

**Enterprise Income Verification (EIV 9.1)**  
**System User Manual**  
**For**  
**Public Housing Program Users**

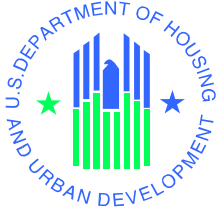
U.S. Department of Housing and Urban Development

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**User Manual  
for  
Public Housing Program Users  
Authorization Memorandum**

I have carefully assessed the EIV User Manual 9.1 for Public Housing Program Users. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_ The Document is accepted.

\_\_\_\_\_ The Document is accepted pending the changes noted.

\_\_\_\_\_ The Document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_  
David Sandler  
IT Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nicole Faison  
Advisor, Real Estate Assessment Center - PIH Program Manager

\_\_\_\_\_  
Date

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## WHAT'S NEW IN THE EIV SYSTEM 9.1 RELEASE FOR PIH USERS?

Below are the lists of changes included in the EIV 9.1 release.

Function	Description
<b>Income Information</b>	
<b>By Reexamination Month</b>	<ul style="list-style-type: none"> <li>• <b>Provided the Income reports</b> with last name search for the Head of Household's last name. By default, <b>the report displays</b> with HoH with last name starting with 'A'</li> <li>• Added the Printer-friendly report with certification page information for batch printing.</li> </ul>
<b>New Hires Report</b>	<ul style="list-style-type: none"> <li>• Provided a System administration parameter with which the period of review can be changed by the System Administration in EIV. This is transparent to the users.</li> </ul>
<b>Verification Reports</b>	
<b>Deceased Tenant Report at all levels</b>	<ul style="list-style-type: none"> <li>• Added four new fields to the Report (Number and % of PHAs with deceased single member households, Number and % of deceased single member households).</li> <li>• Modified the Deceased Tenant Report selection page adding a new selection criteria called 'Household Type' with the following values: (Single Member households, Multiple Member households, and All households).</li> </ul>
<b>User Certification Period changes</b>	
<b>ALL EIV PIH Users</b>	<ul style="list-style-type: none"> <li>• The certification period in EIV has been made six months (semiannual) from three (quarterly).</li> </ul>
<b>EIV- Navigation Page</b>	
<b>Income Discrepancy Report</b>	<ul style="list-style-type: none"> <li>• The Income Discrepancy Report link has been moved under the Verification Reports section.</li> </ul>
<b>Debts Owed to PHAs and Terminations Reports</b>	
<b>Search for Former Tenant and on the Report page</b>	<ul style="list-style-type: none"> <li>• Added a new column to reflect the End of Participation date from the IMS system.</li> </ul>
<b>Enter Update Information Page</b>	<ul style="list-style-type: none"> <li>• Added the ability for PHAs to indicate the existence of a repayment agreement with a former tenant who owes outstanding debt. Placed the Repayment Agreement Checkbox below the Bankrupt checkbox for PHA selection.</li> <li>• Added the ability to indicate that the former tenant has defaulted on a repayment agreement.</li> </ul>
<b>Search for Former Tenant</b>	<ul style="list-style-type: none"> <li>• Added the ability to search and access the results for any individual who was a part of the household with EOP status.</li> </ul>

# **1.0 GENERAL INFORMATION**

## 1 GENERAL INFORMATION

The purpose of this document is to provide instructions on the use of the Enterprise Income Verification (EIV) system for Public Housing program users. This document focuses on end-user functionality for viewing PIH tenant's income and benefits information in the support of rent subsidy projections and navigating the EIV system.

### 1.1 System Overview

The EIV system is used to support up-front income verification by providing income information to be used by PHA's during tenant recertification as well as related tools to be used in identifying possible dual entitlement situations and whether applicants already are receiving HUD rental housing assistance. It provides a secure portal to reports on PIH household wages, unemployment insurance benefits and social security/supplemental income. EIV is a Web-based system, allowing access to information across secure Internet connections to the HUD application server using Microsoft Internet Explorer Version 6.0 and higher.

### 1.2 Project References

The following documents were used in preparation of this document:

References
EIV PIH User Manual, EIV Version 9.0, September, 2009
EIV PIH User Administration Manual, EIV Version 9.0, September, 2009
EIV 9.1 Needs & Business Requirements Document, dated October, 2009
EIV 9.1 Requirements Traceability Matrix, dated October 2009

### 1.3 Authorized Use Permission

#### 1.3.1 Security

EIV contains personal information concerning tenants that are covered by the Privacy Act such as wage and income data about private individuals, as well as identifying information such as Social Security Number, name, address, and employment information. This information may only be used for limited official purposes, which are tenant recertification and oversight of the tenant recertification process (which includes use by OIG and GAO). It does not include sharing with governmental entities not involved in the recertification process. Users are encouraged to refer any non-standard requests for access to HUD management and to report any unauthorized disclosure of EIV data to the manager of the HUD Privacy Act Officer or to the Office of Inspector General.

All EIV users must adhere to the EIV Rules of Behavior they would have signed as part of the employee EIV Access Authorization form. A copy is available on the EIV System Information web page.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

If for some reasons you have not signed this form, please do so and give it to your EIV User Administrator.



The EIV Rules of Behavior clearly delineate responsibilities of, and expectations for, all individuals with access to the EIV system. Non-compliance with these rules by HUD employees will be disciplined through sanctions commensurate with the level of infraction. Sanctions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination depending on the severity of the violation. Non-compliance with these rules by HUD business partners will result in actions commensurate with the level of infraction. Sanctions may range from a verbal or written warning to termination of the individual's access rights to termination of the access of the HUD business partner and its users. In addition, legal action may be taken for violations of the Privacy Act, whether the offender is public or private.

Access to data concerning Public Housing program tenants is logged as part of the effort to protect the data and provide traceability should a questionable event occurs.

### **1.3.2 User Accounts**

User accounts for EIV are provided on a need-to-know basis, with appropriate approval and authorization.

EIV implements a role-based authorization scheme to grant PIH users access to the EIV PIH system content. An EIV Public Housing program user belongs to a security level based on their organization (Headquarters, HUB, TARC, Field Office, or PHA), and a role, based on their job responsibilities and functional needs. Section 2.3 of this document provides a list of security levels and roles defined for Public Housing program users.

### **1.3.3 Security Awareness**

New EIV users are to receive as part of their training a familiarization with the requirements of the Privacy Act. Users are required to have annual security awareness training to refresh and update their initial security awareness training. Potential EIV users must sign the EIV Access Request to signify that they understand and accept the EIV Rules of Behavior. Guidance concerning security has been posted on the EIV web page.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

The complete text of the Privacy Act is available at:

<http://www.usdoj.gov/foia/privstat.htm>

### **1.3.4 Security Procedures**

The WASS system, through which all the users access EIV, provides a timeout that disables access to the system after a 30-minute pause in use. That, in and of itself, is not enough protection. Users should not leave their PC's unattended when access to WASS or any system accessible through WASS is possible. Users should be aware that logging out from EIV to WASS is not sufficient in that clicking on the link to EIV will allow reentry to the EIV system. The activation of a screen saver is one way to protect access through an unattended PC. Another is to close the browser window. It is possible to do so by going through the WASS closing routine which includes saying yes to the question of whether to close the

window. It is easier and quicker to close the browser window by clicking the X in the upper-right-hand corner of the browser screen.

EIV printed outputs and downloaded data that contain Privacy act information should be treated as sensitive. The printouts and downloaded data copied on disks or other magnetic media should be locked in a secure place when not in use and destroyed when not needed. All EIV printed reports containing sensitive data will display the name and partial UserID of the requestor.

Other security considerations relate to the physical security of the area where the EIV system is used, and policies and procedures that are enforced by management. Guidance concerning security practices, governing the work area and storage of paper records containing personal information and their destruction when they no longer are needed, may be found at the EIV Information Web site.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

### 1.3.5 Audits and User Activity Logging

Users of EIV should be aware that user activities and tenant data access activities within the system are logged for security audit and reporting purposes. These audits may include records of successful access of sensitive data to which the user is authorized.

Changes to the user roles and user certification transactions are also logged.

## 1.4 Points of Contact

### 1.4.1 Information

Name	Organization	Telephone	Email
David Sandler	HUD/PIH	202-475-8941	David.Sandler@hud.gov
Nicole Faison	HUD/PIH	202-475-7963	Nicole.Faison@hud.gov
Vasanth Kutty	HUD/PIH	202-475-8847	Vasanth.K.Kutty@hud.gov

### 1.4.2 Coordination

Coordination is required with the following organizations in order to successfully implement all EIV releases:

Office of Public and Indian Housing (PIH)
The Office of the Chief Information Officer (OCIO)
EIV Integrated Project Team (IPT)
PIH-REAC Development Coordination Group (DCG)
Information Management System (IMS)
Web Access Security Subsystem (WASS) team
Housing’s Tenant Rental Assistance Certification System (TRACS) team

### 1.4.3 Help Desk

The HUD Help Desk should be contacted for support and help questions regarding standard HUD PC applications, all IT problems and password resets. Users are encouraged to refer any non-standard

requests for access to HUD management. Actual or suspected incidents of intrusion into the EIV system (“hacking”) should be reported to the HUD Help Desk, which will inform the HUD CIO Emergency Response Team. The National Help Desk call line is open to receive calls from HUD users 24 hours a day, 365 days a year (1-888-245-4860). Any incidents of unauthorized disclosure of EIV data should be immediately reported to the HUD Privacy Act Officer or to the Office of Inspector General. After any of the above situation reports have been made, to facilitate coordination please also inform the PIH Headquarters User Administrator via email at PIH.RHIIP.TA@HUD.GOV.

For issues related EIV application access, contact the EIV Coordinator of your local HUD office.

Any problems with WASS should be reported to the REAC Technical Assistance Center (TAC) at 1-888-245-4860 or select “Contact Us” on the REAC Online Web.

[<http://www.hud.gov/offices/pih/about/css.cfm>]

### 1.5 Organization of the Manual

Listed below are each of the chapters contained in this manual, along with a brief description of their content:

- **Chapter 1, General Information** – Provides an overview of the EIV system as well as diagram of the system. It also provides a tour of the user interface.
- **Chapter 2, System Summary** – Provides a high level overview of the system functionality available to EIV users.
- **Chapter 3, Getting Started** – Details how to access EIV system, the basic system interfaces and the basic navigation techniques.
- **Chapter 4, Using the System (Online)** – Describes the user interface for accessing income information and the Income Discrepancy report and provides instructions for its use.
- **Chapter 5, Using the System (Batch)** – Provides a brief description of EIV PIH batch processing.
- **Chapter 6, Querying** – Provides a detailed description of EIV PIH Querying capabilities.
- **Chapter 7, Reporting** – Provides a detailed description of EIV PIH Reporting capabilities.

### 1.6 Abbreviations and Acronyms

The following terms, abbreviations and acronyms may or may not appear in this document. They are provided for reference and clarity.

Acronym	Definition
C&A	Certification and Accreditation
CAN	Claim Account Number
CCB	Change Control Board
CCMB	Configuration Change Management Board
CM	Configuration Management
CMRB	Configuration Management Review Board
COTR	Contracting Officer’s Technical Representative
DCG	Development Coordination Group
DRP	Disaster Recovery Plan
DTS	Data Transmission Services

Acronym	Definition
EDI	Electronic Data Interchange
EIV	Enterprise Income Verification
FEIN	Federal Employer Identification Number
FIPS	Federal Information Processing Standards
FISCAM	Federal Information System Controls Audit Manual
FISMA	Federal Information Security Management Act
FO	Field Office
FOIA	Freedom of Information Act
Form HUD-50058	Form used to submit resident characteristics and tenant income data to HUD
FOUO	For Official Use Only
FTP	File Transfer Protocol
GTM	Government Technical Monitor
GTR	Government Technical Representative
HHS	U.S. Department of Health and Human Services
HOH	Head of Household
HOUSING	Office of Housing
HUB	Not an acronym. FO's are classified into two categories -- HUB and Program Center. A HUB can be a stand-alone FO or have another offices or program centers report to it.
HUD	US Department of Housing and Urban Development
ICN	Income Control Number
MOA/U	Memorandum of Agreement / Understanding
MTW	Moving To Work
NDNH	National Directory of New Hires database
NIST	National Institute of Standards and Technology
OIG	Office of Inspector General
OMB	Office of Management and Budget
OPC	Office of Procurement & Contracts
PD&R	HUD's Office of Policy, Development and Research
PI	Period of Income
PIA	Privacy Act Assessment
PIC	Public & Indian Housing Information Center
PIH	HUD's Office of Public & Indian Housing
POA&M	Plan of Action and Milestones
PVCS	Project Version Control System
PWS	Performance Work Statement
QA	Quality Assurance
QU	Quarterly Update
QW	Quarterly Wage
RHIIP	Rental Housing Integrity Improvement Project
RIM	Rental Integrity Monitoring
SPH	HUD's Security Program Handbook
SPP	Security Program Policy
SS	Social Security

Acronym	Definition
SSA	Social Security Administration
SSAA	System Security Authorization Agreement
SSI	Supplemental Security Income
SSO	Single Sign On (used in WASS)
SSP	System Security Plan
TARC	Troubled Agency Recovery Center
TASS	Tenant Assessment Subsystem
TRACS	Tenant Rental Assistance Certification System
TTP	Total Tenant Payment
V V&T	Validation, Verification & Test Plan
W-4	Federal form used to collect New Hires data
WASS	Web Access Security Subsystem

## **2.0 SYSTEM SUMMARY**

## 2 SYSTEM SUMMARY

EIV is responsible for handling:

- Collection and processing of W-4 data, wages, unemployment benefits from NDNH (National Directory of New Hires)
- Collection and processing of Social Security/Supplemental Security Income and disability benefits from SSA (Social Security Administration)
- Logging and reporting of errors and discrepancies between tenant’s reported income data (from Form 50058) and actual reported wages
- Providing statistical information on the new hires information, identity verification, immigration status, deceased tenants and on tenants receiving multiple subsidies.
- User administration functions, such as User Maintenance and User Certification.
- Logging of user activities and access to tenants information
- Providing statistical information on the debts owed to PHA's and terminations

The table below lists the online functions of EIV available to PIH users with Occupancy Specialist role.

Function	Description
<p><b>Debts Owed to PHA's and Terminations</b> Search for Former Tenant Debts Owed to PHA's and Terminations Report</p>	<p>The <b>Search for Former Tenant</b> provides the capability to search for an applicant or participant, to determine if the individual owes a debt to another PHA anywhere in the nation, or has been terminated or evicted from Public Housing and Housing Choice Voucher programs.</p> <p>The <b>Debts Owed to PHA's and Terminations Report</b> provides the statistics of total debt amount owed to PHA's and terminations of EOP Tenants from PHVP Programs at various HUD levels (HUD, STATE, HUB, FO, TARC, and PHA).</p>
<p><b>Income Information</b> By Head of Household By Reexamination Month New Hires Report</p>	<p>This function provides the following capabilities:</p> <p>Enabling search of household information by the Head of Household and by Reexamination Month for all households including MTW households.</p> <p>The <b>By Head of Household</b> option provides an online view of PIH household summary information and income details (W-4, Wages, Unemployment Benefits, Social Security/Supplemental Security Income, and Disability Benefits) collected from third-party sources and online view of the household’s income discrepancy information.</p> <p>It also allows PHA's staff to verify that the household and household member information is verified and validated against SSA.</p> <p>The <b>By Reexamination Month</b> option provides summary and detail information on the Income Report, New Hires Report, Income Discrepancy Report, Failed Verification Report, Failed EIV Pre- Screening Report, and No Income Report.</p> <p>The <b>New Hires Report</b> provides EIV users a list of households where at least one of the household members has new hires information in the 180 days following the date that an NDNH new hire record was received in EIV.</p>

Function	Description
<p><b>Verification Reports</b>                      Existing Tenant Search                      Multiple Subsidy Report                      Identity Verification Report                      Immigration Report                      Deceased Tenants Report  <b>Income Discrepancy Report</b></p>	<p>The <b>Existing Tenant Search</b> provides the capability to search by SSN and show information if the searched SSN already is receiving housing subsidies from any PIH or Multi-family Housing program.</p> <p>The <b>Multiple Subsidy Report</b> is used to identify for a selected PHA any households that receive assistance either from multiple PHAs or from both PIH and Multifamily programs. The report considers only the tenant who's IDs were successfully verified by SSA.</p> <p>The <b>Identity Verification Report</b> provides statistics concerning failed SSA and EIV pre-screening verification at HUD, STATE, HUB, FO and TARC levels. At the PHA level, the report displays the number of households and household members, who failed SSA verification, failed the EIV Pre-Screening process and who are pending verification along with their PHA.</p> <p>The <b>Immigration Report</b> is used to identify household members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or who are pending verification.</p> <p>The <b>Deceased tenant Report</b> provides the capability to view all active tenants in IMS/PIC who are deceased as per the SSA database at the HQ, State, HUB, FO, TARC, PHA and Project (for Public Housing) level.</p> <p>The <b>Income Discrepancy Report</b> provides the capability to view income discrepancy statistical data at HQ, State, HUB, Field Office, and PHA levels as well as detailed information at the Individual Household level.</p>

The table below lists the online functions of EIV available to PIH users with PHA level - **Program Administrator** role.

Function	Description
<p><b>Debts Owed to PHA's and Terminations</b>                      Search for Former Tenant                      Enter/Update Information                      Debts Owed to PHA's and Terminations Report</p>	<p><b>Search for Former Tenant</b> provides the capability to search for an applicant or participant to determine if the individual owes a debt to another PHA anywhere in the nation or has been terminated or evicted from the Public Housing and Housing Choice Voucher programs.</p> <p><b>Enter/ Update Information</b> provides PHA level users with the <b>Program Administrator</b> role the ability to enter information or edit entries concerning debt information or terminations from PHVP programs for EOPed tenants.</p> <p><b>Debts Owed to PHA's and Terminations Report</b> provides the statistics concerning former Tenants of total debt amount owed to PHA's and number of lease terminations for PHVP Programs at PHA level provided as per users access to the PHAs.</p>

**2.1 System Configuration**

Not Applicable.



## 2.2 Data Flows

The PIH tenant's income and benefits data in the EIV system come from a variety of sources:

1. **WASS** – is the only means of accessing EIV. WASS provides information concerning user logins to EIV. WASS also is used to assign EIV Multifamily Housing user roles. Additional EIV functions are implemented in WASS for the removal of ID access to EIV for failure to certify and changes through the EIV User Maintenance function.
2. **IMS/PIC Form 50058 Database** – provides EIV information submitted by PHA's concerning PHVP households including those participating in the Move to Work Initiative (MTW) including Name, SSN, Program Type, PHA, Address, and Projected Income from HUD forms 50058 and 50058MTW.
3. **TRACS** – provides EIV with information on households receiving Multi-Family Housing subsidies. PIH tenants are cross-referenced with the Multi-Family tenants for the Multiple Subsidy and Identify Verification reports.
4. **NDNH** – provides wages reported by State and Federal Agencies, unemployment insurance income reported by State Agencies, and W-4 data reported by State and Federal Agencies to the HHS Office of Child Support Enforcement (OCSE).
5. **SSA** – provides benefit information including disability, supplemental income, and Social Security payments for Public Housing. It also provides identity verification as part of the matching process with EIV.

EIV Benefits data from SSA are updated on a quarterly cycle, with data for one-third of the states in each monthly request. The monthly request also is augmented with information pertaining to new tenants (including newborns), portability move-ins and those in IMS/PIC adjustment transactions since the last cycle.

Data exchange with the NDNH databases follows a quarterly cycle for wage and unemployment data but W-4 data is updated monthly and all types of data are collected each month for new PIH tenants, household members who have turned 18 (no data is collected from NDNH concerning those under 18), portability move-ins and those in IMS/PIC adjustment transactions.

## 2.3 User Access Levels

EIV uses a role-based authorization scheme to grant PIH users access to EIV content. An EIV-PIH user belongs to a security level based on their organization (Headquarters, HUB, TARC, Field Office, or PHA), and a role, based on their job responsibilities and functional needs.

1. **Security level** – A user's access to data is limited to their organization level (Headquarters, HUB, TARC, Field Office, or PHA), and their specific organization.
  - Headquarters user can see nationwide data.
  - HUBs, TARCs, and Field Offices are restricted to their respective areas.
  - EIV supports the assignment of access to multiple PHAs under one WASS ID. Such an assignment will only be made to those PHA employees or contractors who access EIV and have that need documented in the User Administration file signed by the Director of the additional PHA.

2. **Role** – A role is an assigned right to use a distinct part of system functionality.

EIV PIH user roles include Occupancy Specialist, User Administrator, System Administrator and Security Administrator. A user's access to functionality is determined by the role or roles to which they were assigned. Each role provides access to a set of functions appropriate to that user type. For example, a PHA Occupancy Specialist can access income data features, but does not have access to user administration, security administration, or system administration features. A user can be assigned one or more roles. The functionality the user can access is a cumulative set of all features given to all roles to which the user has been assigned. Users are assigned roles that are limited in scope to their organizational level (i.e., PHA, Field Office, TARC, HUB, and Headquarters) and those below it. As part of separation of duties for security, users are discouraged from requesting and User Administrators are discouraged from granting the Security Administration role in combination with other EIV roles. However, it is recognized that this may not be practical for the smallest PHA's. EIV User Administrators are instructed to take away roles that no longer are needed and to terminate user access to EIV when the user retires, takes a different job or otherwise departs. If the user leaves employment at HUD, the User Administrator also is to request that the user's WASS ID be terminated. If the user leaves employment at a PHA, the User Administrator also is to request that the user's WASS ID be terminated unless they have taken a position at another PHA or MF Housing owner/agent, in which case, the WASS Administrator is to be informed of the fact situation.

3. **Development** – PHA access is assigned by Development with users restricted to the PHA's that were assigned to their WASS IDs. PHA users need have the respective development assigned to them under their PHA to access the EIV Income Reports.

## 2.4 Contingencies and Alternate Modes of Operation

EIV operates 24 hours a day, 7 days per week. The best times for use are on weekdays from 6:00 AM to 6:00 PM because batch jobs are run overnight and throughout the weekends. Starting on the evening of the first Friday of each month and throughout the weekend, EIV's performance may be noticeably degraded due to IMS/PIC monthly summarization. Notices of planned outages for system maintenance (as well as other guidance) will be posted on the EIV Information Web site.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

## 2.5 Accessibility and 508 Compliance

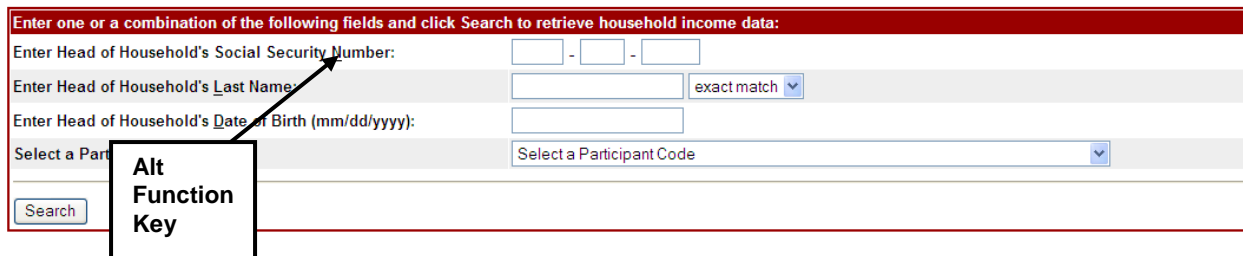
EIV is compliant with a 1998 amendments to the Rehabilitation Act of 1973, requiring Federal agencies to provide disabled employees access to information that is comparable to the access available to others. The EIV interface allows users to access fields using control keys in accordance with applicable standards in Section 508 of the Rehabilitation Act (29 U.S.C. 794d).

“§ 1194.21 Software applications and operating systems

(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.

(b) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.”

Keystroke access to fields is executed through use of the Alt function key. Adjacent to each field is text that provides instructions (see figure below). A keyword in the instructions contains one letter that is underlined. Holding down the Alt key while striking the letter on the keyboard, will place the cursor in the adjacent field (for example, Alt + N to enter a Social Security Number for the head of household).



Enter one or a combination of the following fields and click Search to retrieve household income data:

Enter Head of Household's N Social Security Number:  -  -

Enter Head of Household's Last Name:  exact match

Enter Head of Household's Date of Birth (mm/dd/yyyy):

Select a Part P  Select a Participant Code

**Alt  
Function  
Key**

Additional information about Section 508 standards is available from the Section 508 Web site maintained by the Center for IT Accommodation (CITA).

<http://www.section508.gov>

That site is maintained by the Center for IT Accommodation (CITA).

## **3.0 GETTING STARTED**

### 3 GETTING STARTED

EIV system content and functionality are displayed (through your browser) via a Web page. The layout and design of the page provide users with all the tools needed to quickly and easily take advantage of EIV features and functionality.

#### 3.1 Logging On

##### 3.1.1 Single Sign On (WASS)

Through the use of the WASS system, EIV has a single sign on feature which alleviates users from having to sign on and authenticate separately into each HUD application that they have been granted access.

There are 2 alternative URL links that are used to access WASS – one for external users and the other for internal user. The link for external users is:

[https://hudapps.hud.gov/HUD\\_Systems/](https://hudapps.hud.gov/HUD_Systems/)

The link for internal (intranet) users is:

<https://hudapps.hud.gov/ssmaster/>

WASS currently supports 4 types User IDs: The H (ID), C (ID), M (ID), and I (ID). The H (HUD employee) and C (HUD contractor) prefixes are used by internal users, while M (PHA user) and I (PHA independent auditor) are used by external users.

The following screen is provided for the EIV PIH users:

**User Login** help | home

Secure Systems  
Single Sign On

User ID

Password

Login Cancel

**ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.**

NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.

Content updated March 2, 2007

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

**Please** enter your User ID and your Password in the corresponding fields. Click the **Login** button for system access.

EIV is secure, and requires you to log in through your Internet browser using your ID and password to gain access. When you log into WASS, the features that you can access and data that you see are made available according to the roles assigned to you by your WASS Coordinator.

### 3.1.2 The WASS Log In Option

Upon successful log in, the user is taken to the **Legal Warning** page. If you are not familiar with the warnings, please read them before proceeding. Please also look at the message of the day, which may be of interest to you. To proceed, please click the **Accept button** shown on the screen below.

The screenshot shows the 'User Login' page for 'Secure Systems'. The page has a blue header with navigation links: 'faq | help | search | home | logout'. The main content area is white with a blue border. It features three sections: 'Legal Warning', 'Warning Notice', and 'Message of the Day'. The 'Legal Warning' section contains text about the misuse of federal information. The 'Warning Notice' section mentions browser compatibility. The 'Message of the Day' section says 'Welcome to Secure Systems' and includes 'Accept' and 'Logout' buttons. A callout box on the left points to the 'Accept' button with the text: 'Click Accept to enter WASS or Logout to exit WASS'. At the bottom, there is a date 'September 11th, 2009' and a 'Back to Top' link. The footer contains the U.S. Department of Housing and Urban Development address and contact information.

When the **Accept** button is clicked, the **Main Menu** page will be displayed. The menu will display all of the systems to which the user is authorized access through WASS. Choose the EIV option for EIV system entry. That option may be selected from either the Main Menu or the left panel on the same page. Click the **Enterprise Income Verification (EIV)** option.

Any questions related to the Public Housing program portion of EIV application should be referred to the EIV Coordinator of your local HUD office or [PIH.RHIIP.TA@HUD.gov](mailto:PIH.RHIIP.TA@HUD.gov), if your local HUD office is unable to assist you.

