Information

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



HOH Summary Information (Continued)

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

Employment Information (W-4)

- This section of the Household Income Report contains all new hire information for each adult household member:
 - Hire Date
 - Hire State
 - EIN
 - Employer Name and Address
 - Date Received by EIV



Wage Information

- This section of the Household Income Report contains wage information for each adult household member:
 - Pay period (quarter and year)
 - Amount (of gross wages)
 - EIN
 - Employer name and address
 - Date received by EIV

Wage Information – Example

Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q3 of 2009	\$4,210.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	03/23/2010
Q2 of 2009	\$5,629.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	11/19/2009
Q1 of 2009	\$3,938.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	08/19/2009
Q4 of 2008	\$5,392.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	05/26/2009
Q3 of 2008	\$2,809.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	02/25/2009
Q2 of 2008	\$5,005.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	11/20/2008
Q1 of 2008	\$4,089.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	07/26/2008
Q4 of 2007	\$4,618.00	52-0591684	TRUSTEES-SHEPPARD PRATT HOSP PO BOX 2033, WESTMINSTER MD 21158-7033	07/26/2008

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



Unemployment Benefits - Example

Unemployment Benefits			
Pay Period	Amount	Date Received by EIV	
Q2 of 2011	\$0.00	08/20/2011	
Q1 of 2011	\$0.00	05/28/2011	
Q4 of 2010	\$0.00	04/01/2011	
Q3 of 2010	\$0.00	11/18/2010	
Q2 of 2010	\$0.00	09/24/2010	
Q2 of 2008	\$0.00	09/18/2007	



Social Security (SS) Benefits

- This section of the Household Income Report contains SS information (for each household member:
 - Payment status code
 - Date of current entitlement
 - Gross benefit amount
 - Net monthly benefit if payable
 - Payee name and address
 - Benefit history (last 8 changes)
 - Lump Sum Date and Amount



Social Security Benefits - Example

Social Security Benefits			
Verification Data		Benefit History	
Payment Status Code:	C - Current payment status (except railroad payment)	Date	Gross Benefit
Date of Current Entitlement:	08/1998	12/2010	\$666.00 Benefits paid
Net Monthly Benefit if Payable:	\$666.00	12/2008	\$666.00 Benefits paid
Payee Name and Address:	JEROME	12/2007	\$629.00 Benefits paid
		12/2006	\$615.00 Benefits paid
	SAN FRANCISCO CA	12/2005	\$596.00 Benefits paid
		12/2004	\$572.00 Benefits paid
		12/2003	\$557.00 Benefits paid
		09/2003	\$546.00 Benefits paid
		Lump Sum	
		Date	Amount
		07/01/2011	\$0.00
Date Received by EIV: 09/02/2011			



SS Information: Medicare Buy-in = Yes

Social Security Benefits		Benefit History			
Verification Data		Date	Gross Benefit		
Payment Status Code:	C - Current payment status (except railroad payment)	12/2010	\$358.00 Benefits paid		
Date of Current Entitlement:	08/2008	07/2010	\$358.00 Benefits paid		
Net Monthly Benefit if Payable:	\$358.00	01/2009	\$358.00 Benefits paid		
Payee Name and Address:	SHANNA	12/2008	\$331.00 Benefits paid		
	BALTIMORE MD	08/2008	\$313.00 Benefits paid		
Date Received by EIV: 08/04/2011					
Dual Entitlement					
EIV received no benefit data.					
Medicare Data					
Verification Data		Premium	Buy-in	Buy-in Start	Buy-in Stop
Payee Name and Address:	SHANNA	Hospital Insurance: \$0.00	N		
	BALTIMORE MD	Supp. Med. Insurance: \$115.40	Y	08/01/2010	
Date Received by EIV: 08/04/2011					

Insurance is paid by 3rd party – these amounts should not be used to calculate allowable medical expense deduction



SS Information: Medicare Buy-in = No

Social Security Benefits		Benefit History			
Verification Data		Date	Gross Benefit		
Payment Status Code:	C - Current payment status (except railroad payment)				
Date of Current Entitlement:	05/2009	04/2011	\$1,057.40 Benefits paid		
Net Monthly Benefit if Payable:	\$942.00	05/2009	\$1,058.00 Benefits paid		
Payee Name and Address:	JOHN				
	BAL				
<p style="text-align: center;">Difference between gross and net benefit is <u>tenant-paid</u> Supp. Medical insurance</p>					
Date Received by EIV: 08/04/2011					
Dual Entitlement					
EIV received no benefit data.					
Medicare Data					
Verification Data		Premium	Buy-in	Buy-in Start	Buy-in Stop
Payee Name and Address:	JOHN	Hospital Insurance: \$0.00	N		
		Supp. Med. Insurance: \$115.40	N		
	BALTIMORE MD				
Date Received by EIV: 08/04/2011					

SS Information: Disallowed Claim

Social Security Benefits	
Verification Data	Benefit History
Payment Status Code: ND - Denied claim	Date Gross Benefit
Date of Current Entitlement: /	
Net Monthly Benefit if Payable: \$0.00	
Payee Name and Address: VIRGINIA	
WATERTOWN NY	
	Lump Sum
	Date Amount
	05/01/2011 \$0.00
Date Received by EIV: 08/02/2011	



SS Information: Terminated Benefits

Social Security Benefits			
Verification Data		Benefit History	
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	Gross Benefit
		3/2001	\$694.00 Benefits not paid
		12/2000	\$694.00 Benefits paid
		4/2000	\$671.00 Benefits paid
Date of Current Entitlement:	12/1999		
Net Monthly Benefit if Payable:	\$0.00		
Payee Name and Address:		HOBBS	
		LELAND	



Dual Entitlement

- This section of the Household Income Report contains Dual Entitlement information for each household member:
 - Claim Number
 - Payment Status Code
 - Date of Current Entitlement
 - Gross benefit amount
 - Net Monthly Benefit if Payable
 - Payee Name and Address
 - Benefit History



Dual Entitlement – Example 1

Dual Entitlement				
Verification Data			Benefit History	
Claim Number:	1	-B	Date	Gross Benefit
Payment Status Code:	C - Current payment status (except railroad payment)		12/2010	\$116.00 Benefits paid
Date of Current Entitlement:	08/2008		12/2009	\$116.00 Benefits paid
Net Monthly Benefit if Payable:	\$116.00		12/2008	\$116.00 Benefits paid
Payee Name and Address:	BRENDA		12/2007	\$110.00 Benefits paid
	BALTIMORE MD		12/2006	\$107.00 Benefits paid
			08/2006	\$104.00 Benefits paid
			08/2003	\$0.00 Benefits not paid
Date Received by EIV: 08/04/2011				



Dual Entitlement – Example 2

Dual Entitlement		Benefit History	
Verification Data		Date	Gross Benefit
Claim Number:	7-D		
Payment Status Code:	T5 - Entitled to other benefits		
Date of Current Entitlement:	5/1969		
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.

Dual Entitlement – Example 3

Benefits Not Paid

Dual Entitlement		
Verification Data		Benefit History
Claim Number:	4 3-B	Date Gross Benefit
Payment Status Code:	AD - Adjusted for dual entitlement	12/2007 \$38.00 <i>Benefits not paid</i>
Date of Current Entitlement:	4/1993	12/2006 \$37.00 <i>Benefits not paid</i>
Net Monthly Benefit if Payable:	\$38.00	12/2005 \$36.00 <i>Benefits not paid</i>
Payee Name and Address:	CELIA	12/2004 \$35.00 <i>Benefits not paid</i>
		1/2004 \$34.00 <i>Benefits not paid</i>
	FORT WORTH TX	12/2003 \$32.00 <i>Benefits not paid</i>
		1/2003 \$31.00 <i>Benefits not paid</i>
		12/2002 \$28.00 <i>Benefits not paid</i>



Medicare Data

- This section of the Household Income Report contains Medicare Data for each household member:
 - Payee Name and Address
 - Premium Amount for Hospital & Supplemental Medical Insurance
 - Buy-in Status (Yes or No)
 - If “Yes” insurance is paid by a 3rd party
 - Do **NOT** include the listed amount when determining medical deduction
 - Buy-in Start Date & Buy-in End Date



Medicare - Example

Medicare Data

Verification Data		Premium	Buy-in	Buy-in Start	Buy-in Stop
Payee Name and Address:	JEROME	Hospital Insurance: \$0.00	N		
		Supp. Med. Insurance: \$115.40	Y	11/01/2004	
	SAN FRANCISCO CA				
Date Received by EIV: 09/02/2011					

Supplemental Security Income Benefits

- This section of the Household Income Report contains Supplemental Security Income (SSI) information for each household member:
 - Payment Status Code
 - Alien Indicator
 - Current SSI Monthly Assistance Amount
 - Current State Supplemental Amount
 - Payee Name and Address
 - Benefit History



SSI Benefits - Example

Supplemental Security Income Benefits

Verification Data		Payment History of Net Benefits Paid			
Payment Status Code:	CO1 - Current Pay	Date	Federal Amount	State Amount	Type of Payment
Alien Indicator:					
SSI Monthly Assistance Amount (Current):	\$28.00	07/01/2011	\$28.00	\$156.40	Recurring Payment
State Supplement Amount (Current):	\$156.40	11/01/2009	\$28.00	\$171.00	Recurring Payment
Payee Name and Address:	JEROM	07/01/2009	\$28.00	\$176.00	Recurring Payment
		06/01/2009	\$28.00	\$196.00	Recurring Payment
	SAN FRANCISCO CA	05/10/2009	\$250.00	\$0.00	Lump Sum Payment
		05/01/2009	\$28.00	\$196.00	Recurring Payment
		01/01/2007	\$28.00	\$233.00	Recurring Payment
		06/01/2006	\$27.00	\$233.00	Recurring Payment
Date Received by EIV: 09/02/2011					

Disability

- This section of the Household Income Report contains Disability information for each household member:
 - Disability Status (Yes or No)
 - On-set Date of Disability

Note: Do **NOT** use this section for verification of disability if individual is **not** currently receiving disability payment

Disability - Example

Disability	
Disability:	Yes
On-set Date:	05/31/1990
Date Received by EIV: 10/04/2011	

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

Effective Use of EIV to Reduce Improper Payments

Use of the Income Report



Income Reports (Continued)

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



Income Reports (Continued)

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



Tenant Obligation To Supply PHA/HUD With Information

● 24 CFR 960.259 & 982.551

- The family must supply any information that the PHA or HUD determines is necessary in the administration of the program
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements



Rejection of Tenant-Provided Documents

- Acceptable reasons for rejection of tenant-provided documents:
 - Document is not an original or authentic; or
 - Original document has been altered, mutilated, or not legible; or
 - Document appears to be a forged document (i.e. does not appear to be authentic)

How to Generate the Income Report

- PHA users with the following assigned EIV roles can generate the Income Report:
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **By Head of Household** (single Income Report) or **By Reexamination Month** (multiple Income Reports) link from EIV's left navigation panel located under the **Income Information** header



How to Generate the Income Report – Single (Continued)

- Enter data in one or a combination of the following data fields
 - HOH SSN; or
 - HOH last name
 - Begins with (specify a minimum of 3 letters); or
 - Exact match
 - HOH date of birth
- Click on the **Get Information** button

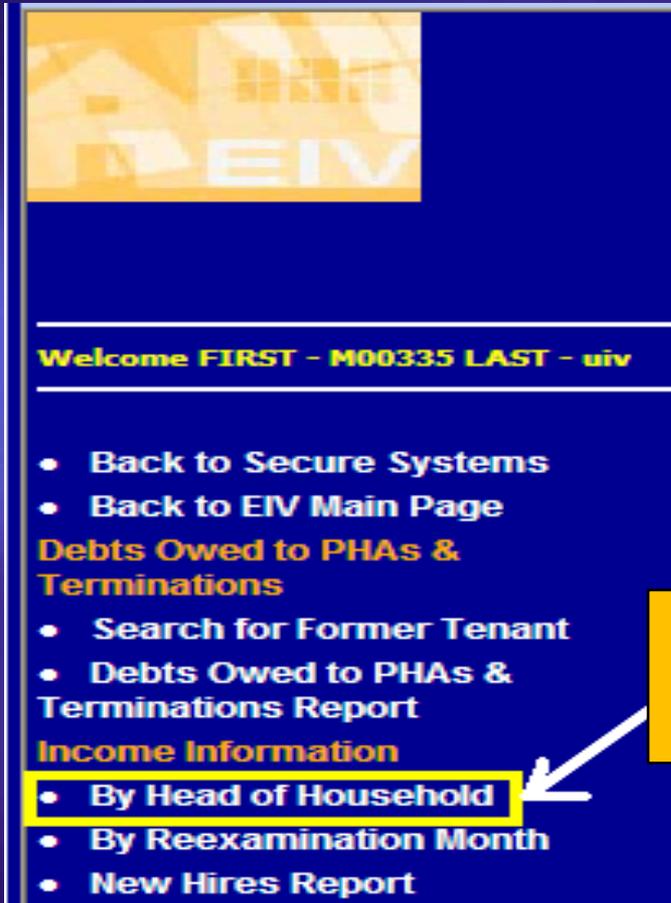


How to Generate the Income Report – Single (Continued)

- EIV will display the following report tabs:
 - Summary Report
 - Includes identity verification status
 - Certification Page
 - Income Report
 - Printer-friendly by household member or household
 - Income Discrepancy Report/Analysis
 - **For information purposes only**
 - **Do not use for any income calculations**



How to Generate the Income Report – Single



The screenshot shows a web interface with a blue background. At the top left is a logo with a house icon and the text 'EIV'. Below the logo is a white horizontal line, followed by the text 'Welcome FIRST - M00335 LAST - uiv'. Another white horizontal line follows. Below this are three bullet points: 'Back to Secure Systems', 'Back to EIV Main Page', and 'Debts Owed to PHAs & Terminations'. Under 'Debts Owed to PHAs & Terminations' are two more bullet points: 'Search for Former Tenant' and 'Debts Owed to PHAs & Terminations Report'. Below these is the section 'Income Information', which contains three bullet points: 'By Head of Household', 'By Reexamination Month', and 'New Hires Report'. The 'By Head of Household' link is highlighted with a yellow box, and a white arrow points from a yellow callout box to it.

