



# EIV Do's and Don'ts

Breakout Session

Tuesday, March 23, 2010  
11:15 am - 12:30 pm

Alabama  
State Meeting

Presenter:  
Sonja Horn



# EIV DO'S AND DON'TS!

How to Effectively Use EIV

## Income Information

- Income Report
- Income Discrepancy Report
- No Income Report
- New Hires Report

## Income Information – DO's

- Print on a regularly scheduled basis and have as part of procedures
- Maintain in resident file
- Always compare with information that has already been reported
- Use as some portion of income verification

## Income Information – DON'Ts

- Print except as indicated in your policies
- Use as verification of income unless resident agrees
- Raise rent or terminate assistance using alone
- Leave any discrepancies unresolved
- Share with other agencies

Summary Report				Income Report				Income Discrepancy Report							
Wage and Benefit Report for Household of															
Contract Number				AL090021034				Subsidy Type				Section 8			
Project:				ST CHARLES VILLAS, LIMITED				Project Number				06235307			
Next Re-certification Date:				07/01/2010				Form 50059 as of:				10/07/2009			
Address:				100 PRATT HWY APT 704 0704 BIRMINGHAM AL 35214											
Most Recent Type of Action:				IR-Interim Recertification				Effective Date:				10/01/2009			
Head of Household: [REDACTED]															
Social Security Number:				***-**-7714				Date of Birth:				XXXX/1988			
Household Member:				[REDACTED]				SSN:				***-**-7714			
Date of Birth:				XX/XX/1988				Relationship:				Head of Household			
Employment Information															
Hire Date		Hire State		FEIN		Employer Name and Address				Date Received by EIV					
06/27/2008		AL		63-0510001		CLP CORPORATION 121 SUMMIT PKWY, HOMEWOOD AL 35209-4707				09/22/2009					
Wages															
Pay Period		Amount		FEIN		Employer Name and Address				Date Received by EIV					
Q4 of 2008		\$1,219.00		63-0510001		CLP CORPORATION 6000000000 121 SUMMIT PKWY, HOMEWOOD AL 35209-4707				09/22/2009					
Q3 of 2008		\$1,342.00		63-0510001		CLP CORPORATION 6000000000 121 SUMMIT PKWY, HOMEWOOD AL 35209-4707				09/22/2009					
Q3 of 2007		\$1,605.00		78-0075960		DELI MANAGEMENT INC 4006 BELT LINE RD STE 220, ADDISON TX 75001-5803				09/22/2009					
Q2 of 2007		\$383.00		78-0075960		DELI MANAGEMENT INC 4006 BELT LINE RD STE 220, ADDISON TX 75001-5803				09/22/2009					

Summary Report			Income Report			Income Discrepancy Report		
Head of Household Information								
Name:			[REDACTED]					
Social Security Number:			***-**-1504					
Contract Number			AL090021034					
Project Number			06235307					
Project:			ST CHARLES VILLAS, LIMITED					
Effective Date of Action:			07/31/2009					
Next Re-certification Date:			07/01/2010					
Projected Annual Wages and Benefits from Form HUD-50059:			\$0.00					
Period Of Income for Discrepancy Analysis			04/30/2008 - 04/29/2009					
Discrepancy Analysis			Actuals			Annualized Last Quarter		
Reported Annual Wages and Benefits from EIV Data:			\$7,942.94			(\$5,385.82)		
Amount of Annual Income Discrepancy:			(\$7,942.94)			(\$5,385.82)		
Amount of Monthly Income Discrepancy:			(\$661.91)			(\$448.82)		
Percentage of Income Discrepancy:			(100%)			(100%)		
<p>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.</p>								
<p>Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.</p>								
<p>Report Generated By - M75XXX SONJA D HORN</p>								

Summary Report	Income Report	Income Discrepancy Report
<b>Head of Household Information</b>		
Name:	[REDACTED]	
Social Security Number:	***-**-7149	
Contract Number	AL090021034	
Project Number	06235307	
Project:	ST CHARLES VILLAS, LIMITED	
Effective Date of Action:	07/01/2009	
Next Re-certification Date:	07/01/2010	
Projected Annual Wages and Benefits from Form HUD-50059:	\$28,995.00	
Period Of Income for Discrepancy Analysis	04/01/2008 - 03/31/2009	
<b>Discrepancy Analysis</b>	<b>Actuals</b>	<b>Annualized Last Quarter</b>
Reported Annual Wages and Benefits from EIV Data:	\$35,638.00	\$37,444.00
Amount of Annual Income Discrepancy:	(\$6,643.00)	<b>(\$8,449.00)</b>
Amount of Monthly Income Discrepancy:	(\$553.58)	(\$704.08)
Percentage of Income Discrepancy:	(18.64%)	(22.56%)
<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>		
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## Resolving Income Discrepancies

- Review information reported by resident
- Meet with Resident
- Discuss results of discrepancy
- Verify income using check stubs or 3<sup>rd</sup> party verification form
- Determine if income was accurately reported or not
- If necessary, adjust income by completing a retroactive 50059
- Collect subsidy paid in error

