



EIV-LET'S REFRESH

REVIEW AND ROUND TABLE

KURT ALDINGER, FLAGSTAFF HOUSING AUTHORITY

The background features a dark blue gradient with faint, light blue technical diagrams. On the left, a large circular scale is visible with numerical markings from 150 to 260. To the right, there are several circular diagrams with arrows indicating clockwise or counter-clockwise rotation. The overall aesthetic is technical and professional.

THE MOST BASIC CONCEPT TO REMEMBER IS THAT ALL EIV
FUNCTIONS ARE GOVERNED BY YOUR CORPORATE POLICIES. USE
OF EIV OUTSIDE OF CORPORATE POLICY IS ALWAYS GROUNDS FOR
A FINDING OR WORSE.

POLICIES MUST COMPLY WITH HUD HANDBOOK 4350.3 CHAPTER
9 AS AMENDED BY HOUSING NOTICE 13-06

PURPOSE OF EIV

- To help assure that accurate subsidy was and is being paid
- To identify and deter fraud
- To prevent duplication of subsidy
- To insure that limited federal funds provide assistance to the greatest extent possible
- Is also useful as a Quality Control Measure

HOW DOES IT WORK?

- Resident information from submitted 50059s
- Compared to other databases on daily, monthly, quarterly basis
- Information from HUD Databases real time
- Reports created
- Batch Reports can be printed and reviewed by Recert Month
- Reports for individual households can be printed and reviewed
- Site wide reports can be printed and reviewed

EIV EXISTING TENANT REPORT

- Must be printed and reviewed prior to admission for all household members (including members being added to existing households)
- Must be printed and reviewed prior to Initial Certification for all household members
- Use of this report will prevent duplicate subsidy that is time consuming to resolve and may result in loss of revenue
- Does not require a signed 9887
- Retain with Applicant file

REPORTS FOR RESIDENT FILES

- These reports are printed for individual Residents and are maintained in the Resident file

SUMMARY REPORT

- Compares identifiers of all household members as submitted to TRACS to the SSA Database
- Must be printed and reviewed within 90 days after the **Move In 50059 has been accepted by TRACS**
- Must be printed and reviewed at the next Annual Recertification if a new HH member has been added or an HH member has not been verified previously
- Will not receive any income information on HH members without status of verified
- If after 90 days following TRACS submission the report is not there, chances are you have no accepted 50059
 - Was it submitted?
 - Was there a fatal error?

EIV Screenshots-Basic PSW - Microsoft Word non-commercial use

Home Insert Page Layout References Mailings Review View Developer

Cover Page Blank Page Page Break Pages Table Tables Picture Clip Art Shapes SmartArt Chart Illustrations Hyperlink Bookmark Cross-reference Links Header Footer Page Number Header & Footer Text Text Box Quick WordArt Drop Cap Text Signature Line Date & Time Object Symbols

Summary Report

Summary Report Income Report Income Discrepancy Report

Head of Household Identifiers

Name: RITA RESIDENT
 Social Security Number: ***-**-****
 Date of Birth (mm/dd/yyyy): XX/XX/XXXX
 Contract Number: AZ000000001
 Project Number: 12345678
 Project: STACEY'S PLACE
 Unit Address: 123 TRESSA TERRACE # 78 ANAHEIM, CA 90000
 Next Re-certification Date: 05/01/2017
 Tenant Data from Form 50059 as of: 02/09/2017
 Most Recent Type of Action: MI-Move-In Certification
 Effective Date: 01/07/2017

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
-**-*	RITA	RESIDENT	XX/XX/XXXX	20	Head of Household	Verified
-**-*	JULIA	CHILD	XX/XX/XXXX	1	Child	Failed
-**-*	CHESTER	CHILD	XX/XX/XXXX	1	Child	Not Verified

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

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated By: -AD0XXXX WALLY WORKER