Welcome FIRST - M00335 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations
 - Search for Former Tenant
 - Debts Owed to PHAs & Terminations Report
- Income Information
 - **By Head of Household**
 - By Reexamination Month
 - New Hires Report

Click on
[By Head of Household](#) link

How to Generate the Income Report – Single (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Get Information to retrieve household income data:

Enter Head of Household's Social Security Number:

 - -

Enter Head of Household's Last Name:

 exact match

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

Select a Participant Code:

Get Information

Clear

Enter information and click on Get Information Button



How to Generate the Income Report – Single (Continued)

Enterprise Income Verification

HUD Home PIH Home FIV Home Search Email

Income Information >> By Head of Household >> Search Results

Search Result for Last Name Beginning with ABA under Participant Code NY005

Click the head of household's name to view the Head of Household Summary Report page.
The month and day values in the Head of Household Date of Birth field have been masked for security reasons.

1 - 22 of 22 Households

Head of Household First Name	Head of Household Last Name	Head of Household Date of Birth	Unit Address
ANTONIO	ABAD	XX/XX/1935	vmvez mlrmf 495 06B BRONX NY 10459
MINERVA	ABAD	XX/XX/1956	gwich .gh313 ghvd 442 01E New York NY 10027

Click on name to access tenant record

Search Results page is displayed if user searches for HOH by last name and/or DOB



Access the Summary Report

Income Information >> [By Head of Household](#) >> Summary Report

[Print-All](#)

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Identifiers

Name: zmrgizsh BVOIVWWZ
 Social Security Number: ***-**-2878
 Date of Birth (mm/dd/yyyy): XX/XX/1988
 Program Type: Public Housing
 Project: BLODGETT HOMES
 Unit Address: gh sg0 ghvd 477 JACKSONVILLE FL 32209
 Participant Code: FL001
 Annual Reexamination Date: 10/01/2011
 Tenant Data from Form 50058 as of: 11/23/2010
 Most Recent Type of Action: 1-New Admission
 Effective Date: 10/25/2010

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmrgizsh	BVOIVWWZ	XX/XX/1988	23	Head	Verified
***-**-1371	vox'zm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wnrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified

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

Provide ICN

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

Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv



Identity Verification Status

- **Pending**: matching of tenant personal identifiers with SSA is pending
- **Verified**: tenant personal identifiers match SSA records. Available income information is obtained and displayed in EIV



Identity Verification Status (Continued)

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

Identity Verification Status – Example: Verified

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> By Head of Household >> Summary Report

[Print All](#)

[Summary Report](#) | [Certification Page](#) | [Income Report](#) | [Income Discrepancy Report](#)

Head of Household Identifiers

Name: zmgizsh BVOIWWZ
 Social Security Number: ***-**-2878
 Date of Birth (mm/dd/yyyy): XX/XX/1988
 Program Type: Public Housing
 Project: BLODGETT HOMES
 Unit Address: gh sg0 ghvd 477 JACKSONVILLE FL 32209
 Participant Code: FL001
 Annual Re-examination Date: 10/01/2011
 Tenant Data from Form 50058 as of: 11/23/2010
 Most Recent Type of Action: 1-New Admission
 Effective Date: 10/25/2010

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmgizsh	BVOIWWZ	XX/XX/1988	23	Head	Verified
***-**-1371	voxzm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wvrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified

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



Identity Verification Status – Example: Pending

Print

[Summary Report](#) |
 [Certification Page](#) |
 [Income Report](#) |
 [Income Discrepancy Report](#)

Head of Household Identifiers

Name:	NELIDA AGOSTO
Social Security Number:	***-**-6561
Date of Birth (mm/dd/yyyy):	XX/XX/1963
Program Type:	Sec.8 Vouchers
Project:	
Unit Address:	277
Participant Code:	FL001
Annual Reexamination Date:	10/31/2011
Tenant Data from Form 50058 as of:	04/28/2011
Most Recent Type of Action:	3-Interim Reexamination
Effective Date:	05/01/2011

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-6561	NELIDA	AGOSTO	XX/XX/1963	48	Head	Pending
***-**-8867	GADIEL	BAEZ	XX/XX/1991	20	Full time student 18+	Pending
***-**-3026	EDNEL	BAEZ	XX/XX/1992	19	Other Adult	Pending
***-**-9971	NOELY	BAEZ	XX/XX/1993	18	Other youth under 18	Pending

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

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

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

Report Generated By - HEIXXX FIRST - HEIV08 LAST - uiv



Identity Verification Status – Example: Failed

[Print-All](#)

Summary Report Certification Page Income Report Income Discrepancy Report

Head of Household Identifiers

Name: TIMOTHY
Social Security Number: ***_**_
Date of Birth (mm/dd/yyyy): XX/XX/1964
Program Type: Public Housing
Project: ARGUELLO, SANCHEZ, DUBOCE & 31ST AVE
Unit Address: _____
Participant Code: CA001
Annual Reexamination Date: 08/01/2009
Tenant Data from Form 50058 as of: 08/29/2008
Most Recent Type of Action: 2-Annual Reexamination
Effective Date: 08/01/2008

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***_**_	TIMOTHY		XX/XX/1964	46	Head	Failed

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

[Provide ICN](#)

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

Report Generated By - H18XXX NICOLE X FAISON



Identity Verification Status – Example: Deceased

Summary Report						
Certification Page		Income Report		Income Discrepancy Report		
Head of Household Identifiers						
Name:	RUBY					
Social Security Number:	***-**-2724					
Date of Birth (mm/dd/yyyy):	XX/XX/1929					
Program Type:	Public Housing					
Project:	SACK-WERN HOUSES					
Unit Address:	BRONX NY 10473					
Participant Code:	NY005					
Annual Reexamination Date:	05/01/2012					
Tenant Data from Form 50058 as of:	05/13/2011					
Most Recent Type of Action:	2-Annual Reexamination					
Effective Date:	05/01/2011					
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2724	RUBY		XX/XX/1929	82	Head	Deceased
The month and day values in the Date of Birth field have been masked for security reasons.						
<input type="button" value="Provide ICN"/>						
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - H18XXX NICOLE X FAISON						



Identity Verification Status – Detailed Failed Error Message on Income Report

Wage and Benefit Report for Household of TIMOTHY			
PHA Code:	CA001	Program Type:	Public Housing
PHA Name:	CA001 San Francisco HA	Project:	ARGUELLO, SANCHEZ, DUBOCE & 31ST AVE
Annual Reexamination Date:	08/01/2009	Form 50058 as of:	08/29/2008
Address:			
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	08/01/2008
Head of Household:	TIMOTHY		
Social Security Number:	***_**_	Date of Birth:	XX/XX/1964
Household Member:	TIMOTHY	SSN:	***_**_
Date of Birth:	XX/XX/1964	Relationship:	Head
Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth. Date of Birth Reported by SSA 11/11/1959			
Report Date:	09/24/2010	Back to top	
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data. Report Generated By - H18XXX NICOLE X FAISON			
<small>* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.</small>			



Access Optional Certification Page

- The Certification Page is for voluntary use by PHAs that wish to document tenant review and acknowledgement or dispute of EIV information
- PHAs may require adult household members to sign the Certification Page
- Includes a section for tenant-written authorization for re-disclosure of their EIV information



Access Optional Certification Page (Continued)

[Printer-Friendly Version](#)

[Summary Report](#)
[Certification Page](#)
[Income Report](#)
[Income Discrepancy Report](#)

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

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-2878	zmrgizsh	BVONVWZ	XX/XX/1988	23	Head	Verified
***-**-1371	voxzm	HPIZK	XX/XX/2006	6	Other youth under 18	Verified
***-**-1051	wmrzq	HPIZK	XX/XX/2008	3	Other youth under 18	Verified

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

By signing below, the PHA certifies that:

- Each member of the household who is at least 18 years of age has signed a consent form in accordance with HUD regulations.
- Any substantial disparities between tenant-reported and EIV-reported income have been verified in accordance with the Federal Privacy Act and HUD regulations.

PHA Staff - Printed Name

PHA Staff - Signature

Date

By signing below, the household member certifies that: The PHA has discussed the EIV-reported income information that pertains to him/her; and

Agrees with the EIV-reported information or Disputes the EIV-reported information for the following reason(s):

- Not employed by listed employer
- Stopped working for employer on (specify date) / /
- Not receiving SS/SSI benefits
- Stopped receiving SS/SSI benefits on (specify date) / /
- Not receiving unemployment compensation
- Stopped receiving unemployment compensation on (specify date) / /
- Other: _____

Under the penalty of perjury, I hereby certify that the declarations I have made in this document are true and complete. I understand and acknowledge that any knowing or willful misrepresentation of the declarations (including submission of falsified supporting documentation to support my declarations) contained in this document may result in civil liability and/or criminal penalties, including by not limited to fine or imprisonment, or both under the provisions of Title 18 of the United States Code (USC), Section 1001. A person convicted of violation 18 USC 1001, shall be fined not more than \$10,000, or imprisoned not more than 8 years, or both.



Access Optional Certification Page (Continued)

Under the penalty of perjury, I hereby certify that the declarations I have made in this document are true and complete. I understand and acknowledge that any knowing or willful misrepresentation of the declarations (including submission of falsified supporting documentation to support my declarations) contained in this document may result in civil liability and/or criminal penalties, including but not limited to fine or imprisonment, or both under the provisions of Title 18 of the United States Code (USC), Section 1001. A person convicted of violation 18 USC 1001, shall be fined not more than \$10,000, or imprisoned not more than 8 years, or both.

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

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

Head of Household

Other Adult

Date

Date

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



Access the Income Report

Summary Report	Certification Page	Income Report	Income Discrepancy Report
Wage and Benefit Report for Household of vtilq AVMVNRQ			
PHA Code:	NY005	Program Type:	Public Housing
PHA Name:	NY005 New York City HA	Project:	THROGGS NECK
Annual Reexamination Date:	10/27/2006	Form 50058 as of:	10/27/2006
Address:			
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	10/27/2006
Head of Household: vtilq AVMVNRQ			
Social Security Number:	***-**-0952	Date of Birth:	XX/XX/1943
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Generated By - HEIXXX FIRST - HEIV11 LAST - uiv			
* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.			
			Print Household Member Information
Household Member:	vtilq AVMVNRQ	SSN:	***-**-0952
Date of Birth:	XX/XX/1943	Relationship:	Head
<i>Verification failed - SSN not found in SSA records.</i>			
Report Date: 10/11/2011			
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Generated By - HEIXXX FIRST - HEIV11 LAST - uiv			
* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.			



Access Income Discrepancy Report/Analysis

Print

Summary Report
Certification Page
Income Report
Income Discrepancy Report

Head of Household Information		
Name:	rwmzi i HKROORSK	
Social Security Number:	37	
Program Type:	Public Housing	
Project:	ANCHORAGE SOUTH	
Effective Date of Action:	04/01/2010	
Annual Reexamination Date:	04/01/2011	
Projected Annual Wages and Benefits from Form HUD-50058:	\$0.00	
Period Of Income for Discrepancy Analysis	01/01/2009 - 12/31/2009	
Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$35,652.00	\$28,536.00
Amount of Annual Income Discrepancy:	(\$35,652.00)	(\$28,536.00)
Amount of Monthly Income Discrepancy:	(\$2,971.00)	(\$2,378.00)
Percentage of Income Discrepancy:	(100%)	(100%)

Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.

For information purposes only!
 Do not use for any income calculations



Accessing Tenant Information By Reexamination Month

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



Accessing Tenant Information By Reexamination Month (Continued)

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



How to Generate the Income Report – Multiple

Income Information

- By Head of Household
- **By Reexamination Month**
- New Hires Report

Click on By Reexamination Month link



How to Generate the Income Report – Multiple (Continued)

Income Information >> By Reexamination Month

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

Select Program Type:

All PIH Programs ▼

Select Reexamination Month:

February ▼

Select Participant Code:

OH001 - Columbus Metropolitan Housing Authority ▼

Get Report



How to Generate the Income Report – Multiple (Continued)

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



How to Generate the Income Report – Multiple (Continued)

- To access other listed reports from the Report Summary page, click on the **Reports Summary** link at the top of the page
 - Click on the active link to access one of the following listed reports when the results are greater than 0:
 - Income, New Hires, Income Discrepancy, Failed Verification, Failed EIV Pre-Screening, & No Income



How to Generate the Income Report – Multiple (Continued)

Income Information >> By Reexamination Month >> Summary Reports

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

Select Program Type: All PIH Programs ▾

Select Reexamination Month: February ▾

Select Participant Code: OH001 - Columbus Metropolitan Housing Authority ▾

Get Report

Summary Reports as of July 09, 2011

Report Type	Number of Households	Number of Members
<u>Income Report</u>	129	175
<u>New Hires Report</u>	8	8
<u>Income Discrepancy Report</u>	4	--
<u>Failed Verification Report</u>	2	2
<u>Failed EIV Pre-Screening Report</u>	9	20
<u>No Income Report</u>	9	26



How to Generate the Income Report – Multiple (Continued)

- Income Summary Reports page displays
 - Summary Reports tab
 - Detail Reports tab
- Select letter of HOH's last name or **All** to display Income Report results
 - System default displays income report results for HOH's last name that begins with the letter "A"
- Select **Detail Reports** tab to access detail Income Reports



How to Generate the Income Report – Multiple (Continued)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Report Summary

Income Report Summary

Participant Code: OH001 Columbus MHA
 Program Type: All PIH Programs
 Reexamination Month: February
 Households With Income: 4

[Download in Excel](#)
[Printer Friendly Page with ICN](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 4 of 4 Households

Summary Reports

Detail Reports

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***_**	F	ABRAHAM	02/12/1978	OH001000110 SAWYER MANOR & TOWERS	010092	VJ IRYVG ZYTI 595 010092, Columbus OH 43203
***_**	I	ABYAN	07/01/1981	OH001000101 POINDEXTER	001404	IRM IZVYFTQMF 7623 001404, Columbus OH 43203
***_**	S	ADAM	11/20/1961	OH001000101 POINDEXTER	001062	IRM YVTIA 4123 001062, Columbus OH 43203
***_**	B	ANDERSON	08/21/1953	OH001000140 EASTMOOR SQUARE	040042	ZB VIJZMPIBM 05 040042, Columbus OH 43213

1 - 4 of 4 Households

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

Report Generated By - [M00XXX](#) FIRST - M00335 LAST - uiv



How to Generate the Income Report – Multiple (Continued)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Detail Report

Income Report Detail	
Participant Code:	OH001 Columbus MHA
Program Type	All PIH Programs
Reexamination Month	February
Households With Income	4
By HOH Last Name Filter	A

[Printer-Friendly Version](#)
[Printer-Friendly Version With Certification Page](#)

