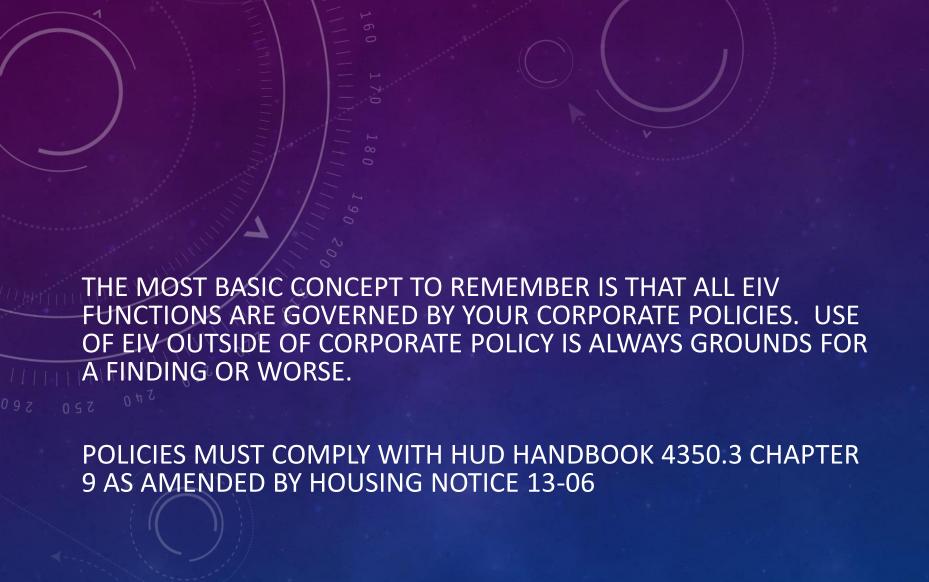


EIV-LET'S REFRESH

REVIEW AND ROUND TABLE

KURT ALDINGER, FLAGSTAFF HOUSING AUTHORITY





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

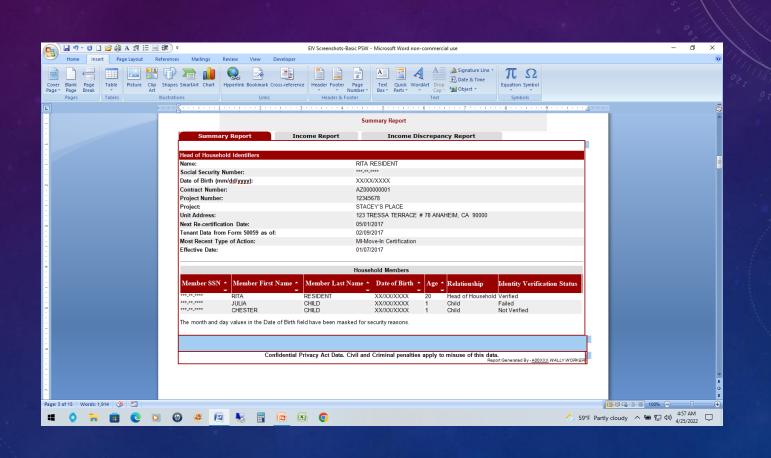
- Must be printed and reviewed prior to admission for <u>all</u> household members (including members being added to existing households)
- Must be printed and reviewed prior to Initial Certification for <u>all</u> household members
- Use of this report will prevent duplicate subsidy that is time consuming 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?

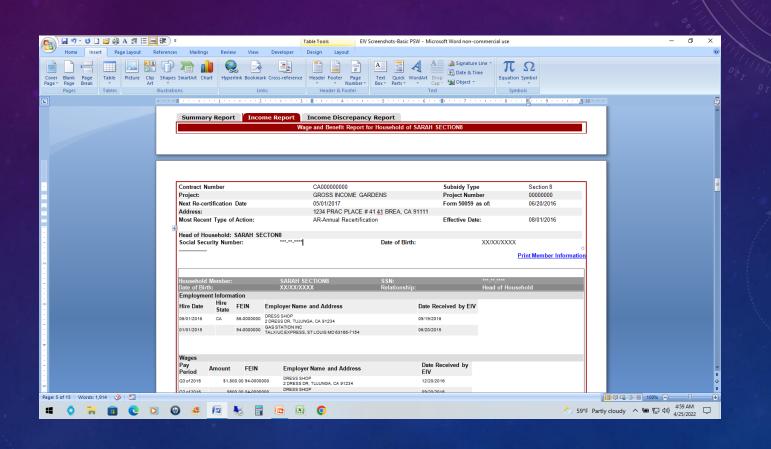


THE INCOME REPORT

- Shows New Hires, Quarterly Wages, Unemployment benefits, Social Seucity, SSI and MediCare
- Must be printed and reviewed at ALL Certifications
 - When HOTMA takes effect will only need to be used at Annual Recertication
- 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