Page: 3 of 15 | Words: 1,914

59°F Partly cloudy 4:57 AM 4/25/2022

THE INCOME REPORT

- Shows New Hires, Quarterly Wages, Unemployment benefits, Social Security, SSI and MediCare
- Must be printed and reviewed at ALL Certifications
 - When HOTMA takes effect will only need to be used at Annual Recertification
- Make sure that all sources of income have been reported
- Compare the income listed on EIV to the income reported on the 50059 that was in affect at the time the income was received
- If there appears to be a discrepancy **MUST** send traditional Third Party Verification
- Document your efforts and findings
- Do not need to review information that has already been reconciled

THE NEW HIRES REPORT

- Shows new hires reported on Form W4 to DOL
- Determine the last time EIV was reviewed
- All New Hires must be reconciled promptly
 - Compare the Report to the Resident file to determine if the job has been reported
 - If it has not been reported send Traditional Third Party verification
 - Determine if late or non reporting of a change resulting in an overpayment has occurred
 - Document your efforts and findings

EIV Screenshots-Basic PSW - Microsoft Word non-commercial use

Summary Report | **Income Report** | Income Discrepancy Report

Wage and Benefit Report for Household of SARAH SECTION8

Contract Number	CA000000000	Subsidy Type	Section 8
Project:	GROSS INCOME GARDENS	Project Number	00000000
Next Re-certification Date	05/01/2017	Form 50059 as of:	06/20/2016
Address:	1234 PRAC PLACE # 41 41 BREA, CA 91111		
Most Recent Type of Action:	AR-Annual Recertification	Effective Date:	08/01/2016

Head of Household: SARAH SECTION8
 Social Security Number: [REDACTED] Date of Birth: XXXX/XXXX

[Print Member Information](#)

Household Member:	SARAH SECTION8	SSN:	[REDACTED]
Date of Birth:	XX/XX/XXXX	Relationship:	Head of Household

Employment Information				
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
08/01/2016	CA	86-0000000	DRESS SHOP 2 DRESS DR, TULUNGA, CA 91234	09/19/2016
01/01/2015		94-0000000	GAS STATION INC TALXUC EXPRESS, ST LOUIS MO 63166-7154	06/20/2015

Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q3 of 2016	\$1,800.00	94-0000000	DRESS SHOP 2 DRESS DR, TULUNGA, CA 91234	12/20/2016
Q2 of 2016	\$600.00	94-0000000	DRESS SHOP	08/20/2016

Page: 5 of 15 | Words: 1,914

59°F Partly cloudy 4:59 AM 4/25/2022

QUARTERLY WAGES

- Determine the last time that EIV was reviewed for the Resident
- Determine if any new quarterly wage reports have been received by EIV since last reviewed.
- For new reports determine when the income was received and what certification was in effect at the time
- Determine based on file information if the income was received during the entire quarter, or for how many full months or weeks it was received

UNEMPLOYMENT

- Shows unemployment benefits received in a quarter
- Does not give information on what state paid the benefit
- There was much fraudulent activity associated with Covid era benefits
- All UI must be reconciled promptly
 - Compare the Report to the Resident file to determine if the income has been reported
 - If it has not been reported send discuss with the Resident
 - Determine if late or non reporting of a change resulting in an overpayment has occurred
 - Document your efforts and findings

SOCIAL SECURITY, MEDICARE AND SSI

- Shows monthly benefits received by year
 - The Social Security Year shows as December, but is not received until January
 - SSI year shows as January
 - The month and year shown are the period the benefits are paid for, but may not be when they were received
- Only five latest benefit amounts are shown.
 - Less than five years may be shown if there are also wages due to frequent changes in benefit amount
- Medicare premiums are an allowable deduction IF paid by the Resident
- If Gross and Net amount do not match must determine why

EIV Screenshots-Basic PSW - Microsoft Word non-commercial use

Table Tools: Design, Layout

Home | Insert | Page Layout | References | Mailings | Review | View | Developer | Design | Layout

Cover Page | Blank Page | Page Break | Table | Picture | Clip Art | Shapes | SmartArt | Chart | Hyperlink | Bookmark | Cross-reference | Header | Footer | Page Number | Text Box | Quick Parts | WordArt | Drop Cap | Object | Signature Line | Date & Time | Equation Symbol