### 3.1.3 Select Program Office Page

When a user is assigned with both PIH and Multifamily Housing Program roles, the Select Program Office page is displayed, as shown below.

To access the PIH function, choose the **Office of Public and Indian Housing (PIH) – Access to Income Data by PHA** radio button and click the **Continue** button.

### 3.1.4 Acknowledgement Page for Non-PHA Users

For non-PHA users, the Acknowledgement Page is displayed as shown below when you log into EIV through WASS.

Before EIV will allow you to enter the system, you must acknowledge that you will be viewing and Privacy Act materials which must be safeguarded from unauthorized disclosure and attest that you have taken EIV and Security Awareness training. Once you have clicked on these boxes and the Continue box, EIV will allow you to enter the system.

**Enterprise Income Verification** HUD Home PH Home EIV Home Search Email

**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 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 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 obtained EIV system and/or Security Awareness training. Free HUD-sponsored EIV training is available online at <http://www.hud.gov/webcasts/archives/ph.cfm>

I acknowledge that I have participated in EIV System and annual Security Awareness training.

**Authorization for the Release of Information**  
The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies 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.

I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.

**Acknowledgement Check box**



### 3.1.5 Acknowledgement Page for PHA Users

For PHA users, the Acknowledgement Page is displayed as shown below when you log into EIV thru WASS. Before EIV will allow you to enter the system, you must acknowledge that you will be viewing and Privacy Act materials which must be safeguarded from unauthorized disclosure, attest that you have taken EIV and Security Awareness training, and affirm that a form HUD-9886 (or equivalent) is on file for each adult household member to be viewed. Once you have clicked on these boxes and the Continue box, EIV will allow you to enter the system. (Note: PHA users have one more check box affirmation than do HUD staff – the one concerning the need to have the form HUD-9886's on file.)

**Enterprise Income Verification** HUD Home PHH Home EIV Home Search Email

**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 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 fine of up to \$5,000 for each violation.

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Users are not permitted to access the EIV system if the user has not obtained EIV system and/or Security Awareness training. Free HUD-sponsored EIV training is available online at <http://www.hud.gov/webcasts/archives/ph.cfm>

I acknowledge that I have participated in EIV System and annual Security Awareness training.

**Authorization for the Release of Information**  
The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies 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.

I acknowledge that I understand that this system contains personal information covered by the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Access to this data is solely for governmental purposes. Any individual responsible for unauthorized disclosure or misuse of the private, personal information contained in this information system may be subject to civil or criminal penalties under the Privacy Act.

I certify that a valid form HUD-9886 or equivalent consent form meeting requirements under 24 CFR 5.230, signed by each household member who is at least 18 years of age, and each family head and spouse regardless of age, and for each adult household member, is on file for each household whose income data I view.

To view income data, check the affirmation checkbox to the left and then click on Continue.

**EIV System and Security Awareness Training Check box**

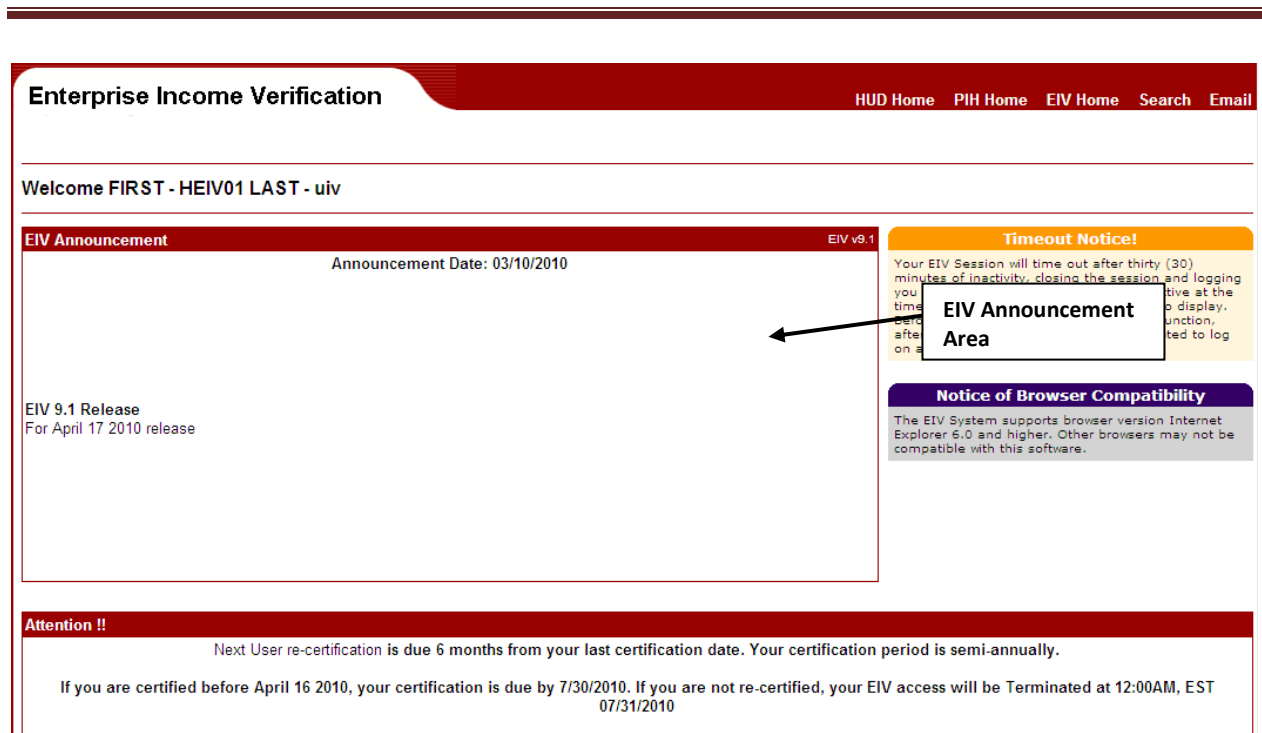
**Acknowledgement Checkbox**

**Affirm Checkbox**

### 3.1.6 Welcome Page

The EIV Welcome Page is displayed once you have acknowledged the legal notices. This page has two blocks, the Welcome block and the EIV Announcement block. The Welcome block, welcomes the User, and displays a Timeout Notice, Notice of Browser Compatibility and the Certification due date.

The EIV Announcement section on the welcome page consists of an announcement date and announcements of interest to EIV users.



## 3.2 System Menu

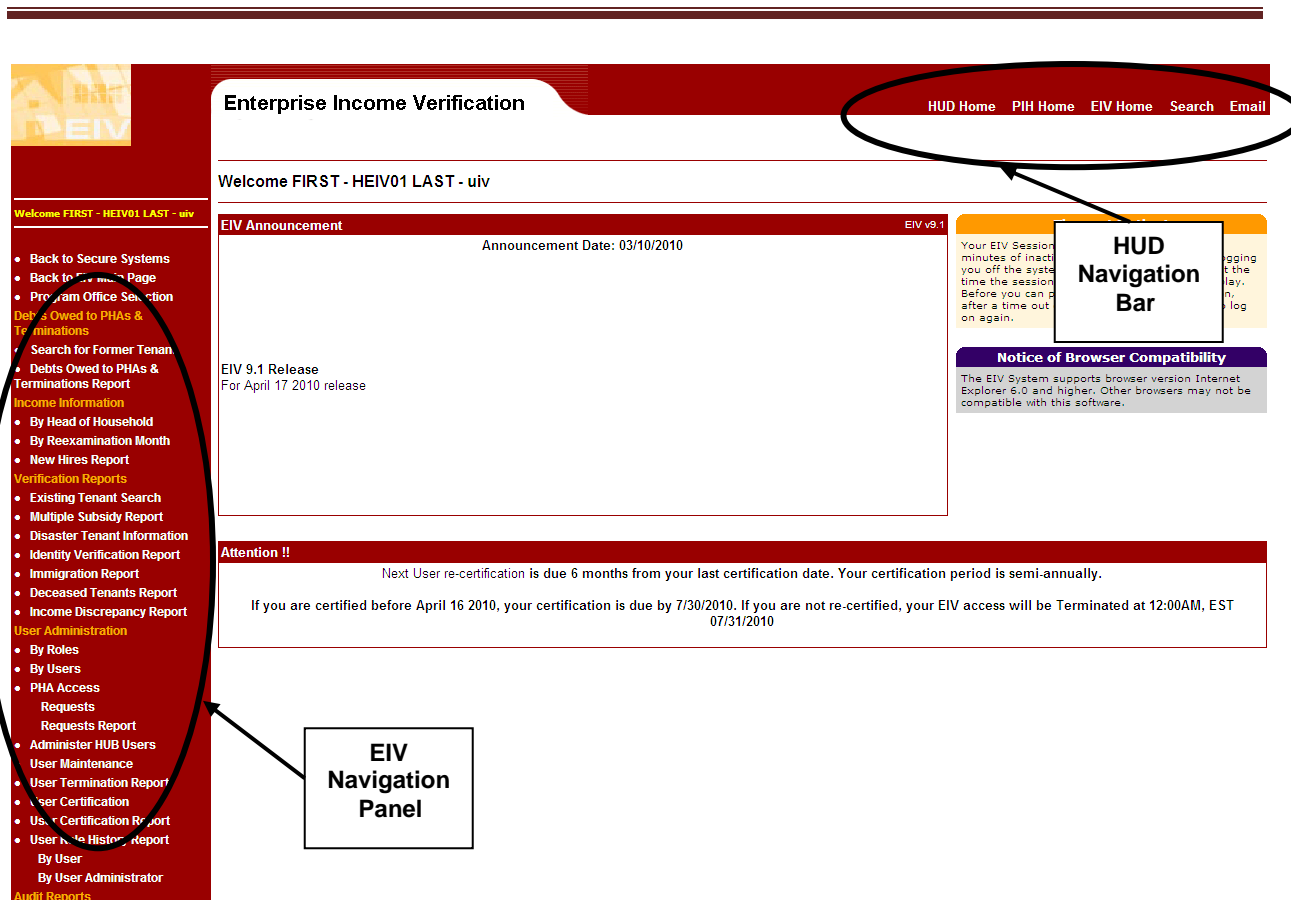
It will be useful for all users including new users to understand the common design elements in how EIV tools are placed on screen. Each page in EIV includes a work area in the middle of the screen as well as one or more tools to help the user access functions and move between screens.

### 3.2.1 Navigation Tools

Each EIV screen provides access to one or more of the following navigation tools:

- HUD Navigation Bar (located across the top of the screen)
- EIV Navigation Panel (located on the left-hand side of the screen)

The figure below illustrates the EIV common design.



### 3.2.2 HUD Navigation Bar

The HUD Navigation bar is displayed at the top of the page. It includes a series of hypertext links to help you quickly and easily navigate to information appearing on the HUD Web site. Click on a link to launch the associated Web page. The following link options are available:

- **HUD Home** – This link opens the main HUD web site.
- **PIH Home** – This link opens the Public and Indian Housing web page.
- **EIV Home** – This link opens the EIV System Information web page which contains useful information about EIV, links to related web pages and from which EIV manuals and forms may be downloaded.
- **Search** – This link opens the Search and Index page on the HUD Web site.
- **Email** – This link opens the Web page providing HUD departmental listings and its e-mail contact information.

### 3.2.3 Navigation Panel

The EIV Navigation Panel (also referred to as the Left-side Navigation Panel) is displayed on the left side of each Web page. It provides the user an access to those system functions enabled by the user's role(s). Each function has its own hypertext link and is grouped within category.

Because EIV security is controlled by role and organization level, the options appearing on the left-side navigation panel will vary, based on the user's role(s) and organization level. As an example, the

following is a listing of all the links that a Head Quarter (HQ) user with Occupancy Specialist role would find on the navigation panel.

Link Functions	Description
<b>Back to Secure Systems</b>	Terminates the current EIV session, logs the user off the EIV application, and displays the WASS Main page. Because the user already has signed on through WASS, the user is still connected to WASS.
<b>Back to EIV Main Page</b>	Navigates user to the EIV Announce Page.
<b>Program Office Selection</b>	Available to users assigned with both PIH and Office of Housing roles. Enables the user to choose Program Type.
<b>Debts Owed to PHA's and Terminations</b>	
<ul style="list-style-type: none"> <li>• Search for Former Tenant</li> </ul>	Navigates to the page for the Search for Former Tenant function. Use this page to search for individuals who owe debts to PHA's anywhere in the nation or who have had leases terminated or been evicted from Public Housing or had their Housing Choice Voucher program participation ended.
<ul style="list-style-type: none"> <li>• Enter/Update Information</li> </ul>	Navigates to the Notice Page of the Enter/Update Information Screen. Use this function to enter/edit debt information for former tenants. (Note: This report is displayed only for users who also have been assigned the Program Administrator role)
<ul style="list-style-type: none"> <li>• Debts Owed to PHA's &amp; Terminations Report</li> </ul>	Navigates to the search page for Debts Owed to PHA's & Terminations Report. Use this page to view Debts Owed to PHA's & Terminations statistical data for a specified region.
<b>Income Information</b>	
<ul style="list-style-type: none"> <li>• By Head of Household Information</li> </ul>	Navigates to the <b>Search for Head of Household Information</b> page. Use this page to search for head of household income data.
<ul style="list-style-type: none"> <li>• By Reexamination Month</li> </ul>	Navigates to the <b>Search for Head of Household</b> page and allows generation of summary reports by Program Type, Reexamination Month and Participant Code (all three together). It allows the user to select and generate the following summary reports: <ul style="list-style-type: none"> <li>• Income Summary Report</li> <li>• New Hires Report</li> <li>• Income Discrepancy Report</li> <li>• Failed Verification Report</li> <li>• Failed EIV Pre- Screening Report</li> <li>• No Income Report</li> </ul>
<ul style="list-style-type: none"> <li>• New Hires Report</li> </ul>	Navigates to the page from which the user may generate a New Hires report based on program Type, Reexamination Month and Region.
<b>Verification Reports</b>	
<ul style="list-style-type: none"> <li>• Existing Tenant Search</li> </ul>	Navigates to the page from which the user may enter a

Link Functions	Description
	SSN to learn whether an applicant already receives housing subsidies from PIH or Multi-family programs.
<ul style="list-style-type: none"> <li>Multiple Subsidy Report</li> </ul>	Navigates to the page from which the user may launch a report on Household members whom HUD records indicate received assistance from Multiple PHA or in both Public Housing and Section 8 programs within the same PHA. Use this report to view the basic information including the Member identifiers and PHAs and or project/ contract numbers of the Household member with subsidies
<ul style="list-style-type: none"> <li>Identity Verification Report</li> </ul>	Navigates to the page from which the user may launch the Identity Verification Report the scope of which will be according to the user's organization level and the scope of which may be filtered/narrowed by Program type, Reexamination Month, and Region. Use this report to view the results of SSA Identity Test and EIV Pre-Screening Test for a household member.
<ul style="list-style-type: none"> <li>Immigration Report</li> </ul>	Navigates to the page from which the user may launch the Immigration Report. Use this report to view the household members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible non-citizen or who are pending verification.
<ul style="list-style-type: none"> <li>Deceased Tenants Report</li> </ul>	Navigates to the page from which the user may launch the Deceased Tenants Report and allows generation of report based on the Program type, Reexamination Month, and Region.
<ul style="list-style-type: none"> <li>Income Discrepancy Report</li> </ul>	Navigates to the Income Discrepancy Report page. Use this page to view Income Discrepancy statistical data for a specified region. Users, with a role assigned based on their need to know, may access household data that will include personal information including SSN.
<b>External Links</b>	
<ul style="list-style-type: none"> <li>DHS SAVE System</li> </ul>	An external link ( <a href="http://www.vis-dhs.com">www.vis-dhs.com</a> ) navigating the user to the U.S. Citizenship and Immigration Services (UCIS) Verification Information Logon Page for the SAVE System.
<b>User Manual</b>	Navigates to the EIV User Manual. The manual may be downloaded or printed from here.
<b>Get Adobe Acrobat Reader</b>	Opens Web page (external website link) from which Adobe Acrobat reader may be downloaded. A copy of the Acrobat reader must reside on your PC in order to view the User Manual.

### 3.2.4 User Name

The logged in user name will be displayed on top of the navigation panel as illustrated below.

**User Name**

Enterprise Income Verification HUD Home PH Home EIV Home Search Email

Welcome FIRST - HEIV01 LAST - uiv

**EIV Announcement** EIV v9.1

Announcement Date: 03/10/2010

EIV 9.1 Release  
For April 17 2010 release

**Timeout Notice!**  
Your EIV Session will time out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

**Notice of Browser Compatibility**  
The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software.

**Attention !!**  
Next User re-certification is due 6 months from your last certification date. Your certification period is semi-annually.  
If you are certified before April 16 2010, your certification is due by 7/30/2010. If you are not re-certified, your EIV access will be Terminated at 12:00AM, EST 07/31/2010

### 3.2.5 Standard Features

EIV has the following standard features:

- Masking of Date of Birth
- Masking of Social Security Number
- Sort capability
- Pagination Capability
- Privacy Act Statement
- EIV User Identification
- Printer- Friendly Version
- Download to Excel

#### ***Masking of Date of Birth***

To maintain tenant privacy, the date of birth information is masked. The masking replaces the month and day values with an (X), displaying only the year value for verification purposes. For example, if a tenant's Date of birth is 06/06/1949, EIV will display the date of birth as, XX/XX/1949.

#### ***Masking of Social Security Number***

---

To maintain Tenant privacy, the Social Security Number information is masked except in the identity verification report and income discrepancy report. The masking replaces the first five digits of the SSN with an asterisk (\*), displaying only the last four numbers for verification purposes. For example, if a tenant's SSN is 999-99-9999, EIV displays the number as \*\*\*-\*\*-9999. Only groups judged to need access to income information along with personal identifiers are given access to the household level of the Income Discrepancy Report. Reasons for access are that the groups either need the information for further research of the tenant's actual income or investigation to validate a large apparent discrepancy. All others have access only to the summary level, which is required for income discrepancy analysis.

### ***Sort Capability***

The user interface equips most reports with sort icons that give the user control over the way the information on the table is displayed. For example, on the Income Discrepancy Report, the values displayed on the columns can be sorted. Adjacent to the column title is a pair of triangular icons used for this sorting functionality. Clicking the top triangle will rearrange the column in an ascending order (A-Z), while clicking the bottom triangle will rearrange the column in a descending order (Z-A). The sort action will sort the whole population of the records in the search result and will be displayed in-group of 50 per page.

### ***Pagination Capability***

Search results are displayed in groups of 50 records per page. Where there are more than 50 records in the search results, EIV has links to the other groups of records through Next Group link. Navigation to the next group of pages, previous group of pages, first page and last page of the search results are provided to allow the user to access different sets of search results.

### ***Privacy Act Statement***

The Privacy Act Statement "**Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.**" is displayed on the screen and printed on each page of the report containing household and wage information.

### ***EIV User Identification***

As a security measure printer-friendly report displays and output, list at the bottom of each page, the name and user ID (partial, with first 3 chars masked) of the user who requested it.

### ***Printer-Friendly Version***

The System provides printer-friendly versions for most reports. The printer-friendly version of a report can be accessed by clicking the **Printer-Friendly Version** link, provided just below the header section of the online report. When clicked, the system opens a pop-up window displaying the printable view of the online report. The report may be printed by clicking the **Print** button, provided in the pop-up window.

### ***Download to Excel***

The system provides the option to download many online reports into Microsoft Excel spreadsheets. User can download the report by clicking the **Download to Excel** link provided below the header section of the online report. When clicked, the system provides user with a file download dialogue box. Based on the user selection either the report is downloaded and saved or opened as a temporary Excel file.

---

### **3.3 System Modules**

#### **3.3.1 Debts Owed to PHA's and Terminations Module**

The Debts Owed to PHA's and Terminations module allows users to access former tenants' information of the debt owed to PHA's and termination to PIH programs.

The EIV online system allows EIV PIH users to access the following reports under this module:

- Search for Former Tenant
- Enter / Update Information (users with the PHA - Program Administrator role\*)
- Debts Owed to PHA's and Terminations Report

Every night, EIV calculates and generates the Debts owed to PHA's and terminations Report data automatically.

Section 4.1 of this document provides the full description of Search for Former Tenant, Enter/ Update Information, and Debts Owed to PHA's and Terminations Report.

\*: The Enter/ Update Information function is available ONLY at the PHA level, for the users with Program Administrator role)

#### **3.3.2 Income Information Module**

The EIV online system allows EIV PIH users to access income and benefits information collected from NDNH and SSA.

A PIH user may search for income information through the following options:

- By Head of Household Information
- By Reexamination Month
- New Hires Report

Section 4.2 of this document describes the search and access of income information for PIH tenants by Head of Household, by Reexamination Month and New Hires report.

#### **3.3.3 Income Discrepancy Report Module**

The Income Discrepancy Report compares the tenant's projected income as reported on form HUD-50058 to the actual income data compiled by EIV from NDNH and SSA.

Each weekend, EIV runs a batch process that calculates and generates updated Income Discrepancy Report data. Data included in the Income Discrepancy Report is based on a set of pre-determined discrepancy comparison criteria. Once calculated, income discrepancy data will remain in the EIV database until the next scheduled calculation date. Out-of-date data is purged during the calculation process. This means that if you need an Income Discrepancy Report from the current week to place in the file in support an action, you must print that report during the same week, before the data is updated.



---

Section 4.3 of this document describes the income discrepancy calculation and the generation of Income Discrepancy report.

### 3.3.4 Verification Reports Module

The EIV online system allows EIV PIH users to access the following verification reports:

- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report

Section 4.4 of this document provides full description of the Existing Tenant Search, Multiple Subsidy Report, Identity Verification Report, and Deceased Tenants Report.

## 3.4 Practices to be followed when working with EIV

### 3.4.1 Protecting Privacy Act Information

Because EIV contains sensitive Privacy Act information, it is extremely important that you avoid leaving the system, printouts or downloads containing personal information untended at your desk or where they may be seen if you have visitors. If you are done working using EIV for the day or if you will not need it for a while, the best practice is to close the browser window and either file or shred any printed output containing personal information. Disks or other electronic media containing downloaded personal information are to be stored away when not in use and destroyed when not needed. The easiest way to distinguish printed output containing Privacy Act information from summary reports is that the printouts containing Privacy Act information have the Privacy Act warning at the bottom of each page.

It should be kept in mind that IMS also contains information protected by the Privacy Act, so the same rules and practices apply.

### 3.4.2 Shifting Between EIV and other WASS Systems

If you need to exit EIV to work in another WASS system such as IMS/PIC, click on the **Back to Secure Systems** link to log out of EIV as shown below. This will bring you to the WASS Main Menu from which you may access other WASS systems to which you have been granted access. When you are done working in another system, from the WASS main menu, click on the **Enterprise Income Verification (EIV)** link and a new session of EIV will be opened.

### 3.4.3 If You Need to Leave Your Desk

**Please** do not leave your PC unattended with either EIV or WASS active. If WASS is active, someone can reenter EIV or access another WASS system to which you have access merely by clicking on the WASS link. If you intend to return to EIV or another system accessed through WASS, please activate a screen saver while you are away from your desk or if you have visitors. However, if you do not return within 30 minutes, your access to EIV and to WASS will have timed out.

### 3.4.4 When you are Done Working with EIV

When you are done working in EIV, and if you do not intend to work in another WASS system, it is important to exit both EIV and WASS by closing the browser. This may be accomplished by clicking on **Back to Secure Systems** from the top of the left-side menu and, once at the Secure Systems page, clicking on the **Logout** button and then clicking on **OK**. However, it is far simpler to close the browser window by clicking on the “X” in the upper-right-hand of the browser window. This may be done from within EIV.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Welcome FIRST - HEIV01 LAST - uiv

**EIV Announcement** EIV v9.1

Announcement Date: 03/10/2010

**Timeout Notice!**  
Your EIV Session will time out after thirty (30) minutes of inactivity, closing the session and logging you off the system. The page that was active at the time the session timed out will continue to display. Before you can perform another system function, after a time out occurs, you will be prompted to log on again.

**Notice of Browser Compatibility**  
The EIV System supports browser version Internet Explorer 6.0 and higher. Other browsers may not be compatible with this software.

**Attention !!**  
Next User re-certification is due 6 months from your last certification date. Your certification period is semi-annually.  
If you are certified before April 16 2010, your certification is due by 7/30/2010. If you are not re-certified, your EIV access will be Terminated at 12:00AM, EST 07/31/2010

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection
- Debt Owed to PHAs & Terminations
  - Search for Former Tenant
  - Debt 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
  - Disaster Tenant Information
  - Identity Verification Report
  - Immigration Report
  - Deceased Tenants Report
  - Income Discrepancy Report
- User Administration
  - By Roles
  - By Users
  - PHA Access Requests
    - Requests Report
  - Administer HUB Users
  - User Maintenance
  - User Termination Report
  - User Certification
    - User Certification Report
    - User Role History Report
  - By User
    - By User Administrator
- Audit Reports

**Secure Systems** Main Menu faq | help | search | home | logout

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**systems**

- Enterprise Income Verification (EIV)

Content updated September 11th, 2009

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U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

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### **3.4.5 It is Your Responsibility to Protect EIV**

Please remember that if you do not close the browser window to exit from EIV and WASS, those systems remain active for 30 minutes and it is possible to access EIV or other systems again without entering a password.

If you do not protect the system access that you have been granted through your WASS ID, you run the risk of being held accountable for what someone else may do.

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## **4.0 USING THE SYSTEM (ONLINE)**

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## 4 USING THE SYSTEM (ONLINE)

This section provides a detailed description of Debts Owed to PHA's and Terminations, Income Information, and Verification Reports modules available via EIV online.

### 4.1 Debts Owed to PHA's and Terminations Module

Under the **Debts Owed to PHA's and Terminations** Module, the following options are available

- Search for Former Tenant
- Enter/Update Information (users with the PHA - Program Administrator role)
- Debts Owed to PHA's and Terminations Report

#### 4.1.1 Search for Former Tenant

The **Search for Former Tenant** displays the information of an applicant or participant, to determine if the individual owes a debt to another PHA anywhere in the nation, or has been terminated or evicted from the Public Housing and Housing Choice Voucher programs

The former tenant's SSN can be searched through the screen shown below.

The screenshot shows the 'Enterprise Income Verification' header with navigation links for HUD Home, PIH Home, EIV Home, Search, and Email. Below the header, the breadcrumb 'Debts Owed to PHAs & Terminations >> Search for Former Tenant' is visible. The main form area has a title bar that reads 'Search for Former Tenant - Enter SSN and click on Get Information button'. The form contains a label 'Enter Social Security Number' followed by three input boxes separated by dashes, and a 'Get Information' button.

Search for Former Tenant

The resulted report as illustrated below will show the Head of Household (HOH) information related to the debt/ termination reasons along with the Household Member List and Notice to Head (including Co-Head, if any).

