



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

OFFICE OF PUBLIC AND INDIAN HOUSING

September 18, 2008

Dear Executive Director:

The Department would like to commend you and your Housing Authority for your dedication and commitment to the utilization of the Enterprise Income Verification (EIV) System. Because of your commitment, you are aiding in the fight against fraud and waste, which has resulted in the decrease of improper rental subsidy payments and in turn increased public housing rental income and/or decreased your housing assistance payments (HAP) expenditures in the Housing Choice Voucher (HCV) program. The purpose of this letter is to convey there is a need for your agency to use specific EIV reports to ensure correct household composition, as well as correct rental assistance for which the family is eligible. Below is a list of EIV reports that can assist you:

- ♦ **Deceased Tenants Report:** informs the PHA that there are deceased household members that are included in the family's composition. Staff should take the necessary corrective action to update the family composition contained in section 3 of the form HUD-50058 and transmit the revised form HUD-50058 into PIC.
- ♦ **Income Discrepancy Report:** informs the PHA that there are families that may not have reported complete and accurate income (wages, unemployment compensation and/or social security benefits). Staff should review the report and discuss with the tenant the disparities in income sources and amounts reported on the household's EIV income report which may not have been reported at the last income reexamination, take any necessary corrective action, update the family income information contained in section 7 of the form HUD-50058, and transmit a revised form HUD-50058 into PIC.
- ♦ **Failed Verification Report:** informs the PHA of any tenant whose identity can not be confirmed by the Social Security Administration (SSA) due to incorrect personal identifiers (DOB, surname, and/or SSN) recorded in section 3 of the form HUD-50058. Staff should review this report, obtain appropriate documentation from the tenant, update section 3 of the form HUD-50058, accordingly, and transmit a revised form HUD-50058 into PIC.
- ♦ **Failed EIV Pre-screening Report:** informs the PHA of any tenant who has failed HUD's EIV pre-screening process due to incorrect personal identifiers (DOB, surname, and/or SSN) or invalid form HUD-50058 transmitted (e.g. effective date of action is more than 16 months ago). Staff should review this report, obtain appropriate documentation from the tenant, update section 3 of the form HUD-50058, accordingly, and transmit a revised form HUD-50058 into PIC. For invalid form HUD-50058s, staff should review the error description and take appropriate action to correct the error and transmit a revised form HUD-50058 into PIC.

The Department is urging your agency to review these various reports, take the necessary corrective action to update family's pertinent information, and transmit the updated form HUD-50058 into the PIC system. Accessing the EIV reports listed above is easy as 1-2-3 and can be accessed at https://hudapps.hud.gov/HUD_Systems (screenshots and instructions are enclosed with this letter). Staff who may not be familiar with the EIV system may obtain free training offered by the Department via webcast. Staff may view beginner, intermediate and advanced EIV system training webcasts at <http://www.hud.gov/webcasts/archives/iv.cfm>. The training materials are located at: <http://www.hud.gov/offices/pih/programs/ph/rhiip/training.cfm>

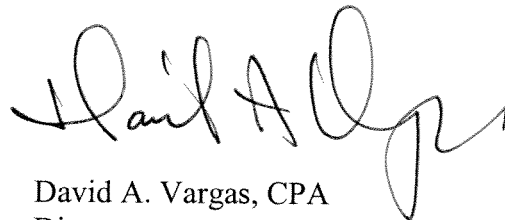
Your agency's actions will help to ensure that more eligible families are able to benefit from HUD's rental assistance programs and continue to contribute to the Department's reduction of improper rental subsidy payments. **Please ensure that these reports are accessed and data is updated by distributing this letter to the staff members responsible for either conducting annual /interim reexaminations or entering information on the form HUD-50058.** The EIV Coordinator in your local HUD office or HUD Headquarters will periodically review the above-referenced reports and may contact you if it is determined that additional technical assistance is needed.

Should you or your staff require further guidance or technical assistance, please contact Shaye Hardy at www.PIH.RHIIP.TA@hud.gov.