Q2 of 2015	\$1,500.00	6-00000000	GAS STATION INC TALKIUC EXPRESS, ST LOUIS MO 63166-7154	09/21/2015
Q1 of 2015	\$1,500.00	6-00000000	GAS STATION INC TALKIUC EXPRESS, ST LOUIS MO 63166-7154	09/16/2015

Unemployment Benefits

Pay Period	Amount	Date Received by EIV
Q2 of 2016	\$200.00	09/18/2016

Q1 of 2015	\$800.00	03/18/2016
------------	----------	------------

Social Security Benefits

Verification Data		Benefit History	
Payment Status Code:	C - Current payment status (except railroad payment)	Date	Gross Benefit
Date of Current Entitlement:	01/2015	12/2016	\$1006.00
Net Monthly Benefit if Payable:	\$896.00	12/2015	\$996.00
		01/2016	\$941.00

Payee Name and Address:
SARAH SECTIONS
1234 PRAIRIE PLACE APT 41
BREA CA

Lump Sum Date	Amount
10/01/2015	\$13,810.00

Date Received by EIV: 10-JAN-17

Dual Entitlement

Page: 6 of 15 | Words: 1,914

59°F Partly cloudy | 3:01 AM 4/25/2022

Microsoft Word non-commercial use

Table Tools

Home Insert Page Layout References Mailings Review View Developer Design Layout

Cover Page Blank Page Page Break Table Picture Clip Art Shapes SmartArt Chart Hyperlink Bookmark Cross-reference Header Footer Page Number Text Box Quick WordArt Drop Cap Object Signature Line Date & Time Equation Symbol

Dual Entitlement

Verification Data		Benefit History			
Date Received by EIV:					
Medicare Data		Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:		\$0.00	N		
Supp. Med. Insurance:		\$110.00	N		
Payee Name and Address: SARAH SECTIONS 1234 PRAC PLACE APT 41 BREA CA					
Date Received by EIV: 10-JAN-17					
Supplemental Security Income Benefits		Payment History of Net Benefits Paid			
Verification Data		Date	Federal Amount	State Amount	Type of Payment
Payment Status Code: N01 - Non-pay - Countable Income exceeds Title XVI federal benefit rate					

Alien Indicator:					
SSI Monthly Assistance Amount (Current):		\$0.00			
State Supplement Amount (Current):		\$0.00			
Payee Name and Address: SARAH SECTIONS 1234 PRAC PLACE APT 41 BREA CA					
Date Received by EIV: 10-JAN-16					
Disability			On-set Date:		
Disability:		Yes		11/20/2016	
Date Received by EIV: 13-JAN-16					

Page: 7 of 15 | Words: 1,914

59°F Partly cloudy 3:01 AM 4/25/2022

INCOME DISCREPANCY REPORT

- Compares certain income information from current 50059 to EIV information from a one year time period (Period of Income Discrepancy Analysis or POI)
 - This period often falls entirely prior to the current 50059 effective date so it is comparing old income to new cert
- Looks at 50059 Income Types that are reported to EIV plus Business and ignores all others
- Is only intended to alert you of a potential problem, not as proof that a Household is committing fraud

Microsoft Word non-commercial use

Table Tools | EIV Screenshots-Basic PSW - Microsoft Word non-commercial use

Home | Insert | Page Layout | References | Mailings | Review | View | Developer | Design | Layout

Cover Page | Blank Page | Page Break | Table | Picture | Clip Art | Shapes | SmartArt | Chart | Hyperlink | Bookmark | Cross-reference | Header | Footer | Page Number | Text Box | Quick Parts | WordArt | Drop Cap | Object | Signature Line | Date & Time | Equation Symbol

Summary Report	Income Report	Income Discrepancy Report
Head of Household Information		
Name:	RUDY RESIDENT	
Social Security Number:	***-**-****	
Contract Number	AZ000000000	
Project Number	00000000	
Project:	SOLARI TOWERS	
Effective Date of Action:	10/01/2016	
Next Re-certification Date:	06/01/2017	
Projected Annual Wages and Benefits from Form HUD-50059:	\$0.00 Note	
Period Of Income for Discrepancy Analysis	08/01/2015 – 7/31/2016	
Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$11,993.00	\$12,091.64
Amount of Annual Income Discrepancy:	(\$11,993.07)	(\$12,091.64)
Amount of Monthly Income Discrepancy:	(\$999.42)	(\$1,007.64)
Percentage of Income Discrepancy:	(100%)	(100%)
<small>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.</small>		

