

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

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

October 27, 2011



Agenda

- Welcome
- Annual Security Awareness Training
- What's New in EIV 9.2.1
 - Release Date: October 31, 2011
- Effective Use of EIV Reports to Reduce Improper payments
- HUD Monitoring of PHA Compliance with Mandated Use of EIV
- Question & Answer Session

Annual Security Awareness Training

Online Training

Annual Security Awareness Training

- Annual security awareness training is required of all individuals who will access or view EIV data
- Online training is available at:
<http://iase.disa.mil/eta/index.html#onlinetraining>
- This training is offered by Department of Defense (DOD) for non-DOD personnel

Annual Security Awareness Training (Continued)

- Click on the **Federal Information Systems Security (ISS) Awareness** icon to access the training
- Print & maintain the certificate of completion once you have completed the training

Annual Security Awareness Training (Continued)

UNCLASSIFIED



[IASE Home](#) [IA News](#) [What's New](#) [Consent Notice](#)

IA Education, Training and Awareness

[IASE Home](#) > [Online Training](#)

Please [select this link to see our entire training products list](#), to launch the training, and to order the products on CD-ROM. This area contains IA Awareness Training, IA Training for IT Managers, IA Training for IA Professionals, IA Technical Training, NetOps Training, Cyber Law Awareness, and FSO Tools Training available online.

Online Training



DoD IA Awareness
(for DoD Personnel)
October 2010

[SCORM Version](#)



Federal & Intelligence Community
Information Systems Security
Awareness
September 2011

[SCORM Version](#)



DAA
March 2011



Using Public Key
Infrastructure
December 2009

What's New in EIV 9.2.1

Release Date: October 31, 2011

What's New in EIV 9.2.1

- EIV 9.2.1 release available to PHAs for use on **October 31, 2011**
- **New Features:**
 - New color scheme
 - Annual Security Awareness Questionnaire identifies incorrectly answered questions
 - Printer-friendly results of Annual Security Awareness Questionnaire
 - Clear button on all screens requiring data entry
 - Updated text on Tenant Certification Page

What's New in EIV 9.2.1 - Continued

- New Features:

- Delete button on data entry screen of entering debts owed info by SSN
- Printer-friendly version report of household member Multiple Subsidy information
- PHA Usage Report logic enhanced to classify PHAs as using EIV based on accessing the:
 - Verification Reports
 - (In addition to detail income report by HOH or by reexam month)

New Color Scheme



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**
- Verification Reports**
 - **Existing Tenant Search**
 - **Multiple Subsidy Report**
 - **Immigration Report**
 - **Deceased Tenants Report**
- Security Questionnaire**
 - **Security Questionnaire Report**
- External Links**
 - **USCIS - SAVE System**

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/piheiwebcasts

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

Authorization for the Release of Information

The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies (PHAs) 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.

New Security Awareness Questionnaire: Identification of Incorrect Response

- 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

New Printer-Friendly Version of Security Questionnaire Results

Security Exam >> Security Exam Report

[Printer-Friendly Version](#)

FIRST - M00335 LAST - uiv successfully completed the questionnaire on 08/08/11

Question	Chosen Response	Correct/Incorrect
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 physical safeguards should a PHA implement to protect EIV data?	Restricted areas and locked file cabinets	Correct
If the Executive Director requests me to provide him/her with my EIV User ID and password, I should provide it to him/her and change my password the next day	False	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
All of the following are acceptable ways of destroying EIV reports except?	Disposal in trash can	Correct
When an employee is terminated, when should the employees EIV access be terminated?	The date of termination	Correct
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
May multiple PHA staff use the same User ID and password to access the EIV?	No	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

Click here to view the reference for questions on the Security Questionnaire - [Where to Find Answers](#)


New Clear Button on Data Entry Screens

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

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:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Enter Head of Household's Last Name:	<input type="text"/> exact match <input type="button" value="v"/>
Enter Head of Household's Date of Birth (mm/dd/yyyy):	<input type="text"/>
Select a Participant Code:	Select a Participant Code <input type="button" value="v"/>



New Text on Tenant Certification Page

PHA/Tenant Certification Page						
The following household member's EIV-reported income has been reviewed and validated by the PHA.						
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-1581	CKEVJIVH	EUSQUM	XX/XX/1938	73	Head	Verified

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.