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer-Friendly Version](#)

Debt Owed to PHA & End of Participation Report for Household of SUSAN N NDERI as of 04/14/2010			
Date of Initial Entry:	09/21/2009	Date of Update:	-
Updated By:			
PHA Code:	NH001	Program Type:	Public Housing
PHA Name:	Manchester Housing & Redevelopment Authority	Project:	NH001000001
PHA Address:	198ivelmzsvghvsxmzn,NH 04314-8138		
PHA Telephone Number:	(603) 624-2100	PHA Fax Number:	(603) 624-2104
Former Tenant Address:	-		
End of Participation Date:	08/05/2008	Bankruptcy:	
Debt Owed to PHA:	\$0.00	Repayment Agreement:	
End of Participation Status:		Default on Repayment Agreement:	
Head of Household:	SUSAN N NDERI		
Social Security Number:	***-**-9999	Date of Birth:	XX/XX/1977

Printer-Friendly Version

Household Members List

Notice to Head of Household

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-9999	KEITH	NDERI SKUDI	XX/XX/2004	3	Other Youth Under 18	Verified
***-**-9999	TIMOTHY	SKUDI	XX/XX/2003	5	Other Youth Under 18	Verified
***-**-9999	SUSAN	NDERI	XX/XX/1977	30	Head	Verified

**Notice to SUSAN N NDERI:**

This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**Important Information:**

- Upon your request, the PHA must give you the information that pertains to you and maintained in HUD's EIV system.
- All PHAs that administer the Public Housing and Housing Choice Voucher (HCV) programs have access to debts owed and termination information of all former program participants.
- If you tell the PHA that your record contains inaccurate information, the PHA must promptly investigate the matter and inform you in writing the outcome of their investigation.
- The PHA must correct or, as the case may be, delete inaccurate debt owed or termination information contained in the EIV system.
- Debt owed and/or termination information will be maintained in EIV for a period of ten (10) years from the end of participation date.
- Your future request (application) for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a housing program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - M00XXX FIRST - M00337 LAST - uiv

The report displays the following information for the HOH.

- Date of Initial Entry
- Date of Update
- Updated By
- PHA Code
- Program Type
- PHA Name
- Project
- PHA Address
- PHA Telephone Number
- PHA Fax Number
- Former Tenant Address
- End of Participation Date
- Bankruptcy
- Debt Owed to PHA

- 
- Repayment Agreement
  - End of Participation Status
  - Default on Repayment Agreement
  - Head of Household Name
  - Social Security Number
  - Date of Birth

The user may print the report by clicking on **Printer Friendly Version** link in the upper-right hand corner of the report. The printer-friendly page contains the first name, last name, and user ID (partial) of the user who is printing the page along with the Privacy Act statement. When finished reviewing the printer-friendly version, click the Close (X) button or File → Close to return to the online page

#### **4.1.2 Enter/Update Information**

The Enter/Update Information is used to generate a list of EOP Tenants. Users with the Program Administrator role may use documented sources to enter information concerning the debt balance amount owed to the PHA or concerning the circumstances under which a tenant was evicted or had their lease or voucher terminated.

#### **4.1.3 Debts Owed to PHA's and Terminations Report**

The Debt Owed to PHA's and Terminations Report is used to generate a report concerning former tenants who have a debt balance or who were evicted or owe to PHA's concerning the circumstances under which a tenant was evicted or had their lease or voucher terminated.

##### **4.1.3.1 Report Generation**

Every night (as part of nightly batch processing) a job runs that updates EIV tables with records of tenants with HUD form 50058 EOP actions. The batch job also produces statistics summarizing the number of households and total debt amount owed to PHA's at different HUD levels. The report covers household members in the households that have had EOP actions dated within 15 months from the date of report generation.

##### **4.1.3.2 Debt Owed to PHA's and Terminations Report Filtering**

Access the Debt Owed to PHA's and Terminations Report Selection page by clicking the **Debt Owed to PHA's and Terminations Report** link (under the Debt Owed to PHA's and Terminations module) on the EIV Navigation panel. The **Debt Owed to PHA's and Terminations Report – Report Selection** page is shown below. Use this page to filter the scope of the data appearing on the Debt Owed to PHA's and Terminations Report. Once you have selected your filter options, click the **Get Report** button to generate the Debt Owed to PHA's and Terminations Report reflecting your choices.

**Debts Owed to PHA's and Terminations Report**

The **Debt Owed to PHA's and Terminations Report – Report Selection** page provides the following filtering options:

- Program Type** – This option provides the capability to filter data by Program Type – All PIH Programs, Public Housing or Section 8. By default, the value is set to **All PIH Programs** when the page displays.
- Region** – This option controls the scope of the data included on the report. Report data is aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, States - all or individual, HUB, TARC, Field Office, and PHA. The combination of your assigned role and security level determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to six region options. Only those that you are permitted to access are displayed on the page when it opens. Only one Region option can be selected at a time.

The following region options are available:

- HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. The option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all levels.



- **State** - This option provides full access for those with IDs of Headquarters scope. The option as shown on the screen below only is displayed if your role assignment provides you with the access to national data at all states.

A drop-down list provides you with all the available State selection options. The ALL option will enable you to pull the report for all the states. To select an individual state, scroll through the list and highlight one to select it. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you will be able to view data for one, several, or all of the Field Offices and PHA’s associated with that HUB.

A drop-down list provides you with all the available HUB selection options. The list will include only the HUB that your security level and role allows you to access.

- **Field Office** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment.

A drop-down list provides you with the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access..

- **TARC** – This option provides access to the data associated with TARC’s and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the report selection page would appear as follows:

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

---

#### 4.1.3.3 Debt Owed to PHA's and Terminations Statistics Report

All details appear on the Debt Owed to PHA's and Terminations Report page. Although the scope of report detail can vary, the same page format is used to convey the data

The result data is displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The Debt Owed to PHA's and Terminations Report page includes a separate table for the selected region (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with every security level.

When more than one level of detail is available, the highest level is displayed first, on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link (in red and underlined) in a Statistics table indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

**On the top statistics table you will find the following information:**

**Office** – shows the Region selected from the selection page

- HUD Headquarters
- STATE with the State name selected or ALL
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

**Program Type** – shows Program Type you have selected in the search criteria for this report. If 'All PIH Programs' is selected from the search criteria, statistics are displayed in 3 columns – ALL, Public Housing, and Section 8.

**Number of Reported EOP Families**– shows the total number of households with an EOP 50058 dated within last 15 months.

**Number of Reported Families with Debts Owed to PHA's & Terminations** – Shows the total number of families who owe debt to PHA's for the selected region and program type.

**Percentage of Reported Families with Debts Owed to PHA's & Terminations** – Shows the percentage of families who owe debt to PHA's for the selected region and program type.

**Total Amount of Debt Owed to PHA** – Shows the amount of debts owed to PHA's for the selected region/level.

---

**On the bottom statistical table shows the following information:**

**Security Level** – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- PHA
- Individual Households

**Program Type** – If ‘All PIH Programs’ was selected from the search criteria, 3 rows of statistics will be displayed for each sub-region i.e., for ALL, Public Housing, and Section 8.

**Total Number of Reported EOP Families** – Number of EOP families for the sub-region.

**Number of Reported Families with Debts Owed to PHA's & Terminations** – Shows the total number of families (households) that owe debt to PHA's for sub-region.

**Total Amount of Debt Owed to PHA** – Shows the amount of debts owed to PHA's for the sub- region.

**Note:** The last row displays the totals for each of the data columns

#### **4.1.3.4 Debts Owed to PHA's and Termination Statistics Report Examples**

Please use this section to get familiar with the look and feel of the *Debts Owed to PHA's & Terminations Report*. Notice there is a separate section for each security level view of the report.

##### **4.1.3.4.1 HUD HQ Level View**

When viewed from the HUD Headquarters level, the Debt Owed to PHA's and Terminations Report includes a summary at the top and totals at the bottom. To view data for a particular HUB, click the hyperlink associated with it.

The screen below is an example of HUD Headquarters Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

# Enterprise Income Verification

[HUD Home](#)   
 [PIH Home](#)   
 [EIV Home](#)   
 [Search](#)

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> HQ Statistics

## Debts Owed to PHAs & Terminations Report

Office	HUD HQ		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	385,227	153,756	231,471
Number of Reported Families with Debts Owed to PHAs & Terminations	43	6	37
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.01%	0.00%	0.02%

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## HUD Headquarters Statistics as of 08/17/2009

HUB		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
10HSEA Seattle Hub	All	12,715	0	\$0
	Public Housing	2,596	0	\$0
	Section 8	10,119	0	\$0
1HBOS Boston Hub	All	15,083	0	\$0
	Public Housing	5,775	0	\$0
	Section 8	9,308	0	\$0
2HBUF Buffalo Hub	All	7,609	0	\$0
	Public Housing	3,410	0	\$0
	Section 8	4,199	0	\$0
2HNWK Newark Hub	All	6,311	0	\$0
	Public Housing	2,846	0	\$0
	Section 8	3,465	0	\$0
2HNYC New York City Hub	All	17,149	0	\$0
	Public Housing	6,169	0	\$0
	Section 8	10,980	0	\$0
<a href="#">6HFTW Fort Worth Hub</a>	All	33,017	13	\$379
	Public Housing	12,534	6	\$41
	Section 8	20,483	7	\$338
3HPHL Philadelphia Hub	All	10,302	0	\$0
	Public Housing	4,307	0	\$0
	Section 8	5,995	0	\$0
<a href="#">9HSNF San Francisco Hub</a>	All	27,566	30	\$504,730
	Public Housing	2,721	0	\$0
	Section 8	24,845	30	\$504,730

The screen below is an example of HUD Headquarter Statistics Report when **Section8** is selected from the Program Type drop-down list.

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> HQ Statistics

Debts Owed to PHAs & Terminations Report	
Office	HUD HQ
Program Type	Section 8
Total Number of EOP Families	231,471
Total Number of Reported Families with Debt Owed to PHAs & Terminations	37
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.02%

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HUD Headquarters Statistics as of 08/17/2009			
HUB	Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
10HSEA Seattle Hub	10,119	0	\$0
1HBOS Boston Hub	9,308	0	\$0
2HBUF Buffalo Hub	4,199	0	\$0
2HNWK Newark Hub	3,465	0	\$0
2HNYC New York City Hub	10,980	0	\$0
3HBLT Baltimore Hub	9,789	0	\$0
3HPL Philadelphia Hub	5,995	0	\$0
3HPIT Pittsburgh Hub	8,097	0	\$0
4HATL Atlanta Hub	4,230	0	\$0
4HBIR Birmingham Hub	3,733	0	\$0
4HGRN Greensboro Hub	9,670	0	\$0
4HJAC Jacksonville Hub	3,800	0	\$0
4HJMS JACKSON HUB	2,314	0	\$0
4HLOU Louisville Hub	5,087	0	\$0
4HMEM MEMPHIS HUB	4,124	0	\$0
4HMIA Miami Hub	3,954	0	\$0
4HSNJ San Juan Hub	2,660	0	\$0
5HCHI Chicago Hub	5,194	0	\$0
5HCLV Cleveland Hub	15,332	0	\$0
5HDET Detroit Hub	5,361	0	\$0
5HMIN Minneapolis Hub	7,333	0	\$0
<a href="#">6HFTW Fort Worth Hub</a>	20,483	7	\$338
6HLRK Little Rock Hub	4,587	0	\$0
6HNWO New Orleans Hub	4,120	0	\$0
6HSNA San Antonio Hub	5,918	0	\$0
7HKNC Kansas City Hub	14,074	0	\$0
8HDEN Denver Hub	9,780	0	\$0
9HHON HONOLULU HUB	993	0	\$0
9HLSA Los Angeles Hub	11,895	0	\$0
<a href="#">9HSIF San Francisco Hub</a>	24,845	30	\$504,730
<b>Totals</b>	<b>231,439</b>	<b>37</b>	<b>\$505,068</b>

**4.1.3.4.2 State Level View**

**State – All Option:** The State drop-down displays All as the first item, which when selected displays the statistics for all the states. The last row displays the totals for each data column.

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> All State Statistics

Debts Owed to PHAs & Terminations Report			
Office	ALL STATES		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	36,860	13,763	23,097
Number of Reported Families with Debts Owed to PHAs & Terminations	16	2	14
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.04%	0.01%	0.06%
Total Amount of Debt Owed to PHA	\$72,031.08	\$5,056.23	\$66,974.85

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State - All Statistics as of 08/08/2009				
State		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
Alaska	All	1,188	0	\$0.00
	Public Housing	1,136	0	\$0.00
	Section 8	52	0	\$0.00
Alabama	All	1,092	0	\$0.00
	Public Housing	643	0	\$0.00
	Section 8	449	0	\$0.00
Arkansas	All	784	0	\$0.00
	Public Housing	355	0	\$0.00
	Section 8	429	0	\$0.00
Arizona	All	266	0	\$0.00
	Public Housing	79	0	\$0.00
	Section 8	187	0	\$0.00
California	All	5,658	13	\$66,918.85
	Public Housing	267	0	\$0.00
	Section 8	5,371	13	\$66,918.85
Colorado	All	376	0	\$0.00
	Public Housing	58	0	\$0.00
	Section 8	318	0	\$0.00

The individual state report provides user an option to drill further to the PHA level reports with the PHA links for PHA's with Number of Reported families with Debts Owed to PHA's and Terminations for all PHA's for which data exists.

**State – Individual state** Option: When viewed from the State level, the Debts Owed to PHA's & Terminations Report includes State Statistics (top statistics table) as well as the PHA Statistics (bottom statistics table) within the selected State. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of State Statistics Report when **All PIH Programs** is selected from the Program Type selection.

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> State Statistics

Debts Owed to PHAs & Terminations Report			
Office	California		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	37,095	3,712	33,383
Number of Reported Families with Debts Owed to PHAs & Terminations	30	0	30
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.08%	0.00%	0.09%

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State Statistics as of 08/17/2009				
PHA		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
CA001 San Francisco Housing Authority	All	517	0	\$0
	Public Housing	357	0	\$0
	Section 8	160	0	\$0
CA002 Housing Authority of the County of Los Angeles	All	1,504	0	\$0
	Public Housing	262	0	\$0
	Section 8	1,242	0	\$0
CA003 Oakland Housing Authority	All	238	0	\$0
	Public Housing	97	0	\$0
	Section 8	141	0	\$0
CA004 Housing Authority of the City of Los Angeles	All	2,201	0	\$0
	Public Housing	506	0	\$0
	Section 8	1,695	0	\$0
CA005 City of Sacramento Housing Authority	All	256	0	\$0
	Public Housing	250	0	\$0
	Section 8	6	0	\$0
CA006 Housing Authority City of Fresno	All	636	0	\$0
	Public Housing	85	0	\$0
	Section 8	551	0	\$0
CA007 County of Sacramento Housing Authority	All	692	0	\$0
	Public Housing	120	0	\$0
	Section 8	572	0	\$0
CA008 Housing Authority of the County of Kern	All	621	0	\$0
	Public Housing	150	0	\$0
	Section 8	471	0	\$0
CA009 Housing Authority of the City of Upland	All	69	0	\$0
	Public Housing	3	0	\$0
	Section 8	66	0	\$0
CA010 City of Richmond Housing Authority	All	168	0	\$0
	Public Housing	95	0	\$0
	Section 8	73	0	\$0
CA011 County of Contra Costa Housing Authority	All	379	0	\$0
	Public Housing	117	0	\$0
	Section 8	262	0	\$0
<a href="#">CA014 County of San Mateo Housing Authority</a>	All	194	30	\$504,730
	Public Housing	5	0	\$0
	Section 8	189	30	\$504,730
CA015 City of South San Francisco Housing Authority	All	3	0	\$0
	Public Housing	3	0	\$0
	Section 8	0	0	\$0

The screen below is an example of State Statistics Report when **Section 8** is selected from the Program Type drop-down list.

**Enterprise Income Verification**

[HUD Home](#)   [PIH Home](#)   [EIV Home](#)   [Search](#)

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> State Statistics

**Debts Owed to PHAs & Terminations Report**

Office	California
Program Type	<b>Section 8</b>
Total Number of EOP Families	33,383
Total Number of Reported Families with Debt Owed to PHAs & Terminations	30
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.09%

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[Printer-Friendly Version](#)

**State Statistics as of 08/17/2009**

PHA	Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to
CA001 San Francisco Housing Authority	160	0	\$0
CA086 COUNTY OF HUMBOLDT HSG AUTH	73	0	\$0
CA092 Housing Authority of the County of Ventura	175	0	\$0
CA007 County of Sacramento Housing Authority	572	0	\$0
CA125 CITY OF VACAVILLE	119	0	\$0
CA118 Housing Authority of the City of Norwalk	52	0	\$0
CA030 Tulare County Housing Authority	440	0	\$0
CA014 County of San Mateo Housing Authority	189	30	\$504,730
CA019 Housing Authority of the County of San Bernardino	650	0	\$0
CA110 Housing Authority of Culver City	14	0	\$0
CA131 COUNTY OF SOLANO HSG AUTH	22	0	\$0
CA011 County of Contra Costa Housing Authority	262	0	\$0
CA010 City of Richmond Housing Authority	73	0	\$0
CA139 Housing Authority of the City of Lomita	2	0	\$0



#### 4.1.3.4.3 HUB Level View

When viewed from the HUB level, the Debts Owed to PHA's & Terminations Report includes HUB Statistics (top statistics table) and the statistics for each Field Office (bottom statistics table) within the HUB. To view data for a particular field office, click the hyperlink associated with it.

The screen below is an example of HUB Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

[HUD Home](#)   [PIH Home](#)   [EIV Home](#)   [Search](#)   [Email](#)

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> HUB Statistics

Debts Owed to PHAs & Terminations Report			
Office	4HJAC Jacksonville Hub		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	583	179	404
Number of Reported Families with Debts Owed to PHAs & Terminations	2	1	1
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.34%	0.56%	0.25%
Total Amount of Debt Owed to PHA	\$112.23	\$56.23	\$56.00

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[Printer-Friendly Version](#)

Hub Statistics as of 08/08/2009				
FO		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA
<a href="#">4HJAC JACKSONVILLE HUB OFFICE</a>	All	583	2	\$112.23
	Public Housing	179	1	\$56.23
	Section 8	404	1	\$56.00
<b>Totals</b>		583	2	\$112.23

#### 4.1.3.4.4 Field Office Level View

When viewed from the Field Office level, the Debts Owed to PHA's & Terminations Report includes Field Office Statistics (top statistic table) as well as the PHA Statistics (bottom statistics table) within the Field Office jurisdiction. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of Field Office Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification				<a href="#">HUD Home</a>	<a href="#">PIH Home</a>	<a href="#">EIV Home</a>	<a href="#">Search</a>	<a href="#">Email</a>
Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> <a href="#">Report Selection</a> >> FO Statistics								
Debts Owed to PHAs & Terminations Report								
Office	9APH SAN FRANCISCO HUB OFFICE							
Program Type	<b>ALL</b>	<b>Public Housing</b>	<b>Section 8</b>					
Number of Reported EOP Families	4,862	219	4,643					
Number of Reported Families with Debts Owed to PHAs & Terminations	13	0	13					
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.27%	0.00%	0.28%					
Total Amount of Debt Owed to PHA	\$66,918.85	\$0.00	\$66,918.85					
				<a href="#">Download in Excel</a> <a href="#">Printer-Friendly Version</a>				
FO Statistics as of 08/08/2009								
PHA		Total Number of EOP Families	Total Number of Reported Families with Debt Owed to PHAs & Terminations	Total Amount of Debt Owed to PHA				
CA001 San Francisco Housing Authority	All	76	0	\$0.00				
	Public Housing	53	0	\$0.00				
	Section 8	23	0	\$0.00				
CA003 Oakland Housing Authority	All	2	0	\$0.00				
	Public Housing	0	0	\$0.00				
	Section 8	2	0	\$0.00				
CA006 Housing Authority City of Fresno	All	37	0	\$0.00				
	Public Housing	2	0	\$0.00				
	Section 8	35	0	\$0.00				
CA010 City of Richmond Housing Authority	All	12	0	\$0.00				
	Public Housing	6	0	\$0.00				
	Section 8	6	0	\$0.00				
CA011 County of Contra Costa Housing Authority	All	17	0	\$0.00				
	Public Housing	4	0	\$0.00				
	Section 8	13	0	\$0.00				
<a href="#">CA014 County of San Mateo Housing Authority</a>	All	3,938	13	\$66,918.85				
	Public Housing	0	0	\$0.00				
	Section 8	3,938	13	\$66,918.85				

#### 4.1.3.4.5 PHA Level View

When viewed from the PHA level, the Debts Owed to PHA's & Terminations Report includes PHA Statistics (top statistics table) as well as the list of tenants (bottom table). To view data for an individual tenant, click the hyperlink associated with household as illustrated below.

Enterprise Income Verification				HUD Home	PIH Home	EIV Home	Search	Email
Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> <a href="#">Report Selection</a> >> PHA Statistics								
PHA Statistics as of 08/08/2009								
Office	CA014 County of San Mateo Housing Authority							
Program Type	ALL	Public Housing	Section 8					
Number of Reported EOP Families	3,938	0	3,938					
Number of Reported Families with Debts Owed to PHA & Terminations	13	0	13					
Percentage of Reported Families with Debts Owed to PHA & Terminations	0.33%	0.00%	0.33%					
Total Amount of Debt Owed to PHA	\$66,918.85	\$0.00	\$66,918.85					
<a href="#">Download in Excel</a> <a href="#">Printer-Friendly Version</a>								
1 to 38 of 38 Households								
Tenant data for PHA: CA014 County of San Mateo Housing Authority as of 08/17/2009								
HOH SSN	HOH Name	Debt Owed to PHA	Bankruptcy	Reason for Termination				
***-**-1234	FVNCARD, CVGVQOKL	\$0.00	No	Failure to complete annual reexam				
***-**-1234	GAGMG, JLFRRBBAU, H	\$100.00	No	Failure to pay retroactive rent*				
***-**-1234	ZKXL, GTQWF, Y	\$56,565.00	Yes	Failure to pay other charges*				
***-**-1234	IBWDW, WROVNB	\$565.00	No	Failure to pay other charges*, Failure to complete annual reexam, Criminal activity - Drugs, Criminal activity - Sex Offender				
***-**-1234	LGOMW, GTJ	\$151.00	No	Failure to pay other charges*				
***-**-1234	BKXWGF, YKXL	\$565.00	No	Failure to pay retroactive rent*, Failure to pay rent*, Failure to pay other charges*				
***-**-1234	YVZRW, GNFFQM	\$5,900.00	No	Failure to pay other charges*, Failure to complete annual reexam				
***-**-1234	MKPBWQIAD, ZKXRQQP	\$56.85	No	Failure to pay other charges*				
***-**-1234	DVMCCSO, ZKJEFXR, F	\$0.00	No	Criminal activity - Violent				
***-**-1234	YBUDBZ, GTJB, D	\$0.00	No	Failure to complete annual reexam, Criminal activity - Drugs, Criminal activity - Sex Offender, Criminal activity - Violent, Criminal activity - Other				

The report displays the following information for each former program participant who owes debt to PHA's or has been terminated or evicted from the Public Housing and Voucher Programs.

- HOH SSN
- HOH Name
- Debt Owed to PHA
- Bankruptcy
- Reason for Termination
- Project

The SSNs in the report are masked with last four digits revealed.

The report has the standard features of *Printer-Friendly Version*, *Download in Excel*, *Pagination* and *EIV User Identification* as stated in section 3.2.5.

## 4.2 Income Information Module

A PIH user may search for income information through the following options:

- By Head of Household
- By Reexamination Month
- New Hires report

### 4.2.1 Income Information - By Head of Household

#### 4.2.1.1 By Head of Household Search Option

This function enables an authorized user to access the income records for current tenants, by entering personal identifiers for the Head of Household. A user can access tenant's income data using one of the following query options:

- Search by Head of Household Social Security Number
- Search by Head of Household Last Name and Participant Code
- Search by Head of Household Date of Birth and Participant Code

**(Note: Search results vary based upon the role/roles assigned to the user.)**

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', 'Search', and 'Email'. Below the navigation bar, the page title is 'Enterprise Income Verification' and the breadcrumb is 'Income Information >> By Head of Household'. A red-bordered box highlights the search form, which contains the following fields and instructions:

- Instruction: 'Enter one or a combination of the following fields and click Search to retrieve household income data:'
- Field: 'Enter Head of Household's Social Security Number:' with a text input field for the number and a dropdown menu for 'exact match'.
- Field: 'Enter Head of Household's Last Name:' with a text input field and a dropdown menu for 'exact match'.
- Field: 'Enter Head of Household's Date of Birth (mm/dd/yyyy):' with a text input field.
- Field: 'Select a Participant Code:' with a dropdown menu labeled 'Select a Participant Code'.
- A 'Search' button is located at the bottom left of the form.

HQ, HUB's, TARC's, and Field Offices users are restricted to their respective areas for Tenant information. PHA users (which may include PHA contractors) may gain access to information pertaining to more than one PHA by providing documentation signed by the manager of the additional PHA(s).

- **Head of Household Social Security Number** – Because a Social Security Number is a unique identifier, no other information is required to execute a search.
- **Head of Household Last Name** – **MUST** be accompanied by a Participant Code. User can perform search based on 2 options: exact match by providing the complete Last Name, **OR** begins with by providing the beginning letters (one or more) of the household member's Last Name.
- **Head of Household Date of Birth** – **MUST** be accompanied by a Participant Code (which is the same as PHA Code).

- **Head of Household Participant Code** – A Participant Code **must** be selected when searching by Last Name or Date of Birth. Use the drop-down list to select the appropriate Participant Code.

To search for income data for a household, please follow these steps:

1. Click the **By Head of Household** Information link in the left-hand navigation panel.
2. Choose a query criterion and fill in the fields accordingly.
3. Click the **Search** button.

**(Note:** Searching just by the Participant Code does not yield any data and should be selected in combination with HOH’s Last Name or HOH’s Date of Birth.)

#### 4.2.1.2 By Head of Household Search Result

If you search by HOH’s Last Name or Date of Birth, the **Search Results** page is displayed with the list of households meeting the selection criteria entered, as shown below.

**Enterprise Income Verification** HUD Home PIH I

Income Information >> [By Head of Household](#) >> Search Results

**Search Result for Last Name Beginning with a under Participant Code OH001**

Click the head of household’s name to view the Head of Household Summary Report page.  
The month and day values in the Head of Household Date of Birth field have been masked for security reasons.

Next Group +  
1 - 50 of 1416 Households | [Last Page](#)

Head of Household First Name	Head of Household Last Name	Head of Household Date of Birth	Unit Address
<a href="#">Pivwjz</a>	<a href="#">Abadwsd</a>	XX/XX/1974	6379 Hpholoxi Pb Grove City OH 43123
<a href="#">Ikmdwtp</a>	<a href="#">Abekcbs</a>	XX/XX/1973	905 Csmvsgpcv Njc Columbus OH 43213
<a href="#">YKXDWBUL</a>	<a href="#">ABEKCBS</a>	XX/XX/1975	633 G 14ZN SKO G Columbus OH 43201-0000
<a href="#">Lvekfms</a>	<a href="#">Abekcbs</a>	XX/XX/1978	872 Mseh Gpcvx Gu Reynoldsburg OH 43068
<a href="#">MGVMBQR</a>	<a href="#">ABEKCBS</a>	XX/XX/1981	567 NORBJEP UZ GALLOWAY OH 43119-0000
<a href="#">Gtmobrp</a>	<a href="#">Abekcrn</a>	XX/XX/1967	6928 Xqacqpmo levxb Columbus OH 43232
<a href="#">Tlxdirafc</a>	<a href="#">Abekcrn</a>	XX/XX/1976	3938 Xufipgsmn Kru Columbus OH 43224
<a href="#">Gtmobbchd</a>	<a href="#">Abekcrn</a>	XX/XX/1976	901 Abuhue Sko Columbus OH 43205
<a href="#">LBHMHEP</a>	<a href="#">ABEKCRRN</a>	XX/XX/1978	
<a href="#">Ykxrfmp</a>	<a href="#">Abekcrn</a>	XX/XX/1980	248 ORJUQEH WGS Columbus OH 43223
<a href="#">NKXNR</a>	<a href="#">ABEKGOE</a>	XX/XX/1951	13 W QRWTHMV HTP Columbus OH 43204-0000
<a href="#">VMIDB</a>	<a href="#">ABEKGOE</a>	XX/XX/1960	2262 B WJYV IC Columbus OH 43205-0000
<a href="#">VMJEFEP</a>	<a href="#">ABEKGOE</a>	XX/XX/1972	107 BSBHOUVT Columbus OH 43219-0000
<a href="#">PKMCFMKFK</a>	<a href="#">ABEKGOE</a>	XX/XX/1985	281 B GLNRICM NJC K Columbus OH 43213-0000
<a href="#">ALZDE</a>	<a href="#">ABEKGOEOS</a>	XX/XX/1936	
<a href="#">YVGCFBU</a>	<a href="#">ABEKGOEOS</a>	XX/XX/1956	

The Search Results page has the sort capability and pagination capability as described in Section 3.2.5.