Sincerely,



Nicole Faison
Director
Office of Public Housing Programs



David A. Vargas, CPA
Director
Office of Housing Voucher Programs

Enclosures (6 pages)

Accessing the Deceased Tenants Report

The screenshot shows the 'Report Selection' page within the HUD EIV system. The breadcrumb trail at the top reads 'Verification Reports >> Deceased Tenants Report >> Report Selection'. On the left is a navigation menu with the following items: 'Welcome NICOLE X FAISON', 'Back to Secure Systems', 'Income Discrepancy Report', 'Income Discrepancy Report', 'Income Information', 'By Head of Household', 'By Reexamination Month', 'New Hires Report', 'Verification Reports', 'Existing Tenant Search', 'Multiple Subsidy Report', 'Identity Verification', and 'Deceased Tenants Report' (which is highlighted). The main content area has a title bar 'Report Selection' and three dropdown menus: 'Program Type:' set to 'All PIH Programs', 'Reexamination Month:' set to 'All', and 'Select Region:' with a search icon and the text 'PHA' and 'AK001 AHFC'. A 'Get Report' button is located below these fields.

Step 1: To access the Deceased Tenants Report log onto the web-based EIV system at https://hudapps.hud.gov/HUD_Systems.

Step 2: Once logged into the system, scrolled down the left side of the screen and double click on the **Deceased Tenants Report** link (located under the **Verification Reports** header). Select the program for which you desire to run the report for (Public Housing, Section 8 or all PIH programs). You may also select a specific reexam month; however, the system automatically defaults to **All** (which HUD recommends that you use). If you are responsible for more than one PHA, be sure to select the appropriate PHA code in the PHA drop down menu.

Step 3: Double click on the **Get Report** button. The report will then display on the screen and can easily be downloaded into Excel or printed for your convenience.

Note: This report contains full social security numbers of tenants. Please ensure that this report is safeguarded to prevent improper disclosure of private information.

Accessing the Income Discrepancy Report

The screenshot shows the 'Enterprise Income Verification' web application. On the left is a navigation menu with links: 'Welcome NICOLE X FAISON', 'Back to Secure Systems', 'Income Discrepancy Report', 'Income Discrepancy Report', 'By Head of Household', 'By Reexamination Month', and 'New Hires Report'. The main content area is titled 'Income Discrepancy Report >> Report Selection'. It contains a section 'Select Program Type, Reexamination Month and Threshold Value:' with three dropdown menus: 'Program Type' (set to 'All PIH Programs'), 'Reexamination Month' (set to 'ALL'), and 'Threshold' (set to '100 %'). Below this is a 'Select Region:' section with a dropdown menu showing 'PHA' and a list of codes 'AK001 - AK001 AHFC'. A 'Get Report' button is located at the bottom of the form.

Step 1: To access the **Income Discrepancy Report** log onto the web-based EIV system at https://hudapps.hud.gov/HUD_Systems.

Step 2: Once logged into the system, double click on the **Income Discrepancy Report** link (located on the left side of the screen) under the **Income Discrepancy Report** header). Select the program for which you desire to run the report for (Public Housing, Section 8 or all PIH programs). You may also select a specific reexam month; however, the system automatically defaults to **All** (which HUD recommends that you use). Last, choose the threshold level (percentage of potential unreported income). HUD recommends that you use the 100% threshold level. If you are responsible for more than one PHA, be sure to select the appropriate PHA code in the PHA drop down menu.

Step 3: Double click on **Get Report** button. The report will then display on the screen and can easily be downloaded into Excel or printed for your convenience.

Note: This report contains full social security numbers of tenants. Please ensure that this report is safeguarded to prevent improper disclosure of private information.

Accessing the Failed Verification Report

The screenshot shows the 'Enterprise Income Verification' web application. At the top, there is a navigation bar with links for 'HUD Home', 'PIH Home', 'EIV Home', and 'Search'. Below this, the main header reads 'Enterprise Income Verification'. On the left side, there is a vertical menu with the following items: 'Back to Secure Systems', 'Income Discrepancy Report', 'Income Discrepancy Report', 'Income Information', 'By Head of Household', 'By Reexamination Month' (which is highlighted with a black background), and 'New Hires Report'. The main content area is titled 'Income Information >> By Reexamination Month'. Below this title, there is a instruction: 'Select Program Type, Reexamination Month and Participant Code. Click Search to retrieve reports summary:'. There are three dropdown menus: 'Select Program Type:' with 'All PIH Programs' selected, 'Select Reexamination Month:' with 'All' selected, and 'Select Participant Code:' with 'KS002 TOPEIA' selected. A 'Search' button is located to the right of the third dropdown menu.