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 _____

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.

New Delete Button: Enter/Update Info by SSN (Debts Owed Module)

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:	\$ <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.

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

New Printer-Friendly Version of Household Member Multiple Subsidy Information

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Report Detail

Multiple Subsidy Report Detail	
Participant Code:	OH001
Household Members Receiving Multiple Subsidies	12
Program Type:	Within PIH and MF Programs
Household Member Selection:	All Household Members

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

1 - 12 of 12 Household Members

Summary Reports **Detail Reports**

Household Member Information		Print Household Member Information
Household Member SSN	***-**-0462	
Household Member Name	BMTUOVK FTEAU	
Household Member DOB	07/11/1987	
Count of Subsidies	2	
Household Information of Households Where BMTUOVK FTEAU Receives Subsidy		
HOH SSN	***-**-0462	
HOH Name	CRYSTAL SMITH	
Relationship to HOH	Head	
Program Type	Public Housing	
Project Code	OH001000135	
50058 Effective Date	2011-03-25	
Type of Action	New Admission	

Effective Use of EIV Reports

To Identify & Reduce Improper Payments

Use of EIV to Reduce Improper Payments

- Use of EIV reports reduces improper payments
- Specifically, reports assist with the identification of deficiencies & potential improper payments
- PHAs are required to monitor various EIV reports on a monthly and quarterly basis & promptly address and correct all identified deficiencies

PHA Required Monitoring of EIV & PIC Reports - Monthly

- EIV Reports:
 - Deceased Tenants Report
 - Identity Verification Report
 - Failed EIV Pre-Screening
 - Failed SSA Identity Test
 - Immigration Report
- PIC Reports:
 - PIC Delinquency Report
 - PIC Reexam Report

Required Monitoring of EIV Reports - Quarterly

- Multiple Subsidy Report
- New Hires Report
 - Only if your agency has an interim increase policy and modifies family rent contribution in between annual reexams

HUD Monitoring of PHA Program Compliance

Mandated Use of the EIV System
24 CFR 5.233

HUD Monitoring of PHAs

- REAC notified PHAs of routine monitoring of PIC & EIV reports in March 2010
- REAC will notify PHAs and/or local HUD offices of deficiencies by email on a quarterly basis:
 - October – report as of 09/30
 - January – report as of 12/31
 - April – report as of 3/31
 - July – report as of 6/30

HUD Monitoring of PHAs (Continued)

- All notices are sent via email to the PHA Executive Director & HUD Field Office Director (and HUD staff)
- Please be sure to promptly forward the notice to designated staff for follow-up

REAC-Monitored Reports

- What REAC monitors:
 - PIC Delinquency Report
 - PIC Reexam Report
 - EIV PHA Usage Report
 - EIV Deceased Tenants Report
 - EIV Identity Verification Report
 - EIV Multiple Subsidy Report
 - EIV Immigration Report
 - EIV Income Report
 - Tenant Unreported Income

PHA Required Actions

- Promptly review the applicable PIC and/or EIV reports
- Correct erroneous information reported on form HUD-50058
- Successfully submit updated 50058s to PIC
- Provide PHA Code & HUD-requested certification statement and documentation (if applicable) to: **PIH.ImproperPayments@hud.gov** by specified due date

Tips for Successful Resolution of Deficiencies

- Read HUD notice of deficiency
- Follow HUD guidance and use HUD-provided documentation checklist
- Do not submit documentation which is not requested by HUD

Penalties for Non-Compliance

- PHAs may be subject to monetary penalties for the following actions:
 - Failure to use EIV
 - Failure to respond to HUD notice
 - Failure to submit HUD-requested documentation
 - Failure to recover identified improper payments
 - Failure to correct deficiency
 - Falsification of documentation

EIV Question & Answer Session

Ask HUD...

Future EIV Inquiries

Contact the EIV Coordinator in your local HUD

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