Page: 7 of 15 | Words: 1,914

59°F Partly cloudy | 5:02 AM 4/25/2022

VERIFICATION REPORTS

- These are printed and reviewed at regular intervals
- These are stored in the EIV master binder
- Requires signed 9887 packet on file for all adult household members on the site

THE MULTIPLE SUBSIDY REPORT

- O/As **MUST** use the Multiple Subsidy Report **AT LEAST** Quarterly
- Checks the HUD database for other HUD subsidy
- If multiple subsidy is found:
 - Contact the Resident
 - Contact the other property
 - Determine if the Resident is/was entitled to subsidy at your property
 - If other property is unresponsive or uncooperative may need to involve CA or HUD
 - Determine if fraudulent activity took place
 - Document your efforts and findings

Microsoft Word window: EIV Screenshots-Basic PSW - Microsoft Word non-commercial use

Table Tools ribbon: Home, Insert, Page Layout, References, Mailings, Review, View, Developer, Design, Layout

Table Tools Design ribbon: Cover Page, Blank Page, Page Break, Table, Picture, Clip Art, Shapes, SmartArt, Chart, Hyperlink, Bookmark, Cross-reference, Header, Footer, Page Number, Text Box, Quick Parts, WordArt, Drop Cap, Object, Signature Line, Date & Time, Equation, Symbol

MF Tenant Match Results : 1 match found.

SSN:	123-45-6789
HOH SSN:	***-**-6789
HOH First Name	ANNIE
HOH Last Name	ASSISTANCE
Contract Number	AZ160003003
Project Number	12335130
Subsidy Type	Section 8
50059 Type Of Action	Annual Recertification
50059 Effective Date	10/01/2016

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.

Page: 2 of 15 | Words: 1,914 | 59°F Partly cloudy | 4:56 AM 4/25/2022

Microsoft Word ribbon interface showing the following tabs: Home, Insert, Page Layout, References, Mailings, Review, View, Developer, Design, Layout. The Design tab is active, showing options for Text, Quick Parts, WordArt, Drop Cap, Text, Date & Time, Object, and Symbols.

Existing Tenant Search

PIH Tenant Match Results : 1 match found.

SSN:	345-67-8901
HOH SSN:	***-**-1234
HOH First Name	Cathy
HOH Last Name	Custodial-Parent
PHA	AZ006
Program Type	Voucher
50059 Type Of Action	Annual Reexamination
50059 Effective Date	12/01/2016

Page: 1 of 15 Words: 1,914 100%

THE IDENTITY VERIFICATION REPORT

- O/As **MUST** use the Multiple Subsidy Report **monthly**
- Compares full name, DOB and SSN reported on 50059 to SSA database
- Identity verification issues must be resolved promptly
 - Compare the Social Security Card to the 50059 data
 - Check other personal information on the 50059 for accuracy
 - Contact the Resident to make sure info is still accurate
 - Refer the Resident to SSA to have the data corrected and provide proof
 - HUD 4350.3 says to “encourage” Resident to have this corrected, however under EIV they are required to disclose and verify a valid SSN

EIV Screenshots-Basic PSW - Microsoft Word non-commercial use

Home Insert Page Layout References Mailings Review View Developer Design Layout

Cover Page Blank Page Page Break Pages Table Tables Picture Clip Art Shapes SmartArt Chart Illustrations Hyperlink Bookmark Cross-reference Links Header Footer Page Number Header & Footer Text Text Box Quick Parts WordArt Drop Cap Object Signature Line Date & Time Equation Symbol Symbols

Printer Friendly Version

Identity Verification Reports	
Failed EIV Pre-Screening	3
Failed Verification Report (Failed the SSA Identity Test)	1

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

Verification Reports >> [Identity Verification Report Selection](#) >> [Identity Verification Report](#) >> Failed EIV Pre-Screening Report