## 4.2.2 Income Information - By Reexamination Month

### 4.2.2.1 By Reexamination Month -Search options

This function enables an authorized user to access third-party income records for existing tenants based on the tenant's Reexamination month.

When viewing or requesting third-party income records, it is important to remember that your search results vary depending on your authorizations (e.g., PHA or HQ security level).

**Note:** HQ, HUB's, TARC's, and Field Offices are restricted to their respective areas for information. PHA users, if they qualify, may gain access to more than one PHA.

**Note:** For PHA users need have the respective development assigned to them under their PHA to access the Income Information by Re-Examination Month.

To search for income data based on the Reexamination month, follow these steps:

1. Click the **By Reexamination Month** link in the left-hand navigation panel.

The **Search by Reexamination Month** page as shown below is displayed.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Income Information >> By Reexamination Month

Select Program Type, Reexamination Month and Participant Code. Click Search to retrieve reports summary:

Select Program Type: All PIH Programs

Select Reexamination Month: August

Select Participant Code: Select a Participant Code Search

By Reexamination Month link

2. Select from the following search criteria:

- **Program Type** (All PIH Programs, Public Housing, Section 8)
- **Reexamination Month**

- **Participant Code** (the values in the drop down menu are restricted according to your role and organization level and role. You MUST select a Participant Code to search.)

3. Click the **Search** button.

#### 4.2.2.2 By Reexamination Month Search Result

A summary of the search results is displayed in the lower half of the as shown below.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below this, the breadcrumb path is 'Income Information >> [By Reexamination Month](#) >> Reports Summary'. A search form is present with the following fields: 'Select Program Type' (All PIH Programs), 'Select Reexamination Month' (August), and 'Select Participant Code' (OH001 Columbus MHA). A 'Search' button is located to the right of the Participant Code field. Below the search form is a table titled 'Summary Reports as of July 30, 2009'.

Report Type	Number of Households	Number of Members
<a href="#">Income Report</a>	1,112	1,575
<a href="#">New Hires Report</a>	146	153
<a href="#">Income Discrepancy Report</a>	206	--
<a href="#">Failed Verification Report</a>	17	20
<a href="#">Failed EIV Pre-Screening Report</a>	35	64
<a href="#">No Income Report</a>	23	63

The Summary Reports shows the number of households and family members under the Income Report, New Hires Report, Income Discrepancy Report, Failed Verification Report, Failed EIV Pre-Screening Report, and No Income Report for the selected Program Type, Reexamination Month and Participant Code. The following information is displayed:

- Report Type
- Number of Households
- Number of Household members

Please refer to Section 4.2.2.3 for the instructions for By Reexamination Month Report Summary.

#### 4.2.2.3 By Reexamination Month Summary Reports

As is shown above, the Reexamination Month Summary Reports page provides hyperlinks (in red with underlines) to six reports:

- Income Report
- New Hires Report
- Income Discrepancy Report
- Failed Verification Report
- Failed EIV Pre- Screening Report
- No Income Report

---

The page displays the number of households and number of members. If there are no households for any of the reports, the message **“No record has been found for the selection criteria”** is displayed. If at least one household is included in the search results for a report type, the report name becomes an active link that would allow you to view the summary and detail information for all the included households.



**Important:**

- You must select a reexamination month. When the “All” option is selected, the link will only be provided on the report only if the number of households count is less than 1000. This restriction has been coded in because searches with larger results will time out before they succeed.
- If the report selection results in zero records for any of the six reports, no link will be displayed for that report

**4.2.2.3.1 Income Report**

1. To view the list of tenants with income information, click the **Income Report** link under the **Report Type** column.
2. Once you click on the link, the **Income Report** screen is displayed as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Report Summary

**Income Report Summary**

Participant Code: NY005 New York City HA  
 Program Type: All PIH Programs  
 Reexamination Month: April  
 Households With Income: 1,121

Download in Excel  
 Printer Friendly Page with ICN

Search By HOH Last Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Next Group [+](#)  
 1 - 50 of 1121 Households [Last Page](#)

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-9999	zworm	a4mfn	07/23/1946			ez vgvbzuzo 4763 u0, bgrx pilb dvm NY 444417043
***-**-9999	zagrizn	afigoz	03/06/1971			gh 643 4159 ss0, bgrx pilb dvm NY 444468133
***-**-9999	zmmzslq	afix	05/18/1972			gh bxmfmzcx 753 1, pilb dvm NY 444411233
***-**-9999	vmvovwzn	afix	03/30/1973			gh 142 v 722 v2, bgrx pilb dvm NY 444469043
***-**-9999	vggvzmq	afix	06/10/1963			gh ivuvzsh 712 1, pilb dvm NY 444474233
***-**-9999	zrmvhvq	afix	09/28/1985			ez tmvoviynzx 3312 2, bgrx pilb dvm NY 444469043
***-**-9999	zrxfo	afix	01/19/1924			ez bgrhivermf 3872 z1, pilb dvm NY 444468043
***-**-9999	hvevrm	afix	05/29/1941			ez bgrhivermf 9212 y8, pilb dvm NY 444468043
***-**-9999	znovxrm	afix	03/06/1952			ez vvrhours 94453 t8, pilb dvm NY 444412033
***-**-9999	mzfq	afix	12/04/1970			gh 303 v 628 x2, pilb dvm NY 444409043
***-**-9999	vnrzq	afix	08/17/1959			gh 193 v 543 u72, pilb dvm NY 444439043
***-**-9999	zrwz	afix	08/29/1951			wi oorsmft v 121 q3, pilb dvm NY 444478043
***-**-9999	zrizn	afix	08/13/1943			ez wizivt 317 n-3, pilb dvm NY 444439043
***-**-9999	vrizn	afix	09/12/1979			ez mznppvvy 721 z9, bgrx pilb dvm NY 444409043
***-**-9999	.u hrlw	afix	06/24/1946			ez pxrdtwvh 9822 n1, bgrx pilb dvm NY 444468043
***-**-9999	bwwv	afix	05/14/1940			oy mivsgflh 476 u2, bgrx pilb dvm NY 444459043
***-**-9999	bxfo	afix	11/11/1953			wi vtwriyhtmp v 382 9-h, pilb dvm NY 444469043
***-**-9999	lwozehl	afix	02/04/1968			gh 263 d 73 y1, bgrx pilb dvm NY 444419043
***-**-9999	sgvyzarov	afix	10/18/1967			ez zoore 3231 w6, bgrx pilb dvm NY 444468043
***-**-9999	zhifo	afix	03/23/1959			ez mlbig 4401 7x, bgrx pilb dvm NY 444478043
***-**-9999	zoovn hbifm	afix	02/01/1955			gh 083 d 699 w-8, bgrx pilb dvm NY 444421443

The **By Reexamination Month – Summary Reports - Income Report** page is displayed with two sections:

- Income Report Summary
- Detail List (with tabs for Summary Reports and Detail Reports)

The **Income Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month)
- Households with Income: (Number of Households)

The Detail List section contains the **Summary Reports** and **Detailed Reports** as two different tabs.

The **Summary Reports** (default tab) shows the following fields:

- Head of Household (HOH) SSN
- HOH Last Name
- HOH First Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)
- Unit Code
- Unit Address

This report also provides sorting based on **HOH Last Name** and **Project** fields. The screen displays the Privacy Act statement as described in Section 3.2.5.

3. When **Public Housing** is selected as Program Type, the Income Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on the selected Project.

**Enterprise Income Verification** HUD Home PH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Report Summary

---

**Income Report Summary**

Participant Code: FL001 Jacksonville  
 Program Type: Public Housing  
 Reexamination Month: April  
 Households With Income: 3

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project : All

1 - 3 of 3 Households

**Summary Reports** **Detail Reports**

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-9999	zezshrifg	bvopmriy	06/25/1987	FL001000027 SCATTERED SITES	027141	gh sg72 ghzv 482 027141, vooremihpxzq FL 32206
***-**-9999	zwmrxzq	bwizs	02/04/1985	FL001000018 CENTENNIAL TOWNHOUSE	017009	gh bgivyro m 975 017009, vooremihpxzq FL 32202
***-**-9999	olizx	bwziy	02/13/1956	FL001000048 Brentwood Lake	048302	iw ivgmvx vtzoore 387 048302, vooremihpxzq FL 32206

1 - 3 of 3 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
 Report Generated By - M00XXX FIRST - M00338 LAST - uiv

- You can look at the information on the individual income information by clicking on the link on the SSN as illustrated below.
- You can search the get the report by clicking on the alphabets from the Last Name search as showing below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

---

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Report Summary

---

**Income Report Summary**

Participant Code: NY005 New York City HA

Program Type: All PIH Programs

Reexamination Month: April

Households With Income: 1,121

[Download in Excel](#)  
[Printer Friendly Page with ICN](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Next Group

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Summary Reports
Detail Reports

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
<a href="#">***-**-9999</a>	zworm	a4mfn	07/23/1946			ez vggvbzuzo 4763 u0, bgrx pilb dvm NY 444417043
<a href="#">***-**-9999</a>	zagnizn	afigoz	03/06/1971			gh 643 4159 ss0, bgrx pilb dvm NY 444468133
<a href="#">***-**-9999</a>	zmmzslq	afix	05/18/1972			gh bxvmfzsz 753 1, pilb dvm NY 444411233
<a href="#">***-**-9999</a>	vmvovwzn	afix	03/30/1973			gh 142 v 722 v2, bgrx pilb dvm NY 444469043
<a href="#">***-**-9999</a>	vggvvmzsq	afix	06/10/1963			gh ivuvzsh 712 1, pilb dvm NY 444474233
<a href="#">***-**-9999</a>	zrmvhhvq	afix	09/28/1985			ez tmvoviynzx 3312 2, bgrx pilb dvm NY 444469043
<a href="#">***-**-9999</a>	zrxfo	afix	01/19/1924			ez bgrhivermf 3872 z1, pilb dvm NY 444468043
<a href="#">***-**-9999</a>	hvevrm	afix	05/29/1941			ez bgrhivermf 9212 y8, pilb dvm NY 444468043
<a href="#">***-**-9999</a>	znovxrm	afix	03/06/1952			ez vwrhoors 94453 t8, pilb dvm NY 444412033
<a href="#">***-**-9999</a>	mzfq	afix	12/04/1970			gh 303 v 628 x2, pilb dvm NY 444409043
<a href="#">***-**-9999</a>	vnrzq	afix	08/17/1959			gh 193 v 543 u72, pilb dvm NY 444439043
<a href="#">***-**-9999</a>	zrwz	afix	08/29/1951			wi oorsmft v 121 q3, pilb dvm NY 444478043
<a href="#">***-**-9999</a>	zrizn	afix	08/13/1943			ez wizivt 317 n-3, pilb dvm NY 444439043
<a href="#">***-**-9999</a>	vrizn	afix	09/12/1979			ez mznppvvy 721 z9, bgrx pilb dvm NY 444409043
<a href="#">***-**-9999</a>	.u hrlw	afix	06/24/1946			ez pxrdtwvh 9822 n1, bgrx pilb dvm NY 444468043
<a href="#">***-**-9999</a>	bwvv	afix	05/14/1940			oy mivsgflh 476 u2, bgrx pilb dvm NY 444459043
<a href="#">***-**-9999</a>	bxfo	afix	11/11/1953			wi vtwrihtmrp v 382 9-h, pilb dvm NY 444469043
<a href="#">***-**-9999</a>	lwozehl	afix	02/04/1968			gh 263 d 73 y1, bgrx pilb dvm NY 444419043
<a href="#">***-**-9999</a>	sgvyzarov	afix	10/18/1967			ez zoore 3231 w6, bgrx pilb dvm NY 444468043
<a href="#">***-**-9999</a>	zhrfo	afix	03/23/1959			ez mlbig 4401 7x, bgrx pilb dvm NY 444478043
<a href="#">***-**-9999</a>	zoovn hbifm	afix	02/01/1955			gh 083 d 699 w-8, bgrx pilb dvm NY 444421443

SSN link

When the SSN is clicked, a pop-window with the Household's information is displayed as shown below.

Summary Report	Income Report	Income Discrepancy Report
<b>Wage and Benefit Report for Household of VMNNOZBK AMJNW</b>		
PHA Code:	FL001	Program Type: Public Housing
PHA Name:	Jacksonville	Project: Bzowngqow Gsoo
Annual Reexamination Date:	08/01/2008	Form 50058 as of: 05/19/2008
Address:	110 Yruuqbf Xoxicf Gc 048298 Jacksonville FL 32206	
Most Recent Type of Action:	3-Interim Reexamination	Effective Date: 12/01/2007
Head of Household: VMNNOZBK AMJNW		
Social Security Number:	***-**-9999	Date of Birth: XX/XX/1948
<b>Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.</b> <small>Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv</small>		
<small>* The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.</small>		
Household Member:	VMNNOZBK AMJNW	SSN: ***-**-9999
Date of Birth:	XX/XX/1948	Relationship: Head
<b>Employment Information</b>		
EIV received no Employment (W4) data		

You may download the Summary Reports data in Excel. This download option is particularly useful for users at PHA's with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

Please refer to Appendix B for instructions on how to download Excel-format files.

The Excel spreadsheet will contain the same information (HOH SSN, HOH Last Name, HOH First Name, HOH DOB, Project, Unit Code, Unit Address) as shown on the EIV online application screen.

6. From this page, you can acquire an income control number (ICN) as described in Section 4.2.3.3. The **Printer Friendly page with ICN** link provides the users with the capability to print with the income summary report with an associated ICN for each household in the report. The First name, last name, and partial User ID of the logged-in user who is printing the page comes up along with the Privacy Act data on all the pages of the report.
7. When back on EIV online application, click the **Detail Reports** tab and the screen shown below is displayed.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Detail Report

Income Report Detail	
Participant Code:	FL001 Jacksonville
Program Type	Public Housing
Reexamination Month	August
Households With Income	219

Next Group   
 1 - 50 of 219 Households [Last Page](#)

Summary Reports **Detail Reports** [Printer-Friendly Version](#)

Wage and Benefit Report for Household of SKXIGE ABJWHMLN			
PHA Code:	FL001	Program Type:	Public Housing
PHA Name:	FL001 Jacksonville	Project:	FL001000019 RXRFLH BYKLV RUYT
Annual Reexamination Date:	08/01/2008	Form 50058 as of:	02/15/2008
Address:	2514 CBOQZ UJ 019011 JACKSONVILLE FL 32202		
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	08/01/2007
Head of Household: SKXIGE ABJWHMLN			
Social Security Number:	***-**-9999	Date of Birth:	XX/XX/1937
Household Member: SKXIGE ABJWHMLN SSN: ***-**-9999			
Date of Birth:	XX/XX/1937	Relationship:	Head
<b>Employment Information</b>			
EIV received no Employment (W4) data.			
<b>Wages</b>			
EIV received no income data.			
<b>Unemployment Benefits</b>			
EIV received no benefit data.			
<b>Social Security Benefits</b>			
Verification Data		Benefit History	

**Printer-Friendly Version**

The **Detail Reports**, which only is available to people with the Occupancy Specialist roles, shows the Wage and Benefit Report with the following information for each household:

- PHA Code
- PHA Name
- Annual Reexamination Month
- Address
- Most Recent Type of Action
- Program Type
- Project
- Form 50058 as of
- Effective Date
- Head of Household's Name
- Head of Household's Social Security Number (masked for privacy)
- Head of Household's Date of Birth (Day and Month are masked)
- For each family member in the household:
  - Family Member Name
  - Family Member SSN
  - Date of Birth
  - Relationship
  - Employment Information
  - Wages
  - Unemployment Benefits

- 
- Social Security Benefits
  - Dual Entitlement
  - Medicare Data
  - Supplemental Security Income Benefits
  - Disability
8. When **Public Housing** or **Section 8** is selected from the Program Type on the Summary Report page, the report is filtered to display only that data.
  9. In the Income Detail Report Page, Click the **Printer-friendly Version** link to generate a paper version of the Income Detail Report page. The system opens a pop-up window displaying the printable view of the income detail report. Click the browser **Print** button to launch the Print dialog box.

Page printed using the Printer-Friendly link or EIV screens with personal tenant information, contains the first name, last name, and user ID of the logged in user who is printing the page along with the privacy Act statement as described in Section 3.2.5.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.2.2.3.2 New Hires Report

1. To view the list of households with members where at least one member has a New Hire record for the selected month or period, click the **New Hires Report** link under the **Report Type** column.
2. When the link is clicked, **By Reexamination Month – Reports Summary – New Hires Report** page is displayed with 2 sections:
  - New Hires Summary Report
  - Summary Reports list

The **New Hires Summary Report** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Period Reviewed: New hires records received within 180 days of the date when the weekend Summarization job ran, unless the previous job(s) failed in which case the period covered is increased to cover records that otherwise would not be available.
- Households With New Hires: (number of Households with new hires reported within the period reviewed.)
- Members With New Hires: (number of Household Members with new hires reported within the period reviewed.)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> New Hire Report Summary

New Hires Summary Report	
Participant Code:	FL001 Jacksonville
Program Type:	All PIH Programs
Reexamination Month:	April
Period Reviewed:	08/13/2009 - 04/13/2010
Households With New Hires:	2
Household Members With New Hires:	2

Download in Excel Link

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

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 2 of 2 Households

Summary Reports		Detail Reports						
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
***-**-9999	zagroz	afix	02/25/1981	biivq mligmrx	Sec.8 Vouchers			gvvigh wi143 9905 1323#, vooremhpxzq FL 432243221
***-**-9999	sgfi	avmvrnq	10/20/1962	zshrvp voozeovw	Sec.8 Vouchers			vez vhiin 9058 0343, vooremhpxzq FL 002200221

Printer-Friendly Version link

1 - 2 of 2 Households

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

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The bottom section contains the **Summary Reports** and **Detail Reports** as two tabs.

The **Summary Reports** (default selected tab) shows the following fields:

- HOH SSN
- HOH First Name
- HOH Last Name
- HOH DOB
- Member Name
- Program type
- Project (applicable to Public Housing households and displays Project Name and Project Number)
- Unit Code
- Unit Address.

3. When **Public Housing** is selected from the Program Type, the New Income Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on the selected Project.
4. You can search the get the report by clicking on the alphabets from the Last Name search as showing below:



Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> New Hire Report Summary

**New Hires Summary Report**

Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	April
Period Reviewed:	08/13/2009 - 04/13/2010
Households With New Hires:	7
Household Members With New Hires:	7

**Project drop-down list**

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

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project : All

1 - 7 of 7 Households

Summary Reports		Detail Reports							
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address	
***-**-9999	zmfjzsh	ilobzg	07/02/1985	zmfjzsh ilobzg	Public Housing	FL001000048	048062	243 gkz ,h iw ivgmvx vtzoore 877 048062, vooremhpxzq FL 32206	
***-**-9999	vmrnzhq	ivnnfok	01/25/1987	vmrnzhq ivnnfok	Public Housing	FL001000027	028193	gh mzolm 9091 028193, vooremhpxzq FL 32254	
***-**-9999	cvovmrz	lwztozh	03/08/1982	cvovmrz lwztozh	Public Housing	FL001000048	048109	242 gkz ,vmzo mvwizt ivdlou 7041 048109, vooremhpxzq FL 32206	
***-**-9999	zovtmz	mrgizn	06/10/1972	mslq rr sgrnh	Public Housing	FL001000018	018075	gh wzliy 3623 018075, vooremhpxzq FL 32202	
***-**-9999	zgrovn	mrzdh	10/23/1974	zgrovn mrzdh	Public Housing	FL001000027	029147	gh sg03 ghvd 9953 029147, vooremhpxzq FL 32209	
***-**-9999	zhviug	skolwfi	08/02/1962	zhviug skolwfi	Public Housing	FL001000027	028154	gh wm2 ghvd 7373 028154, vooremhpxzq FL 32209	
***-**-9999	bmzuurg	vtwvoorn	06/11/1986	bmzuurg vtwvoorn	Public Housing	FL001000027	031113	gh wm21 ghvd 9323 031113, vooremhpxzq FL 32209	

1 - 7 of 7 Households

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

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5. You can click on the Detail Reports tab to see the details of the new information for member of the household.

The **Detail Reports** tab displays the following information:

For each household

**New Hires for Household of <HOH>:**

- PHA Code
- PHA Name
- Annual reexamination Date
- Program Type
- Project
- Form 50058 as of
- Address
- Most Recent Type of Action
- Head of Household
- Social Security Number (reveals only last 4 digits)
- Effective Date of Action



**For each member within the above Household:**

- Family Member,
- SSN (displays only the last 4 digits),
- DOB (displays only Year)

**New Employment Information:**

- Hire Date
- Hire State
- FEIN
- Employer Name and Address
- Date Received by EIV

Enterprise Income Verification				HUD Home	PIH Home	EIV Home	Search	E
Income Information >> <a href="#">By Reexamination Month</a> >> <a href="#">Reports Summary</a> >> New Hire Report Detail								
New Hires Report Detail								
Participant Code:	FL001 Jacksonville							
Program Type:	Public Housing							
Reexamination Month:	August							
Period Reviewed:	02/18/2009 - 08/17/2009							
Households With New Hires:	14							
Members With New Hires:	15							
1 - 14 of 14 Households								
Summary Reports			Detail Reports			Printer Friendly Version		
New Hires Report for Household of AMLWBRR Y DVZRHZZN								
PHA Code:	FL001	Program Type:	Public Housing					
PHA Name:	FL001 Jacksonville	Project:	FL001000019 RXRFLH BYKLV RUYTT					
Annual Reexamination Date:	08/01/2008	Form 50058 as of:	05/04/2008					
Address:	2514 CBOQZ UJ 019071 JACKSONVILLE FL 32202							
Most Recent Type of Action:	3-Interim Reexamination	Effective Date:	05/01/2008					
Head of Household: AMLWBRR Y DVZRHZZN								
Social Security Number:	***.**-9999	Date of Birth:	XX/XX/1949					
Family Member: AMLWBRR Y DVZRHZZN SSN: ***.**-9999 Date of Birth: XX/XX/1949								
Employment Information								
Hire Date	Hire State	FEIN	Employer Name and Address				Date Received by EIV	
02/09/2008	XX	00-0000000	GNZNRFBP ULIWDEVZR VSOQA JCI 240 T TOK 89, CITYNAME XX 28557-3405				03/14/2008	
10/11/2004	XX	00-0000000	GKXJ JQCSZSJERX 520 G EH EY PE KE 813, CITYNAME XX 20049				10/08/2006	
09/19/2004	XX	00-0000000	M V U R NHXSSOUPHZ GNZVGE NZHOCB, ETO FEUHDJ UJHIVFG VMDBP, CITYNAME XX 32202-2905				10/09/2006	
New Hires Report for Household of PVYDF P EOOWW								

6. The New Hires Report is paginated and has sorting capability by HOH Last Name, Program type and Project. The screen displays the Privacy Act statement as described in Section 3.2.5.
7. When **Public Housing or Section 8** is selected from the Program Type on the Summary Report page, the same selection is carried over to the Detail Reports page.
8. You may download the Summary Reports data in Microsoft Excel by clicking on the **Download in Excel** link. The Microsoft Excel spreadsheet will contain the same information (HOH SSN, HOH

---

Name, HOH DOB, Project - applicable to Public Housing households and displays Project Name and Project Number, Unit Address) as shown on the EIV online application screen. The download includes a Privacy Act Statement at the bottom.

Please refer to **Appendix B** for instructions on how to download to Microsoft Excel.

9. The user has the capability to print the report through the **Printer Friendly Version** link. When clicked, the system opens a pop-up window displaying the printable view of the New Hires Report. The report can be printed by clicking the Print button provided in the pop-up window. This page as printed using the Printer-Friendly link or EIV screens contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When finished requesting the printed version of the page, click the Close (X) button or File → Close to return to the New Hires Report page.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.2.2.3.3 Income Discrepancy Report

1. To view the list of households with income discrepancy, click the **Income Discrepancy Report** link under the **Report Type** column.
2. Once you click the link, the **By Reexamination Month –Summary Reports**, the **Income Discrepancy Report** page is displayed with 2 sections:
  - Income Discrepancy Report Summary
  - Detail List (with tabs for Summary Reports and Detail Reports)
3. You can search the get the report by clicking on the alphabets from the Last Name search as showing below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Discrepancy Report Summary

---

**Summary Section**

**Summary Income Discrepancy Report**

Participant Code: FL001 Jacksonville  
 Program Type: Public Housing  
 Reexamination Month: April  
 Households with Income Discrepancy: 5  
 By HOH Last Name Filter: All

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

Search By HOH Last Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project: All

1 - 5 of 5 Households

**Detail Section**

**Summary Reports** | **Detailed Reports**

HOH SSN	HOH Last Name	Unit Address	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Threshold Percentage
***-**-9999	lwztozh	242 gkz ,vmzo mvwitz ivdlou 7041 048109, vooremhpxzq FL 32206	FL001000048 Brentwood Lake	(\$10,639.54)	(\$4,681.58)	(100%)
***-**-9999	bvopmriy	gh sg72 ghzv 482 027141, vooremhpxzq FL 32206	FL001000027 SCATTERED SITES	(\$3,937.17)	(\$827.11)	(21.78%)
***-**-9999	mzdlx	gh bgivyro m 0443 017016, vooremhpxzq FL 32202	FL001000018 CENTENNIAL TOWNHOUSE	(\$3,817.74)	(\$4,296.66)	(25.02%)
***-**-9999	kkzn	gh wzliy 3723 018070, vooremhpxzq FL 32202	FL001000018 CENTENNIAL TOWNHOUSE	(\$2,698.75)	\$736.49	(12.75%)
***-**-9999	mlhftivu	gh gh3 ghvd 6303 028157, vooremhpxzq FL 32209	FL001000027 SCATTERED SITES	(\$2,503.67)	(\$8,174.31)	(23.64%)

1 - 5 of 5 Households

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 Report Generated By - M00XXX FIRST - M00338 LAST - uiv

The Summary Income Discrepancy Report section has the following information:

- **Participant Code:** (with PHA Code and PHA Name)
- **Program Type:** (with Program Type)
- **Reexamination Month:** (with Month and Year)
- **Households Exceeding Threshold:** (Number of Households)

The second section contains the Summary Reports and Detailed Reports as two different tabs.