1 - 4 of 4 Households

Summary Reports **Detail Reports**

Wage and Benefit Report for Household of IZEYQIVH G AMFMVLM			
PHA Code:	OH001	Program Type:	Public Housing
PHA Name:	OH001 Columbus MHA	Project:	OH001000110 SAWYER MANOR & TOWERS
Annual Reexamination Date:	02/01/2012	Form 50058 as of:	04/20/2011
Address:	VJ IRYVG ZYTI 595 010092 Columbus OH 43203		
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	05/01/2011
Head of Household: IZEYQIVH G AMFMVLM			
Social Security Number:	***-**-5510	Date of Birth:	XX/XX/1978
Household Member: IZEYQIVH G AMFMVLM SSN: ***-**-5510			
Date of Birth:	XX/XX/1978	Relationship:	Head



Access New Hires Report

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> New Hire Report Summary

New Hires Summary Report

Participant Code:	OH001 Columbus MHA
Program Type:	All PIH Programs
Action Type:	All
Reexamination Month:	February
Period Reviewed:	04/09/2011 - 07/09/2011
Households With New Hires:	0
Household Members With New Hires:	0

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

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

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

Report Generated By - M00XXX FIRST - M00335 LAST - uiv



Access Failed Verification Report

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed Verification Report

Failed Verification Report	
Participant Code:	OH001 Columbus MHA
Program Type:	All PIH Programs
Reexamination Month:	August
Households that Failed Verification:	1
Download in Excel Printer Friendly Version	

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) **[H](#)** [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 1 of 1 Households

HOH SSN ***-**-8942 HOH Name zhbrovn GGLXH HOH DOB 03/13/1969 Project OH001000102 LINCOLN PARK				
Member SSN	Member Name	Member DOB	Failed Verification Description	
***-**-8942	zhbrovn GGLXH	03/13/1969	Verification failed - SSN not found in SSA records	8948

1 - 1 of 1 Households

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

Report Generated By -M00XXX FIRST -M00335 LAST -uiv



Access Failed EIV Pre-Screening Report

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed EIV Pre-Screening Report

Failed EIV Pre-Screening Report	
Participant Code:	OH001 Columbus MHA
Program Type:	All PIH Programs
Reexamination Month:	August
Households that Failed EIV Pre-Screening Test:	1

[Download in Excel](#)
[Printer Friendly Version](#)
[Error Description Help](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 1 of 1 Households

HOH SSN ***-**-9441 HOH Name vrwmziy DZITXN HOH DOB 05/30/1980 Project OH001000105 ROSEWIND				
Member SSN	Member Name	Member DOB	Failed EIV Pre-screening Description	
***-**-5796	mle'p IVYFH	02/07/2008	Failed effective date check.	
***-**-7480	mrobp HNOVM	08/28/2003	Failed effective date check.	
***-**-2562	zobzpz CLX	06/22/1999	Failed effective date check.	
***-**-7388	rvozp HNOVM	03/24/2001	Failed effective date check.	
***-**-9441	vrwmziy DZITXN	05/30/1980	Failed effective date check.	

1 - 1 of 1 Households

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

Report Generated By - M00XXX FIRST - M00335 LAST - uiv



Failed Verification Report

- Identifies program participants with invalid tenant personal identifiers:
 - Incorrect SSNs
 - Date of Birth
 - Surnames
- Identifies deceased household members
- PHAs should use this report to correct erroneous data on the form HUD-50058



Access No Income Report

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> No Income Report

No Income Report	
Participant Code:	FL001 Jacksonville
Program Type:	All PIH Programs
Reexamination Month:	October
Households With No Income:	4
Download in Excel Printer Friendly Version	

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 4 of 4 Households

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-3397	DONETA	C/	1	5 FL001000015 FOREST, ANDERS & SCATTERED	015039	FL 32216



No Income Report

- Identifies households in which there was no income reported by HHS and SSA
- This does not mean that the household has zero income



Effective Use of EIV to Reduce Improper Payments

Income Discrepancy Resolution Using the
Income Report



Income Discrepancy Resolution

- Effective 10/31/2011, the Income Discrepancy Report will no longer be available to PHAs under the Verification Report header
- PHAs are required to:
 - Comply with HUD requirements outlined in HUD regulations (24 CFR 5.236) & PIH Notice 2010-19
 - Review the Income Report and resolve any disparities between tenant-reported and EIV-reported income information



Income Discrepancy Resolution (Continued)

- PHAs are required to:
 - If applicable, update the form HUD-50058
 - If applicable, determine family's underpayment of rent
 - Demand repayment of retroactive rent resulting from family's non-disclosure of complete and accurate income information
 - Take any other appropriate action as directed by HUD and/or the PHA's administrative policies



Income Discrepancy Resolution (Continued)

- PHAs are not required to view or print available EIV income discrepancy reports



Effective Use of EIV to Reduce Improper Payments

Debts Owed to PHAs & Terminations Module



Debts Owed to PHAs & Terminations Module (Continued)

- Available to PHAs since 09/25/09
- National repository of families that:
 - Owe a debt to any PHA nationwide; and/or
 - Left a PIH program under negative circumstances
- EIV imports EOP information from PIC daily



Debts Owed to PHAs & Terminations Module (Continued)

- Only forms HUD-50058 dated within the last 15 months will be imported
 - PHAs cannot enter debt/termination information for families who left the program prior to **June 2008**



Debts Owed to PHAs & Terminations Module (Continued)

- Effective April 26, 2010, PHAs are required to provide HUD with this information
- Only PHAs may enter, update and delete former tenant debt and termination information
- A record may be modified only 5 times
- HUD does not have the ability to enter or update information



Debt Owed to PHAs & Terminations Module (Continued)

- The term “**termination**” refers to the voluntary or involuntary end of participation in a PIH rental assistance program
- Termination does not necessarily mean the PHA has physically evicted the family or terminated HAP



Debts Owed to PHAs & Terminations Module (Continued)

- PHAs are required to enter the following Information into EIV no later than 60 days from the EOP date:
 - Amount owed
 - Adverse status at time of EOP
 - Bankruptcy indicator
 - Repayment agreement indicator
 - Default on repayment agreement indicator



Debts Owed to PHAs & Terminations Module (Continued)

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



Debts Owed to PHAs & Terminations Module (Continued)

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



Debts Owed to PHAs & Terminations Module (Continued)

- PHAs are required to:
 - Mail form to last known address of former tenant, for whom the PHA will report adverse information in EIV, and has not previously provided the family with form HUD-52675
 - On signature line indicate “Mailed to last known address”; and on date line, record date form was mailed
 - Maintain copy of form mailed to former tenant’s last known address in tenant file



Debts Owed to PHAs & Terminations Module (Continued)

- PHAs are required to:
 - Provide family with their Debt Owed to PHA and EOP report, upon request
 - Honor tenant disputes of reported adverse information for a period not to exceed 3 years from EOP date
 - Notify tenant in writing of the PHA's action regarding the dispute within 30 days of receipt of written dispute



Debt Owed to PHAs & Terminations Module (Continued)

- The purpose of entering this information is to alert the PHA community of prior program non-compliance and/or outstanding debt owed at time of EOP
- Repository of adverse information helps PHAs make informed decision when processing applications for assistance



Form HUD-52675

**Debts Owed to PHAs & Terminations:
Notice to Applicants and Participants**



Form HUD-52675

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



Form HUD-52675 (Continued)

- Content of form:
 - Information collected by HUD from PHAs
 - Who will have access to the information
 - How the information will be used
 - How long debt and adverse information is maintained in EIV
 - Tenants' rights
 - How to dispute adverse information



Form HUD-52675 (Continued)

- Applicants and tenants age 18+ are required to sign form HUD-52675 (only once)
- The form must be maintained in the family file for the duration of tenancy
- PHAs must mail a copy of the form to the last known address of former tenants whose adverse EOP status will be reported in EIV



Form HUD-52675 (Continued)

- Disputes must be made within 3 years of EOP date
- Otherwise, the information is presumed correct



Effective Use of EIV to Reduce Improper Payments

Access to the Debts Owed to PHAs &
Terminations Module



Debt Owed to PHAs & Terminations Module

- The PHA Executive Director or designee must identify which staff will be authorized to enter, update, and delete debt owed and termination information



Debt Owed to PHAs & Terminations Module (Continued)

- Current EIV users with any Occupancy Specialist role has the ability to:
 - Search for Former Tenant; and
 - View Debts Owed to PHAs & Terminations Report for their agency



Debt Owed to PHAs & Terminations Module (Continued)

- HUD has created two new roles to allow PHA users to enter, update, and delete information:
 - Program Administrator – Public Housing
 - Program Administrator - Voucher



Debt Owed to PHAs & Terminations Module (Continued)

- PHA User Administrators must electronically request (within EIV) the assignment of these new roles to designated users for HUD approval
- EIV users must complete a new EIV Access Authorization form and submit to the EIV Coordinator in local HUD office for approval of the requested new role (Program Administrator)



User Administration: New Roles for Debts Owed to PHAs & Terminations

User Administration - By Roles/By Users

User Profile Details

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

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

List of Roles		
Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input type="checkbox"/>	PHA Occupancy - Application Processor	
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing	Approved
<input checked="" type="checkbox"/>	PHA Occupancy - Voucher	Approved
<input type="checkbox"/>	PHA Security Administrator	
<input checked="" type="checkbox"/>	PHA User Administrator	Approved
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input type="checkbox"/>	Program Administrator - Voucher	



User Administration: New Roles for Debts Owed to PHAs & Terminations (Continued)

- When the checked role is updated, the status will be listed as **Pending**
- The status will change to **Approved** once the local HUD office approves the addition of the role



Responsibilities of the Program Administrator

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



Responsibilities of the Program Administrator (Continued)

- Ensure that information entered is complete and accurate
- Upon notice and confirmation of erroneous information, correct or delete information



Effective Use of EIV to Reduce Improper Payments

Enter/Update Debts Owed to PHAs &
Termination Information



Debts Owed to PHAs & Terminations

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



Debts Owed to PHAs & Terminations (Continued)

- EIV copies PIC EOP records daily
- Only EOP records from June 2008, and later are imported into EIV
- PHAs can not report adverse information for families that left the program prior to June 2008
- PHAs can not add EOP records dated prior to June 2008 into EIV



Debts Owed to PHAs & Terminations (Continued)

- Debt owed and termination information is available only if the PHA enters the information
- Adverse information can be entered by
 - SSN; or
 - Batch



Enter/Update Former Tenant Information

- If applicable, enter the following information:
 - Amount of debt owed (\$0.01 - \$500,000) as of EOP date
 - You must select **at least one** *Failure to Pay* EOP status



Enter /Update Former Tenant Information (Continued)

- If applicable, enter the following information:
 - Bankruptcy indicator: check the checkbox if you have received a copy of court order for Chapter 7 or 11 bankruptcy filing
 - Repayment Agreement
 - Default on Repayment Agreement indicator
 - Judgment indicator
 - EOP status (select applicable reasons)

Enter/Update Former Tenant Information (Continued)

- PHAs should ensure that entered information is accurate
- PHA may modify a tenant record only 5 times
 - HUD may increase the number of record modifications, if necessary
- If a former tenant is making payments on an outstanding debt, do NOT modify the debt owed amount



Enter/Update Former Tenant Information (Continued)

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



Available EOP Statuses

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

*User must select a “Failure to Pay” EOP status when reporting a debt owed amount



Available EOP Statuses (Continued)

- Lease Violations
- Unit Abandoned/Vacated with No Notice
- Non-compliance with Program Requirements
- Failure to Report Income
- Family Evicted
- Debt Owed Paid in Full



Warning of Adverse Information for Current Tenant

[Printer-Friendly Version](#)

[Summary Report](#)
[Certification Page](#)
[Income Report](#)
[Income Discrepancy Report](#)

Wage and Benefit Report for Household of zobzB J WVNZSLA			
PHA Code:	OH001	Program Type:	Sec.8 Vouchers
PHA Name:	OH001 Columbus MHA	Project:	
Annual Reexamination Date:	09/01/2010	Form 50058 as of:	02/08/2011
Address:	iJ vkztM 1531 Columbus OH 771-02210		
Most Recent Type of Action:	6-End of Participation	Effective Date:	02/01/2010
Head of Household: zobzB J WVNZSLA			
Social Security Number:	***-**-6277	Date of Birth:	XX/XX/1979
Household Member: zobzB J WVNZSLA			Print Household Member Information
Date of Birth:	XX/XX/1979	SSN:	***-**-6277
		Relationship:	Head
<p>Warning! There is a debt owed/termination record for this individual. Use the Former Tenant Search feature to view this information!</p> <p><i>Income information cannot be displayed as the tenant identity is pending verification.</i></p>			
Household Member: wvnzsza J WVNZSLA			Print Household Member Information
Date of Birth:	XX/XX/1997	SSN:	***-**-6273
		Relationship:	Other youth under 18
<p><i>Income information cannot be displayed as the tenant identity is pending verification.</i></p>			

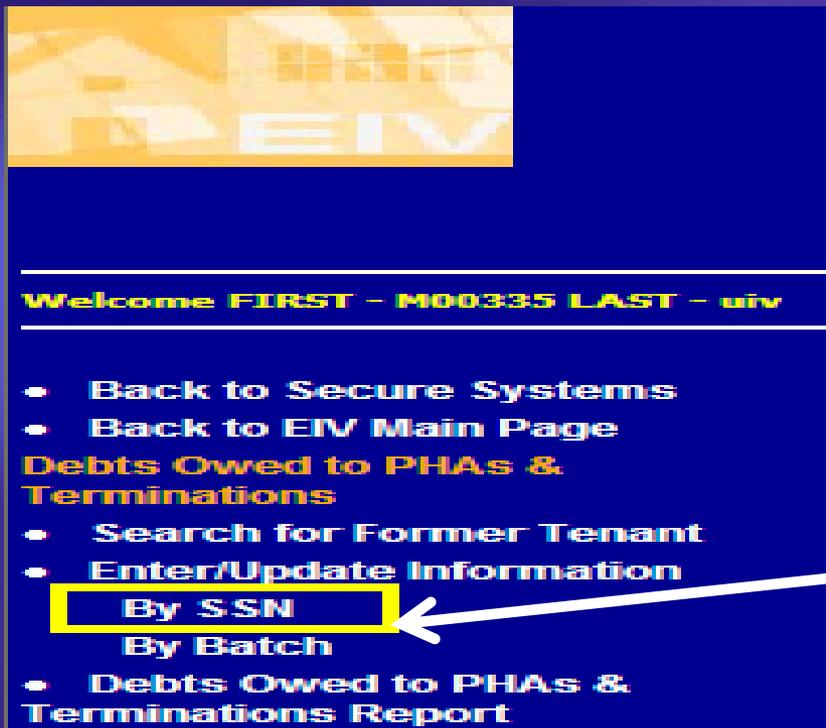


How to Enter/Update Information By SSN

- To enter adverse information by SSN, click on the **By SSN** link from EIV's left navigation panel located under the **Enter/Update Information** sub-header under the **Debts owed to PHAs Terminations** header
- Enter the applicable information
- Click on the **Submit** and then **OK** button to add information to the database
- Use the same procedures to update information



How to Enter/Update Information By SSN (Continued)



The screenshot shows a web interface with a blue background. At the top left, there is a logo for 'EIV' with a house icon. Below the logo, a white horizontal line separates the header from the main content. The main content area contains a list of menu items. The item 'By SSN' is highlighted with a yellow rectangular box. A white arrow points from a yellow callout box on the right towards the 'By SSN' link.