Failed EIV Pre-Screening Report by Contract	
Contracts	AZ000000001
Re-certification Month	All
Households with Errors	3

[Printer Friendly Version](#)
[Error Description Help](#)

1 - 3 of 3 Households

Failed EIV Pre-Screening Report for Contract: AZ000000001		
HOH SSN: XXX-XX-XXXX	HOH Name: MARTHA MOM	Project Number: 12345678
Member SSN	Member Name	Error Description
TXX-XX-XXXX	BOBBY BABY	Failed SSN check.
HOH SSN: TXX-XX-XXXX	HOH Name: IRMA INELIGIBLE	Project Number: 12345678
Member SSN	Member Name	Error Description
9XX-XX-XXXX	IRMA INELIGIBLE	Failed SSN check.
HOH SSN: XXX-XX-XXXX	HOH Name: NOLA ONGERPREG	Project Number: 12345678
Member SSN	Member Name	Error Description

Page: 10 of 15 Words: 1,914 59°F Partly cloudy 5:04 AM 4/25/2022

Verification Reports >> [Identity Verification Report Selection](#) >> [Identity Verification Report](#) >> **Failed Verification Report**

Failed Verification Report by Contract

Contracts	AZ000000001
Re-certification Month	All
Households with Errors	1

1 - 1 of 1 Households

Failed Verification Report **Download Data**

Failed Verification Report for Contract: AZ000000001

HOH SSN: 9XX-XX-XXXX | HOH Name: TEDDY TAXPAYER | Project Number: 12345678 |

Member SSN	Member Name	Error Description
9XX-XX-XXXX	TEDDY TAXPAYER	Verification failed - SSN not found in SSA records
123-45-6789	GIANNA SOLARI	Verification failed-DOB does not match SSA records

234-56-7890	WANDA WRONGNAME	Verification failed-Surname does not match SSA records
345-67-8901	GRIMREAPER	Verification failed-SSA Records show deceased

1 - 4 of 4 Households

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

Page: 11 of 15 Words: 1,914 Windows Live Photo Gallery 100% 59°F Partly cloudy 5:05 AM 4/25/2022

THE DECEASED TENANT REPORT

- O/As **MUST** use the Multiple Subsidy Report **AT LEAST** Quarterly
- Reports current Residents that have been reported as deceased to the SSA
- This information is also on the Identity Verification Report
- Reports of deceased Residents must be resolved promptly
 - Knock on their door-if they answer they are probably not deceased
 - Refer to SSA to correct the info
 - If unable to reach the Resident attempt to contact the Emergency or Alternative Contact
 - If there is no Emergency or Alternative Contact you may need to proceed as if the unit is abandoned
 - If they are deceased and you have submitted a Move Out 50059 check TRACS to make sure it has been accepted
 - May need to involve CA or HUD
 - Document your efforts and findings

Print

Deceased Tenants Report By Contract For Residential Month - All

Contract#	AZ16063905
-----------	------------

Total number of units actively leased	Total number of units held in escrow	Holds with lease	Settlement holds with lease	9 of single unit added holds	% of single units added lease holds	Days since lease	Members deceased less than 90 days ago					Members deceased more than 90 days ago					
							A	%	B	%	C	%	D	%	E	%	
77	177	1	01.30%	1	100.00%	1	100.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%

Deceased Tenants Report By Contract AZ16063905

HOM SSN: [REDACTED] | HOM Name: [REDACTED] | HOM DOB: XX/XX/XXXX
 Member SSN: [REDACTED] | Member Name: [REDACTED] | Member DOB: XX/XX/XXXX
 Member Deceased Date: 08/06/2021 | Date Received by EIV: 09/04/2021

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
 Report Generated By - M63333 KURT D ALDINGER

MO 8/23

THE NEW HIRES REPORT

- O/As **MUST** use the Multiple Subsidy Report **AT LEAST** Quarterly
- Shows Residents with New Hires within the past six months
- Compare the Report to the Resident files to determine if the job has been reported
- If it has not been reported send Traditional Third Party verification
- Determine if late or non reporting of a change resulting in an overpayment has occurred
- Document your efforts and findings