<b>Summary Report</b>				<b>Income Report</b>				<b>Income Discrepancy Report</b>			
<b>Wage and Benefit Report for Household of</b>											
Contract Number			AL090021034			Subsidy Type			Section 8		
Project:			ST CHARLES VILLAS, LIMITED			Project Number			06235307		
Next Re-certification Date:			07/01/2010			Form 50059 as of:			10/07/2009		
Address:			100 PRATT HWY APT 604 0604 BIRMINGHAM AL 35214								
Most Recent Type of Action:			IR-Interim Recertification			Effective Date:			10/01/2009		
Head of Household: [REDACTED]											
Social Security Number:			***-**-5373			Date of Birth:			XX/XX/1986		
Household Member: [REDACTED]											
Date of Birth:			XX/XX/1986			Relationship:			Head of Household		
Employment Information											
Hire Date	Hire State	FEIN	Employer Name and Address						Date Received by EIV		
08/03/2009	AL	63-1160000	SCHOOL TRANSPORTATION SOLUTIONS INC 1400 MCCAIN PKWY, PELHAM AL 35124-2130						08/18/2009		
01/10/2009	AL	26-0900573	CAPS DELI INC 250 GREEN SPRINGS HWY, HOMEWOOD AL 35209-4906						02/24/2009		
12/08/2008	AL	26-0900573	CAPS DELI INC 250 GREEN SPRINGS HWY, HOMEWOOD AL 35209-4906						01/19/2009		
10/08/2008	AL	56-1234186	FAMILY DOLLAR STORES OF PO BOX 1017, CHARLOTTE NC 28201-1017						12/22/2009		
02/27/2008	NC	56-1874931	COMPASS GROUP USA INC 2400 YORKMONT RD, CHARLOTTE NC 28217-4611						03/14/2008		
11/09/2007	AL	59-1212119	WINN DIXIE STORES INC PO BOX B, JACKSONVILLE FL 32203-0297						01/18/2008		

<b>Enterprise Income Verification</b>		<a href="#">HUD Home</a>	<a href="#">MF</a>
Income Information >> <a href="#">By Contract Number</a> >> <a href="#">Report Summary</a> >> No Income Report			
<b>No Income Report by Contract</b>			
Contracts	GA06L000017		
Re-certification Month	July		
Households With No Income	1		
1 - 1 of 1 Households			
<b>No Income Reports for Contract: GA06L000017</b>			
HOH SSN	HOH Name	Project Number	
***-**-0749	[REDACTED]	06144067	
1 - 1 of 1 Households			
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
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## Other EIV Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- Deceased Tenant Report

## Other EIV Reports – DO's

- Determine regular basis to print reports
- Make sure policies and procedures reflect that
- Maintain reports in file for review by PBCA or in resident file
- Resolve all discrepancies as quickly as possible and document well

## Other EIV Reports – DON'Ts

- Randomly run
- Leave unresolved
- Inconsistently apply

### Enterprise Income Verification

[HUD Home](#)

[MF Housing](#)

[E](#)

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

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**PIH Tenant Match Results : 0 match found.**

No match found in PIH programs for SSN: \*\*\*-\*\*-2295

**MF Tenant Match Results : 0 match found.**

No match found in MF programs for SSN: \*\*\*-\*\*-2295

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

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## Enterprise Income Verification

[HUD Home](#) [MF Home](#)

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

Multiple Subsidy Report Summary	
Contract Number:	AL090022032
Members Receiving Multiple Subsidies:	0
Search Criteria:	Within PIH and MF Programs
Search Criteria:	All household members

There are no records for the selection criteria.

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

Identity Verification Report	
Contract Number	AL090022004
Re-Certification Month	All

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Identity Verification Report Statistics	
Number of households - excluding Move-Outs	27
Number of households with all members verified (Verified or Deceased)	27
Number of households where one or more members are Not-Verified or Failed	0
• Number of households Not-Verified (verification in process)	0
• Percentage of households Not-Verified	00.00%
• Number of households Failed	0
• Failed EIV Pre-screening	0
• Failed Verification Report (Failed the SSA Identity Test)	0
• Percentage of households Failed	00.00%
Number of household members	34
Number of deceased members	0
Percentage of verified households	100.00%
Percentage of household members who are Not-Verified	00.00%
Percentage of household members who are Failed	00.00%

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

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

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

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Deceased Tenants Report by Contract for Reexamination Month - All

Contract(s) AL090008009

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 more than 2 years		Members deceased with no deceased date		
							#	%	#	%	#	%	#	%	
23	23	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%

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There are no records for the selection criteria.

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Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data. Report Generated By - ~~MT5XXX~~ SONJA D HOP

## EIV Access – DO’s

- Secure all EIV information
- Require all users to have proper documentation
- Maintain complete EIV file at community

## EIV Access – DON'Ts

- ❑ Share EIV user IDs or passwords
- ❑ Allow access to unauthorized users
- ❑ Forget to take security awareness questionnaire

## EIV – FILE

- ❑ You should have a separate file in the office for EIV
- ❑ Suggestions on what this file should contain:
  - ❑ Security Policy
  - ❑ User Access Authorization Form\*
  - ❑ Security Awareness Training Questionnaire\*
  - ❑ Coordinator Authorization Form
  - ❑ Owner Authorization Form

\*Required for ALL users at the community