Welcome FIRST - M00335 LAST - uiv

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

Click on
By SSN link

Enter/Update Information – PHA Notice Page

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Notice Page

OMB No: 2577-0266
Expires: 04/30/2013

Public Housing Agencies (PHAs) are not required to enter information unless a current and valid approved OMB control number is displayed at the top of this page.

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and the above-referenced assigned OMB control number. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a current and valid OMB control number.

You are about to enter debt and/or termination information on a former tenant. You may not take this action until you have done the following:

1. Notified the individual(s) of the debt owed to the PHA and/or adverse status as of the end of participation date; and
2. Provided the individual(s) with at least 30 days to present evidence that all or part of such debt is not owed or legally enforceable; and
3. Considered any evidence presented by the individual(s) and determined that the amount of the debt owed to the PHA is owed and legally enforceable.

When you click the **Continue** button below, you certify and agree to the following:

1. The information that you enter is complete and accurate to the best of your knowledge and you have supporting documentation to support the information entered into the system; and
2. Any information determined to be inaccurate will be updated or deleted within 60 days of notification by the former tenant(s) and verification of disputed inaccurate information.

System Entry Limitations

A record may be modified 5 times.
The entry of the debt owed amount is limited to a maximum of \$500,000.00.

[Continue](#)



How to Enter/Update Information By SSN

Enter/Update Information >> By SSN

Enter 9-digit SSN and click on Get Information button

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number

 . .

Get Information

Clear



How to Enter/Update Information By SSN (Continued)

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

Enter/Update Information for: *-**-8587**

HOH SSN:	***-**-8587
HOH Name:	mlhmslq, bnrvb
Debt Owed:	\$ <input type="text"/>
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none">Failure to pay retroactive rent*Failure to pay rent*Failure to pay other charges*Failure to complete annual reexamCriminal activity - DrugsCriminal activity - Sex OffenderCriminal activity - ViolentCriminal activity - OtherLease Violations

(*)= You must enter a debt amount greater than 0.

**Enter applicable information
and click on Submit button**

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



How to Enter/Update Information By SSN (Continued)

Enterprise Income Verification HUD Home PIH Home EIV Home Search

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

Enter/Update Information for: *-**-9744**

HOH SSN: ***-**-9744

HOH Name: spzyivez, innrwzoe, b

Debt Owed: \$ 25695.23

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

Judgment:

End of Participation Status:
(hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)= You must enter a debt amount greater than 0.

Windows Internet Explorer

?

You have made a request to update information. Do you wish to continue?

Click on OK button to add information to database

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



How to Enter/Update Information By SSN (Continued)

Enter/Update Information >> By SSN

8587 Successfully Edited

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number - -

**Confirmation of
successful update**

How to Enter/Update Information By Batch

- To enter adverse information by batch, click on the **By Batch** link from EIV's left navigation panel located under the **Enter/Update Information** sub-header under the **Debts Owed to PHAs Terminations** header
- Click the **Enter information** link to enter adverse information
- Enter or edit the applicable data fields and click the **Submit** and **OK** button to confirm updated information

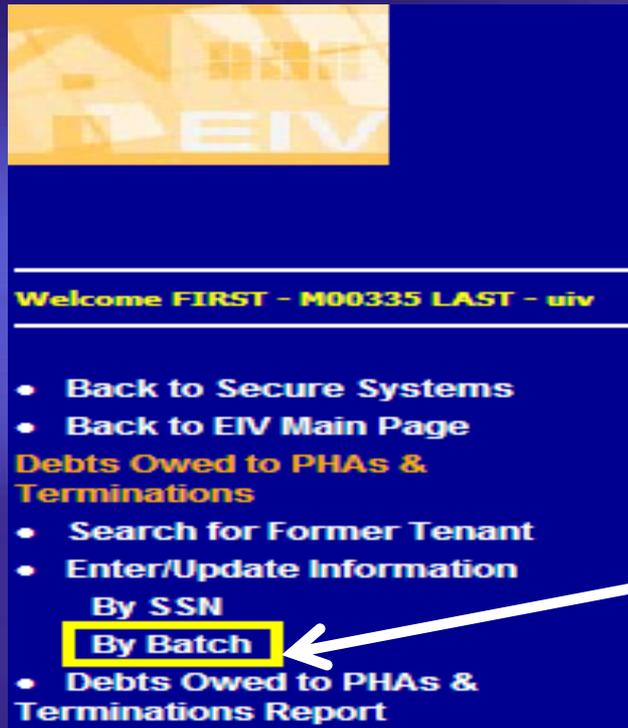


How to Enter/Update Information By Batch (Continued)

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



How to Enter/Update Information By Batch (Continued)



The screenshot shows a web interface with a blue background. At the top left, there is a logo with the letters 'EIV' and a house icon. Below the logo, the text 'Welcome FIRST - M00335 LAST - uiv' is displayed. A list of navigation options is shown, including 'Back to Secure Systems', 'Back to EIV Main Page', 'Debts Owed to PHAs & Terminations', 'Search for Former Tenant', 'Enter/Update Information', 'By SSN', 'By Batch', and 'Debts Owed to PHAs & Terminations Report'. The 'By Batch' option is highlighted with a yellow box, and a white arrow points from a yellow callout box to it.

Welcome FIRST - M00335 LAST - uiv

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

Click on
By Batch link

How to Enter/Update Information By Batch (Continued)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	June
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	267

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[Printer-Friendly Version](#)

➤ Next

Click on
[Enter Information](#) link

[Select All](#) [Clear All](#) [Delete](#)

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>		spzyivez, innrwzoe, b	06/30/2008	Section 8	5846 MT CARMEL TER 1001JACKSONVILLE,FL 32216	Enter Information
<input type="checkbox"/>		ovriyzt, vmmlwrn	06/24/2009	Section 8	600 WASHINGTON ST 205JACKSONVILLE,FL 32202	Enter Information
<input type="checkbox"/>		zmvqln, zhli, o	06/30/2009	Section 8	500 ACME ST 306JACKSONVILLE,FL 32211	Enter Information
<input type="checkbox"/>		rirhzboz, avmrszsx, p	06/30/2010	Section 8	500 ACME STREET #807Jacksonville,FL 32211	Enter Information
<input type="checkbox"/>		hmvskvgh, ivsklghrisx	06/01/2009	Section 8	3311 College Street Jacksonville,FL 32205	Enter Information
<input type="checkbox"/>		hnzroord, ozghbix	06/30/2010	Section 8	10970 LEM TURNER RD #802Jacksonville,FL 32218	Enter Information



How to Enter /Update Information By Batch (Continued)

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	July
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	293

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[Printer-Friendly Version](#)

Click on Edit link

Next

[Select All](#) [Clear All](#) [Delete](#)

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>		hzozh, ovhrit	07/31/2010	Section 8	7932 Southside Blvd 903 Jacksonville, FL 32256	Edit
<input type="checkbox"/>		mlhmslq, bnrvb	07/31/2010	Section 8	500 ACME ST 907 JACKSONVILLE, FL 32211	Enter Information
<input type="checkbox"/>		szqrov, zxriv, n	07/31/2010	Section 8	3109 W. 45 th St Jacksonville, FL 32209	Enter Information
<input type="checkbox"/>		dloizy, zviwvz	07/31/2010	Section 8	500 ACME ST 808 JACKSONVILLE, FL 32211	Enter Information
<input type="checkbox"/>		hvoggzy, ziwvmp	07/07/2010	Section 8	500 ACME STREET #802 Jacksonville, FL 32211	Enter Information



How to Enter/ Update Information By Batch (Continued)

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> Edit Information

Enter/Update Information for: *-**-1672**

HOH SSN:	***-**-1672
HOH Name:	hzozh, ovhrit
Debt Owed:	\$ <input type="text"/>
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<ul style="list-style-type: none">Failure to pay retroactive rent*Failure to pay rent*Failure to pay other charges*Failure to complete annual reexamCriminal activity - DrugsCriminal activity - Sex OffenderCriminal activity - ViolentCriminal activity - OtherLease Violations

(*)= You must enter a debt amount greater than 0.

Windows Internet Explorer

?

You have made a request to update information. Do you wish to continue?

Click on OK button to add information to database

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



How to Enter/Update Information By Batch (Continued)

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	All
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	3758

[Download in Excel](#)
[Printer-Friendly Version](#)

2 Successfully Edited

Confirmation of successful update

1 to 50 of 3758 Households

[Next](#)

[Select All](#) [Clear All](#) [Delete](#)

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	[REDACTED]	hzozh, ovhrit	07/31/2010	Section 8	7932 Southside Blvd 903 Jacksonville, FL 32256	Edit



Error Message: You Must Select a Failure to Pay Reason

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> >> Edit Information

- You must select a "Failure to pay reason"

Enter/Update Information for: ***-**-7027	
HOH SSN:	***-**-7027
HOH Name:	mznrvoU, lmzwofU
Debt Owed:	\$ 659.32
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
Judgment:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<div style="border: 1px solid gray; padding: 2px;"><ul style="list-style-type: none">Failure to pay retroactive rent*Failure to pay rent*Failure to pay other charges*Failure to complete annual reexamCriminal activity - DrugsCriminal activity - Sex OffenderCriminal activity - ViolentCriminal activity - OtherLease Violations</div>
(*)= You must enter a debt amount greater than 0	
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

The error message is displayed when user enters debt owed amount and has not selected a Failure to Pay EOP status

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



Error Message: You Must Enter the Debt Owed Amount

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> Edit Information

• You must enter the debt owed amount



Enter/Update Information for: ***-**-6361

HOH SSN: ***-**-6361

HOH Name: JEANNE, F

Debt Owed: \$

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

End of Participation Status:
(hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)= You must enter a debt amount greater than 0.

Submit

Clear

Cancel

The error message is displayed when user selects a failure to pay reason and does not enter a debt owed amount

Error Message: End of Participation Status is Required

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> Edit Information

• End of Participation Status is required ←

Enter/Update Information for: ***-**-6361

HOH SSN: ***-**-6361

HOH Name: JEANNE, F

Debt Owed: \$

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

End of Participation Status:
(hold down ctrl to select multiple)

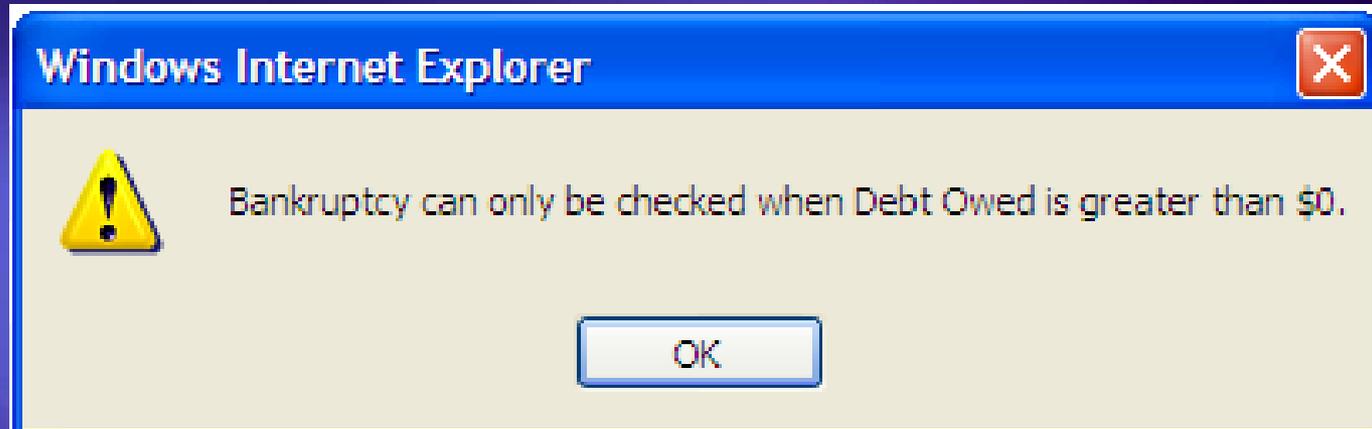
- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)= You must enter a debt amount greater than 0.

The error message is displayed when user has not selected an EOP status



Error Message: Bankruptcy Can Only Be checked When Debt Owed is Greater Than \$0



The error message is displayed when user checks the **Bankruptcy Indicator** and has not entered debt owed amount

Effective Use of EIV to Reduce Improper Payments

Delete Debts Owed to PHAs & Termination
Information



Delete EOP Records

- PHAs are required to delete EOP records for which there is:
 - No adverse information needs to be reported
 - Reported erroneous adverse information
- Do **NOT** delete records of families who paid debt in full. Instead, add the **Debt Paid In Full** EOP status to the family record
- Deleted records are permanently deleted



Delete EOP Records (Continued)

- When you click on the *Delete* link, the system will prompt you twice to confirm your desire to delete the family from the database
- EIV will always display a blank debt/adverse record if the EOP family is not deleted or updated with debt owed and/or adverse information



Delete EOP Records (Continued)

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

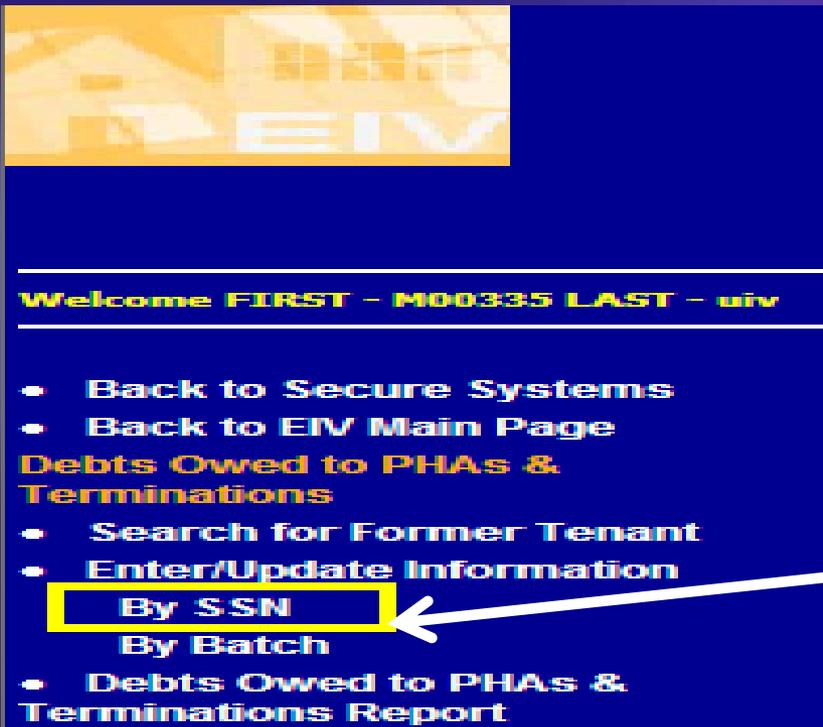


How to Delete EOP Records By SSN

- Click on the **By SSN** link under the *Enter/Update Information* header
- Enter the 9-digit SSN and click on the **Get Information** button
- Click on the **Delete** button
- The system will prompt you **twice** to confirm your desire to delete the selected EOP records
- When you confirm deletion of the selected EOP records, EIV will delete the records



How to Delete EOP Records By SSN (Continued)



The screenshot shows a web interface for the EIV system. At the top, there is a header with the text 'EIV'. Below the header, a welcome message reads 'Welcome FIRST - M00335 LAST - uiv'. A menu of options is displayed, including 'Back to Secure Systems', 'Back to EIV Main Page', 'Debts Owed to PHAs & Terminations', 'Search for Former Tenant', 'Enter/Update Information', 'By SSN', 'By Batch', and 'Debts Owed to PHAs & Terminations Report'. The 'By SSN' option is highlighted with a yellow box, and a white arrow points from a yellow callout box to it.