The **Summary Reports** (default selected tab) shows the following fields:

- HOH SSN
- HOH Last Name
- Project (applicable to Public Housing households) displays Project Name and Project Number)
- Annual Income Discrepancy (Actual)
- Annual Income Discrepancy (Annualized Last Quarter)
- Threshold Percentage

The Income Discrepancy Report Summary has the sort capability for HOH Last Name, Project, Annual Income Discrepancy – Actual, and Annual Income Discrepancy – Annualized Last Quarter

Data fields. The report has pagination capability and Privacy Act statement as described in Section 3.2.5.

- When **Public Housing** is selected from the Program Type, the Income Discrepancy Report provides the option to select a specific Project from the drop-down list, as shown below, in order to filter the list of households based on the selected Project.
- You can search the get the report by clicking on the alphabets from the Last Name search as showing below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

**Enterprise Income Verification**
HUD Home | PIH Home | EIV Home | Search | Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Discrepancy Report Summary

**Summary Income Discrepancy Report**

Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	April
Households with Income Discrepancy:	5
By HOH Last Name Filter:	All

[Download in PDF](#) | [Printer-Friendly View](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project :

1 - 5 of 5 Households

HOH SSN	HOH Last Name	Unit Address	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized last quarter)	Threshold Percentage
***-**-9999	lwztozh	242 gkz ,vmzo mvwizt ivdlou 7041 048109, vooremlhpxzq FL 32206	FL001000048 Brentwood Lake	(\$10,639.54)	(\$4,681.58)	(100%)
***-**-9999	bvopmriy	gh sg72 ghzv 482 027141, vooremlhpxzq FL 32206	FL001000027 SCATTERED SITES	(\$3,937.17)	(\$827.11)	(21.78%)
***-**-9999	mzdlix	gh bgivyro m 0443 017016, vooremlhpxzq FL 32202	FL001000018 CENTENNIAL TOWNHOUSE	(\$3,817.74)	(\$4,296.66)	(25.02%)
***-**-9999	kkzn	gh wzliy 3723 018070, vooremlhpxzq FL 32202	FL001000018 CENTENNIAL TOWNHOUSE	(\$2,698.75)	\$736.49	(12.75%)
***-**-9999	mlhftivu	gh gh3 ghvd 6303 028157, vooremlhpxzq FL 32209	FL001000027 SCATTERED SITES	(\$2,503.67)	(\$8,174.31)	(23.64%)

1 - 5 of 5 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - M00XXX FIRST - M00338 LAST - uiv

**Project drop-down list**

- Users with the necessary roles may look at the information on the individual's Income Discrepancy Report by clicking on the link on the SSN as illustrated below.

# Enterprise Income Verification

HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Discrepancy Report Summary

## Summary Income Discrepancy Report

Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	April
Households with Income Discrepancy:	5
By HOH Last Name Filter:	All

Download in Excel link

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

Individual SSN link

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project : All

1 - 5 of 5 Households

HOH SSN	HOH Last Name	Unit Address	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized last quarter)	Threshold Percentage
***-**-9999	lwztozh	242 gkz ,vmzo mvwitz ivdlou 7041 048109, vooremlhpxzq FL 32206	FL001000048 Brentwood Lake	(\$10,639.54)	(\$4,681.58)	(100%)
***-**-9999	bvopmriy	gh sg72 ghzv 482 027141, vooremlhpxzq FL 32206	FL001000027 SCATTERED SITES	(\$3,937.17)	(\$827.11)	(21.78%)
***-**-9999	mzdlx	gh bgivyro m 0443 017016, vooremlhpxzq FL 32202	FL001000018 CENTENNIAL TOWNHOUSE	(\$3,817.74)	(\$4,296.66)	(25.02%)
***-**-9999	kkzn	gh wzliy 3723 018070, vooremlhpxzq FL 32202	FL001000018 CENTENNIAL TOWNHOUSE	(\$2,698.75)	\$736.49	(12.75%)
***-**-9999	mlhftivu	gh gh3 ghvd 6303 028157, vooremlhpxzq FL 32209	FL001000027 SCATTERED SITES	(\$2,503.67)	(\$8,174.31)	(23.64%)

1 - 5 of 5 Households

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

Report Generated By - M00XXX FIRST - M00338 LAST - uiv

When the SSN is clicked, a pop-window with the Household's information is displayed as shown below.

Summary Report	Income Report	Income Discrepancy Report
<b>Head of Household Information</b>		
Name:	KBJDNZ Z DKNCHMLHUE	
Social Security Number:	999-99-9999	
Program Type:	Public Housing	
Project:	SVPCRZDX ZYVUFFCEH	
Effective Date of Action:	03/01/2007	
Annual Reexamination Date:	08/01/2008	
Projected Annual Wages and Benefits from Form HUD-50058:	\$0.00	
Period Of Income for Discrepancy Analysis	12/01/2005 - 11/30/2006	
<b>Discrepancy Analysis</b>	<b>Actuals</b>	<b>Annualized Last Quarter</b>
Reported Annual Wages and Benefits from EIV Data:	\$20,107.11	\$21,895.04
Amount of Annual Income Discrepancy:	(\$20,107.11)	(\$21,895.04)
Amount of Monthly Income Discrepancy:	(\$1,675.59)	(\$1,824.59)
Percentage of Income Discrepancy:	(100%)	(100%)
<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>		
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.		
Report Generated By - HEI0XX FIRST - HEIV01 LAST - uiv		

- You may download the Summary Reports data to Excel by clicking the **Download in Excel** link. The download option is particularly useful for PHA's with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

Please refer to **Appendix B** for instructions on how to download to Excel.

The Excel spreadsheet will contain the same information ((HOH SSN, HOH Last Name, Project - applicable to Public Housing households and displays Project Name and Project Number, Annual Income Discrepancy – Actual, Annual Income Discrepancy – Annualized Last Quarter Data) as shown on the EIV online application screen and will contain the Privacy Act statement at the bottom.

8. When back to EIV online application, click the **Detail Reports** tab.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Em

Income Information >> By Reexamination Month >> Reports Summary >> Income Discrepancy Report Detail

**Income Discrepancy Report Detail**

Participant Code: DC001 D.C Housing Authority  
 Program Type: Public Housing  
 Reexamination Month: August  
 Households that Exceed Threshold: 34

1 - 34 of 34 Households

Summary Reports **Detail Reports**

**Head of Household Information**

Name: BBZDBAP SVGSW  
 Social Security Number: \*\*\*-\*\*-9999  
 Unit Address: 2863 FCFLPXU AI AU 009-0277, WASHINGTON DC 20020  
 Program Type: Public Housing  
 Project: DC001003090 AKFAA BOYRQ SEBBESCET  
 Effective Date of Action: 04/01/2007  
 Annual Reexamination Date: 08/01/2008  
 Projected Annual Wages and Benefits from Form HUD-50058: \$0.00  
 Period Of Income for Discrepancy Analysis: 01/01/2006 - 12/31/2006

Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$71,844.00	\$39,764.00
Amount of Annual Income Discrepancy:	(\$71,844.00)	(\$39,764.00)
Amount of Monthly Income Discrepancy:	(\$5,987.00)	(\$3,313.67)
Percentage of Income Discrepancy:	(100%)	(100%)

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

**Head of Household Information**

Name: HKMIHXKL SKADRQQS  
 Social Security Number: \*\*\*-\*\*-9999

The **Detail Reports** tab displays the following information for each household:

- Name
- Social Security Number
- Program Type
- Project
- Effective Date of Action
- Annual Reexamination Month
- Project Annual Wages and Benefits from Form 50058
- Period of Income for Discrepancy Analysis
- Discrepancy Analysis (Actual, Annualized Last Quarter)
  - Reported Annual Wages and Benefits from EIV Data



- Amount of Annual Income Discrepancy
- Amount of Monthly Income Discrepancy
- Percentage of Income Discrepancy

The Income Discrepancy Detail Report has the pagination capability and Privacy Act statement as described in Section 3.2.5.

9. When **Public Housing** or **Section 8** is selected from the Program Type on the Summary Report page, the same selection is carried over to the Detail Reports page.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.2.2.3.4 Failed Verification Report

1. To view the list of tenants for whom SSA was unable to provide income or benefit information and the reason for the missing information, click the **Failed Verification Report** link under the **Report Type** column.
2. When the link is clicked, the **By Reexamination Month – Reports Summary - Failed Verification Report** page is displayed with 2 sections:
  - Failed Verification Summary
  - Summary Reports list

**Enterprise Income Verification**
HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed Verification Report

**Failed Verification Report**

Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	April
Households that Failed Verification:	1

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

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project :

1 - 1 of 1 Households

HOH SSN ***-**-9999	HOH Name zhvvozq hmrpdzs	HOH DOB 06/11/1988	Project FL001000027 SCATTERED SITES
Member SSN ***-**-9999	Member Name vxmibzi lilgovw	Member DOB 04/10/2005	Failed Verification Description Verification failed - SSN not found in SSA records 770443467

1 - 1 of 1 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - M00XXX FIRST - M00338 LAST - uiv

The **Failed Verification Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)

- Households Failed Verification: (Number of Households)

The second section contains the list of households and household members that failed the SSA verification. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed verification:

- Member SSN
- Member Name
- Member DOB
- Failed Verification Description

The Failed Verification Report has the pagination capability and displays the Privacy Act statement as described in Section 3.2.5.

- When **Public Housing** is selected from the Program Type, the Failed Verification Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on the selected Project.

**Enterprise Income Verification**
HUD Home PIH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed Verification Report

---

**Failed Verification Report**

Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	April
Households that Failed Verification:	1

[Download](#) | [Printer Friendly](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project : All

1 - 1 of 1 Households

HOH SSN ***-**-9999   HOH Name zhvvoqz hmrpdzs   HOH DOB 06/11/1988   Project FL001000027 SCATTERED SITES			
Member SSN	Member Name	Member DOB	Failed Verification Description
***-**-9999	vxmibzi lilgovw	04/10/2005	Verification failed - SSN not found in SSA records 770443467

1 - 1 of 1 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - M00XXX FIRST - M00338 LAST - uiv

**Project drop-down list**

The link to Printer Friendly version of the Failed Verification Report is also provided. When clicked, the system opens a pop-up window displaying the printable view of the Failed Verification Report. The report can either be printed by clicking **Print** button provided in the pop-up window or by File>>Print to launch the Print dialog box. When finished reviewing, click the Close (X) button or File → Close to return to the Failed Verification Report page. This page printed using the Printer-Friendly link or EIV screens contains the first name, last name, and user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5.



- 
4. You may download the Summary Reports data in Microsoft Excel. This download option is particularly useful for PHA's with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

Please refer to Appendix B for instructions on how to download Excel-format files.

The Microsoft Excel spreadsheet will contain the same information (HOH SSN, HOH Name, HOH Date of Birth, Project - applicable to Public Housing households and displays Project Name and Project Number, Member SSN, Member Name, Member Date of Birth, Failed Verification Description) as shown on the EIV online application screen.

**Appendix A** provides a complete listing of the error messages that may be generated and displayed by the system.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.2.2.3.5 Failed EIV Pre- Screening Report

1. To view the list of households and household members that were not sent to SSA for verification because they failed the EIV pre-screening test, click the **Failed EIV Pre- Screening Report** link under the **Report Type** column.
2. When the link is clicked, the **By Reexamination Month – Reports Summary - Failed EIV Pre- Screening Report** page is displayed with 2 sections:
  - Failed EIV Pre- Screening Summary
  - Summary Reports list
3. You can search the get the report by clicking on the alphabets from the Last Name search as showing below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed EIV Pre-Screening Report

Failed EIV Pre-Screening Report	
Participant Code:	FL001 Jacksonville
Program Type:	All PIH Programs
Reexamination Month:	April
Households that Failed EIV Pre-Screening Test:	2

Printer-Friendly Download in E

[Download in Excel](#)  
[Printer Friendly Version](#)  
[Error Description Help](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 2 of 2 Households

HOH SSN ***-**-9999   HOH Name ml00zu ivelot   HOH DOB 08/31/1981			
Member SSN	Member Name	Member DOB	Failed EIV Pre-screening Description
***-**-9999	mzobw ivelot	11/07/2009	Failed SSN check.

HOH SSN ***-**-9999   HOH Name biivg ivghveobh   HOH DOB 07/21/1954			
Member SSN	Member Name	Member DOB	Failed EIV Pre-screening Description
***-**-9999	biivg ivghveobh	07/21/1954	Failed effective date check.
***-**-9999	zobzsh ivghveobh	02/11/1984	Failed effective date check.
***-**-9999	skvhlq ivghveobh	11/11/1994	Failed effective date check.
***-**-9999	hft iq hmrpkls	12/08/1995	Failed effective date check.
***-**-9999	mreyp gmzbiy	09/24/1999	Failed effective date check.
***-**-9999	zshrvpizn gstriy	09/17/2002	Failed effective date check.

1 - 2 of 2 Households

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

Report Generated By - M00XXX FIRST - M00338 LAST - uiv

The **Failed EIV Pre - Screening Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households Failed EIV Pre- Screening Test: (Number of Households)

The second section contains the list of households and household members that failed EIV Prescreen. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed EIV Prescreen:

- Member SSN
- Member Name
- Member DOB
- Failed EIV Pre- Screening Description

The Failed EIV Pre-Screening Report has the pagination capability and displays the Privacy Act statement as described in Section 3.2.5.

- When **Public Housing** is selected from the Program Type, the Failed EIV Pre-Screening Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households accordingly.

**Enterprise Income Verification**
HUD Home [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Failed EIV Pre-Screening Report

**Failed EIV Pre-Screening Report**

Participant Code:	NY005 New York City HA
Program Type:	Public Housing
Reexamination Month:	April
Households that Failed EIV Pre-Screening Test:	1

[Download in Excel](#)  
[Printer Friendly Version](#)  
[Error Description](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project :

1 - 1 of 1 Households

HOH SSN \*\*\*-\*\*-9999 | HOH Name vtilvt avftriwli | HOH DOB 07/15/1959 | Project NY005000610 VAN DYKE I

Member SSN	Member Name	Member DOB	Failed EIV Pre-screening Description
***-**-9999	vxxrmfv avftriwli	06/09/1990	Failed effective date check.
***-**-9999	zobzpv avftriwli	06/30/1998	Failed effective date check.
***-**-9999	zirwazb avftriwli	06/22/1986	Failed effective date check.
***-**-9999	ovfmzvn avftriwli	12/02/1992	Failed effective date check.
***-**-9999	mbobzpv avftriwli	03/06/2000	Failed effective date check.
***-**-9999	vovvmrnzq avftriwli	04/28/1995	Failed effective date check.
***-**-9999	afo avftriwli	05/24/1963	Failed effective date check.
***-**-9999	vtilvt avftriwli	07/15/1959	Failed effective date check.
***-**-9999	ivurmmvq avftriwli	01/09/1984	Failed effective date check.
***-**-9999	vxxrmivv avftriwli	06/09/1990	Failed effective date check.

1 - 1 of 1 Households

**Project drop-down list**

- The link to Printer Friendly version of the Failed EIV Pre-Screening Report is also provided. When clicked, the system opens a pop-up window displaying the printable view of the Failed EIV Pre-Screening Report. The report can either be printed by clicking **Print** button provided in the pop-up window or by File>>Print to launch the Print dialog box. This page also contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When finished requesting the printed version of the page, click the Close (X) button or File → Close to return to the Failed EIV Pre-Screening Report page.

- You may download the Summary Reports data in Microsoft Excel. This download option is particularly useful for PHA's with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

Please refer to Appendix B for instructions on how to download Excel-format files.

The Microsoft Excel spreadsheet will contain the same information applicable the report as filtered and displayed on screen -- Project Name and Project Number, Member SSN, Member Name, Member Date of Birth, and Failed Verification Description.

**Appendix A** provides a complete listing of the error messages that may be generated and displayed by the system.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.2.2.3.6 No Income Report

- To view the list of tenants whose identities were validated by the SSA but did not or have never received income or SS/SSI benefits, please click the **No Income Report** link under the **Report Type** column.
- When the link is clicked, the **By Reexamination Month – Reports Summary -No Income Report** page is displayed with 2 sections:
  - No Income Summary
  - Summary Reports list
  - You can search the get the report by clicking on the alphabets from the Last Name search as showing below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

**Enterprise Income Verification**
HUD Home [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> No Income Report

**No Income Report**

Participant Code: FL001 Jacksonville  
 Program Type: All PIH Programs  
 Reexamination Month: April  
 Households With No Income: 12

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

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 12 of 12 Households

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-9999	voovmbo	ggvmmlly	12/23/1974			wi htmrp wol 5966 321, vooremhpxzq FL 792279221
***-**-9999	vxmvizox	hkroorsk	03/01/1954			gh bgivyro m 545 433n gkz, vooremhpxzq FL 842284221
***-**-9999	bmggriy	hnrzoord	04/04/1989			vmzo mvwizt ivdlou 5921 242#, vooremhpxzq FL 842284221
***-**-9999	zgrfjrsx	hriizs	02/09/1986			gh wozivtagru 8091, vooremhpxzq FL 092209221
***-**-9999	vmrnhsq	hwlld	06/07/1990			veriv ivgmvx vtzoore 126 043#, vooremhpxzq FL 842284221
***-**-9999	zhhrovn	ivgglk	06/07/1979			weoy xrgmzogz 49223 142, vooremhpxzq FL 332233221
***-**-9999	zorfvjg	ivkizs	02/14/1979			wzli gzvsd 0497, vooremhpxzq FL 002200221
***-**-9999	zhhrovn	ivwmzcvoz	02/26/1972			248 #wzli hmroolx 4739 248, vooremhpxzq FL 002200221
***-**-9999	bxzig	mlhivggzk	09/20/1981			vez vhiin 9058 336#, vooremhpxzq FL 002200221
***-**-9999	vhrilovw	pxriwmpv	04/29/1985			.kcv mlgtmraiz 4438 142-k, vooremhpxzq FL 332233221
***-**-9999	mlshbzip	vxmvidzo	06/23/1984			vez wm2 3335, vooremhpxzq FL 642264221
***-**-9999	liyr	xrelgvnsz	11/24/1949			gh zirnoz 8383 2, vooremhpxzq FL 332233221

1 - 12 of 12 Households

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 Report Generated By - M00XXX FIRST - M00338 LAST - uiv

Download  
in  
Excel  
Link

Printer-  
Friendly  
link

The **No Income Report Summary** section has the following information:

- Participant Code: (with PHA Code and PHA Name)

- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households With No Income: (Number of Households)

The second section contains the list of households with no income. The list shows the following information:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)
- Unit Code
- Unit Address

The No Income Report has the pagination capability and displays the Privacy Act statement as described in Section 3.2.5.

3. When **Public Housing** is selected from the Program Type, the No Income Report provides the option to select a specific Project from the drop-down list as shown below in order to filter the list of households based on the selected Project.
4. You can search the get the report by clicking on the alphabets from the Last Name search as showing below:

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

**Enterprise Income Verification**
HUD Home PH Home EIV Home Search Email

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> No Income Report

---

**No Income Report**

Participant Code:	NY005 New York City HA
Program Type:	Public Housing
Reexamination Month:	April
Households With No Income:	1

[Download in Excel](#)  
[Printer Friendly V](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Project :

**Project drop-down list**

1 - 1 of 1 Households

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
***-**-9999	tmvk-lzsa	fb	07/16/1950	NY005000290 FARRAGUT		

1 - 1 of 1 Households

5. You may download the Summary Reports data in Microsoft Excel. This download option is particularly useful for PHA's with a large volume of tenant reports or who wish to load the data into another program such as Microsoft Access.

---

Please refer to Appendix B for instructions on how to download Excel-format files.

The Microsoft Excel spreadsheet will contain the same information (HOH SSN, HOH Name, HOH DOB, Project - applicable to Public Housing households and displays Project Name and Project Number, Unit Address) as shown on the EIV online application screen.

6. Also a link to access Printer Friendly version of the No Income Report is also provided. When clicked, the system opens a pop-up window displaying the printable view of the No Income Report. The report can either be printed by clicking **Print** button provided in the pop-up window or by File>>Print to launch the Print dialog box. This page also contains the first name, last name, and user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5 When finished requesting the paper version of the page, click the **Close (X)** button or File → Close to return to the No Income Report page.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*-\*-\*\*-1234) for this report or contained in the download to Excel.

### **4.2.3 Accessing the Household Detail Information**

#### **4.2.3.1 Household Detail Information**

The Income Information section provides four options for accessing Household Detail Information:

- Through the Income Information – By Head of Household, search by Head of Household’s Social Security Number.
- Through the Income Information – By Head of Household, Search Result and clicking a particular Last Name or First Name from the list of households.
- Through the Income Information – By Reexamination Month – Income Report Summary list and clicking a particular SSN from the list of households.
- Through the Income Information – By Reexamination Month – Income Discrepancy Report Summary list and clicking a particular SSN from the list of households

Through use of the first two options (through Head of Household) enumerated above, the Summary Report, Certification Page, Income Report and Income Discrepancy Report can be displayed as shown below:

Income Information >> [By Head of Household](#) >> Summary Report

[Print-All](#)

<b>Summary Report</b>	Certification Page	Income Report	Income Discrepancy Report			
<b>Head of Household Identifiers</b>						
Name:	KBJDNZ Z DKNCHMLHUE					
Social Security Number:	***.**-9999					
Date of Birth (mm/dd/yyyy):	XX/XX/1959					
Program Type:	Public Housing					
Project:	SVPCRZDX ZYVUFFCEH					
Unit Address:	728 SIZL WI IO WASHINGTON DC 20032					
Participant Code:	DC001					
Annual Reexamination Date:	08/01/2008					
Tenant Data from Form 50058 as of:	07/11/2007					
Most Recent Type of Action:	14-Historical Adjustment					
Effective Date:	03/01/2007					
<b>Household Members</b>						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***.**-9999	KBJDNZ	DKNCHMLHUE	XX/XX/1959	50	Head	Verified
The month and day values in the Date of Birth field have been masked for security reasons.						
<input type="button" value="Provide ICN"/>						
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv						

Through the last two options(through Reexamination Month) enumerated above, the Summary Report, Income Report and Income Discrepancy Report can be displayed as shown below:



Summary Report		Income Report		Income Discrepancy Report		
<b>Head of Household Identifiers</b>						
Name:	AKABHXP ABJWHMLN					
Social Security Number:	***-**-9999					
Date of Birth (mm/dd/yyyy):	XX/XX/1981					
Program Type:	Sec.8 Vouchers					
Project:						
Unit Address:	2936 OQNDZSZL GIUBM XC #6 WASHINGTON DC 20002					
Participant Code:	DC001					
Annual Reexamination Date:	08/01/2008					
Tenant Data from Form 50058 as of:	09/09/2007					
Most Recent Type of Action:	1-New Admission					
Effective Date:	08/01/2007					
<b>Household Members</b>						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-9999	AKABHXP	ABJWHMLN	XX/XX/1981	28	Head	Verified
The month and day values in the Date of Birth field have been masked for security reasons.						
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv						

#### 4.2.3.1.1 Household Summary Report

The Household Summary Report as shown below is displayed under the **Summary Report** tab and shows information on the Head of Household (Name, Social Security Number, Date of Birth, Program Type, Project Name, Unit Address, Participant Code, Annual Reexamination Date, Tenant Data from Form 50058, Most Recent Type of Action, Effective Date) and family members' information (Member SSN, Member First Name, Member Last Name, Date of Birth, Age, Identification Verification Status). The Family Members table, the Identity Verification Status shows one of the following messages:

Message	Description
<b>Verified</b>	Tenant SSN, Last name, and DOB combinations have been verified by SSA
<b>Not Verified</b>	Tenant record has not been sent to SSA for verification yet.
<b>Failed</b>	Tenant SSN, Last name and DOB combination verification failed by SSA.
<b>Deceased</b>	Tenant with SSN, Last name and DOB combination is deceased.

**Figure 1 – Identity Verification Status Messaging**



# Enterprise Income Verification

[HUD Home](#)[PIH Home](#)[EIV Home](#)

Income Information >> [By Head of Household](#) >> Summary Report

[Print-All](#)

Head of Household Identifiers Table

**Summary Report** Certification Page Income Report Income Discrepancy Report

Head of Household Identifier:

Head of Household Identifier: BBXWGQCL G ZBDCFF  
Social Security Number: \*\*\*-\*\*-9999  
Date of Birth (mm/dd/yyyy): XX/XX/1961  
Program Type: T  
Project:  
Unit Address: 2404 GGVZP NUHWP HB WASHINGTON DC 20020  
Participant Code: DC001  
Annual Reexamination Date: 08/01/2007  
Tenant Data from Form 50058 as of: 07/05/2007  
Most Recent Type of Action: 14-Historical Adjustment  
Effective Date: 03/01/2007

Print-All link

### Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-9999	BBXWGQCL	ZBDCFF	XX/XX/1961	48	Head	Verified
**-9999	NBTBBRP	ZBDCFF	XX/XX/1981	28	Other Adult	Verified
**-9999	ZGVVWNB	ZBDCFF	XX/XX/1990	19	Other youth under 18	Verified
**-9999	BZFNZDK	ZBDCFF	XX/XX/1991	17	Other youth under 18	Verified
**-9999	KBTBBRP	ZBDCFF	XX/XX/1993	16	Other youth under 18	Verified
***-9999	GTMOBRQ	ZBDCFF	XX/XX/1995	14	Other youth under 18	Verified
***-9999	MGVWHXR	ZBDCFF	XX/XX/1996	12	Other youth under 18	Failed
***-9999	ZJVLRLP	ZBDCFF	XX/XX/1998	11	Other youth under 18	Verified
***-9999	NKFLF	ZBDCFF	XX/XX/2003	5	Other youth under 18	Verified

Family Members List

The month and day values in the Date of Birth field have been masked for security reasons.

Provide ICN

From this page, you can acquire an income control number (ICN) as described in Section 4.2.3.3.

### 4.2.3.1.2 Income Report

The Income Report is displayed under the Income Report tab and shows the following information for all members of the household, where available:

- Employment Information
- Wages Table
- Unemployment Benefits Table
- Social Security Benefits Table
- Dual Entitlement Table
- Medicare Data Table
- Supplemental Security Benefits Table
- Disability Table

The last 8 quarters for wages and unemployment benefits and the last 8 changes for social security benefits and dual entitlement/pending dual entitlement data are displayed by the system. These components are described below.

The **Wages and Benefit Report for Household of <Name>** table displays the features associated with the Head of Household: PHA Code, PHA Name, Annual Reexamination Date, Address, Most Recent Type of Action, Program Type, Project, Form 50058 as of, Effective Date, Head of Household <Name>, Social Security Number (masked for privacy) and Date of Birth (masked for privacy).

Wage and Benefit Report for Household of TNFAFCRHO ABEKGOS			
Code:	DC001	Program Type:	Public Housing
Name:	DC001 D.C Housing Authority	Project:	DC001002130 BVSYTMX NKBZLRW
Annual Reexamination Date:	08/01/2007	Form 50058 as of:	06/22/2007
Address:	822 11EH WI MO 013-0420 WASHINGTON DC 20019		
Most Recent Type of Action:	14-Historical Adjustment	Effective Date:	06/01/2007
Head of Household: TNFAFCRHO ABEKGOS			
Social Security Number:	***.**-9999	Date of Birth:	XX/XX/1111

**Wages and Benefit Report Section**

The **Employment Information** table includes the tenant’s employment Information (W-4), if available. If no data is available, the text “EIV received no Employment (W4) data.” is displayed. The table presents the Hire Date, Hire State, the employer’s Federal Employer Identification Number (FEIN), Employer Name and Address, and the Date Received by EIV. It should be noted that for all types of EIV data (not just W-4 data), often employer information could be problematic in that the entity that reports may be a corporate headquarters, payroll office or accounting firm located far from the place of employment.

