



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

OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

January 19, 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 Section 8 program indicates that your agency may not have successfully submitted a timely updated form HUD-50058 to PIC and/or your agency may have made improper payments to landlords on behalf of deceased single member, Section 8 households identified in the attached report. 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, not made an improper payment, improper payments made have been recovered from the landlord, and/or your agency has repaid its Housing Choice Voucher (HCV) program, the amount of improper payments which have not been recovered from the landlord.

**Required PHA Actions:**

1. Review the attached *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. Notify the landlord of deceased tenant.

**Items 4-6 are applicable to only deceased single member households & households in which the only surviving household member is a live-in aide(s) or an ineligible household member:**

5. Discontinue Housing Assistance Payment (HAP) to landlord, effective the last day of the month in which the death occurred.


6. If landlord has received HAP for any month following the month in which the death occurred, recover the overpaid HAP through offsetting of subsequent landlord HAP checks or require the landlord to repay your agency within 30 days of PHA notice.
7. If your agency is unsuccessful in recovering overpaid HAP to the landlord, within 60 days of this notice, your agency **must** reimburse it's HCV net restricted assets (NRA) account from either, unrestricted net assets (UNA), central office cost center (COCC), or other non-Federal funds.
8. Submit documentation<sup>1</sup> outlined in the attached *Deceased Tenant Case Review Documentation Checklist* to [PIH.ImproperPayments@hud.gov](mailto: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.

If your staff has not already done so, they should review the attached PIH Notices (2011-65 and 2010-50), 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 via email at [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV) or phone (202) 475-7963. Please ensure the requested documentation is submitted to HUD REAC via email **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,



David A. Vargas, CPA  
Deputy Assistant Secretary

Attachments

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