VIA FORMS: KURT D. ALDRIDGE

- Back to Screen System
- Back to EV Main Page
- Program Office Selection on Income Information
- By Contract Number
- By Project Number
- By State of Household
- Verification Reports
- Deleting Tenant Search
- Multiple Subsidy Report
- Identity Verification Reports
- Deceased Tenant Report
- New Hires Report
- User Admin - Home
- Consolidation Curt Report
- User Requests
- User Contact on
- User Certificate Report
- Consolidation Records Report
- Available to Form
- Examines Lists
- USCIS - EAVE System
- Security Cases Report



Enterprise Income Verification

HUD Home MF Housing EV Home Search English

Verification Reports >> **New Hire Report Selection** >> New Hires Report Detail

New Hires Report Detail

Contract: AZ160003003
Re-certification Month: All
Period Reviewed: 10/23/2021 - 04/23/2022
Households With New Hires: 12
Members With New Hires: 14

1 - 12 of 12 Households

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

New Hires Report for Household of [REDACTED]

Contract Number: AZ160003003 **Subsidy Type:** Section 8
Project Number: 12335130 **Project:** CLARK HOMES
Property Id: 80000867 **Property:** 80000867
Next Re-certification Date: 11/01/2022 **Form 50859 as of:** 12/01/2021
Address: 693 WEST THORPE ROAD # FLAGSTAFF AZ 86051-8000
Most Recent Type of Action: Mid-Move Certification **Effective Date:** 11/03/2021

Head of Household: [REDACTED]
Social Security Number: [REDACTED] **Date of Birth:** [REDACTED]

Family Member: [REDACTED] **SSN:** [REDACTED] **Date of Birth:** [REDACTED]

Employment Information

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EV
04/27/2020	AZ	77-4754153	255 WYTHE LLC 184 GANTZELL RD, LITTLE ROCK, AR 72201-110	01/14/2022

New Hires Report for Household of [REDACTED]

Contract Number: AZ160003003 **Subsidy Type:** Section 8
Project Number: 12335130 **Project:** CLARK HOMES
Property Id: 80000867 **Property:** 80000867
Next Re-certification Date: 03/01/2023 **Form 50859 as of:** 04/01/2022
Address: 693 WEST THORPE ROAD # FLAGSTAFF AZ 86051-8000
Most Recent Type of Action: IC Initial Certification **Effective Date:** 04/01/2022

Head of Household: [REDACTED]
Social Security Number: [REDACTED] **Date of Birth:** [REDACTED]

Family Member: [REDACTED] **SSN:** [REDACTED] **Date of Birth:** [REDACTED]

Employment Information

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EV
01/04/2022	AZ	45-0517660	TRCONE SERVICES LLC 458 ORNTAUFUS RD STE 130, BELLEVONT AZ 86005-0037	2/15/2022

New Hires Report for Household of [REDACTED]

Contract Number: AZ180003003 **Subsidy Type:** Section 8
Project Number: 12335130 **Project:** CLARK HOMES
Property Id: 80000867 **Property:** 80000867
Next Re-certification Date: 02/01/2023 **Form 50859 as of:** 01/03/2022
Address: 693 WEST THORPE ROAD # FLAGSTAFF AZ 86051-8000
Most Recent Type of Action: AR Annual Recertification **Effective Date:** 02/01/2022

Head of Household: [REDACTED]
Social Security Number: [REDACTED] **Date of Birth:** [REDACTED]

Family Member: [REDACTED] **SSN:** [REDACTED] **Date of Birth:** [REDACTED]

Employment Information

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EV



WORKING KURT D. ALDINGER

- Back to Backlog System
- Back to EIV Main Page
- Program Office Selection
- Home Information
 - By Contract Number
 - By Project Number
 - By Head of Household
- Verification Reports
 - Existing Incent Search
 - Multiple Subsidy Report
 - Identity Verification Reports
 - Demographic Trends Report
 - New Hires Report
 - User Administration
 - Coordinator Cert. Report
 - User Recalls
 - User Certification
 - User Call/Inflow Report
 - Coordinator Access Request
 - Authorization Form
- External Links
 - MIS/CIS - JAVF System
 - Security Exam
 - Security Exam Report