Household Member:		IVNB ABEKGOS		SSN:		***.**-9999	
Date of Birth:		11/11/1111		Relationship:		Other Adult	
Employment Information							
Hire Date	Hire State	FEIN	Employer Name and Address			Date Received by EIV	
10/30/2007	NC	00-0000000	LOQ LZOR PQNURMILCSQ HYLAWTQX 9216 M WUAFRJK KRJU, City Name XX 28360-0278			01/18/2008	
		00-0000000	YKGL F FQWI KVSDWRQSD XD PAR PJZ, City Name XX 45201-245			07/17/2008	
	PA	00-0000000	ZMAQFFC (YM) RH ZPUPAU XKEWZ 2434 DPWRPI IC ZB 82, City Name XX 19102-3834			07/17/2008	

**Employment Information**

The **wages** table includes all types of income. If the Tenant is not employed, the text “EIV received no income data” is displayed. Wage information is aggregated according to the quarter in which the wage was received. The table includes a record for each reporting quarter. The most recent quarter is listed first. The table displays the Pay Period, Amount, the employer’s FEIN, Employer Name and Address, and the Date Received by EIV.

The **Unemployment Benefits** table provides benefit history information. If the Tenant is employed and does not receive unemployment benefits, the text “EIV received no benefit data.” is displayed. There is a record in the table for each benefit period included in the quarterly results. The table displays the Pay Period, Amount, and the Date Received by EIV.

Wages					
Pay Period	Amount	FEIN	Employer Name and Address		Date Received by EIV
	\$813.00	00-0000000	ZMAQFFC BHWZLGFTVNU JOLV HM TQW 1618, City Name XX 91765-7436		11/17/2007
	\$2,436.00	00-0000000	ZMAQFFC BHWZLGFTVNU JOLV HM TQW 1618, City Name XX 91765-7436		08/22/2007
	\$2,649.00	00-0000000	VMINCQE & VCUFNCG 732 8QG QIF PF 82, City Name XX 10019-1701		08/22/2007
Q3 of 2005	\$6,561.00	00-0000000	VMINCQE & VCUFNCG 732 8QG QIF PF 82, City Name XX 10019-1701		08/22/2007
	\$7,150.00	00-0000000	VMINCQE & VCUFNCG 732 8QG QIF PF 82, City Name XX 10019-1701		08/22/2007
	\$6,691.00	00-0000000	VMINCQE & VCUFNCG 732 8QG QIF PF 82, City Name XX 10019-1701		10/16/2005
	\$6,150.00	00-0000000	VMINCQE & VCUFNCG 732 8QG QIF PF 82, City Name XX 10019-1701		10/16/2005
Q3 of 2004	\$7,168.00	00-0000000	VMINCQE & VCUFNCG 732 8QG QIF PF 82, City Name XX 10019-1701		10/16/2005
Unemployment Benefits					
Pay Period	Amount				Date Received by EIV
Q3 of 2007	\$0.00				11/17/2007

**Wages**

**Unemployment Benefits**

The **Social Security Benefits** table provides information about the current status of this entitlement, including Payment Status Code, Date of Current Entitlement, and Net Monthly Benefit as well as a verification data.

Unlike wage and unemployment records, which are aggregated quarterly by EIV, Social Security records are aggregated by periods of uniform payment status. The beginning and end dates of these benefit records reflect those provided directly from State Verification Exchange System (SVES), with each row indicating a change in entitlement amount or reflect that benefits were not due.

The Lump Sum table provides the accumulated payment for all months through the month preceding the current operating month, including those that precede the eight changes displayed by EIV.

If the Tenant does not receive Social Security Benefits, the text “EIV received no benefit data.” is displayed.

The **Dual Entitlement** table is located directly beneath the Social Security Benefits Table. Despite the name “Dual Entitlement”, a household member can have maximum of 6 entitlements. If the Tenant does not receive any Dual Entitlements, the text “EIV received no benefit data.” is displayed.

If the response for the dual entitlement has been received, the table includes a Verification Data column, providing the Claim Number, Payment Status Code, Date of Current Entitlement, Net Monthly Benefit if Payable, and the Payee Name and Address. Directly to the right of the Verification Data column is the Benefit History column, providing a gross account of disbursement history.

The amount in the Gross Benefit column refers to the total entitlement before applicable deductions. If deductions apply, this figure will be different from the Net Monthly Benefit displayed in the Verification Data column. The date of the Dual Entitlement benefit records are from the data provided by SSA, with each row indicating a change in entitlement amount or that benefits were not paid.

If the dual entitlement response is pending from SSA, the table includes a Dual Entitlement Response Pending column and the list of Claim Numbers pending receipt of response.

Social Security Benefits		Verification Data		Benefit History	
Payment Status Code:	X7 - Health insurance benefits (HIB) SMB terminated	Date	Gross Benefit		
Date of Current Entitlement:	11/1994				
Net Monthly Benefit if Payable:	\$298.00				
Payee Name and Address:	YKKS Z TDMGU 0 CSUYS KP NVLVAQUOF LI				
Date Received by EIV: 04/04/2008		Lump Sum		Date	Amount
				03/01/2008	\$0.00
Dual Entitlement		Verification Data		Benefit History	
Claim Number#:	C2	Date	Gross Benefit		
Payment Status Code:	A0 - Adjusted for dual entitlement	12/2007	\$268.00		Benefits not paid
Date of Current Entitlement:	4/1995	12/2008	\$262.00		Benefits not paid
Net Monthly Benefit if Payable:	\$268.00	12/2006	\$254.00		Benefits not paid
Payee Name and Address:	YKKS Z TDMGU 32 OGVGBHMLC AQ EKWVNSDCVX DN	12/2004	\$244.00		Benefits not paid
		12/2003	\$237.00		Benefits not paid
		12/2002	\$232.00		Benefits not paid
		12/2001	\$229.00		Benefits not paid
		7/2001	\$229.00		Benefits not paid
Date Received by EIV: 04/04/2008					

The **Medicare Data** table includes a Verification Data column and the Payee Name and Address. To the right of the Verification Data column are the Insurance Premium, Buy-In Start, and Buy-In Stop details.

If the Tenant does not receive Medicare Data, the text “EIV received no benefit data.” is displayed.

Medicare Data	Verification Data	Premium	Buy-in	Buy-in Start	Buy-in Stop
Payee Name and Address:	IMCHZY TFXMMXXA 838 T FBXPEQKN BSN ID EVEDDRAKWO PD	Hospital Insurance: \$0.00 Supp. Med. Insurance: \$98.40	N N	Not Available	Not Available
Date Received by EIV: 04/02/2008					

**Medicare Data**

The **Supplemental Security Benefits** table includes a Verification Data column, providing information about the current status of this entitlement: Payment Status Code, Alien Indicator, SSI Monthly Assistance Amount (Current), State Supplemental Amount (Current), and the Payee Name and Address. To the right is the Payment History of Net Benefits Paid column, identifying the date and type of monthly supplemental security benefit payments from both Federal and State sources: Date, Federal Amount, State Amount, and Type of Payment.

If the Tenant does not receive Supplemental Security Benefits, the text “EIV received no benefit data” is displayed. The **Disability Table** displays the status “Yes” or “No” and the Onset Date.

Supplemental Security Income Benefits	Verification Data	Payment History of Net Benefits Paid			
Code:	T31 - Terminated - System generated termination (payment previously made or refund on record)	Date	Federal Amount	State Amount	Type of Payment
Assistance Amount (Current):	A	04/01/2000	\$0.00	\$0.00	No Payment; Record Termination
State Supplemental Amount (Current):					
Payee Name and Address:	BBSNC LVKMUJ 8905 XFABZRW VXHN CB EVED JF				
Date Received by EIV: 04/02/2008					
<b>Disability</b>					
Disability:	Yes				On-set Date:
Date Received by EIV: 04/02/2008					

**Supplemental Security Benefits**

**Disability**

#### 4.2.3.1.3 Income Discrepancy Report

The Income Discrepancy Report is displayed under the **Income Discrepancy Report** tab and shows the Head of Household Information (Name, Social Security Number, Type of Housing, Project, Effective Date of Action, Annual Reexamination Date, Projected Annual Wages and Benefits from Form HUD-50058, Period Of Income for Discrepancy Analysis) and Discrepancy Analysis Information (Reported Annual Wages and Benefits from EIV Data, Amount of Annual Income Discrepancy, Amount of Monthly Income Discrepancy, and Percentage of Income Discrepancy) with income discrepancy.

#### 4.2.3.1.4 Certification Page

The Certification information is displayed under the **Certification Page** tab and shows the Household composition table. The Certification page provides PHA User a certification section for PHA's and Household Members to acknowledge that the household income is verified and validated by PHA

The Certification tab is displayed as shown below.





The system opens a pop-up window displaying the printable view of the household's information. When clicked, the system opens a pop-up window displaying the printable view of the Household Information. The report can be printed by clicking the **Print** button provided in the pop-up window. This page printed using the Printer-Friendly link or EIV screens contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When you have finished requesting the printed version of the page, click the pop-up window's File → Close to return to the Household Income Details page.

#### 4.2.3.3 Acquiring an Income Control Number (ICN)

An Income Control Number (ICN) may be assigned from the Household Summary and Income Record Status page. The ICN is potentially useful as proof that EIV was accessed. The ICN is recommended for use as a marker in the tenant file if EIV material is filed elsewhere. Please follow these steps to generate an ICN:

- Click By Head of Household Information in the left navigation panel, enter the search criteria, and click Search.
- Click on the appropriate tenant record to open the Household Summary and Income Record Status page.
- Click the **Provide ICN** button, appearing on the Household Summary and Income Status Record page below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home

Income Information >> [By Head of Household](#) >> Summary Report

[Print-All](#)

**Summary Report** Certification Page Income Report Income Discrepancy Report

**Head of Household Identifiers**

Name:	KBJDNZ Z DKNCHMLHUE
Social Security Number:	***.**-9999
Date of Birth (mm/dd/yyyy):	XX/XX/1959
Program Type:	Public Housing
Project:	SVPCRZDX ZYVUFFCEH
Unit Address:	728 SIZL W I O WASHINGTON DC 20032
Participant Code:	DC001
Annual Reexamination Date:	08/01/2008
Tenant Data from Form 50058 as of:	07/11/2007
Most Recent Type of Action:	14-Historical Adjustment
Effective Date:	03/01/2007

**Household Members**

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***.**-9999	KBJDNZ	DKNCHMLHUE	XX/XX/1959	50	Head	Verified

month and day values in the Date of Birth field have been masked for security reasons.

**Provide ICN** button

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv

The Household Summary and Income Record Status page refreshes, displaying an ICN assignment as shown below.

Enterprise Income Verification

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)

Income Information >> [By Head of Household](#) >> Summary Report

[Print All](#)

Summary Report
Certification Page
Income Report
Income Discrepancy Report

**Head of Household Identifiers**

Name:	Gtjnnqr Fmcibrw
Social Security Number:	***-**-9999
Date of Birth (mm/dd/yyyy):	XX/XX/1922
Program Type:	Sec.8 Vouchers
Project:	
Unit Address:	104 Ntkww Sylzqp #9 Berlin NH 03570
Participant Code:	NH011
Annual Reexamination Date:	06/01/2008
Tenant Data from Form 50058 as of:	02/04/2008
Most Recent Type of Action:	2-Annual Reexamination
	06/01/2007

ICN NH011-08182009-1232145

**Household Members**

Member Social Security Number	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-9999	Gtjnnqr	Fmcibrw	XX/XX/1922	87	Head	Verified

The month and day values in the Date of Birth field have been masked for security reasons.

[Printer-Friendly Version](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv

Printer-friendly Version Link

ICN Assigned

#### 4.2.3.4 Printing the Income Control Number Assignment Page

When you click the **Printer-friendly Version** button on the Household Summary and Income Record Status page, the Income Control Number Assignment page is displayed. Notice the page includes an income control number assignment and is reformatted with the HUD Navigation Bar and the EIV System Navigation Panel removed as shown below. This page also contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5.

Head of Household Identifiers	
Name:	Gtjnqr Fmcibrw
Social Security Number:	**-**-9999
Date of Birth (mm/dd/yyyy):	XXXX/1922
Program Type:	Sec.8 Vouchers
Project:	
Unit Address:	104 Ntkww Sylzqp #9 Berlin NH 03570
Participant Code:	NH011
Annual Reexamination Date:	06/01/2008
Tenant Data from Form 50058 as of:	02/04/2008
Most Recent Type of Action:	2-Annual Reexamination
Effective Date:	06/01/2007
ICN: NH011-08182009-1232145	

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
**-**-9999	Gtjnqr	Fmcibrw	XXXX/1922	87	Head	Verified

The month and day values in the Date of Birth field have been masked for security reasons.

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

Report Generated By - HEI00X FIRST - HEI00Y LAST - uiv

....FOR OFFICIAL USE ONLY....

#### 4.2.4 Income Information - New Hires Report

The New Report provides statistical information at the HQ, State, HUB, FO, TARC and PHA levels of the number of households and household members with new hires in the last 180 days based on EIV processing date.

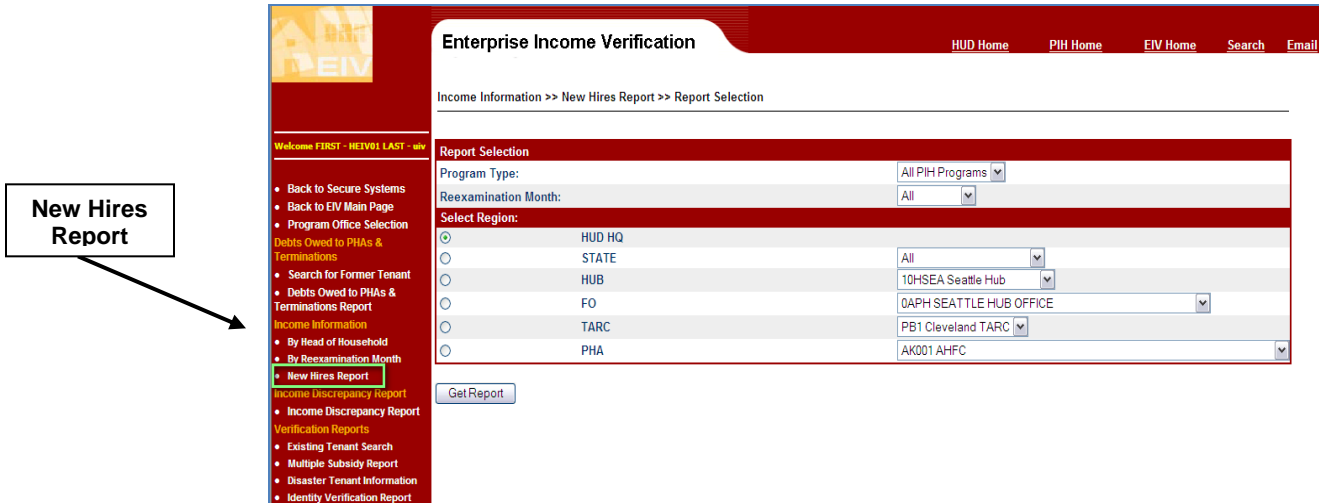
##### 4.2.4.1 Report Generation

On a weekly basis (as part of the weekend batch processing), PIH households and household members are evaluated for new hires information and statistics are computed on the number of households and household members with new hires including the individual information. Each week, the new statistics and the corresponding individual information generated are stored in EIV and overwriting the previous week's statistics and individual information. Users relying on New Hires information for a particular period are advised to print that report before it is overwritten.



#### 4.2.4.2 New Hires Report Filtering

Access the New Hires Report page by clicking the **New Hires Report** link on the EIV Navigation panel. The **New Hires Report – Report Selection** page displays as illustrated below.



Use this page to filter the scope of the data appearing on the New Hires Report. Once you have selected your filter options, click the **Get Report** button to generate the New Hires Report reflecting your choices.

The **New Hires Report** page provides you with the following filter options:

**Program Type** – This option provides the capability to filter data by Program Type – All PIH Programs, Public Housing or Section 8. By default, the value is set to **All PIH Programs** when the page displays.

**Reexamination Month** – This option provides the capability to filter data by Reexamination Month – All or a specific month of the year. By default, the value is set to **“All”** when the page displays.

**Region** – This option controls the scope of the data included on the report. Report data is aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. Your assigned role along with the security level as assigned determine the extent of the data that will be accessible.

Your role assignment provides you with access to up to six region options. Only those that you are permitted to access are displayed on the page when it opens. Only one Region option can be selected at a time.

The following region options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. The option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all levels.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Information >> New Hires Report >> Report Selection

**Report Selection**

Program Type: All PIH Programs

Reexamination Month: All

**Select Region:**

<input checked="" type="radio"/>	HUD HQ	
<input type="radio"/>	STATE	All
<input type="radio"/>	HUB	10HSEA Seattle Hub
<input type="radio"/>	FO	0APH SEATTLE HUB OFFICE
<input type="radio"/>	TARC	PB1 Cleveland TARC
<input type="radio"/>	PHA	AK001 AHFC

Get Report

- **State** - This option provides full access for those with IDs of Headquarters scope. The option as shown on the screen below only is displayed if your role assignment provides you with the access to national data at all states.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Information >> New Hires Report >> Report Selection

**Report Selection**

Program Type: All PIH Programs

Reexamination Month: All

**Select Region:**

<input type="radio"/>	HUD HQ	
<input checked="" type="radio"/>	STATE	All
<input type="radio"/>	HUB	10HSEA Seattle Hub
<input type="radio"/>	FO	0APH SEATTLE HUB OFFICE
<input type="radio"/>	TARC	PB1 Cleveland TARC
<input type="radio"/>	PHA	AK001 AHFC

Get Report

A drop-down list provides you with all the available State selection options. ALL option will enable you to pull the report for all the states. Scroll through the list to locate the desired State. Highlight it to select. Only one selection can be active at a time.

- HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you will be able to view data for one, several, or all of the Field Offices and PHA’s associated with that HUB. If your access is at this level, the New Hires Report page would appear as shown below.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below the header, the breadcrumb trail reads 'Income Information >> New Hires Report >> Report Selection'. The main section is titled 'Report Selection' and contains the following fields:

- Program Type:** A dropdown menu set to 'All PIH Programs'.
- Reexamination Month:** A dropdown menu set to 'All'.
- Select Region:** A section with three radio button options:
  - HUB**: A dropdown menu set to '4HJAC Jacksonville Hub'.
  - FO**: A dropdown menu set to '4HPPH JACKSONVILLE HUB OFFICE'.
  - PHA**: A dropdown menu set to 'FL001 Jacksonville'.

At the bottom left of the form is a 'Get Report' button.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUB that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- Field Office** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the EIV New Hires Report page would appear as shown below.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below the header, the breadcrumb trail reads 'Income Information >> New Hires Report >> Report Selection'. The main section is titled 'Report Selection' and contains the following fields:

- Program Type:** A dropdown menu set to 'All PIH Programs'.
- Reexamination Month:** A dropdown menu set to 'All'.
- Select Region:** A section with two radio button options:
  - FO**: A dropdown menu set to '4HPPH JACKSONVILLE HUB OFFICE'.
  - PHA**: A dropdown menu set to 'FL001 Jacksonville'.

At the bottom left of the form is a 'Get Report' button.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned

scope of access does not include Field Office data, this option will not appear in the Region selection component.

Scroll through the list to locate the desired Field Office. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC’s and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the New Hires Report page would appear as shown below.

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below the header, the breadcrumb trail reads 'Income Information >> New Hires Report >> Report Selection'. The main section is titled 'Report Selection' and contains the following fields:

- Program Type:** A dropdown menu set to 'All PIH Programs'.
- Reexamination Month:** A dropdown menu set to 'All'.
- Select Region:** A section with two radio buttons. The 'TARC' radio button is selected. To its right, there are two dropdown menus: the first is set to 'PB1 Cleveland TARC' and the second is set to 'FL001 Jacksonville'.

At the bottom of the form is a 'Get Report' button.

- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the New Hires Report page would appear as follows:

The screenshot shows the 'Enterprise Income Verification' interface. At the top, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below the header, the breadcrumb trail reads 'Income Information >> New Hires Report >> Report Selection'. The main section is titled 'Report Selection' and contains the following fields:

- Program Type:** A dropdown menu set to 'All PIH Programs'.
- Reexamination Month:** A dropdown menu set to 'All'.
- Select Region:** A section with two radio buttons. The 'PHA' radio button is selected. To its right, there is a dropdown menu set to 'NE002 - Lincoln Housing Authority'.

At the bottom of the form is a 'Get Report' button.

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

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#### 4.2.4.3 New Hires Statistics Report

All Summary and Report details appear on the New Hires Report page. Although the scope of report detail may vary, the same page format is used to convey the data

The results data is displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The New Hires Report page includes a separate table for the selected region (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level is displayed first on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

**On the top statistics table you will find the following information:**

**Security Level** – shows the Region selected from the selection page

- HUD Headquarters
- State with the State name selected
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

**Reexamination Month** – shows the Reexamination Month you have selected in the search criteria for this report.

**Period of Review** – shows the 180 date range for which household members are reviewed for new hires information.

**Program Type** – shows Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

**Number of Households** – shows the total number of households where one of more household members have new hires information for the selected Program Type and Reexamination Month during the last 180 days.

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**Total Number of Household Members** – In this column you will find information about the number of household members with new hires information for the selected Program Type and Reexamination Month during the last 180 days.

**On the bottom statistical table shows the following information:**

**Security Level** – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail, as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- PHA
- Individual Households

**Program Type** – In this column, you will find the Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

**Number of Households** – In this column you will find information about the number of households where one of more household members has new hires information during the last 180 days.

**Total Household Members** – In this column you will find information about the number of households’ members with new hires information during the last 180 days.

#### **4.2.4.4 New Hires Statistics Report Examples**

Use this section to get familiar with the look and feel of the New Hires Statistics Report. Please note that there is a separate section for each security level view of the report.

##### **4.2.4.4.1 HUD HQ Level View**

When viewed from the HUD Headquarters level, the New Hires Report includes a summary HUD HQ Statistics (top statistics table) and HUB statistics (bottom statistics table). To view data for a particular HUB, click the hyperlink associated with it.

The screen below is an example of HUD Headquarter Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification			
	<a href="#">HUD Home</a>	<a href="#">PIH Home</a>	<a href="#">EIV Home</a>
	<a href="#">Search</a>	<a href="#">Email</a>	
Income Information >> New Hires Report >> <a href="#">Report Selection</a> >> HUD Headquarters Statistics			
HUD Headquarters Statistics as of May 31, 2008			
HUD Headquarters	HQ		
Reexamination Month	All		
Period Reviewed	Dec 03, 2007 - May 31, 2008		
Program Type	All	Public Housing	Section 8
Number of Households	358,447	104,290	254,157
Total Number of Household Members	382,054	110,696	271,358
<a href="#">Printer-Friendly Version</a>			
HUB Statistics			
HUB		Number of Households	Total Household Members
<a href="#">10HSFA Seattle Hub</a>	All	10,437	11,098
	Public Housing	1,567	1,710
	Section 8	8,870	9,388
<a href="#">1HBOS Boston Hub</a>	All	20,880	22,341
	Public Housing	4,657	5,015
	Section 8	16,223	17,326
<a href="#">2HBUF Buffalo Hub</a>	All	6,861	7,331
	Public Housing	2,287	2,446
	Section 8	4,574	4,885
<a href="#">2HNWK Newark Hub</a>	All	9,219	9,957
	Public Housing	2,333	2,501

The screen below is an example of HUD Headquarter Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification			
	<a href="#">HUD Home</a>	<a href="#">PIH Home</a>	<a href="#">EIV Home</a>
	<a href="#">Search</a>	<a href="#">Email</a>	
Income Information >> New Hires Report >> <a href="#">Report Selection</a> >> HUD Headquarters Statistics			
HUD Headquarters Statistics as of May 31, 2008			
HUD Headquarters	HQ		
Reexamination Month	All		
Period Reviewed	Dec 03, 2007 - May 31, 2008		
Program Type	Public Housing		
Number of Households	104,290		
Total Number of Household Members	110,696		
<a href="#">Printer-Friendly Version</a>			
HUB Statistics			
HUB		Number of Households	Total Household Members
<a href="#">10HSFA Seattle Hub</a>		1,567	1,710
<a href="#">1HBOS Boston Hub</a>		4,657	5,015
<a href="#">2HBUF Buffalo Hub</a>		2,287	2,446
<a href="#">2HNWK Newark Hub</a>		2,333	2,501
<a href="#">2HNYC New York City Hub</a>		14,073	15,106
<a href="#">3HBLT Baltimore Hub</a>		5,035	5,321
<a href="#">3HPHL Philadelphia Hub</a>		2,924	3,102
<a href="#">3HPIT Pittsburgh Hub</a>		1,846	1,980
<a href="#">4HATL Atlanta Hub</a>		4,413	4,587
<a href="#">4HBIR Birmingham Hub</a>		4,170	4,350
<a href="#">4HGRN Greensboro Hub</a>		6,109	6,354

Sort Icons

The screen below is an example of HUD Headquarter Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Income Information >> New Hires Report >> Report Selection >> HUD Headquarters Statistics

HUD Headquarters Statistics as of May 31, 2008	
HUD Headquarters	HQ
Reexamination Month	All
Period Reviewed	Dec 03, 2007 - May 31, 2008
Program Type	Section 8
Number of Households	254,157
Total Number of Household Members	271,358

[Printer-Friendly Version](#)

Sort Icons

HUB Statistics		
HUB	Number of Households	Total Household Members
<a href="#">2HSEA Seattle Hub</a>	8,870	9,388
<a href="#">2HBOS Boston Hub</a>	16,223	17,326
<a href="#">2HBUF Buffalo Hub</a>	4,574	4,885
<a href="#">2HNEW Newark Hub</a>	6,888	7,456
<a href="#">2HNYC New York City Hub</a>	15,406	16,543
<a href="#">2HBLT Baltimore Hub</a>	12,126	12,988
<a href="#">2HPHL Philadelphia Hub</a>	5,003	5,355
<a href="#">2HPIT Pittsburgh Hub</a>	2,451	2,576
<a href="#">2HATL Atlanta Hub</a>	6,618	7,024

When Public Housing or Section 8 program type is selected, the sort capability is available for HUB, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.2.4.4.2 State Level View

When viewed from the HUB level, the New Hires Report includes State Statistics (top statistics table) as well as the PHA Statistics (bottom statistics table) within the selected State. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of State Statistics Report when **All PIH Programs** is selected from the Program Type selection.

Income Information >> New Hires Report >> Report Selection >> State Statistics

State Statistics as of Dec 29, 2008			
State	Colorado		
Reexamination Month	All		
Period Reviewed	Jul 02, 2008 - Dec 29, 2008		
Program Type	All	Public Housing	Section 8
Number of Households	4	1	3
Total Number of Household Members	4	1	3

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PHA Statistics			
PHA		Number of Households	Total Household Members
<a href="#">C0001 DENVER</a>	All	4	4
	Public Housing	1	1
	Section 8	3	3
<a href="#">C0002 PUEBLO</a>	All	0	0
	Public Housing	0	0
	Section 8	0	0
	All	0	0

The screen below is an example of State Statistics Report when **Public Housing** is selected from the Program Type drop-down list.