Step 1: To access the **Failed Verification** Report log onto the web-based EIV system at https://hudapps.hud.gov/HUD_Systems.

Step 2: Once logged into the system, double click on the **By Reexamination Month** link (located on the left side of the screen under the **Income Information** header). Select the program for which you desire to run the report for (Public Housing, Section 8 or all PIH programs). You may also select a specific reexam month; however, the system automatically defaults to **All** (which HUD recommends that you use).

Step 3: Double click on **Search** button. The following page is displayed. Double click on the **Failed Verification Report** link. The report will then display on the screen and can easily be downloaded into Excel or printed for your convenience.

Income Information >> By Reexamination Month >> Reports Summary

Select Program Type and Reexamination Month. Click Search to retrieve reports summary:		
Select <u>P</u> rogram Type:	All PIH Programs ▼	
Select Reexamination <u>M</u> onth	All ▼	
Select Participant <u>C</u> ode	KS002 TOPEKA ▼	Search
Reports Summary as of September 07, 2008		
Report Type	Number of Households	Number of Members
Income Report	1,679	2,199
Income Discrepancy Report	164	--
Failed Verification Report	43	45
Failed EIV Pre-Screen Report	39	82
No Income Report	26	61
New Hires Report	359	393

Note: The report (s) links will not be active because of any of the following reasons.

- The number of households for display is more than the specified limit when 'All' is selected in the reexamination month.
- If the number of households is Zero (0).

***Note:** This report contains full social security numbers of tenants. Please ensure that this report is safeguarded to prevent improper disclosure of private information.*

Accessing the Failed EIV-Prescreening Report

The screenshot shows the 'Enterprise Income Verification' web application. At the top, there are links for 'HUD Home', 'PIH Home', 'EIV Home', and 'Search'. Below the header, the main content area is titled 'Income Information >> By Reexamination Month'. On the left side, there is a vertical navigation menu with the following items: 'Back to Secure Systems', 'Income Discrepancy Report', 'Income Discrepancy Report', 'Income Information', 'By Head of Household', 'By Reexamination Month' (which is highlighted with a red box), and 'New Hires Report'. The main content area contains a form with the instruction: 'Select Program Type, Reexamination Month and Participant Code. Click Search to retrieve reports summary:'. The form has three fields: 'Select Program Type:' with a dropdown menu showing 'All PIH Programs', 'Select Reexamination Month:' with a dropdown menu showing 'All', and 'Select Participant Code:' with a text input field containing 'KS002 TOFEKA'. A 'Search' button is located to the right of the text input field.

Step 1: To access the **Failed EIV Pre-screening Report** log onto the web-based EIV system at https://hudapps.hud.gov/HUD_Systems.

Step 2: Once logged into the system, double click on the **By Reexamination Month** link (located on the left side of the screen under the **Income Information** header). Select the program for which you desire to run the report for (Public Housing, Section 8 or all PIH programs). You may also select a specific reexam month; however, the system automatically defaults to **All** (which HUD recommends that you use).

Step 3: Double click on **Search** button. The following page is displayed. Double click on the **Failed EIV Pre-screening Report** link. The report will then display on the screen and can easily be downloaded into Excel or printed for your convenience.

Income Information >> By Reexamination Month >> Reports Summary

Select Program Type and Reexamination Month. Click Search to retrieve reports summary:		
Select <u>P</u> rogram Type:	All PIH Programs ▾	
Select Reexamination <u>M</u> onth	All ▾	
Select Participant <u>C</u> ode	KS002 TOPEKA ▾	Search
Reports Summary as of September 07, 2008		
Report Type	Number of Households	Number of Members
Income Report	1,679	2,199
<u>Income Discrepancy Report</u>	164	--
<u>Failed Verification Report</u>	43	45
<u>Failed EIV Pre-Screen Report</u>	39	82
<u>No Income Report</u>	26	61
<u>New Hires Report</u>	359	393

Note: The report (s) links will not be active because of any of the following reasons.

- The number of households for display is more than the specified limit when 'All' is selected in the reexamination month.
- If the number of households is Zero (0).

***Note:** This report contains full social security numbers of tenants. Please ensure that this report is safeguarded to prevent improper disclosure of private information.*