User Manual
A User's Reader

Enterprise Income Verification

HUD Home MF Housing EV Home Search Email

Verification Reports >> [New Hires Report Selection](#) >> **New Hires Report Summary**

New Hires Report Summary

Contracts: AZ160003063
Re-certification Month: All
Period Reviewed: 10/23/2021 - 04/03/2022
Households With New Hires: 12
Members With New Hires: 14

[Download in Excel](#)

1 - 12 of 12 Households

[Printer-Friendly Version](#)

[Summary Reports](#)

Detail Reports

SOH SBI	HO-1 Last Name	HO-1 First Name	HO-1 DOB	Member First Name	Member Last Name	Property ID	Contract Number	Project Number	Unit Address
*****	*****	*****	XX/XX/XX	*****	*****	00000067	AZ160003063	12335130	990 WEST THORPE ROAD # 801, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	00000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000
*****	*****	*****	XX/XX/XX	*****	*****	80000067	AZ160003063	12335130	990 WEST THORPE ROAD # 8001-0000, FLAGSTAFF AZ 86001-0000

1 - 12 of 12 Households

SAMPLE FORM

AutoSave EIV New Hires Reconciliation Clark - Compatibility Mode - Last Modified: April 12 - Search Kurt Aldinger

File Home Insert Design Layout References Mailings Review View Developer Help Table Design Layout

Clipboard Font Paragraph Styles Editing Voice Sensitivity Reuse Files

EIV New Hires Reconciliation
April 1, 2022

Date Received by EIV	Date of Hire	HOH Name	Member Name	Employer	IR Y/N	Date of IR	Comments
1/14/22	6/23/20			DSS uniter	N		Over 90 days prior to move in
2/9/22	1/14/22			Sugar & Spice	N		Only worked 5 days
1/14/22	11/24/21			Ross	Y	1/1/22	
1/14/22	12/27/21			AZ Labor Force	N		Moved out
2/9/22	11/15/21			Embry Riddle	Y	4/1/22	
11/9/21	Various			Multiple	N		Over 90 days prior to adding to HH
3/15/22	2/17/22			PCM LLC	Y	5/1/22	
1/14/22	Various			Multiple	N		All over 90 days prior to move in
1/14/22	11/26/21			Edex	N		3 rd party requested by HSS based on IR EIV
1/14/22	Various			Multiple	N		All over 90 days prior to move in
10/18/21	6/28/21			Dollar Tree	N		Used at MI
10/18/21	10/14/20			NRV Enterprises	N		Over 90 days prior to MI
1/14/22	12/22/21			Mountain Capital	Y	3/1/22	Lost job prior to IR gff date
3/15/22	12/20/21			Recapturing Americana	N		Assistance Termined
2/9/22	1/31/22			FMC	N		Assistance Termined
10/18/21	6/28/21			Commercial Enterprises	N		Sent 3 rd party 1/25, tscd 2/7, worked 6/24-8/14, OP for 8/21
10/18/21	8/24/21			American Valet	Y	11/1/21	
3/15/22	2/15/22			UACJ Automotive	N		Assistance Termined
1/14/22	12/10/21			Colados One	N		Used @ AR 2/1/22

Page 1 of 1 204 words English (United States) 45°F Sunny 8:10 AM 4/25/2022

EIV MASTER BINDER

- EIV Master Binder must contain:
 - Owner approval letter for Coordinator
 - Coordinator Access Authorization Form (CAAF)
 - User Access Authorization Form (UAAF) for all users
 - TRACS Rules of Behavior signed annually and only for individuals with access to TRACS and IMAX
 - EIV Rules of Behavior (ROB) for individuals without access to EIV
 - Security Training Certification for all listed above

THE EIV COORDINATOR

EIV Coordinator

- Administers the system
- Must have an Authorization Letter from the property Owner designating them as Coordinator
- Assigns Users
- Must recertify access annually
- Must sign Rules of Behavior annually
- Must take Security Awareness Training Annually
- Print certifications, place in Master Binder

EIV USER

EIV User

- Has access to the EIV system
- Must recertify access annually through request approved by coordinator
- Must sign Rules of Behavior annually
- Must take Security Awareness Training Annually
- Print certifications, place in Master Binder

RULES OF BEHAVIOR

Individuals without
EIV Access
(only reviewing
Reports or
tenant files)



Rules of Behavior for Use of Enterprise Income Verification (EIV) Information (for Individuals without Access to the EIV System)

The Department of Housing and Urban Development's EIV system contains sensitive data obtained from the Department of Health and Human Services (HHS) and the Social Security Administration (SSA) and from other HUD Secured Systems that must be protected. Access to the information in EIV is based on a need to perform official HUD business.