Income Information >> New Hires Report >> [Report Selection](#) >> State Statistics

State Statistics as of Dec 29, 2008	
State	Colorado
Reexamination Month	All
Period Reviewed	Jul 02, 2008 - Dec 29, 2008
Program Type	Public Housing
Number of Households	1
Total Number of Household Members	1

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PHA Statistics		
PHA	Number of Households	Total Household Members
<a href="#">CO001 DENVER</a>	1	1
CO002 PUEBLO	0	0
CO003 WALSENBURG	0	0
CO004 ALAMOSA	0	0
CO005 TRINIDAD	0	0

The screen below is an example of State Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Income Information >> New Hires Report >> [Report Selection](#) >> State Statistics

State Statistics as of Dec 29, 2008	
State	Colorado
Reexamination Month	All
Period Reviewed	Jul 02, 2008 - Dec 29, 2008
Program Type	Section 8
Number of Households	3
Total Number of Household Members	3

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PHA Statistics		
PHA	Number of Households	Total Household Members
<a href="#">CO001 DENVER</a>	3	3
CO002 PUEBLO	0	0
CO003 WALSENBURG	0	0
CO004 ALAMOSA	0	0

When Public Housing or Section 8 program type is selected, the sort capability is available for PHA, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.2.4.4.3 HUB Level View

When viewed from the HUB level, the New Hires Report includes HUB Statistics (top statistics table) and the Field Offices Statistics (bottom statistics table) within the HUB. To view data for a particular field office, click the hyperlink associated with it.

The screen below is an example of HUB Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Income Information >> New Hires Report >> [Report Selection](#) >> HUB Statistics

HUB Statistics as of Dec 29, 2008			
HUB	3HBLT Baltimore Hub		
Reexamination Month	All		
Period Reviewed	Jul 02, 2008 - Dec 29, 2008		
Program Type	All	Public Housing	Section 8
Number of Households	1	1	0
Total Number of Household Members	1	1	0

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Field Office Statistics			
Field Office		Number of Households	Total Household Members
<a href="#">3BPH BALTIMORE HUB OFFICE</a>	All	1	1
	Public Housing	1	1
	Section 8	0	0
3CPH CHARLESTON COMMUNITY SERVICE CENTER	All	0	0
	Public Housing	0	0

The screen below is an example of HUB Statistics Report when **Public Housing** is selected from the Program Type drop-down list

Income Information >> New Hires Report >> [Report Selection](#) >> HUB Statistics

HUB Statistics as of Dec 29, 2008	
HUB	3HBLT Baltimore Hub
Reexamination Month	All
Period Reviewed	Jul 02, 2008 - Dec 29, 2008
Program Type	Public Housing
Number of Households	1
Total Number of Household Members	1

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Field Office Statistics		
Field Office	Number of Households	Total Household Members
<a href="#">3BPH BALTIMORE HUB OFFICE</a>	1	1
3CPH CHARLESTON COMMUNITY SERVICE CENTER	0	0
3FPH RICHMOND PROGRAM CENTER	0	0

The next screen print is an example of HUB Statistics Report when **Section 8** is selected from the Program Type drop-down list.

[Income Information](#) >> [New Hires Report](#) >> [Report Selection](#) >> HUB Statistics

HUB Statistics as of Oct 28, 2007	
HUB	10HSEA Seattle Hub
Reexamination Month	All
Period Reviewed	May 01, 2007 - Oct 28, 2007
Program Type	Section 8
Number of Households	9,986
Total Number of Household Members	10,844

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Field Office Statistics		
Field Office	Number of Households	Total Household Members
<a href="#">DAPH SEATTLE HUB OFFICE</a>	6,253	6,791
<a href="#">DCPH ALASKA COMMUNITY SERVICE CENTER</a>	0	0
<a href="#">DOPH PORTLAND PROGRAM CENTER</a>	3,733	4,053

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When **Public Housing** or **Section 8** program type is selected, the sort capability is available for Field Office, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.2.4.4.4 Field Office Level View

When viewed from the Field Office level, the New Hires Report includes Field Office Statistics (top statistic table) as well as the PHA Statistics (bottom statistics table) within the Field Office jurisdiction. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of Field Office Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Income Information >> New Hires Report >> [Report Selection](#) >> Field Office Statistics

Field Office Statistics as of Dec 29, 2008			
FO Name	8APH DENVER HUB OFFICE		
Reexamination Month	All		
Period Reviewed	Jul 02, 2008 - Dec 29, 2008		
Program Type	All	Public Housing	Section 8
Number of Households	4	1	3
Total Number of Household Members	4	1	3

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PHA Statistics			
PHA		Number of Households	Total Household Members
<a href="#">CO001 DENVER</a>	All	4	4
	Public Housing	1	1
	Section 8	3	3

The screen below is an example of Field Office Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Income Information >> New Hires Report >> [Report Selection](#) >> Field Office Statistics

Field Office Statistics as of Dec 29, 2008	
FO Name	8APH DENVER HUB OFFICE
Reexamination Month	All
Period Reviewed	Jul 02, 2008 - Dec 29, 2008
Program Type	Public Housing
Number of Households	1
Total Number of Household Members	1

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PHA Statistics		
PHA	Number of Households	Total Household Members
<a href="#">CO001 DENVER</a>	1	1
CO002 PUEBLO	0	0

The screen below is an example of Field Office Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Income Information >> New Hires Report >> [Report Selection](#) >> Field Office Statistics

Field Office Statistics as of Dec 29, 2008	
FO Name	8APH DENVER HUB OFFICE
Reexamination Month	All
Period Reviewed	Jul 02, 2008 - Dec 29, 2008
Program Type	Section 8
Number of Households	3
Total Number of Household Members	3

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PHA Statistics		
PHA	Number of Households	Total Household Members
<a href="#">CO001 DENVER</a>	3	3
CO002 PUEBLO	0	0

When **Public Housing** or **Section 8** program type is selected, the sort capability is available for PHA, Number of Households and Total Household Members fields. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.2.4.4.5 PHA Level View

When viewed from the PHA level, the New Hires Report includes PHA Statistics (top statistics table) as well as the list of tenants (bottom table). To view data for an individual tenant, click the hyperlink associated with household as illustrated below.

**Enterprise Income Verification** [HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> New Hire Report Summary

New Hires Summary Report	
Participant Code:	FL001 Jacksonville
Program Type:	Public Housing
Reexamination Month:	August
Period Reviewed:	02/18/2009 - 08/17/2009
Households With New Hires:	14
Household Members With New Hires:	15

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1 - 14 of 14 Households

Summary Reports		Detail Reports						
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
***-**-9999	AMLWBRR	DVZRHZZN	XX/XX/1111	AMLWBRR DVZRHZZN	Public Housing	FL001000019	019071	2514 CBOQZ UJ 019071, JACKSONVILLE FL 32202
***-**-9999	PVYDF	E00WW	XX/XX/1111	PVYDF E00WW	Public Housing	FL001000013	013091	7006 MRTZXX FN 013091, JACKSONVILLE FL 32216
***-**-9999	ZBSNCRP	FZ0EGOKQR	XX/XX/1111	ZBSNCRP FZ0EGOKQR	Public Housing	FL001000015	015070	22797 PSWPUU JCJG 015070, JACKSONVILLE FL

Please refer to Section 4.1.2.3.5 for full description of New Hires Report at the PHA level.

### 4.3 Income Discrepancy Report Module

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The Income Discrepancy Report compares the tenant's projected next year's income as reported in form HUD-50058 to the actual income data compiled by EIV.

Before beginning to work with the Income Discrepancy Report, it is important to have a thorough understanding of the concepts that govern the tenant income evaluation and income discrepancy calculation process. This will be useful in understanding what data is used in compiling the report tables and why data concerning some tenants cannot be used. The process consists of the following activities:

- Identifying the Period of Income
- Identifying Projected Income
- Identifying the Actual Income reported during the Period of Income
- Prorating Actual Income
- Calculating Income Discrepancies
- Discrepancy Analysis
- Report Generation

Please use the information in the following sections to learn more about each of these processes and activities.

#### **4.3.1 Identifying the Period of Income (PI)**

The Period of Income provides the timeline governing the collection of the data used to determine whether or not a discrepancy exists between projected household income (as reported on form HUD-50058) and actual income (income data that was available in EIV at the time the projection was made).

**By comparing projected and actual income for the same period, the system determines whether a discrepancy exists and measures its size.**

The period of income is determined using the following events to assist in setting the specific time span that will be taken into consideration when collecting and calculating income data:

- **Form HUD-50058 Effective Date** – This is the effective date appearing on the form HUD-50058 for the identified tenant. It is used to calculate the Period of Income Start and End Date values.
- **Period of Income Start Date** – This date represents the starting point for the income period. It is calculated by EIV based on the effective date associated with the form HUD-50058 for the tenant. It is assumed that the Period of Income Start Date is 15 months prior to the effective date on form HUD-50058.
- **Period of Income End Date** – This date represents the end of the period of income and is assumed to be 3 months prior to the effective date on form HUD-50058. It is also the tenant interview date. The Period of Income End date is, 12 months from the Period of Income Start Date.
- **Threshold Date** – This is the date EIV calculates the Income Discrepancy Report data.
- **Window of Form HUD-50058 Selection** – This date is used to help locate the most recent form HUD-50058 record in the current database. In order to be selected, the effective date of the form HUD-50058 must fall within a period of 3 to 15 months prior of the Threshold Date.

#### **4.3.2 Identifying Projected Income**

Projected income information is used as the baseline for discrepancy calculations. It is derived from the form HUD-50058 records stored in the IMS/PIC database. The income projection information is used to determine whether or not a given household should be included in the Income Discrepancy Report. The determination is made using the following evaluation criteria:

- Selected form HUD-50058 records will come directly from the current IMS/PIC database. There is no need to access the IMS/PIC Historical database to obtain projected household income information
- EIV will review the current IMS/PIC database to locate the most recent form HUD-50058 record (for a household) that falls in the timeline of 3 to 15 months prior to the Threshold Date. The most recent record falling within that timeline will be used as the source for projected income information
- Form HUD-50058 records with an effective date that falls within the specified 3 to 15 months timeline, and includes an action type of 1-7, 9, 10, 12, or 14, will be included in the Income Discrepancy Report calculations

Action Types - included in Income Discrepancy Report calculations	Definition
1	New Admission
2	Annual Reexamination
3	Interim Reexamination
4	Portability Move-in (VO only)
5	Portability Move-out (VO only)
7	Other Change of Unit
9	Annual Reexamination Searching (VO only)
10	Issuance of Voucher (VO only)
12	Flat Rent Annual Update (PH only)
14	Historical Adjustment

- Data from households that lack SSA verification or that have failed SSA verification will not be included in the calculations.
- If a form HUD-50058 record does not meet the qualification criteria, the household will be excluded from the Income Discrepancy Report.

#### 4.3.3 Identifying the Actual Income reported during the Period of Income

Actual income information is used to evaluate the accuracy of an income projection. It is compared to the projected income value stored on the form HUD-50058 associated with a household. **If there is a difference between the projected value and the actual (reported) income value, the difference is referred to as a discrepancy.** Discrepancies that meet or exceed the threshold percentage entered by the user are included in the data collection.

EIV information is not considered to be conclusive proof if a tenant challenges that it is not current or complete. One factor is time lag in the collection of SSA and NDNH data. In such cases, the employment information, including the “new hires” information will help the PHA research the tenant’s income.

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#### 4.3.4 Prorating Actual Income

When the period of income includes a Period of Income Start Date that coincides with income reporting quarters, the income is simply added for those quarters. In those cases where an income record overlaps the start or end of the period of consideration, the income will be prorated, based on the following calculation:

- First Quarter Income = (quarter income value/period of time) \* length of time in period. For example, if the income is within the period of consideration for 2 of 3 months, the calculation would be (quarter income value / 3 months) \* 2 months.
- Sum the quarter income that occurs within the period of consideration. This should be 3 quarters of data.
- Add the final quarter of income data. Quarter income = (quarter income value / period of time) \* (length of time considered).

#### 4.3.5 Calculating Income Discrepancies

Once projected and actual income data have been captured, the discrepancy evaluation process begins. EIV conducts two separate evaluations for the Income Discrepancy Report generation process. The outcome determines whether or not the results should be included in the Income Discrepancy Report.

When included, the results of both calculations appear on the Head of Household Information page. You reach this page by drilling down to the lowest level of detail on the Income Discrepancy report.

- Statistics
- Households Exceeding Threshold

##### 4.3.5.1 Statistics Table

The Statistics Table provides summary results. This section lists details including the threshold percentage based on which the report is calculated. The summary details include the total number of households evaluated, households that exceed threshold, percentage of households that exceed threshold, Outliers (households exceed the threshold by twice the designated amount), percentage of Outliers, total amount of annual discrepancy (Actual), and the total amount of annual discrepancy (projected income calculated based on annualized last quarter data). Use the Households with Income Discrepancy table to view more detailed information about the results appearing in this table. Click a Social Security Number to view the associated household detail. To learn more detail, please use the Head of Household table.

##### 4.3.5.2 Households with Income Discrepancy Table

The Households with Income Discrepancy table provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. **The value causing the household to appear on the report is highlighted.** The Outlier column provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. The sort feature (the up and down arrows) is provided to sort data in each column.

The discrepancy is reported as follows:



- **Discrepancy (Actual)** – displays the annual discrepancy in income data for the designated household.
- **Discrepancy (Annualized Last Quarter)** – displays the discrepancy annualized from the last quarter’s income for the designated household.
- **Outliers** – displays a ‘Y’ to indicate if the household has exceeded the threshold by twice the amount, and ‘N’ otherwise.
- **Head of Household** Information Page section – to learn more about how to use the information provided.
- Income discrepancies are calculated in the following manner:
- **Discrepancy 1** – Entire period of consideration versus income projection is calculated as follows:  
(Projected Annual Wages and Benefits from form HUD-50058) – (Reported Annual Wages and Benefits as derived from EIV data)
- **Discrepancy 2** – Last quarter of period of consideration annualized against projection is calculated as follows:
  - Actual EIV Income = final quarter income data (prorated as first and final quarter income in calculating total income for period of income against projection) \* 4 quarters.
  - Projected Annual Wages and Benefits from form HUD-50058 – Actual EIV Income

#### 4.3.6 Discrepancy Analysis

Once the income discrepancy calculations are completed, EIV analyzes the results to determine whether a household should be included in the Income Discrepancy Report. The analysis compares the results to a pre-defined EIV system value — Discrepancy Cutoff.

The Discrepancy Cutoff variable establishes the monetary value that the calculated discrepancy must exceed in order for the household to be included in the Income Discrepancy Report. By default, this value is set to -\$2,400. This means that the discrepancy between the actual annual income value and the projected income must be at least \$2,400 or greater in order to appear on the report.

For example, if the projected income for a household was \$10,000 but the actual income was \$14,000, the difference of \$4,000 is greater than the established cutoff value, qualifying it to appear on the report. Conversely, if the projected income for a household was \$10,000 but the actual income was \$12,000, the difference of \$2,000 is less than that of the established cutoff value, disqualifying that record from being used in the report.

When making the determination whether a household should be included in Income Discrepancy Report data, EIV always uses the higher of the two calculated discrepancy values. For those households being included in report data, the report calculates whether the discrepancy exceeds pre-determined threshold values (5% to 100% by increments of 5 %).

#### 4.3.7 Report Generation

Income Discrepancy Report data gathering and calculations are computed automatically according on a weekly basis. The data is collected, analyzed, and stored in the EIV database according to the previously specified criteria. The obsolete data set is overwritten with the current data. Users relying on data from a particular Income Discrepancy Report are advised to print that report before it is overwritten.

### 4.3.8 Income Discrepancy Report Filtering

Access the Income Discrepancy Report page by clicking the Income Discrepancy Report link on the EIV Navigation panel. The **Income Discrepancy Report – Report Selection** page displays as illustrated below.

The screenshot shows the 'Enterprise Income Verification' interface. At the top right, there are navigation links: HUD Home, PIH Home, EIV Home, Search, and Email. Below the header, the page title is 'Income Discrepancy Report >> Report Selection'. The main content area is titled 'Select Program Type, Reexamination Month and Threshold Value:'. It contains three dropdown menus: 'Program Type' set to 'All PIH Programs', 'Reexamination Month' set to 'ALL', and 'Threshold' set to '5 %'. Below this is a 'Select Region:' section with radio buttons and dropdown menus for 'STATE', 'HUB', 'FO', 'TARC', and 'PHA'. The 'STATE' dropdown is set to 'Alaska', 'HUB' to '10HSEA Seattle Hub', 'FO' to '0APH SEATTLE HUB OFFICE', 'TARC' to 'PB1 Cleveland TARC', and 'PHA' to 'AK001 - AK001 AHFC'. At the bottom left of the form is a 'Get Report' button.

Use this page to filter the scope of the data appearing on the Income Discrepancy report. Once you have selected your filter options, click the **Get Report** button to generate the Income Discrepancy Report reflecting your choices.

The **Income Discrepancy Report** page provides you with the following filter options:

- **Program Type** – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.
- **Reexamination Month** – This option provides the capability to filter data by Reexamination Month – All or specific month of the year. By default, the value is set to “All” when the page displays.
- **Threshold %** – This option provides the capability to filter data by threshold percentage. This means only the data for those households where the amount of the discrepancy exceeds a specified percentage are included on the report. You can adjust the range of the filter from 5 to 100 percent in increments of 5 percentage points. The larger the percentage the smaller the data set and vice versa.
- **Region** – This option controls the scope of the data included on the report. Report data is aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. Your assigned role along with the assigned security level determines the extent of the data that will be used.

Your role assigned role provides you with access to up to five region options. Only those that you are permitted to access are displayed when the page opens. Only one Region option can be selected at a time.

The following region options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. This option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all levels.

HUD HQ

→

**Enterprise Income Verification**

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)
[Email](#)

Income Discrepancy Report >> Report Selection

---

**Select Program Type, Reexamination Month and Threshold Value:**

Program Type:	All PIH Programs ▾
Reexamination Month:	ALL ▾
Threshold:	5 ▾ %

**Select Region:**

<input type="radio"/> HUD HQ	
<input type="radio"/> STATE	Alaska ▾
<input type="radio"/> HUB	10HSEA Seattle Hub ▾
<input type="radio"/> FO	0APH SEATTLE HUB OFFICE ▾
<input type="radio"/> TARC	PB1 Cleveland TARC ▾
<input type="radio"/> PHA	AK001 - AK001 AHFC ▾

- **State** - This option provides full access for those with IDs of Headquarters scope. This option as shown on the screen below only is displayed if your role assignment provides you with access to national data at all states.

STATE

→

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[Email](#)

Income Discrepancy Report >> Report Selection

---

**Select Program Type, Reexamination Month and Threshold Value:**

Program Type:	All PIH Programs ▾
Reexamination Month:	ALL ▾
Threshold:	5 ▾ %

**Select Region:**

<input type="radio"/> HUD HQ	
<input checked="" type="radio"/> STATE	Alaska ▾
<input type="radio"/> HUB	10HSEA Seattle Hub ▾
<input type="radio"/> FO	0APH SEATTLE HUB OFFICE ▾
<input type="radio"/> TARC	PB1 Cleveland TARC ▾
<input type="radio"/> PHA	AK001 - AK001 AHFC ▾

A drop-down list provides you with all the available State selection options. Scroll through the list to locate the desired State. Highlight it to select. Only one selection can be active at a time. There is an option All to select all the states. If All is selected then the statistics are brought up from all the states.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you will be able to view data for one, several, or all of the Field Offices and PHA’s associated with that HUB. If your access is at this level, the Income Discrepancy Report page would appear as shown below.

HUB →

A drop-down list provides you with all the available HUB selection options. The list will include only those HUB that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with Field Offices and the PHA’s under the Field Office. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Income Discrepancy Report page would appear as shown below.

FO →

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARCs and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Income Discrepancy Report page would appear as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Discrepancy Report >> Report Selection

Select Program Type, Reexamination Month and Threshold Value:

Program Type: All PIH Programs

Reexamination Month: ALL

Threshold: 5 %

Select Region:

TARC PB1 Cleveland TARC

PHA LA084 - LA084 PARKS HOUSING AUTHORITY

Get Report

- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the EIV Income Discrepancy Report page would appear as follows:

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

Income Discrepancy Report >> Report Selection

Select Program Type, Reexamination Month and Threshold Value:

Program Type: All PIH Programs

Reexamination Month: ALL

Threshold: 5 %

Select Region:

TARC

PHA FL001 - Jacksonville Housing Authority

Get Report

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

### 4.3.9 Income Discrepancy Statistics Report

All Summary and Report details appear on the Income Discrepancy Report page. Although the scope of report detail can vary, the same page format is used to convey the data. For your convenience and ease of use, the page title is amended to indicate the scope of data included. For example, if you selected the HUD HQ region option, then you would be on the HUD Headquarters Income Discrepancy Report page.

On the Income Discrepancy Report page you will find the results of the discrepancy analysis you have requested. Result data is displayed in a tabular format. Each table (referred to as a Statistics table) is

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clearly labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The Income Discrepancy Report page includes a separate table for the selected region (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level is listed first on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

**On a top statistics table you will find the following information:**

**Security Level** – shows the region selected from the Report selection page. Possible values are:

- HUD Headquarters
- STATE
- HUB
- TARC
- Field Office
- PHA

**Threshold Percentage** – shows the selected value in the search criteria for this report generation. The percentage is measured as the variance (plus or minus) beyond which a tenant record is included in a report listing and in report summary calculations.

**Reexamination Month** – shows the Reexamination Month you have selected in the search criteria for this report.

**Program Type** – shows the Program Type you have selected in the search criteria for this report. If 'All PIH Programs' was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

**Total Number of Households Evaluated** – shows the total number of households associated with the selection criteria used in the income discrepancy analysis. If 'All PIH Programs' was selected as the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

**Households that Exceed Threshold** – shows the information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff percentage value. If 'All PIH Programs' was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

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**Percentage of Households exceeding threshold** – shows the percentage of the number of households is displayed where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

**Outliers (Threshold \*2)** – shows the information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

**Percentage of Households exceeding threshold that are outliers** – shows the percentage of Outliers where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

**Net Annual Income Discrepancy (Actual)** – shows discrepancy between the actual income and the reported income by the tenant is computed based on the income reports for the last four quarters. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding net total.

**Net Annual Income Discrepancy (Annualized Last Quarter)** – shows the discrepancy between the actual income and the income projected by the tenant as computed based on the income reported for last quarter. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding net total.

**The bottom statistics table shows the following:**

**Security Level** – In this column you will find a record for each entity associated with the level next to the region selected (e.g., if region selected is HUD HQ, the next level is HUB). Click the hypertext link associated with the security level label to view additional detail, as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- PHA
- Individual Households

**Program Type** – In this column, you will find the Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

**Total Number of Households Evaluated** – In this column you will find information about the total number of households associated with the selection criteria used in the income discrepancy analysis. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

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**Households that Exceed Threshold** – In this column you will find information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff percentage value. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

**Net Annual Income Discrepancy - Actual** – In this column the discrepancy between the actual income and the reported income by the tenant is computed based on the income reports for last four quarters. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8. with the corresponding net total.

**Net Annual Income Discrepancy - Annualized Last Quarter** – In this column the discrepancy between the actual income and the reported income by the tenant is computed based on the income reported for last quarter. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8. with the corresponding net total.

**Outliers (Threshold \*2)** – In this column you will find information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. If ‘All PIH Programs’ was selected from the Program Type search criteria, three columns will be displayed – ALL, Public Housing, and Section 8, with the corresponding total or number in each column.

#### **4.3.9.1 Income Discrepancy Statistics Report Examples**

Please use this section to get familiar with the look and feel of the Income Discrepancy Statistics Report. There is a separate section for each security level view of the report.

##### **4.3.9.1.1 HUD HQ Level View**

When viewed from the HUD Headquarters level, the Income Discrepancy Report includes the HUD Headquarters Statistics (top statistics table) and HUB Statistics (bottom statistics table). To view data for a particular HUB, click the red underlined hyperlink associated with it.

The screen below is an example of HUD Headquarter Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.



Income Discrepancy Report >> [Report Selection](#) >> HUD Headquarters Statistics

HUD Headquarters Statistics as of Mar 08, 2009			
HUD Headquarters	HQ		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	1,694,302	577,626	1,116,676
Households that Exceed Threshold	190,912	56,975	133,937
Percentage of households exceeding threshold	11.27%	09.86%	11.99%
Outliers (Threshold * 2)	189,024	56,321	132,703
Percentage of households exceeding threshold that are outliers	99.01%	98.85%	99.08%
Net Annual Income Discrepancy (Actual)	(\$1,637,323,879.39)	(\$518,560,119.32)	(\$1,118,763,760.07)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,017,620,170.88)	(\$306,933,678.85)	(\$710,686,492.03)

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HUB Statistics						
HUB	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)	
			Actual	Annualized Last Quarter		
All	105,954	12,025	(\$103,878,930.81)	(\$58,908,595.14)	11,838	
1HBOS Boston Hub						
Public Housing	29,829	2,829	(\$25,339,018.36)	(\$13,865,577.68)	2,782	
Section 8	76,125	9,196	(\$78,539,912.45)	(\$45,043,017.46)	9,056	
All	39,754	7,209	(\$64,938,003.31)	(\$54,904,424.74)	7,133	

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HUD Headquarters Statistics as of: May 12, 2007						
HUD Headquarters	HQ					
Threshold Percentage	100 %					
Reexamination Month	May					
Program Type	ALL	Public Housing	Section 8			
Total Number of Households Evaluated	170,646	73,339	97,307			
Households that Exceed Threshold	8,587	3,588	4,999			
Percentage of households exceeding threshold	05.03%	04.89%	05.14%			
Outliers (Threshold * 2)	0	0	0			
Percentage of households exceeding threshold that are outliers	00.00%	0	00.00%			
Net Annual Income Discrepancy (Actual)	(\$84,888,774.95)	(\$37,183,911.98)	(\$47,704,862.97)			
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$75,312,563.63)	(\$33,944,416.65)	(\$41,368,146.98)			

HUB Statistics						
HUB	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)	
			Actual	Annualized Last Quarter		
1HBOS Boston Hub-ALL	9,103	360	(\$3,759,669.49)	(\$3,138,623.56)	0	
1HBOS Boston Hub-Public Housing	2,456	50	(\$396,569.39)	(\$376,370.05)	0	
1HBOS Boston Hub-Section 8	6,647	310	(\$3,363,100.10)	(\$2,762,253.51)	0	
4HMIA Miami Hub-ALL	4,118	210	(\$2,368,526.07)	(\$1,983,157.23)	0	
4HMIA Miami Hub-Public Housing	1,534	82	(\$912,292.34)	(\$722,283.97)	0	
4HMIA Miami Hub-Section 8	2,584	128	(\$1,456,233.73)	(\$1,260,873.26)	0	
4HJAC Jacksonville Hub-ALL	1,633	99	(\$917,104.25)	(\$755,184.78)	0	
4HJAC Jacksonville Hub-Public Housing	469	32	(\$293,750.98)	(\$248,309.42)	0	
4HJAC Jacksonville Hub-Section 8	1,164	67	(\$623,353.27)	(\$506,875.36)	0	
4HLOU Louisville Hub-ALL	3,191	177	(\$1,303,963.29)	(\$1,295,424.53)	0	
4HLOU Louisville Hub-Public Housing	1,431	102	(\$783,197.19)	(\$802,478.69)	0	

The screen below is an example of HUD Headquarter Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> HUD Headquarters Statistics

HUD Headquarters Statistics as of Mar 08, 2009	
HUD Headquarters	HQ
Threshold Percentage	5 %
Reexamination Month	All
Program Type	Public Housing
Total Number of Households Evaluated	577,626
Households that Exceed Threshold	56,975
Percentage of households exceeding threshold	09.86%
Outliers (Threshold * 2)	56,321
Percentage of households exceeding threshold that are outliers	98.85%
Net Annual Income Discrepancy (Actual)	(\$518,560,119.32)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$306,933,678.85)

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HUB Statistics					
HUB	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
<a href="#">9HHON Honolulu Hub</a>	2,805	273	(\$2,582,365.54)	(\$1,762,855.28)	267
<a href="#">4HJMS Jackson Hub</a>	7,451	584	(\$3,964,389.70)	(\$2,031,064.95)	582
<a href="#">6HLRK Little Rock Hub</a>	7,290	708	(\$5,248,806.53)	(\$3,621,934.98)	708

Sort Icons

The screen below is an example of HUD Headquarter Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> HUD Headquarters Statistics

HUD Headquarters Statistics as of Mar 08, 2009	
HUD Headquarters	HQ
Threshold Percentage	5 %
Reexamination Month	All
Program Type	Section 8
Total Number of Households Evaluated	1,116,676
Households that Exceed Threshold	133,937
Percentage of households exceeding threshold	11.99%
Outliers (Threshold * 2)	132,703
Percentage of households exceeding threshold that are outliers	99.08%
Net Annual Income Discrepancy (Actual)	(\$1,118,763,760.07)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$710,686,492.03)

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HUB Statistics					
HUB	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
<a href="#">9HHON Honolulu Hub</a>	7,348	554	(\$4,900,026.58)	(\$2,447,371.84)	539
<a href="#">4HMEM Memphis Hub</a>	17,150	969	(\$7,145,722.80)	(\$2,892,337.26)	968
<a href="#">4HJMS Jackson Hub</a>	8,973	1,095	(\$7,313,754.19)	(\$5,027,454.76)	1,090
<a href="#">3HPIT Pittsburgh Hub</a>	12,681	1,311	(\$9,641,705.05)	(\$6,756,263.65)	1,305
<a href="#">6HLRK Little Rock Hub</a>	10,955	1,422	(\$10,855,550.75)	(\$7,745,812.05)	1,420

When Public Housing or Section 8 program type is selected, the sort capability is available for HUB, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy – Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold \*2) fields. Please refer to Section 3.2.5 for description of how to use sorting in online report tables.