Welcome FIRST - M00335 LAST - uiv

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

Click on
By SSN link

How to Delete EOP Records By SSN (Continued)

Enter/Update Information >> By SSN

**Enter 9-digit SSN and click on
Get Information button**

Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number

 . .

Get Information

Clear



How to Delete EOP Records By SSN (Continued)

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [By SSN](#)

Enter/Update Information for: *-**-8587**

HOH SSN: ***-**-8587

HOH Name: mlhmslq, bnrvb

Debt Owed: \$

Bankrupt:

Repayment Agreement:

Default on Repayment Agreement:

Judgment:

End of Participation Status:
(hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)= You must enter a debt amount greater than 0.

Click on Delete button



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



How to Delete EOP Records By Batch

- Click on the **By Batch** link from EIV's left navigation panel located under the **Enter/Update Information** sub-header under the **Debts Owed to PHAs Terminations** header
- Place a checkmark in the **Delete** checkbox next to the applicable EOP records to flag for deletion



How to Delete EOP Records by Batch (Continued)

- Click on the **Delete** button
- The system will prompt you twice to confirm your desire to delete the selected EOP records
- Click the **OK** button to confirm deletion
- When you confirm deletion of the selected EOP records, EIV will delete the records

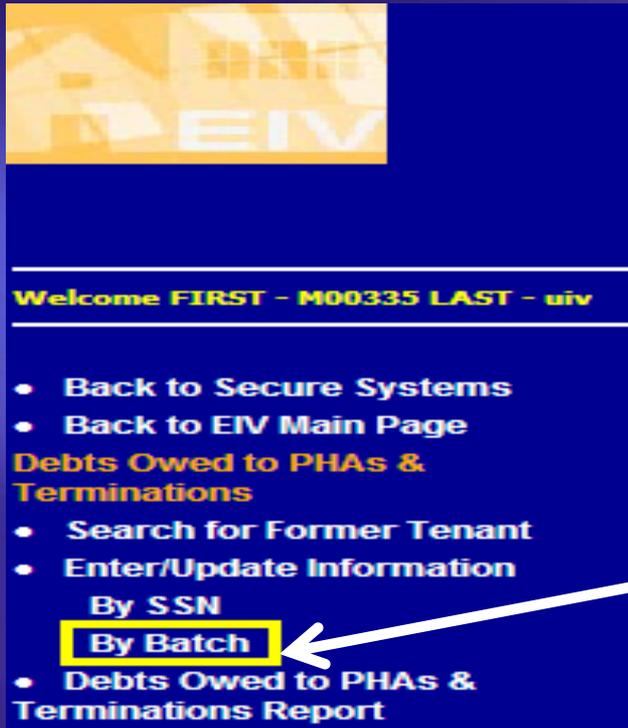


How to Delete EOP Records By Batch (Continued)

- You may delete 50 records at one time by clicking on the **Select All** button
 - Click on **Deselect All** if you do not wish to delete all EOP records
- EIV will highlight the EOP record and display the last name of each selected EOP record flagged for deletion below the **Delete, Select All, and Deselect All** buttons



How to Delete EOP Records By Batch (Continued)



The screenshot shows a dark blue interface with a yellow header area containing a house icon and the text 'EIV'. Below the header, a white horizontal line separates the header from the main content. The main content area is dark blue and contains the following text:

Welcome FIRST - M00335 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page

Debts Owed to PHAs & Terminations

- Search for Former Tenant
- Enter/Update Information

By SSN

- **By Batch**
- Debts Owed to PHAs & Terminations Report

Click on
By Batch link



How to Delete EOP Records By Batch (Continued)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
Program Type	Section 8
End Of Participation Month	June
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	267

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[Printer-Friendly Version](#)

1 to 50 of 267 Households ➔ Next

Select All Clear All **Delete**

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	spzyivez, innrwzoe,					
<input type="checkbox"/>	ovriyzt, vmmlwrn					
<input type="checkbox"/>	zmvqln, z...					
<input type="checkbox"/>	rirhzboz, avmrszsz,					
<input type="checkbox"/>	hmvskvgh, ivsklghrisx		06/01/2009	Section 8	3311 College Street Jacksonville, FL 32205	Enter Information
<input type="checkbox"/>	hnzroord, ozghbix		06/30/2010	Section 8	10970 LEM TURNER RD #802 Jacksonville, FL 32218	Enter Information

**Click within checkbox to add check mark.
Then click on the Delete button**



How to Delete EOP Records By Batch (Continued)

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Report Selection >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	All
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	3758

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[Printer-Friendly Version](#)

1 to 50 of 3758 Households ➔ Next

3 families with last names viwmz,zozirp,varbln selected for deletion

Tenant data for PHA: FL001 Jacksonville Housing Authority						
Delete	HOH SSN	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input checked="" type="checkbox"/>	[REDACTED]	viwmz, viivrk, x	08/27/2008	Public Housing		Enter Information
<input checked="" type="checkbox"/>	[REDACTED]	zozirp, rmzdfsy	10/31/2010	Section 8	3770 Toledo Rd 90Jacksonville,FL 32217	Enter Information
<input checked="" type="checkbox"/>	[REDACTED]	varbln, ztmzgzirmzn	12/31/2009	Section 8	500 Acme Street #206Jacksonville,FL 32211	Enter Information

Selected records for deletion are highlighted in yellow and listed in green at the top and bottom of list page



How to Delete EOP Records By Batch (Continued)

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Report Selection >> List Page

PHA Statistics	
Program Type	All
End Of Participation Month	All
PHA Name	FL001 Jacksonville Housing Authority
Number of Tenants Identified	3758

[Download in Excel](#)
[Printer-Friendly Version](#)

1 to 50 of 3758 Households ➔ Next

Select All Clear

3 families with last name:

Windows Internet Explorer

?

You have made a request to permanently delete 3 families from the database. Do you wish to continue?

OK Cancel

Delete	HOH SSN	Date	Unit Address	Enter/Edit Information
<input checked="" type="checkbox"/>	2	07/31/2010	256	Edit
<input checked="" type="checkbox"/>	32	10/01/2009	207	Edit
<input checked="" type="checkbox"/>	5	08/27/2008	Public Housing	Enter Information

Click the OK button to confirm deletion of selected EOP records



Effective Use of EIV to Reduce Improper Payments

Use of the Debts Owed to PHAs &
Terminations Report



Debts Owed to PHAs & Terminations Report

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



Debts Owed to PHAs & Terminations Report (Continued)

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of 10/11/2011			
Office	NY023 Freeport Housing Authority		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	42	36	6
Number of Reported Families with Debts Owed to PHAs & Terminations	9	9	0
Percentage of Reported Families with Debts Owed to PHAs & Terminations	21.43%	25.00%	0.00%
Number of Reported Families with Debts Owed	9	9	0
Percentage of Reported Families with Debts Owed	100.00%	100.00%	0.00%
Number of reported Families with Terminations	0	0	0
Percentage of Reported Families with Terminations	0.00%	0.00%	0.00%
Number of Reported Bankrupt Families	0	0	0
Percentage of Reported Bankrupt Families	0.00%	0.00%	0.00%
Number of Reported Families with Repayment Agreement	0	0	0
Percentage of Reported Families with Repayment Agreement	0.00%	0.00%	0.00%
Total Amount of Debts Owed by Reported Families	\$22,299.18	\$22,299.18	\$0.00
Percentage of Amount of Debts Owed by Reported Families	100.00%	100.00%	0.00%

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[Printer-Friendly Version](#)

1 to 9 of 9 Households

Tenant data for PHA: NY023 Freeport Housing Authority as of 10/11/2011							
HOH SSN	HOH Name	End of Participation Date	Debt Owed to PHA	Bankruptcy	Repayment Agreement	Default on Repayment Agreement	End of Participation Status
***-**-0558	avmrgizn, ltmrnlv	02/27/2009	\$2,505.00	No	No	No	Failure to pay rent*
***-**-9643	tmflb, zrlot	03/16/2009	\$605.73	No	No	No	Failure to pay rent*
***-**-2103	mighvik, mvovs	07/31/2009	\$3,500.00	No	No	No	Failure to pay retroactive rent*
***-**-2547	wilu, vrmmz, q	01/23/2009	\$1,475.00	No	No	No	Failure to pay rent*
***-**-5059	hivbn, zrovnz	05/28/2009	\$1,659.50	No	No	No	Failure to pay rent*
***-**-5177	ivpozd, bmlyv, v	10/21/2009	\$1,909.00	No	No	No	Failure to pay rent*
***-**-3460	hznlsq, zshrpzo, z	01/15/2010	\$5,697.00	No	No	No	Failure to pay rent*
***-**-9153	mvooz, mrevp, d	02/17/2010	\$3,538.95	No	No	No	Failure to pay rent*
***-**-5769	mlhpxzq, skvhlq, m	03/01/2010	\$1,409.00	No	No	No	Failure to pay rent*

1 to 9 of 9 Households



Debts Owed to PHAs & Terminations Report

- The report contains statistics and details of only entered adverse information reported by your agency
- The report will be blank if your agency has not entered any adverse information into EIV
- PHAs may use this report to monitor PHA-reported information



Debts Owed to PHAs & Terminations Report - Blank Report

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> PHA Statistics

No Record Found



Effective Use of EIV to Reduce Improper Payments

Screening of Applicants:
Search For Former Tenant



Search for Former Tenant

- PHAs are required to conduct a former tenant search for all adult applicant household members prior to admission
- Purpose:
 - Determine suitability for initial rental assistance
 - Avoid providing limited federal housing assistance to families who:
 - Previously did not comply with HUD program requirements ; and/or
 - Owed money to a PHA as of the EOP date



Search for Former Tenant (Continued)

- PHAs are required to deny admission in accordance with the PHA's established policy
- **At this time**, HUD regulations do **not** require PHAs to deny assistance to a family with reported adverse information in EIV
- Consistent with Presidential Memorandum of June 18, 2010, ***Enhancing Payment Accuracy Through a "Do Not Pay List"*** which directs agencies to access available information in various databases to prevent improper payments **before** they occur



Search for Former Tenant (Continued)

- HUD strongly encourages PHAs to adopt policies which will:
 - Hold families (culpable family members) accountable for their actions or inactions which results in fraud, waste, or abuse of HUD RHAP
 - Prevent improper payments on behalf of potential beneficiaries of HUD RHAP



How to Conduct a Former Tenant Search

- PHA users with the following assigned EIV roles can conduct a Former Tenant Search:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing



How to Search for a Former Tenant (Continued)

- To search for a former tenant:
 - Click on the ***Search for Former Tenant*** link under the **Debts Owed to PHAs & Termination** header on the left navigation panel
 - Enter the 9-digit SSN and click the ***Get Information*** button



How to Search for a Former Tenant (Continued)

- To search for a former tenant:
 - Other alternative search criteria
 - Last name only
 - Last name and DOB
 - Search by only DOB is prohibited
 - Easiest and quickest search is by SSN
 - Click on **clear** button to erase typed text



How to Search for a Former Tenant (Continued)



The screenshot shows a web interface with a blue background. At the top left is a yellow box with a house icon and the text 'EIV'. Below this is a white horizontal line, followed by the text 'Welcome FIRST - M00335 LAST - uiv'. Another white horizontal line follows. Below that is a list of navigation options: 'Back to Secure Systems', 'Back to EIV Main Page', 'Debts Owed to PHAs & Terminations', 'Search for Former Tenant', and 'Debts Owed to PHAs & Terminations Report'. The 'Search for Former Tenant' option is highlighted with a yellow rectangular box. A white arrow points from a yellow callout box on the right towards this highlighted option.

Welcome FIRST - M00335 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations
- **Search for Former Tenant**
- Debts Owed to PHAs & Terminations Report

Click on
[Search for Former Tenant](#) link

How to Search for a Former Tenant (Continued)

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

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

Enter Household Member's Social Security Number

 - -

Enter Household Member's Last Name

exact match

Enter Household Member's Date of Birth (mm/dd/yyyy)*

Get Information

Clear



How to Search for a Former Tenant (Continued)

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

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

Enter Household Member's Social Security Number

 . .

Enter Household Member's Last Name

exact match

Enter Household Member's Date of Birth (mm/dd/yyyy)*

Get Information

Clear

* Search by only Date of Birth is not permitted. Enter Last name and Date of Birth.