Owners, management agents, service bureau staff, contract administrator staff and independent public auditors **without access to the EIV system** are required to agree to HUD's Rules of Behavior to ensure that an adequate level of protection is afforded to the information contained in the EIV system. These Rules of Behavior serve as an administrative safeguard in determining improper disclosure and use of information by individuals who do not have access to the EIV system, but who are in possession of information from EIV provided to them by authorized EIV system users, in order to perform their job.

As a condition of receiving access to EIV information, you agree to be responsible for the confidentiality of the EIV information and accountable for all activity relating to the EIV information while in your use. In addition, you agree to:

- a) Use EIV information only in the performance of official HUD business.
- b) Protect copies of sensitive data and destroy system-related records in accordance with HUD established requirements to prevent reconstruction of contents.
- c) Not disclose (willfully or otherwise) EIV information in any way that would violate the privacy of individuals.
- d) Ensure there is a signed and valid form HUD-9887, *Notice and Consent for the Release of Information*, on file before reviewing an individual's confidential EIV income information.
- e) Report incidents or suspected incidents which involve breach of EIV information to the HUD National Help Desk at 1-888-297-8689.

Additionally, IPAs further agree that EIV information will:

- a) Only be accessed and reviewed within hardcopy files and only within the offices of the O/A or CA.
- b) Not be transmitted or transported in any form.
- c) Not be entered on any portable media.
- d) Not be duplicated or re-disclosed to any individual not authorized by HUD.
- e) Be used only for the purpose of the audit.

SECURITY AWARENESS TRAINING

- Annually
- All Users (with and without access)
- Need Certification of Completion

The screenshot displays the DoD Cyber Exchange Public website interface. At the top, there is a search bar and a 'Login with CAC' button. The main navigation menu includes links for COVID-19, Topics, Training, PKI/PKE, SRGs/STIGs, Resources, and Help. The central content area features a large graphic for the 'Cyber Awareness Challenge 2022' with 'UNCLASSIFIED' labels at the top and bottom. To the right of the graphic, the text indicates 'Version: 2022 / Length: 1 Hour' and a yellow 'Launch Training' button. Below this is a purple 'Information' button. A 'Course Preview' section follows, containing a smaller graphic of the challenge and a detailed paragraph explaining the training's purpose: to influence behavior, focus on actions for mitigating threats, and provide awareness content addressing evolving requirements from Congress, OMB, the Secretary of Defense, and the CWAG. The preview text states that the course covers cybersecurity threats, best practices for information security, and protection of classified, controlled unclassified information (CUI), and personally identifiable information (PII). It also mentions a Knowledge Check option for users who have completed the previous version.

Best Practice: Have all staff do training and ROB's at one time

CONSENT TO DISCLOSE EIV INCOME INFORMATION

Who can tenants provide consent to view their EIV?

- Service Coordinators (if present and assisting with recertification)
- Translators/Interpreters
- Individuals assisting an elderly resident or resident with disabilities
- Guardians
- Powers of Attorney
- Other Family Members

Unlawful disclosure – Fine up to \$5,000 and imprisonment up to 5 years, as well as civil damages

SAFEGUARDING EIV DATA

- Do not share ID and password
- Do not leave EIV data on computer screen (EIV will time out after 30 minutes of inactivity) or printers
- Place all EIV data in files, do not leave exposed on desk
- Destroy EIV data by shredding, burning or pulverizing - 3 years after resident moves out

Q & A

KURT ALDINGER

KALDINGER@FLAGSTAFFAZ.GOV