QUARTERLY WAGES

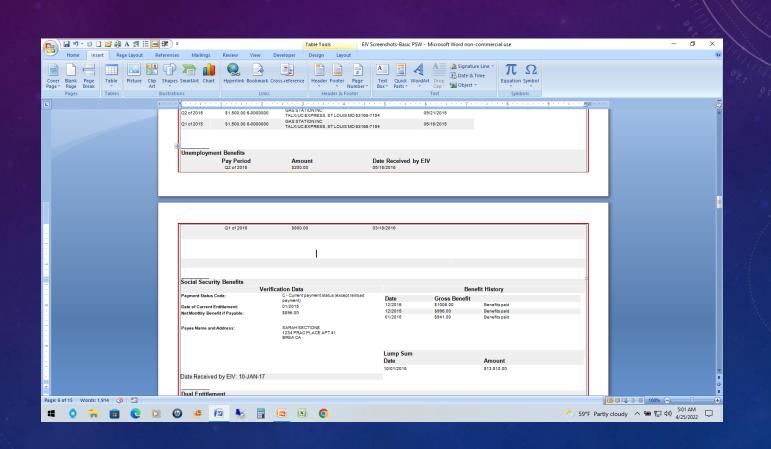
- Determine the last time that EIV was reviewed for the Resident
- Determine if any new quarterly wage reports have been received by EIV since last reviewed.
- For new reports determine when the income was received and what certification was in effect at the time
- Determine based on file information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

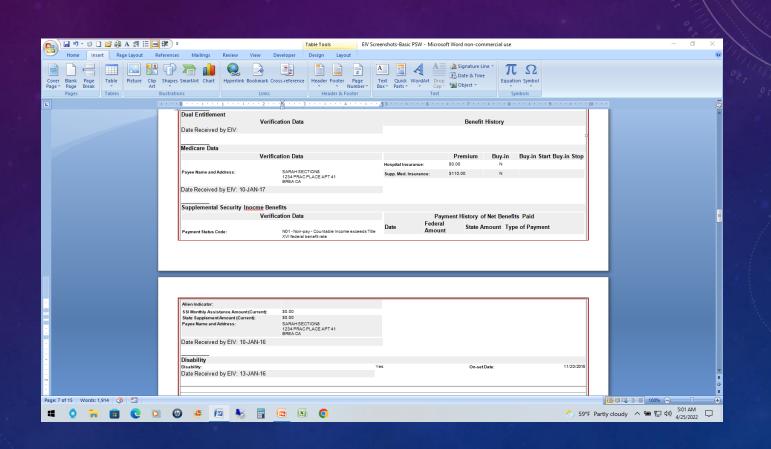
UNEMPLOYMENT

- 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

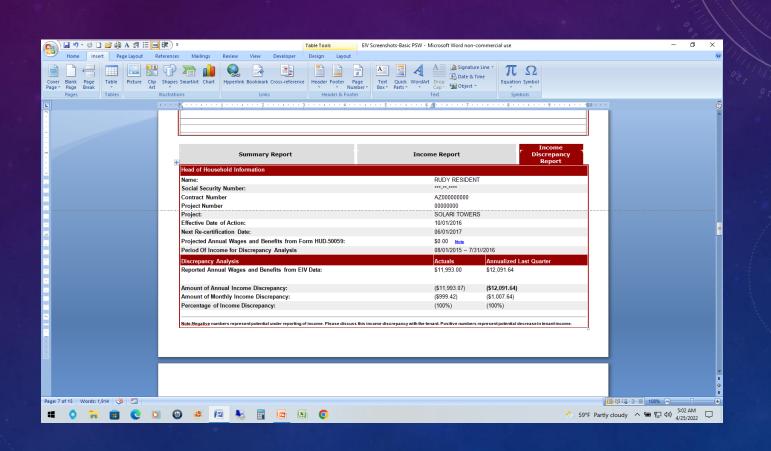
- Shows monthly benefits received by year
 - The Social Security Year shows as December, but is not received until January
 - SSI year shows as January
 - The month and year shown are the period the benefits are paid <u>for</u>, but may not be when they were received
- Only five latest benefit amounts 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