How to Search for a Former Tenant (Continued)

- The system will display either a
 - Negative result; or
 - Positive result
- **Negative result** means that a PHA has not reported an adverse termination and/or debt owed
- **Positive result** means that a PHA has reported an adverse termination and/or debt owed or the PHA has not deleted the EOP record (blank debt/adverse record)



Negative Results for Former Tenant Information

Print

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

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

Report Generated By - M00XXX FIRST - M00336 LAST - uiv

Positive Results for Former Tenant Information - Top

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer-Friendly Version](#)

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

Date of Initial Entry:	02/10/2011	Date of Update:	08/26/2011
Updated By:	HEIV18		
PHA Code:	OH001	Program Type:	Section 8
PHA Name:	Columbus Metropolitan Housing Authority	Project:	
PHA Address:	veM sg33 ghzl 466COLUMBUS,OH 33210		
PHA Telephone Number:	(614) 421-6000	PHA Fax Number:	(614) 421-4505
Former Tenant Address:	3193 Agape Dr Columbus,OH 43224		
End of Participation Date:	02/01/2010	Bankruptcy:	No
Debt Owed to PHA:	\$5,025.50	Repayment Agreement:	No
End of Participation Status:	Failure to pay rent*, Lease Violations, Failure to Report Income	Debt Owed Paid in Full	Default on Repayment Agreement: No
		Judgment:	No
Head of Household:	zobzB J JIAMFYA		
Social Security Number:	***-**-6277	Date of Birth:	XX/XX/1979



Positive Results for Former Tenant Information -Bottom

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-6277	zobzB	JIAMFYA	XX/XX/1979	31	Head	Failed
***-**-0245	ufnfO	HSUSO	XX/XX/2006	4	Other Youth Under 18	Failed
***-**-6273	wvnzszA	JIAMFYA	XX/XX/1997	13	Other Youth Under 18	Failed

Notice to zobzB J JIAMFYA:

This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

Important Information:

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

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

Report Generated By - HEIXXX FIRST - HEIV18 LAST - uiv



Blank Debt/Adverse Record

Debt Owed to PHA & End of Participation Report for Household of NANCE as of 08/04/2010			
Date of Initial Entry:	09/21/2009	Date of Update:	-
Updated By:			
PHA Code:	OH001	Program Type:	Public Housing
PHA Name:	Columbus Metropolitan Housing Authority	Project:	OH001000199
PHA Address:	vez sg33 ghzv 466COLUMBUS, OH 33210		
PHA Telephone Number:	(614) 421-6000	PHA Fax Number:	(614) 421-4505
Former Tenant Address:	-		
End of Participation Date:	07/16/2009	Bankruptcy:	No
Debt Owed to PHA:	\$0.00	Repayment Agreement:	No
End of Participation Status:		Default on Repayment Agreement:	No
Head of Household:	NANCE		
Social Security Number:	***-**-8935	Date of Birth:	XX/XX/1937

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
-**-*	NANCE		XX/XX/1937	72	Head	Verified
-**-*	WILHELMINA		XX/XX/1950	59	Spouse	Verified

Notice to NANCE:

This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the



Required PHA Actions Based on Positive Search Results

- Provide the family with a copy of the Debt Owed to PHA & EOP Report
- For unpaid debts:
 - Deny admission in accordance with PHA policy; or
 - Require family to:
 - Repay the reporting PHA and provide your agency with a receipt of payment; or
 - Enter into a repayment agreement and provide your agency with a copy of the agreement



Required PHA Actions Based on Positive Search Results

- For adverse terminations:
 - Deny admission in accordance with PHA policy
- HUD regulations grant PHAs discretionary authority to deny admission



Tenant Dispute of Debts Owed & Termination Information

- Tenant must contact the PHA, who has reported the information, in writing & explain why information is disputed and provide any applicable documentation to support claim
- Disputes must be made within three years from the end of participation date
 - Otherwise the debt and termination information is presumed correct



Tenant Dispute of Debts Owed & Termination Information (Continued)

- Only the PHA who reported the adverse information can delete or correct the record
- PHA who has denied assistance is required to provide the family with the household Debt Owed to PHA & Termination report



Required Documentation of Former Tenant Search Results

- PHAs must document the results of its former tenant search by:
 - Retaining the positive search results (Debts Owed to PHAs and End of Participation Report) in the applicant file; and
 - Recording the negative search results in the applicant file and the date of the results
 - i.e. “No former tenant search results for all household members as of 05/02/2011



Tenant Dispute of Debts Owed & Termination Information (Continued)

- The PHA's name, address, and telephone numbers are listed on the Debt Owed and Termination Report for family to follow up with reporting PHA



Effective Use of EIV to Reduce Improper Payments

Screening of Applicants:
Existing Tenant Search



Existing Tenant Search

- Purpose:
 - Determine eligibility of applicants
 - Avoid providing duplicate rental housing assistance to families already assisted
 - Determine allowable dependent allowance
 - Applicable to child only once



Existing Tenant Search (Continued)

- PHAs are required to:
 - Conduct an existing tenant search for all household members
 - Provide the family with a copy of the Existing Tenant Search Results, if requested
 - Require the family to provide documentation of move-out from assisted unit
 - i.e., vacate notice
 - If necessary, contact PHA or landlord to confirm and obtain documentation of current tenancy status
 - i.e., EOP form HUD-50058 or HUD-50059



Existing Tenant Search (Continued)

- PHAs are required to:
 - Deny assistance; or
 - Approve assistance contingent upon move-out from currently occupied assisted unit
- **At no time may a family receive duplicate assistance**

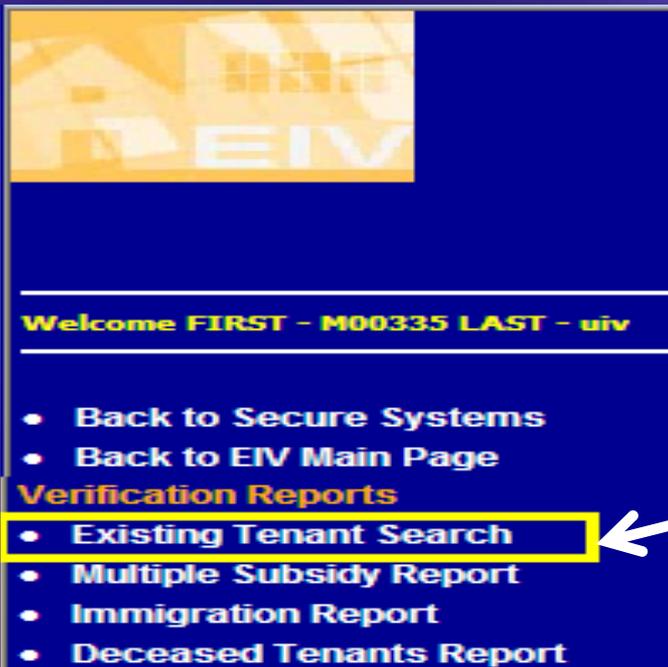


How to Conduct an Existing Tenant Search

- PHA users with the following assigned EIV roles can conduct an Existing Tenant Search:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Existing Tenant Search** link from EIV's left navigation panel located under the **Verification Reports** header



How to Conduct an Existing Tenant Search (Continued)



The screenshot shows a web interface with a blue background. At the top left is a logo with a house icon and the text 'EIV'. Below the logo is a horizontal line, followed by the text 'Welcome FIRST - M00335 LAST - uiv'. Another horizontal line follows. Below this are several bullet points: 'Back to Secure Systems', 'Back to EIV Main Page', and a section titled 'Verification Reports' in orange. Under 'Verification Reports', there are four bullet points: 'Existing Tenant Search' (highlighted with a yellow box), 'Multiple Subsidy Report', 'Immigration Report', and 'Deceased Tenants Report'. A white arrow points from a yellow callout box on the right to the 'Existing Tenant Search' link.

Welcome FIRST - M00335 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Verification Reports**
- **Existing Tenant Search**
- Multiple Subsidy Report
- Immigration Report
- Deceased Tenants Report

Click on
[Existing Tenant Search](#) link

How to Conduct an Existing Tenant Search (Continued)

Verification Reports >> Existing Tenant Search

Existing Tenant Search - Enter the tenant SSN and click on Get Information

Enter Social Security Number:

 - -

Get Information

Clear

Enter 9-digit SSN and click on Get Information button



How to Conduct an Existing Tenant Search (Continued)

- To search for an existing tenant:
 - Enter the 9-digit SSN and click the ***Get Information*** button
 - EIV will display either negative or positive search results



Existing Tenant Search Results - Negative

Verification Reports >> [Existing Tenant Search](#)

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

[Printer-Friendly Version](#)

PIH Tenant Match Results : 0 match found.

No match found in PIH programs for SSN: ***-**-7768

MF Tenant Match Results : 0 match found.

No match found in MF programs for SSN: ***-**-7768

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

Report Generated By - [M00XXX](#) FIRST - M00335 LAST - uiv



Existing Tenant Search Results - Positive

Enterprise Income Verification HUD Home PIH Home EIV Home Se

Verification Reports >> [Existing Tenant Search](#)

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

[Printer-Friendly Version](#)

PIH Tenant Match Results : 1 match found.

SSN:	'8
HOH SSN:	***-**-2878
HOH First Name	zmgizsh
HOH Last Name	BVOIVWWZ
Program Type	Public Housing
Project	FL001000032
50058 Type Of Action	New Admission
50058 Effective Date	10/25/2010
PHA	FL001 Jacksonville
PHA Address	,Jacksonville,FL,24221-
PHA Telephone Numbers	Office: (904) 630-3810 Fax: (904) 630-3888

MF Tenant Match Results : 0 match found.

No match found in MF programs for SSN: ***-**-2878

ALERT! This individual *may be* currently assisted.

Follow-up with respective PHA/Owner/Agent to confirm individual's program participation status before admission into program.



Effective Use of EIV to Reduce Improper Payments

Screening of Current Tenants:
Use of the Multiple Subsidy Report



Multiple Subsidy Report

- PHAs are required to:
 - Monitor the Multiple Subsidy Report on a quarterly basis for all household members
 - If necessary, update family composition to remove household members who no longer reside in the unit
 - If applicable, terminate duplicate assistance; or
 - Require the family to immediately terminate participation in the other rental assistance program
 - Maintain documentation of resolved duplicate subsidy issue in tenant file



HUD OIG Audit Report 2011-KC003

- HUD's Office of Inspector General (OIG) issued audit report number 2011-KC-003, entitled ***HUD's Office of PIH Did Not Ensure that Housing Authorities Resolved Items on the EIV Multiple Subsidy Report in a Reasonable Amount of Time*** on September 26, 2011
- What OIG found:
 - PHAs did not properly identify and eliminate improper payments made on behalf of tenants occupying 2 or more HUD-assisted units



HUD OIG Audit Report 2011-KC003 (Continued)

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

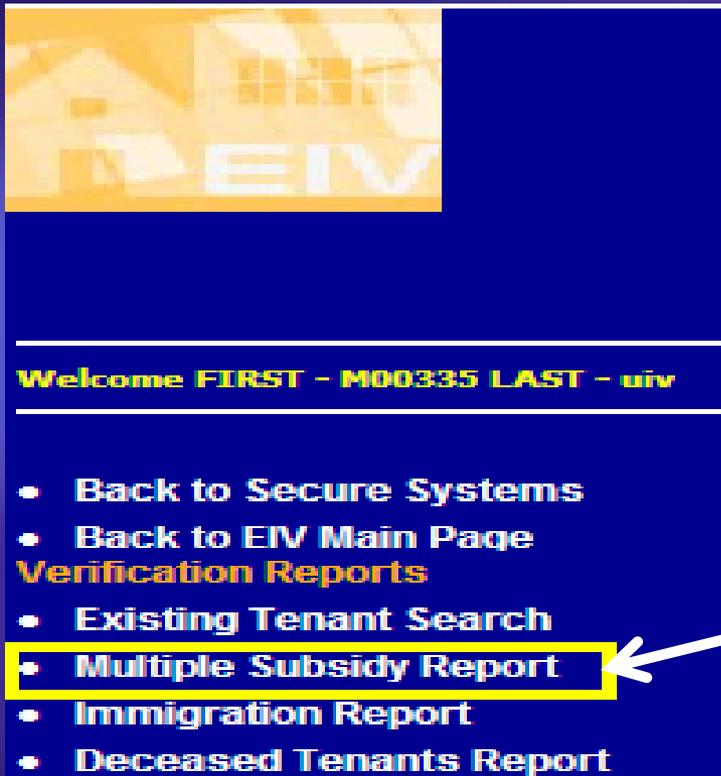


How to Generate the Multiple Subsidy Report

- PHA users with the following assigned EIV roles can generate the Multiple Subsidy Report:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the **Multiple Subsidy Report** link from EIV's left navigation panel located under the **Verification Reports** header



How to Generate the Multiple Subsidy Report (Continued)



The screenshot shows the EIV system interface. At the top left is the EIV logo. Below it, the text reads "Welcome FIRST - M00335 LAST - uiv". A navigation menu follows with several options: "Back to Secure Systems", "Back to EIV Main Page", "Verification Reports", "Existing Tenant Search", "Multiple Subsidy Report", "Immigration Report", and "Deceased Tenants Report". The "Multiple Subsidy Report" option is highlighted with a yellow box, and a white arrow points from a yellow callout box to this option.

Welcome FIRST - M00335 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- **Verification Reports**
- Existing Tenant Search
- **Multiple Subsidy Report**
- Immigration Report
- Deceased Tenants Report

Click on
[Multiple Subsidy Report](#) link

How to Generate the Multiple Subsidy Report (Continued)

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report

By Participant Code :

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

[Get Report](#)

EIV will search within and across both the PIH and MFH programs

PIH: Public and Indian Housing

MFH: Multifamily Housing



How to Generate the Multiple Subsidy Report (Continued)

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



Multiple Subsidy Report – Report Summary (Top)

Verification Reports >> Multiple Subsidy Report >> [Report Selection](#) >> Multiple Subsidy Report Summary

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

[Printer-Friendly Version](#)

[Download in Excel](#)

- Report criteria and results

Multiple Subsidy Report – Report Summary (Bottom)

1 - 10 of 10 Household Members

Summary Reports	Detail Reports		
Household Member SSN	Household Member Name	Household Member DOB	Count of subsidies for the Household member
***-**-1022	hvnzq BIMVS	07/05/1924	2
***-**-6892	szkil GGLYYZ	02/03/1922	2
***-**-1468	oovmzq GSTRMP	08/31/1976	2
***-**-4975	znzq HNZWZ	05/13/1985	2
***-**-7082	volxrm HVEVRM	05/22/1987	2
***-**-5173	zxriizt HVPORD	06/27/1986	2
***-**-0761	mbolizx MLHMRYLI	10/24/1989	2
***-**-8866	oovmmiz MLHMRYLI	11/07/1988	2
***-**-2577	zmvvozsp VKILSG	12/10/1985	2
***-**-6467	mrnhzb ZIVERI	01/12/1979	2

1 - 10 of 10 Household Members

Note: This report identifies household members that potentially may be receiving multiple subsidies.

