



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

February 6, 2012

Dear Executive Director:

The Department's Real Estate Assessment Center (REAC) monitors Public Housing Agencies' (PHAs) reporting of information to the Public and Indian Housing Information Center (PIC) of assisted families and compares various PIC-reported information to data obtained from other Federal databases to validate the accuracy of tenant-reported Social Security Numbers (SSNs) and income information. The intended outcome of this monitoring is to confirm PHA compliance with PIC reporting and use of the Enterprise Income Verification (EIV) system to reduce improper payments within HUD rental housing assistance programs.

REAC's review of *EIV's Deceased Tenants Report* for the period ending January 4, 2012, for the Public Housing program, indicates that your agency may not have successfully submitted a timely updated form HUD-50058 to PIC. In an effort to mitigate risk associated with improper payments or incorrect family data reported in PIC, REAC requires your agency to take the following actions no later than **March 16, 2012**, which demonstrates that your agency has successfully transmitted an updated form HUD-50058 to PIC for all identified households, and where applicable, regained possession of the public housing unit.

Required PHA Actions:

1. Logon to EIV to view your agency's *Deceased Tenants Report*.
2. Confirm that the tenant is deceased.
3. If the tenant is deceased, prepare and successfully submit an updated form HUD-50058 to PIC:
 - a. Single member households – an end of participation action (action type 6)
 - b. Multiple member households – an interim or annual reexamination (action type 2 or 3) to remove deceased tenant from family composition
4. If applicable, regain possession of the public housing unit.
5. If the identified deceased tenant is **not** deceased, submit documentation¹ outlined in the attached *Deceased Tenant Case Review Documentation Checklist* to PIH.ImproperPayments@hud.gov with a copy to your local HUD office by no later than **March 16, 2012**. Please include your PHA code and PHA name on all submissions to HUD.

¹ Documentation which contains personally identifiable information (PII) must be redacted or submitted in password protected files.

If your staff has not already done so, they should review the attached PIH Notices (2012-4 and 2011-65), which outline reporting and monitoring requirements and provide guidance to assist your agency with minimizing improper payments on behalf of deceased single member households, through the use of HUD's EIV system. Technical assistance for effective EIV access and utilization is available through the EIV Coordinators in the local HUD field offices.

For assistance or additional information regarding this notice, please contact Nicole Faison at (202) 475-7963. Please ensure the applicable requested documentation is submitted to PIH.ImproperPayments@hud.gov or fax to (202) 485-0288 by no later than **March 16, 2012**. Failure to correct noted deficiencies and/or provide requested documentation may result in sanctions.

Thank you for your continued commitment to effective and efficient administration of HUD rental housing assistance programs.

Sincerely,

A handwritten signature in black ink, appearing to read "David A. Vargas". The signature is fluid and cursive, with a long horizontal stroke at the end.

David A. Vargas, CPA
Deputy Assistant Secretary

Attachments