INCOME DISCREPANCY REPORT

- Compares certain income information from <u>current</u> 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

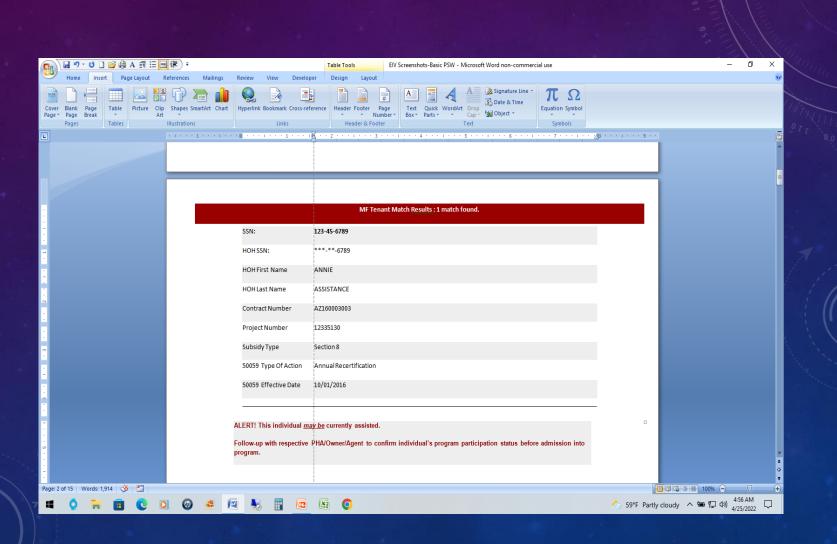


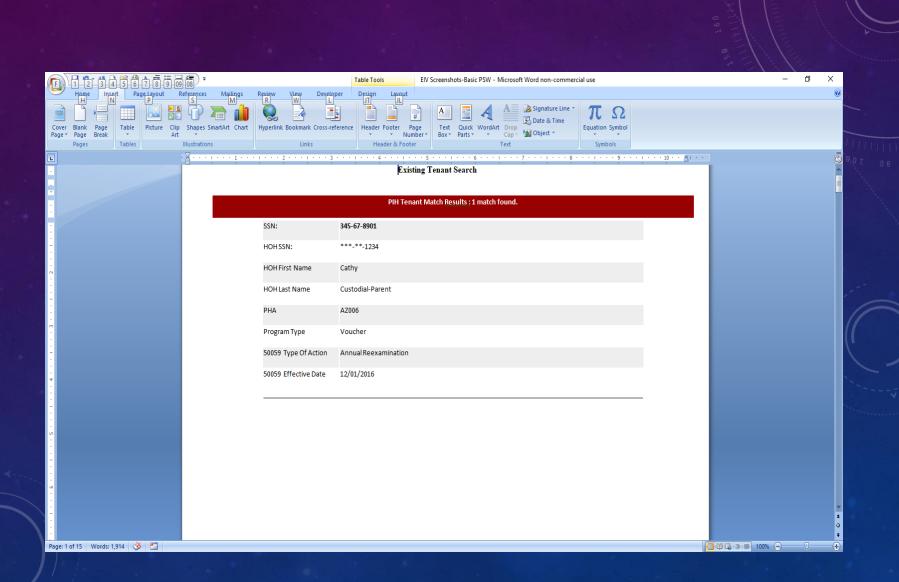
VERIFICATION REPORTS

- 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

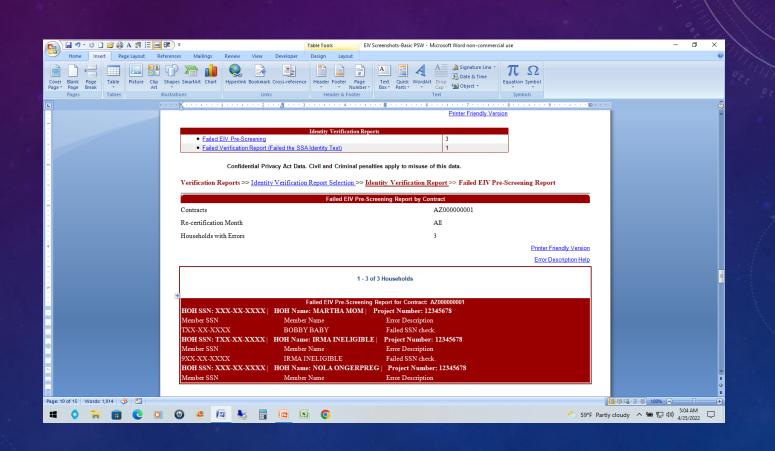
- O/As <u>MUST</u> use the Multiple Subsidy Report <u>AT LEAST</u> Quarterly
- Checks the HUD database for other HUD subsidy
- If multiple subsidy is found:
 - Contact the Resident
 - Contact the other property
 - Determine if the Resident is/was entitled to subsidy at your property
 - If other property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