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

- Default display of **Summary Reports** tab
- Select **Detail Report** tab to see details



Multiple Subsidy Report – Detail Reports

Summary Reports		Detail Reports	
Household Member Information		Print Household Member Information	
Household Member SSN	***.**-1022		
Household Member Name	hvnzq BIMVS		
Household Member DOB	07/05/1924		
Count of Subsidies	2		
Household Information of Households Where hvnzq BIMVS Receives Subsidy			
HOH SSN	***.**-1022		
HOH Name	hvnzq BIMVS		
Relationship to HOH	Head		
Program Type	Voucher		
Project Code			
50058 Effective Date	2010-07-01		
Type of Action	New Admission		
Unit Address	gh pzl 9043 oremlhpxzq, Jacksonville, FL, 042204221		
PHA	FL001 Jacksonville		
PHA Address	gwhg wzliy 4413 , JACKSONVILLE, FL, 24221-		
PHA Telephone Numbers	Office: (904) 630-3810 Fax: (904) 630-3888		
HOH SSN	***.**-1022		
HOH Name	hvnzq BIMVS		
Relationship to HOH	Head of Household		
Subsidy Type	Rent Supplement		
Contract Number			
Project Number	06344804		
Owner/Management Agent name	RIVERSIDE PRESB		
50059 Effective Date	2010-03-01		
Certification Type	Annual Recertification		
Unit Address	3363 gkz gh pzl 9043 1111 , JACKSONVILLE , FL , 04221		



Alert of Potential Multiple Assistance on Summary Report

Summary Report		Certification Page	Income Report	Income Discrepancy Report		
Head of Household Identifiers						
Name:	DONALD					
Social Security Number:	***_**_					
Date of Birth (mm/dd/yyyy):	XX/XX/1955					
Program Type:	T					
Project:						
Unit Address:	3ALTIMORE MD 21230					
Participant Code:	MD002					
Annual Reexamination Date:	12/01/2011					
Tenant Data from Form 50058 as of:	05/05/2011					
Most Recent Type of Action:	3-Interim Reexamination					
Effective Date:	04/30/2011					
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***_**_*	DONALD		XX/XX/1955	57	Head	Verified
* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.						
The month and day values in the Date of Birth field have been masked for security reasons.						
<input type="button" value="Provide ICN"/>						
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - H18XXX NICOLE X FAISON						



Alert of Potential Multiple Assistance on Income Report

Summary Report		Certification Page		Income Report		Income Discrepancy Report	
Wage and Benefit Report for Household of DONALD							
PHA Code:	MD002	Program Type:	T				
PHA Name:	MD002 Baltimore City Housing Authority	Project:					
Annual Reexamination Date:	12/01/2011	Form 50058 as of:	05/05/2011				
Address:				BALTIMORE MD 21230			
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	04/30/2011				
Head of Household: DONALD [REDACTED]							
Social Security Number:	***-**-*	Date of Birth:	XX/XX/1955				
Print Household Member Information							
Household Member:	DONALD [REDACTED] *	SSN:	***-**- [REDACTED] *				
Date of Birth:	XX/XX/1955	Relationship:	Head				
<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> * This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details. </div>							
Report Date: 10/25/2011		Back to top					
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.							
Report Generated By - <u>H18XXX</u> NICOLE X FAISON							
* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.							



Alert of Potential Multiple Assistance on Certification Page

[Printer-Friendly Version](#)

Summary Report **Certification Page** Income Report Income Discrepancy Report

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

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-6277	zobzB	WVNZSLA	XXXX/1979	32	Head	Pending
***-**-6273	wvnszA	WVNZSLA	XXXX/1997	14	Other youth under 18	Pending
***-**-0245	ufhfO	UFHFO	XXXX/2006	5	Other youth under 18	Pending

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

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



Reasons For False-Positives

- PHA or owner/management agent did not update family composition on form HUD-50058 (PIH) or HUD-50059 (MFH) to remove family members who have moved out of the unit
 - i.e., a household member shows up as a household member in one unit and as the HOH in another unit
- Family is using voucher at eligible project-based Section 8 program
 - i.e., unit address is the same



Reasons For False-Positives (Continued)

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



Detail Multiple Subsidy Report

Example of False-Positive #1

Member Information	
Member SSN	
Member Last Name	WILLIAMS
Member DOB	04/08/1983
Count of Subsidies	2
Household Information of Households Where WILLIAMS Receives Subsidy	
Member First Name	
HOH SSN	
HOH Last Name	WILLIAMS
Program Type	Tenant-Based Assistance
Relationship for the Member	Head
Project Code	null
50058 Effective Date	03/01/2008
Type of Action	Annual Reexamination
Unit Address	...
PHA	MD002 Baltimore City Housing Authority
PHA Address	417 E FAYETTE Street, , BALTIMORE, MD, 21202-
PHA Telephone Numbers	Office: (410) 396-3232 Fax: (410) 545-7771
Member First Name	
HOH SSN	
HOH Last Name	WILLIAMS
Program Type	Public Housing
Relationship for the Member	Other Adult
Project Code	MD002000053
50058 Effective Date	01/01/2009
Type of Action	Annual Reexamination
Unit Address	601 WYANOKE AV 500, Baltimore, MD, 21218
PHA	MD002 Baltimore City Housing Authority
PHA Address	417 E FAYETTE Street, , BALTIMORE, MD, 21202-
PHA Telephone Numbers	Office: (410) 396-3232 Fax: (410) 545-7771



Detail Multiple Subsidy Report

Example of False-Positive #2

Member Information	
Member SSN	75
Member Last Name	BALL
Member DOB	02/21/1944
Count of Subsidies	2
Household Information of Households Where BALL Receives Subsidy	
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Program Type	Voucher
Relationship for the Member	Head
Project Code	
50058 Effective Date	06/01/2007
Type of Action	New Admission
Unit Address	1203 7TH STREET, NW #104, WASHINGTON, DC, 20001
PHA	DC001 D.C Housing Authority
PHA Address	1133 N 1133 N. Capitol Street, NE ST NE, , Washington, DC, 20002-
PHA Telephone Numbers	Office: (202) 535-1500 Fax: (202) 535-1740
Member First Name	D
HOH SSN	75
HOH Last Name	BALL
Subsidy Type	Section 8
Relationship for the Member	Head of Household
Contract Number	DC39M000056
Project Number	00044208
50059 Effective Date	05/01/2007
Certification Type	Annual Recertification
Unit Address	1203 7TH ST NW APT 104 04104, WASHINGTON, DC, 20001

Same address – no problem



Effective Use of EIV to Reduce Improper Payments

Use of the New Hires Report



New Hires Report

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



New Hires Report

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

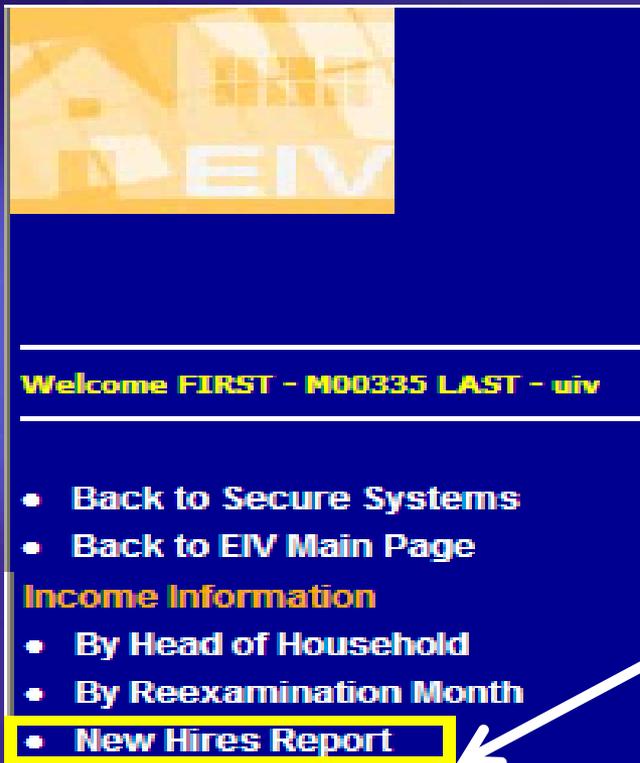


How to Generate the New Hires Report

- PHA users with the following assigned EIV roles can generate the New Hires Report:
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the ***New Hires Report*** link from EIV's left navigation panel located under the **Verification Reports** header



How to Generate the New Hires Report (Continued)



The screenshot shows a web interface with a blue background. At the top left is a logo with a house icon and the letters 'EIV'. Below the logo is a white horizontal line, followed by the text 'Welcome FIRST - M00335 LAST - uiv'. Another white horizontal line is below that. A list of links is displayed: 'Back to Secure Systems', 'Back to EIV Main Page', 'Income Information', 'By Head of Household', 'By Reexamination Month', and 'New Hires Report'. The 'New Hires Report' link is highlighted with a yellow box, and a white arrow points from a yellow callout box to it.

Welcome FIRST - M00335 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page
- Income Information**
- By Head of Household
- By Reexamination Month
- **New Hires Report**

Click on
[New Hires Report](#) link

How to Generate the New Hires Report (Continued)

- Select report criteria
 - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the ***Get Report*** button
- EIV will display results



How to Generate the New Hires Report (Continued)

Income Information >> New Hires Report >> Report Selection

Select Program Type, Reexamination Month, and Action Type*:

Program Type: All PIH Programs ▾

Reexamination Month: All ▾

Action Type: All ▾

Select Region:

PHA AK001 AHFC ▾

*For PHA Region Report Only

Get Report



New Hires Report - Summary Reports

Income Information >> New Hires Report >> [Report Selection](#) >> PHA Statistics

New Hires Summary Report

Participant Code:	AK001 AHFC
Program Type:	All PIH Programs
Action Type:	All
Reexamination Month:	All
Period Reviewed:	07/22/2011 - 10/22/2011
Households With New Hires:	5
Household Members With New Hires:	6

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Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 5 of 5 Households

Summary Reports

Detail Reports

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
***-**-7094	JOEL		07/11/1976	JOEL	Public Housing	AK001000265	6524HB	, KODIAK AK 99615
***-**-0641	GAE		05/25/1963	TYRONE	Public Housing	AK001000274	508570	ANCHORAGE AK 99504
***-**-4592	JAMES		10/17/1967	MARISSA	Public Housing	AK001000257	18P207	BETHEL AK 99559
***-**-4592	JAMES		10/17/1967	MARILYN	Public Housing	AK001000257	18P207	BETHEL AK 99559
***-**-9362	JENNIFER		02/16/1989	JENNIFER	Public Housing	AK001000271	567631	ANCHORAGE AK
***-**-6975	ALISHA		06/03/1981	ALISHA	Public Housing	AK001000274	50940A	ANCHORAGE AK 99504

1 - 5 of 5 Households



New Hires Report - Detail Reports

1 - 5 of 5 Households

Summary Reports

Detail Reports

[Printer Friendly Version](#)

New Hires Report for Household of JOEL

PHA Code:	AK001	Program Type:	Public Housing
PHA Name:	AK001 AHFC	Project:	AK001000265 Kodiak
Annual Reexamination Date:	01/01/2012	Form 50058 as of:	08/10/2011
Address:	KODIAK AK 99615		
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	02/01/2011

Head of Household: JOEL

Social Security Number:	***-**-7094	Date of Birth:	XX/XX/1976
-------------------------	-------------	----------------	------------

Family Member:	JOEL	SSN:	***-**-7094	Date of Birth:	XX/XX/1976
----------------	------	------	-------------	----------------	------------

Employment Information

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
11/18/2010	AK	71-0794409	WAL MART ASSOCIATES INC 702 SW 8TH ST, BENTONVILLE AR 72712-6209	09/20/2011



Effective Use of EIV to Reduce Improper Payments

Use of the Identity Verification Report



Identity Verification Report

- Identifies tenants that:
 - Failed EIV Pre-Screening
 - Failed SSA Identity Test
 - Pending Verification
- Assists PHAs with identifying tenant PII which need to be corrected or updated on the form HUD-50058
- Identifies families who may not be eligible for assistance due to non-compliance with SSN disclosure requirements (24 CFR 5.216)
- Identifies deceased tenants



Identity Verification Report (Continued)

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



Identity Verification Report (Continued)

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



Identity Verification Report (Continued)

- The Identity Verification Report consists of:
 - Failed EIV Pre-screening Report
 - Failed SSA Identity Test
- The Failed EIV Pre-screening report identifies households in which HUD has determined not to match the tenant PII against SSA's database due to incorrect or invalid data



Identity Verification Report (Continued)

- The Failed SSA Identity Test report identifies households in which the tenant PII was submitted to SSA for matching and SSA has determined the PII does not match their records
- HUD will not submit failed PII to HHS for computer matching



Identity Verification Report (Continued)

- The Failed EIV Pre-screening report is updated every week upon successful completion of the EIV weekend summarization job
- The Failed SSA Identity Test report is updated the following month after receiving an updated form HUD-50058 with updated PII which subsequently matches SSA records



How to Generate the Identity Verification Report

- PHA users with the following assigned EIV roles can generate the Identity Verification Report:
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the ***Identity Verification Report*** link from EIV's left navigation panel located under the **Verification Reports** header



How to Generate the Identity Verification Report (Continued)

Welcome FIRST - HEIV18 LAST - uiv

- Back to Secure Systems
- Back to EIV Main Page

Verification Reports

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

Click on
[Identity Verification Report](#) link



How to Generate the Identity Verification Report (Continued)

- Select report criteria
 - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the **Get Report** button
- EIV will display results:
 - Failed EIV Pre-Screening
 - Failed SSA Identity Test
 - Pending Verification



How to Generate the Identity Verification Report (Continued)

Verification Reports >> Identity Verification Report >> Report Selection

Select Program Type, Reexamination Month and Action Type:

Program Type: All PIH Programs ▾

Reexamination Month: All ▾

Action Type: All ▾

Select Region:

PHA NY005 - New York City Housing Authority ▾

Failed EIV Pre-Screening

Verification Reports >> [Report Selection](#) >> PHA Statistics

Failed EIV Pre-Screening [Failed SSA Identity Test](#) [Pending Verification](#)

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

Participant Code:	AK901 AHFC - S8
Program Type:	All PIH Programs
Reexamination Month:	All
Households that Failed EIV Pre-Screening Test:	88

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[Error Description Help](#)

Next Group 
1 - 50 of 88 Households [Last Page](#)

HOH SSN ***-**-7070 | HOH Name lovxizn ZIRVEROL | HOH DOB 04/06/1980

Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description
***-**-4282	vmzq ZIRVEROL	08/30/1979	Failed SSN & effective date check.