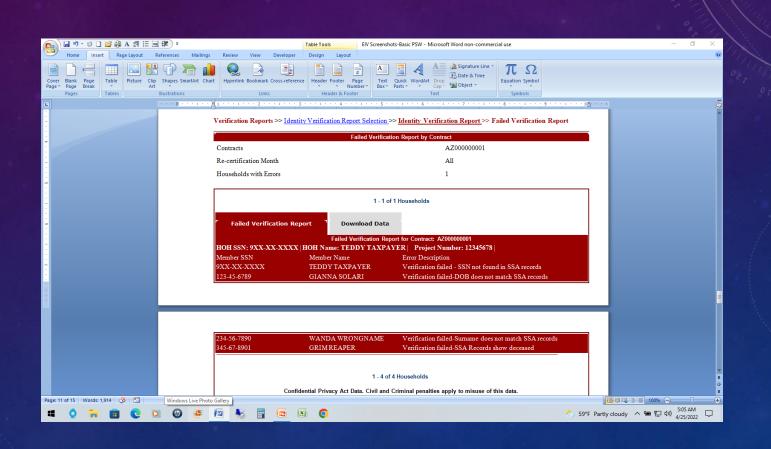




THE IDENTITY VERIFICATION REPORT

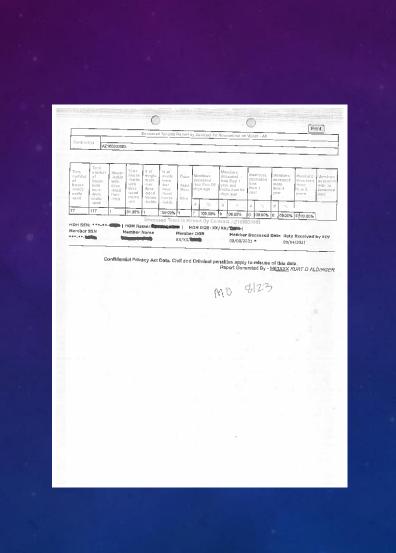
- O/As <u>MUST</u> use the Multiple Subsidy Report <u>monthly</u>
- Compares full name, DOB and SSN reported on 50059 to SSA database
- Identity verification issues must be resolved promptly
 - Compare the Social Security Card to the 50059 data
 - Check other personal information on the 50059 for accuracy
 - 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





THE DECEASED TENANT REPORT

- O/As <u>MUST</u> use the Multiple Subsidy Report <u>AT LEAST</u> 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



THE NEW HIRES REPORT

- O/As <u>MUST</u> use the Multiple Subsidy Report <u>AT LEAST</u> 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



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Enterprise Income Verification

HUD Home MF Housing EIV Home Search

Verification Reports >> Maw tilre Report Belection >> New Hires Report Detail

AZ160003003 Dontracia: Na-partification Month: Period Reviewed: 10/23/2025 - 04/23/2022 Households With New Hiras: Members With New Hires:

1 - 12 of 12 Mouseholds

Stromary Reports Detail Reports Printer-Friendly Version New Hires Report for Household of Contract Number AZ160003003 Subsidy Type: Project Number 12335130 Project: CLARK HOMES Property Id 900000987 Property; 800000987 Muxt Re-certification Units: 11/01/2022 Form 50059 as of: 12/01/2021 Address: 990 WEST THORPE ROAD # TLAGSTAFF AZ 88001-9000 Most Recent Type of Action: Mi-Move-In Certification Effective Date: 11/29/2021

Head of Household: XXXX Social Security Number: Date of Birth:

SSN: http://www.Date of Birth: Family Member: XXXXXX Employment Information Employer Name and Address Clate Received by EIV

052377020 AZ 77-4754455 255 UNTIDE LLC 1800 GANTRELL RD, LITTLE ROCK AR 72201-1110 01/14/2007 Contract Number AZ160003003 Subsidy Type: Section 8 Project Number 12335130 Project: CLARK HOMES 803000867 803000887

Property (d Property: Next Re-certification Enter DCUN-1/2023 Form 50059 as of: D4X11/2022 Address: 990 WEST THORPE ROAD # TLAGSTAFF AZ 85001-0000 Most Recent Type of Action: IC-Initial Certification Effective Date: 04/01/2022 Hend of Household: From the

Social Security Number: Oste of Birth: XXXXXXX SSN: **** Date of Birthy XXXXX

Employer Name and Address

Hire Date Hire PEIN 01/04/1902 AZ 45-351 7669 TRCEM AVID SERVICES LC 4560 CBM TAUPUS RD STE 1301. BEILLEMONT AZ 96015-6037 14832022 New Hires Report for Household of Contract Number AZ180003003 Subsidy Typs: Section 8 Project Number 12330130 Project CLARK HONES 8000000897 Property Id 800000867 Property: 01/03/2022 Next Re-certification Date: 02/01/2023 Form 90059 as of: DID WEST THORPE ROAD # FLAGSTAFF AZ 86001-0000 Address:

Most Recent Type of Action: AR-Annual Recedification Effective Date: 4/2A(11/2022

Head of Household: Date of Birth: XXXXX/1

Family Member: Employment Information Hire Date Hire FEIN

Employment Information

Employer Name and Address

88N: minted Date of Birtle:

XXXXX Date Received by EIV

Data Recoived by EIV



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- Security Exam.

 Security Exam Report

User Manual



Enterprise Income Verification

HUD Hame MF4lousing EM Hame Search Email

Varification Reports >> New Hire Report Selection >> New Hires Report Stammary

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Contracts:	AZ160003003				
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Members With New Hires:		14			
	4				

1 ~12 of 12 Households

Cownload in Excel

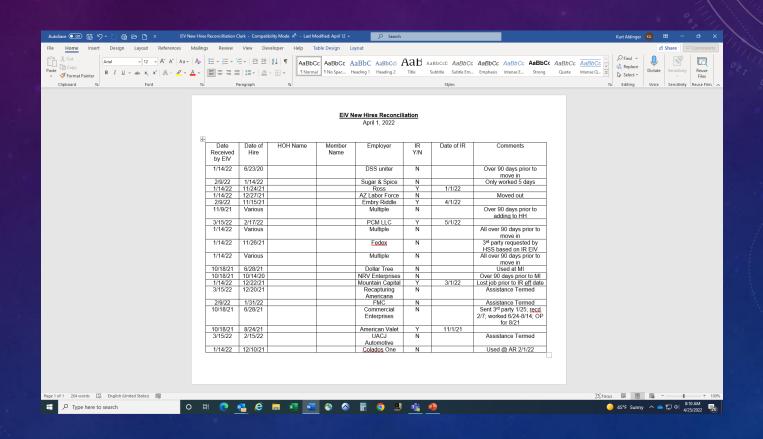
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1 - 12 of 12 Households

Confidential Privacy Act Date. Civil and Criminal penalties apply to misuse of this date.

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SAMPLE FORM



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 reciving 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 user. In addition, you agree to:

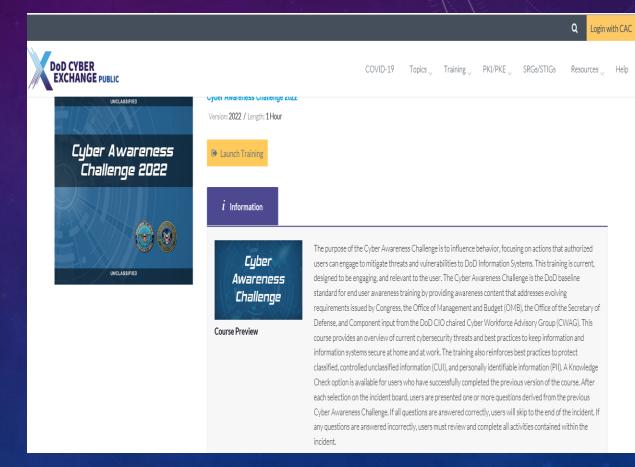
- a) Use EIV information only in the performance of official HUD business.
- Protect copies of sensitive data and destroy system-related records in accordance with HUD established requirements to prevent reconstruction of contents.
- c) Not disclose (willfully or otherwise) EIV information in any way 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.
- 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



Best Practice: Have all staff do training and ROBs 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