Failed EIV Pre-Screening Error Description Help

Failed EIV Prescreen - Error Code Description - Windows Internet Explorer

File Edit View Favorites Tools Help Links >> Convert Select

Error Code	Error Short Description	Error Long Description
1	Failed effective date check.	The effective date of action is more than 15 months old.
2	Failed DOB check.	The date of birth is blank or null.
3	Failed last name check.	The last name is blank or null.
4	Failed SSN check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000}.
5	Failed DOB & effective date check.	The date of birth is blank or null & the effective date of action is more than 15 months old.
6	Failed last name & effective date check.	The last name is blank or null & the effective date of action is more than 15 months old.
7	Failed last name & DOB check.	The last name is blank or null & the date of birth is blank or null.
8	Failed SSN & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the effective date of action is more than 15 months old.
9	Failed SSN & DOB check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the date of birth is blank or null.
10	Failed SSN & last name check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null.
11	Failed last name & DOB & effective date check.	The last name is blank or null & the date of birth is blank & the effective date of action is more than 15 months old.
12	Failed SSN & DOB & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the date of birth is blank or null & the effective date of action is more than 15 months old.
13	Failed SSN & last name & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the effective date of action is more than 15 months old.
14	Failed SSN & last name & DOB check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the date of birth is blank or null.
15	Failed SSN & last name & DOB & effective date check.	The SSN is not numeric or all 9s or LIKE {000%} or LIKE {__00%} or LIKE {%0000} & the last name is blank or null & the date of birth is blank or null & the effective date of action is more than 15 months old.

Failed EIV Pre-Screening Resolution

- **Failed Effective Date Check**
 - Indication of form HUD-50058 with an effective date older than 15 months (indication of possible overdue annual reexams)
- **Failed SSN Check**
 - Alternate ID or invalid SSN
 - If applicable, replace alternate ID with valid SSN



Failed EIV Pre-Screening Resolution (Continued)

- Reminder: HUD can**not** obtain income information for anyone with a PIC-generated alternate ID or an invalid SSN



Failed SSA Identity Test

Enterprise Income Verification

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Verification Reports >> [Report Selection](#) >> PHA Statistics

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

Failed SSA Screening as of 10/08/2011

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

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Next Group 

1 - 50 of 59 Households [Last Page](#)

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

Member SSN	Member Name	Member DOB	Failed Verification Description
***-**-2488	vmzrq HNZROORD	01/30/2004	Verification failed - SSN not found in SSA records 767362458



Failed SSA Identity Test – Project Code Drop Down Menu

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> [Report Selection](#) >> PHA Statistics

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

Failed SSA Screening as of 10/08/2011	
Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	All
Households that Failed Verification:	59

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Project :

Next Group 

1 - 50 of 59 Households [Last Page](#)

HOH SSN ***-**-5550 HOH Name zgrfjzo GIZNH HOH DOB 02/03/1976 Project FL001000027 SCATTERED SITES			
Member SSN	Member Name	Member DOB	Failed Verification Description
***-**-2488	vmzrq HNZROORD	01/30/2004	Verification failed - SSN not found in SSA records 767362458



Failed SSA Identity Test Resolution

- Implement corrective action outlined on pages 13-16 of PIH Notice 2010-3
- If tenant continues to appear on Identity Verification Report after PHA implementation of corrective action, contact HUD Headquarters via email: PIH.RHIIP.TA@HUD.GOV, with a copy to the designated EIV Coordinators in your local HUD office



Pending Verification – No Results

Verification Reports >> [Report Selection](#) >> PHA Statistics

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

Pending Verification Report as of 04/09/2011

Participant Code:

Program Type: All

Reexamination Month: All

Households with Pending Verification 0

No records found.

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

Report Generated By - H18XXX NICOLE X FAISON



Pending Verification

Verification Reports >> [Report Selection](#) >> PHA Statistics

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

Pending Verification Report as of 04/09/2011

Participant Code:

Program Type: All

Reexamination Month: All

Households with Pending Verification 10

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1 to 10 of 10 Households

HOH SSN ***-**-9591 HOH Name Stella HOH DOB 04/17/1948 Project			CAPITOL TERRACE
Member SSN	Member Name	Member DOB	
***-**-9591	Stella	04/17/1948	
HOH SSN ***-**-6804 HOH Name Linda HOH DOB 12/13/1952 Project			RIVER OAKS
Member SSN	Member Name	Member DOB	
***-**-6804	Linda	12/13/1952	
HOH SSN ***-**-3707 HOH Name Shelley HOH DOB 03/07/1949 Project			CAPITOL TERRACE
Member SSN	Member Name	Member DOB	
***-**-3707	Shelley	03/07/1949	



Pending Verification Resolution

- **No action required** by PHA
- HUD will send tenant PII to SSA with next regularly scheduled SSA data matching process
- Families schedule for the routine SSA quarterly computer matching process appear on this report
 - Families for which an updated form HUD-50058 containing changed PII is **not** included on the report (monthly computer matching process)



Effective Use of EIV to Reduce Improper Payments

Use of the Immigration Report



Immigration Report

- Assists PHAs with effective monitoring of:
 - PHA and tenant compliance with SSN disclosure and reporting requirements
 - Implementation of prorated assistance for mixed families
- Assist PHAs with follow-up with tenants that are:
 - Pending verification of citizenship/immigration status (as reported on form HUD-50058)
 - Eligible citizens or non-citizens with an assigned alternate ID who need to disclose SSN



Immigration Report (Continued)

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



Immigration Report (Continued)

- PHAs are required to:
 - If applicable, require family to provide updated information and/or current documentation from SSA or DHS
 - If applicable, for mixed families, pro-rate assistance
 - If applicable, terminate assistance and/or tenancy in accordance with HUD requirements and/or PHA policy



How to Generate the Immigration Report

- PHA users with the following assigned EIV roles can generate the Immigration Report:
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the ***Immigration Report*** link from EIV's left navigation panel located under the **Verification Reports** header



How to Generate the Immigration Report (Continued)



The screenshot shows a web interface for the EIV system. At the top left, there is a logo with a house icon and the text 'EIV'. Below the logo, a white horizontal line is followed by the text 'Welcome FIRST - M00335 LAST - uiv'. Another white horizontal line is below this. A list of navigation links follows: 'Back to Secure Systems', 'Back to EIV Main Page', 'Verification Reports', 'Existing Tenant Search', 'Multiple Subsidy Report', 'Immigration Report', and 'Deceased Tenants Report'. The 'Immigration Report' link is highlighted with a yellow rectangular box. A white arrow points from this box to a yellow callout box on the right.

- Back to Secure Systems
- Back to EIV Main Page
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - **Immigration Report**
 - Deceased Tenants Report

Click on
[Immigraton Report](#) link

How to Generate the Immigration Report (Continued)

- Select report criteria
 - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the ***Get Report*** button
- EIV will display results



How to Generate the Immigration Report (Continued)

Verification Reports >> Immigration Report >> Report Selection

Select Program Type, Reexamination Month and Action Type:

Program Type: All PIH Programs ▾

Reexamination Month: ALL ▾

Action Type: All ▾

Select Region:

PHA NY005 - New York City Housing Authority ▾

Get Report



How to Generate the Immigration Report (Continued)

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Verification Reports >> [Report Selection](#) >> PHA Immigration Report

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

PHA	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
AK001 AHFC	1,132	5	0.44%	4	0.35%	8	0.71%

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

PHA	Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
AK001 AHFC	2,929	5	0.17%	5	0.17%	9	0.31%

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1 to 17 of 17 Households

HOH SSN ***-**-5716 HOH Name Ironxvx MLHMSLQ HOH DOB 08/26/1957 Project AK001000273 ANCHORAGE NORTH			
Member SSN ***-**-0935	Member Name zrzn MLHMSLQ	Member DOB 06/20/1961	Eligibility Status Ineligible Noncitizen
HOH SSN ***-**-1713 HOH Name zmlnzi AVFTRIWLI ZGRFJAVN HOH DOB 10/30/1976 Project AK001000274 ANCHORAGE EAST			
Member SSN ***-**-1713	Member Name zmlnzi AVFTRIWLI ZGRFJAVN	Member DOB 10/30/1976	Eligibility Status Pending Verification
HOH SSN ***-**-3398 HOH Name zmkiz OZBLT HOH DOB 04/01/1985 Project AK001000263 Valdez			
Member SSN ***-**-3398	Member Name zmkiz OZBLT	Member DOB 04/01/1985	Eligibility Status Pending Verification
HOH SSN ***-**-4600 HOH Name zxrhhvq AVWMVOVN HOH DOB 11/14/1982 Project AK001000274 ANCHORAGE EAST			



Effective Use of EIV to Reduce Improper Payments

Use of the Deceased Tenants Report



Deceased Tenants Report

- Identifies currently assisted deceased tenants as reported in SSA's Death Master File (DMF) and compared to tenant PII reported on the form HUD-50058
- Deceased tenants are removed from the report when:
 - The PHA transmits an updated form HUD-50058, which does not contain the previously identified deceased tenant in Section 3 of the form HUD-50058; or
 - HUD obtains updated and corrected information from SSA's DMF



Deceased Tenants Report (Continued)

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



Deceased Tenants Report (Continued)

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



Deceased Tenants Report (Continued)

- PHAs are required to:
 - If applicable, submit updated form HUD-50058 to remove deceased household members
 - If, applicable submit EOP form HUD-50058

Note: 1st priority is deceased **single member households**

Deceased Tenants Report (Continued)

- PHAs are required to update the HUD-50058:
 - Single member households (and HOH with live-in aide): submit an EOP
 - Multiple member households: update family composition by removing deceased household members



What to Do if Tenant is Not Deceased

- PHAs are required to:
 - Immediately notify the tenant in writing and advise the tenant to contact SSA so that SSA may correct its records
 - SSA (800) 772-1213
 - Provide the tenant with his/her section of the EIV Income Report which shows the SSA-reported death information
 - Obtain SSA documentation from tenant to confirm that SSA has corrected its records



Reminder:

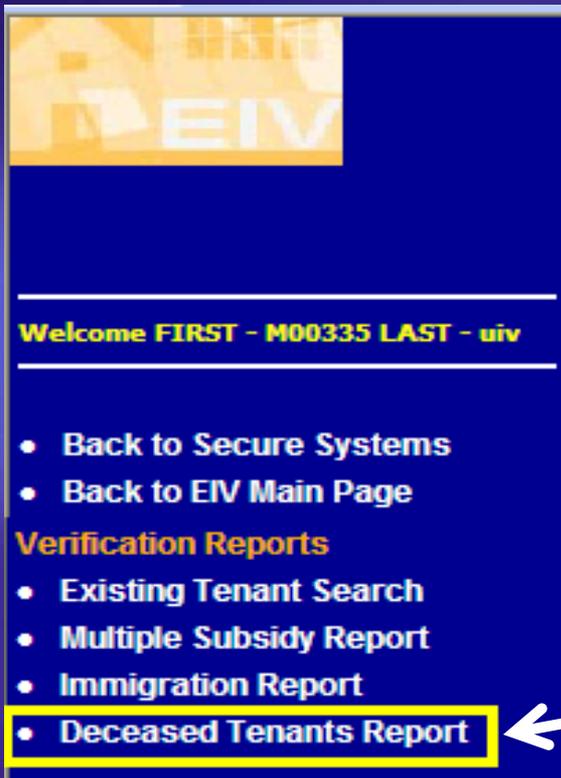
- The HCV is not transferrable to individuals who were not a part of the household upon death of single household member

How to Generate the Deceased Tenants Report

- PHA users with the following assigned EIV roles can generate the Deceased Tenants Report:
 - PHA Occupancy – Application Processor
 - PHA Occupancy – Voucher
 - PHA Occupancy – Public Housing
- Click on the ***Deceased Tenants Report*** link from EIV's left navigation panel located under the **Verification Reports** header



How to Generate the Deceased Tenants Report (Continued)



The screenshot shows a web interface with a blue background. At the top left is a yellow box with a house icon and the text 'EIV'. Below this is a white horizontal line, followed by the text 'Welcome FIRST - M00335 LAST - uiv'. Another white horizontal line follows. Below the second line is a list of navigation options:

- Back to Secure Systems
- Back to EIV Main Page
- Verification Reports**
- Existing Tenant Search
- Multiple Subsidy Report
- Immigration Report
- **Deceased Tenants Report**

The 'Deceased Tenants Report' link is highlighted with a yellow rectangular border. A white arrow points from a yellow callout box on the right towards this link.

Click on
[Deceased Tenant Report](#) link

How to Generate the Deceased Tenants Report (Continued)

- Select report criteria
 - Program Type, Reexamination Month, Household Type, Action Type, PHA
- Use system defaulted selections
- Click on the ***Get Report*** button
- EIV will display results



How to Generate the Deceased Tenants Report (Continued)

Verification Reports >> Deceased Tenants Report >> Report Selection

Select Program Type, Reexamination Month, Household Type and Action Type:

Program Type: All PIH Programs ▾

Reexamination Month: All ▾

Household Type: All Households ▾

Action Type: All ▾

Select Region:

PHA NY005 - New York City Housing Authority ▾

Get Report



How to Generate the Deceased Tenants Report (Continued)

Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Verification Reports >> Deceased Tenants Report >> [Report Selection](#) >> PHA Statistics

Deceased Tenants Report for AK001 AHFC for Program Type - ALL for Reexamination Month - ALL for Action Type - All

PHA	Total Number Of Households Evaluated	Total Number Of Household Members Evaluated	Households With Deceased Members	% of Households With Deceased Members	# of Single Member Deceased Households	% of Single Member Deceased Households	Deceased Members	Members Deceased Less Than 1 Year		Members Deceased More Than 1 Year		Members Deceased With No Deceased Date	
								Count	%	Count	%	Count	%
AK001 AHFC	1,132	2,929	3	00.27%	2	66.67%	3	1	33.33%	2	66.67%	0	00.00%

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1 - 3 of 3 Households

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

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

HOH SSN: ***-**-9487 HOH Name: n sgfi HNRM HOH DOB: 3				
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
***-**-9487	n sgfi HNRM	05/25/1926	10/26/2010 *	12/03/2010
HOH SSN: ***-**-2693 HOH Name: bzi IVYYVD HOH DOB: 8				
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
***-**-2693	bzi IVYYVD	12/28/1938	09/07/2010 *	10/04/2010



EIV Question & Answer Session

Ask HUD...



Future EIV Inquiries

Contact the EIV Coordinator in your local HUD Office

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

PIH EIV system issues: EIV_HELP@HUD.GOV

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