#### 4.3.9.1.2 State Level View

When viewed from the HUB level, the Income Discrepancy Report includes State Statistics (top statistics table) as well as the PHA Statistics (bottom statistics table) within the selected State. The user has an option to pull data for all the states by selecting ALL option in state field. To view data for a particular PHA, click the hyperlink associated with it.

The screen below is an example of State Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Income Discrepancy Report >> Report Selection >> State Statistics

State Statistics as of Mar 08, 2009			
State	Alaska		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	3,059	714	2,345
Households that Exceed Threshold	462	127	335
Percentage of households exceeding threshold	15.10%	17.79%	14.29%
Outliers (Threshold * 2)	461	126	335
Percentage of households exceeding threshold that are outliers	99.78%	99.21%	100.00%
Net Annual Income Discrepancy (Actual)	(\$4,180,218.82)	(\$1,232,190.03)	(\$2,948,028.79)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$2,676,955.58)	(\$799,027.06)	(\$1,877,928.52)

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PHA	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)	
			Actual	Annualized Last Quarter		
AK001 AHFC	All	714	127	(\$1,232,190.03)	(\$799,027.06)	126
	Public Housing	714	127	(\$1,232,190.03)	(\$799,027.06)	126

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When the link is clicked, it gives the user the option to save or open the file. The file contains information as shown on the screen below.

State Statistics as of May 12, 2007						
1	A	B	C	D	E	F
2	State	Ohio				
3	Threshold Percentage	100 %				
4	Reexamination Month	May				
5	Program Type	ALL	Public Housing	Section 8		
6	Total Number of Households Evaluated	5,751	2,003	3,748		
7	Households that Exceed Threshold	309	114	195		
8	Percentage of households exceeding threshold	05.37%	05.69%	05.20%		
9	Outliers (Threshold * 2)	0	0	0		
10	Percentage of households exceeding threshold that are outliers	00.00%	0	00.00%		
11	Net Annual Income Discrepancy (Actual)	(\$3,285,630.31)	(\$1,206,043.31)	(\$2,079,587.00)		
12	Net Annual Income Discrepancy (Annualized Last Quarter)	(\$2,738,342.01)	(\$970,593.39)	(\$1,767,748.62)		
13						
14	PHA Statistics					
15	PHA	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
16				Actual	Annualized Last Qu	
17	FL001 Jacksonville-ALL	318	34	(\$277,364.60)	(\$239,229.00)	0
18	FL001 Jacksonville-Public Housing	176	12	(\$128,080.91)	(\$108,696.86)	0
19	FL001 Jacksonville-Section 8	142	22	(\$149,283.69)	(\$130,532.14)	0
20	FL002 ST. PETERSBURG-ALL	180	13	(\$95,159.92)	(\$89,686.28)	0
21	FL002 ST. PETERSBURG-Public Housing	34	3	(\$31,402.62)	(\$13,352.90)	0
22	FL002 ST. PETERSBURG-Section 8	146	10	(\$63,757.30)	(\$76,333.38)	0
23	FL003 TAMPA-ALL	443	34	(\$317,676.72)	(\$276,638.77)	0
24	FL003 TAMPA-Public Housing	159	14	(\$123,550.33)	(\$116,515.00)	0

The screen below is an example of State Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> State Statistics

State Statistics as of Mar 08, 2009					
State	Alaska				
Threshold Percentage	5 %				
Reexamination Month	All				
Program Type	Public Housing				
Total Number of Households Evaluated	714				
Households that Exceed Threshold	127				
Percentage of households exceeding threshold	17.79%				
Outliers (Threshold * 2)	126				
Percentage of households exceeding threshold that are outliers	99.21%				
Net Annual Income Discrepancy (Actual)	(\$1,232,190.03)				
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$799,027.06)				

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PHA Statistics					
PHA	Households Evaluated	Households that Exceed Threshold	Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
AK901 AHFC - S8	0	0	\$0.00	\$0.00	0
<b>AK001 AHFC</b>	714	127	(\$1,232,190.03)	(\$799,027.06)	126

The screen below is an example of State Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> State Statistics

State Statistics as of Mar 08, 2009					
State	Alaska				
Threshold Percentage	5 %				
Reexamination Month	All				
Program Type	Section 8				
Total Number of Households Evaluated	2,345				
Households that Exceed Threshold	335				
Percentage of households exceeding threshold	14.29%				
Outliers (Threshold * 2)	335				
Percentage of households exceeding threshold that are outliers	100.00%				
Net Annual Income Discrepancy (Actual)	(\$2,948,028.79)				
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,877,928.52)				

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PHA Statistics					
PHA	Households Evaluated	Households that Exceed Threshold	Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
AK001 AHFC	0	0	\$0.00	\$0.00	0
<b>AK901 AHFC - S8</b>	2,345	335	(\$2,948,028.79)	(\$1,877,928.52)	335

When **Public Housing** or **Section 8** is selected from the program type drop down list, the sort capability is available for PHA, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy

– Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold \*2) fields. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.3.9.1.3 HUB Level View

When viewed from the HUB level, the Income Discrepancy Report includes HUB Statistics (top statistics table) and the Field Offices Statistics (bottom statistics table) within the HUB. To view data for a particular field office, click the red underlined hyperlink which is displayed if there is data.

The screen below is an example of HUB Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

HUB Statistics as of Mar 08, 2009					
HUB	10HSEA Seattle Hub				
Threshold Percentage	5 %				
Reexamination Month	All				
Program Type	ALL	Public Housing	Section 8		
Total Number of Households Evaluated	54,991	10,364	44,627		
Households that Exceed Threshold	6,645	1,068	5,577		
Percentage of households exceeding threshold	12.08%	10.30%	12.50%		
Outliers (Threshold * 2)	6,585	1,063	5,522		
Percentage of households exceeding threshold that are outliers	99.10%	99.53%	99.01%		
Net Annual Income Discrepancy (Actual)	(\$53,136,663.96)	(\$9,126,567.44)	(\$44,010,096.52)		
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$40,776,041.99)	(\$7,080,413.89)	(\$33,695,628.10)		

Printer-Friendly Version  
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Field Office Statistics					
Field Office	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
<a href="#">9EPH PORTLAND PROGRAM</a>	All: 19,073	1,869	(\$14,864,167.84)	(\$9,666,687.16)	1,857
	Public: 2,649	271	(\$2,362,314.56)	(\$1,496,693.86)	268

You can download the report in Excel format by clicking the Download in Excel link as illustrated above. When the link is clicked, it gives the user to save the file or open the file. The file contains information as shown on the screen below.

HUB Statistics as of May 12, 2007						
1						
2	HUB	4HJAC Jacksonville Hub				
3	Threshold Percentage	100 %				
4	Reexamination Month	May				
5	Program Type	ALL	Public Housing	Section 8		
6	Total Number of Households Evaluated	1,633	469	1,164		
7	Households that Exceed Threshold	99	32	67		
8	Percentage of households exceeding threshold	06.06%	06.82%	05.76%		
9	Outliers (Threshold * 2)	0	0	0		
10	Percentage of households exceeding threshold that are outliers	00.00%	0	00.00%		
11	Net Annual Income Discrepancy (Actual)	(\$917,104.25)	(\$293,750.98)	(\$623,353.27)		
12	Net Annual Income Discrepancy (Annualized Last Quarter)	(\$755,184.78)	(\$248,309.42)	(\$506,875.36)		
13						
14	Field Office Statistics					
Field Office	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)	
			Actual	Annualized Last Qu		
17	4HPH JACKSONVILLE HUB OFFICE-ALL	1,633	99	(\$917,104.25)	(\$755,184.78)	0
18	4HPH JACKSONVILLE HUB OFFICE-Public Housing	469	32	(\$293,750.98)	(\$248,309.42)	0
19	4HPH JACKSONVILLE HUB OFFICE-Section 8	1,164	67	(\$623,353.27)	(\$506,875.36)	0
20						
21						
22	Note: Income Discrepancy Report contains household discrepancies only for household members that successfully pass SSA Identity Verification test. These					
23	<b>Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.</b>					
24						

The screen below is an example of HUB Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> HUB Statistics

HUB Statistics as of Mar 08, 2009					
HUB	10HSEA Seattle Hub				
Threshold Percentage	5 %				
Reexamination Month	All				
Program Type	Public Housing				
Total Number of Households Evaluated	10,364				
Households that Exceed Threshold	1,068				
Percentage of households exceeding threshold	10.30%				
Outliers (Threshold * 2)	1,063				
Percentage of households exceeding threshold that are outliers	99.53%				
Net Annual Income Discrepancy (Actual)	(\$9,126,567.44)				
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$7,080,413.89)				

[<<Back](#)

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Field Office Statistics					
Field Office	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
<a href="#">OEPH PORTLAND PROGRAM CENTER</a>	2,649	271	(\$2,362,314.56)	(\$1,496,693.86)	268

The screen below is an example of HUB Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> HUB Statistics

HUB Statistics as of Mar 08, 2009					
HUB	10HSEA Seattle Hub				
Threshold Percentage	5 %				
Reexamination Month	All				
Program Type	Section 8				
Total Number of Households Evaluated	44,627				
Households that Exceed Threshold	5,577				
Percentage of households exceeding threshold	12.50%				
Outliers (Threshold * 2)	5,522				
Percentage of households exceeding threshold that are outliers	99.01%				
Net Annual Income Discrepancy (Actual)	(\$44,010,096.52)				
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$33,695,628.10)				

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Field Office Statistics					
Field Office	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
<a href="#">OEPH PORTLAND PROGRAM CENTER</a>	16,424	1,598	(\$12,301,853.28)	(\$8,169,993.30)	1,589

When **Public Housing** or **Section 8** is selected from the program type drop down list, the sort capability is available for Field Office, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy – Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold \*2) fields. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.3.9.1.4 Field Office Level View

When viewed from the Field Office level, the Income Discrepancy Report includes for the Field Office Statistics (top statistics table) as well as the PHA's Statistics (bottom statistics table) within the Field Office jurisdiction. To view data for a particular PHA, click the hyperlink associated with it.

The screen print below is an example of Field Office Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

Income Discrepancy Report >> <a href="#">Report Selection</a> >> Field Office Statistics						
Field Office Statistics as of Mar 08, 2009						
Field Office		OAPH SEATTLE HUB OFFICE				
Threshold Percentage		5 %				
Reexamination Month		All				
Program Type		ALL	Public Housing	Section 8		
Total Number of Households Evaluated		35,918	7,715	28,203		
Households that Exceed Threshold		4,776	797	3,979		
Percentage of households exceeding threshold		13.30%	10.33%	14.11%		
Outliers (Threshold * 2)		4,728	795	3,933		
Percentage of households exceeding threshold that are outliers		98.99%	99.75%	98.84%		
Net Annual Income Discrepancy (Actual)		(\$38,472,496.12)	(\$6,764,252.88)	(\$31,708,243.24)		
Net Annual Income Discrepancy (Annualized Last Quarter)		(\$31,109,354.84)	(\$5,583,720.04)	(\$25,525,634.80)		
<a href="#">Printer-Friendly Vers</a> <a href="#">Download in Ex</a>						
PHA Statistics						
PHA		Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold 2)
				Actual	Annualized Last Quarter	
<a href="#">AK001 AHFC</a>	All	714	127	(\$1,232,190.03)	(\$799,027.06)	126
	Public Housing	714	127	(\$1,232,190.03)	(\$799,027.06)	126
	Section 8	0	0	\$0.00	\$0.00	0
<a href="#">AK901 AHFC - S8</a>	All	2,345	335	(\$2,948,028.79)	(\$1,877,928.52)	335
	Public Housing	0	0	\$0.00	\$0.00	0
	Section 8	2,345	335	(\$2,948,028.79)	(\$1,877,928.52)	335
	All	117	10	(\$47,345.80)	(\$28,937.85)	10

You can download the report in Excel format by clicking the Download in Excel link as illustrated above.

When the link is clicked, it gives you the option to save the file or open the file. The file contains information as shown on the screen below.

Field Office Statistics as of May 12, 2007					
Field Office	4GPH JACKSON HUB OFFICE				
Threshold Percentage	100 %				
Reexamination Month	May				
Program Type	ALL	Public Housing	Section 8		
Total Number of Households Evaluated	1,289	679	610		
Households that Exceed Threshold	62	24	38		
Percentage of households exceeding threshold	04.81%	03.53%	06.23%		
Outliers (Threshold * 2)	0	0	0		
Percentage of households exceeding threshold that are outliers	00.00%	0	00.00%		
Net Annual Income Discrepancy (Actual)	(\$441,676.09)	(\$127,415.80)	(\$314,260.29)		
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$398,745.18)	(\$121,757.76)	(\$276,987.42)		
PHA Statistics					
PHA	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
MS001 Hattiesburg HA-ALL	0	0	\$0.00	\$0.00	0
MS001 Hattiesburg HA-Public Housing	0	0	\$0.00	\$0.00	0
MS001 Hattiesburg HA-Section 8	0	0	\$0.00	\$0.00	0
MS002 Laurel HA-ALL	0	0	\$0.00	\$0.00	0
MS002 Laurel HA-Public Housing	0	0	\$0.00	\$0.00	0
MS002 Laurel HA-Section 8	0	0	\$0.00	\$0.00	0
MS003 McComb HA-ALL	0	0	\$0.00	\$0.00	0
MS003 McComb HA-Public Housing	0	0	\$0.00	\$0.00	0

The screen below is an example of Field Office Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Field Office Statistics as of Mar 08, 2009					
Field Office	0APH SEATTLE HUB OFFICE				
Threshold Percentage	5 %				
Reexamination Month	All				
Program Type	Public Housing				
Total Number of Households Evaluated	7,715				
Households that Exceed Threshold	797				
Percentage of households exceeding threshold	10.33%				
Outliers (Threshold * 2)	795				
Percentage of households exceeding threshold that are outliers	99.75%				
Net Annual Income Discrepancy (Actual)	(\$6,764,252.88)				
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$5,583,720.04)				
<a href="#">Printer-Friendly Version</a> <a href="#">Download in Excel</a>					
PHA Statistics					
PHA	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
AK901 AHFC - S8	0	0	\$0.00	\$0.00	0
D010 Buhi	23	0	\$0.00	\$0.00	0
D021 Ada County	4	0	\$0.00	\$0.00	0

The screen below is an example of Field Office Statistics Report when **Section 8** is selected from the Program Type drop-down list.



Income Discrepancy Report >> [Report Selection](#) >> Field Office Statistics

Field Office Statistics as of Mar 08, 2009	
Field Office	0APH SEATTLE HUB OFFICE
Threshold Percentage	5 %
Reexamination Month	All
Program Type	Section 8
Total Number of Households Evaluated	28,203
Households that Exceed Threshold	3,979
Percentage of households exceeding threshold	14.11%
Outliers (Threshold * 2)	3,933
Percentage of households exceeding threshold that are outliers	98.84%
Net Annual Income Discrepancy (Actual)	(\$31,708,243.24)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$25,525,634.80)

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PHA Statistics					
PHA	Households Evaluated	Households that Exceed Threshold	Net Annual Income Discrepancy		Outliers (Threshold * 2)
			Actual	Annualized Last Quarter	
AK001 AHFC	0	0	\$0.00	\$0.00	0
ID001 Twin Falls	0	0	\$0.00	\$0.00	0
ID002 Hama	0	0	\$0.00	\$0.00	0

When **Public Housing** or **Section 8** is selected from the program type drop down list, the sort capability is available for PHA, Households Evaluated, Households that Exceed Threshold, Net Income Discrepancy – Actual, Net Income Discrepancy – Annualized Last Quarter and Outliers (Threshold \*2) fields. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.3.9.1.5 PHA Level View

When viewed from the PHA level, the Income Discrepancy Report includes the PHA Statistics (top statistics table) for the PHA as well as the List of Households (bottom table) within the PHA. To view data for an individual tenant, click the hyperlink associated with it. Please refer to Section 4.3.9.1.7 below for the description of data for an individual household.

The screen below is an example PHA Statistics Report when **All PIH Programs** is selected from the Program Type drop-down list.

PHA Statistics as of Aug 16, 2009			
PHA	AK001 AHFC		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	0	0	0
Households that Exceed Threshold	127	127	0
Percentage of households exceeding threshold	00.00%	00.00%	00.00%
Outliers (Threshold * 2)	126	126	0
Percentage of households exceeding threshold that are outliers	99.21%	99.21%	00.00%
Net Annual Income Discrepancy (Actual)	(\$1,185,509.29)	(\$1,185,509.29)	\$0.00
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,027,396.15)	(\$1,027,396.15)	\$0.00

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Sorted By: **Annual Income Discrepancy (actual)** [Descending]

[\(\\$39,749.13\)](#) [\(\\$9,728.24\)](#)

[\(\\$9,714.36\)](#) [\(\\$3,518.15\)](#)

[\(\\$3,509.41\)](#) [\\$6,797.00](#)

1 to 50 of 127 Households

[Next](#)

Households with Income Discrepancy						
SSN	Last Name	Program Type	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
<a href="#">999-99-9999</a>	HLZYFOKS WU	Public Housing	AK001000275	(\$39,749.13)	(\$56,346.87)	Y
<a href="#">999-99-9999</a>	LBSN	Public Housing	AK001000271	(\$35,133.22)	(\$35,570.00)	Y
<a href="#">999-99-9999</a>	SLEKWQRHKPU	Public Housing	AK001000275	(\$32,426.93)	(\$37,820.72)	Y

When **ALL PIH Programs** is selected from the program type drop down, the sort capability is available for Last Name, Program Type, Project, Annual Income Discrepancy – Actual and Annual Income Discrepancy – Annualized Last Quarter. Please refer to Section 3.2.5 for description of how the sorting works.

The screen below is an example PHA Statistics Report when **Public Housing** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of Aug 16, 2009	
PHA	AK001 AHFC
Threshold Percentage	5 %
Reexamination Month	All
Program Type	Public Housing
Total Number of Households Evaluated	0
Households that Exceed Threshold	127
Percentage of households exceeding threshold	00.00%
Outliers (Threshold * 2)	126
Percentage of households exceeding threshold that are outliers	99.21%
Net Annual Income Discrepancy (Actual)	(\$1,185,509.29)
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,027,396.15)

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

Project:

Sorted By: **Annual Income Discrepancy (actual)** [Descending]

[\(\\$39,749.13\)](#) [\(\\$9,728.24\)](#) [\(\\$9,714.36\)](#) [\(\\$3,518.15\)](#) [\(\\$3,509.41\)](#) [\\$6,797.00](#)

1 to 50 of 127 Households [Next](#)

Income Discrepancy Report Summary					
SSN	Last Name	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
<a href="#">999-99-9999</a>	HLZYFOKS WU	AK001000275	(\$39,749.13)	(\$56,346.87)	Y
<a href="#">999-99-9999</a>	LBSN	AK001000271	(\$35,133.22)	(\$35,570.00)	Y

Project drop-down list

When **Public Housing** is selected from the program type drop down, the sort capability is available for Last Name, Project, Annual Income Discrepancy – Actual and Annual Income Discrepancy – Annualized Last Quarter. Please refer to Section 3.2.5 for description of how the sorting works.

A **Project drop-down** list (as illustrated in the previous page) is also available for the user to filter the households for a specific project.

The screen below is an example PHA Statistics Report when **Section 8** is selected from the Program Type drop-down list.

Income Discrepancy Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of Aug 16, 2009			
PHA	AK001 AHFC		
Threshold Percentage	5 %		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total Number of Households Evaluated	0	0	0
Households that Exceed Threshold	127	127	0
Percentage of households exceeding threshold	00.00%	00.00%	00.00%
Outliers (Threshold * 2)	126	126	
Percentage of households exceeding threshold that are outliers	99.21%	99.21%	
Net Annual Income Discrepancy (Actual)	(\$1,185,509.29)	(\$1,185,509.29)	
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,027,396.15)	(\$1,027,396.15)	\$0.00

Sorted By: Annual Income Discrepancy (actual) [Descending]  
 (\$39,749.13)-(\$9,728.24)      (\$9,714.36)-(\$3,518.18)      (\$9,509.41)-\$6,797.00

1 to 50 of 127 Households

Households with Income Discrepancy						
SSN	Last Name	Program Type	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)	Outlier
999-99-9999	HLZYFOKS WU	Public Housing	AK001000275	(\$39,749.13)	(\$56,346.87)	Y
999-99-9999	LBSN	Public Housing	AK001000271	(\$35,133.22)	(\$35,570.00)	Y

Printer-Friendly Version link

Printer-Friendly Version  
Download in Excel

Download in Excel

When **Section 8** is selected from the program type drop down, the sort capability is available for Last Name, Annual Income Discrepancy – Actual and Annual Income Discrepancy – Annualized Last Quarter. Please refer to Section 3.2.5 for description of how the sorting works.

#### 4.3.9.1.6 Households with Income Discrepancy

The Household level of the Income Discrepancy Report provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. The value causing the household to appear on the report is highlighted. The Outlier column provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by at least twice the amount. Sorting is available for any of the columns.

The discrepancy is reported as follows:

- **Annual Income Discrepancy (Actual)** – displays the annual discrepancy in income data for the designated household.

- **Annual Income Discrepancy (Annualized Last Quarter)** – displays the discrepancy annualized from the last quarter’s income for the designated household.
- **Outliers** – displays a ‘Y’ to indicate if the household has exceeded the threshold by at least twice the amount, and ‘N’ otherwise.

#### 4.3.9.1.7 PHA Statistics – Printer-Friendly Version and Download in Excel

You can print the PHA Discrepancy Report Statistics by clicking on the Printer-friendly version link as illustrated on the previous page. When clicked, a pop-up window as shown on the screen below will appear and you can click the **Print** button to send the information to the printer. The First name, last name, and partial User ID of the logged in user who is printing the page comes up along with the Privacy Act data on all the pages of the report.

The screenshot shows a web interface with three tabs: 'Summary Report', 'Income Report', and 'Income Discrepancy Report'. A 'Print' button is located in the top right corner. A callout box labeled 'Print button' points to this button. Below the tabs is a table with the following data:

Head of Household Information		
Name:	HKANRZ A LBSN	
Social Security Number:	999-99-9999	
Program Type:	Public Housing	
Project:	GTGCQOPDD NCCCR	
Effective Date of Action:	12/01/2007	
Annual Reexamination Date:	11/01/2008	
Projected Annual Wages and Benefits from Form HUD-50058:	\$24,960.00	
Period Of Income for Discrepancy Analysis	09/01/2006 - 08/31/2007	
Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$60,093.22	\$60,530.00
Amount of Annual Income Discrepancy:	(\$35,133.22)	<b>(\$35,570.00)</b>
Amount of Monthly Income Discrepancy:	(\$2,927.77)	(\$2,964.17)
Percentage of Income Discrepancy:	(58.46%)	(58.76%)

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.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv

You can download the report in Excel format by clicking on the Download in Excel link as illustrated on the previous page.

When the link is clicked, it gives you the option to save or open the file. The file contains information as shown on the screen below.



A	B	C	D	F	G
PHA Statistics as of Aug 16, 2009					
PHA	AK001 AHFC				
Threshold Percentage	5 %				
Reexamination Month	All				
Program Type	ALL	Public Housing	Section 8		
Total Number of Households Evaluated	0	0	0		
Households that Exceed Threshold	127	127	0		
Percentage of households exceeding threshold	00.00%	00.00%	00.00%		
Outliers (Threshold * 2)	126	126	0		
Percentage of households exceeding threshold that are outliers	99.21%	99.21%	00.00%		
Net Annual Income Discrepancy (Actual)	(\$1,185,509.29)	(\$1,185,509.29)	\$0.00		
Net Annual Income Discrepancy (Annualized Last Quarter)	(\$1,027,396.15)	(\$1,027,396.15)	\$0.00		
Households with Income Discrepancy					
SSN	Last Name	Program Type	Project	Annual Income Discrepancy (Actual)	Annual Income Discrepancy (Annualized Last Quarter)
999-99-9999	HLZYFOKS WU	Public Housing	AK001000275	(\$39,749.13)	(\$56,346.87)
999-99-9999	LBSN	Public Housing	AK001000271	(\$35,133.22)	(\$35,570.00)
999-99-9999	SLEKWQRHKPU	Public Housing	AK001000275	(\$32,426.93)	(\$37,820.72)
999-99-9999	GHQ	Public Housing	AK001000274	(\$29,769.18)	(\$2,002.37)
999-99-9999	DKUFTSBHO	Public Housing	AK001000275	(\$29,706.28)	(\$10,388.96)
999-99-9999	MXDDHUVS	Public Housing	AK001000273	(\$26,023.96)	(\$17,322.26)
999-99-9999	GZGB	Public Housing	AK001000257	(\$24,674.30)	(\$10,251.13)
999-99-9999	NKMLZCLM	Public Housing	AK001000273	(\$24,570.00)	(\$27,992.00)
999-99-9999	FKFI	Public Housing	AK001000274	(\$24,095.33)	(\$10,488.26)
999-99-9999	GJGODH	Public Housing	AK001000277	(\$23,857.16)	(\$17,756.87)
999-99-9999	LKPBRI	Public Housing	AK001000271	(\$22,306.16)	(\$15,181.04)
999-99-9999	ENNNB	Public Housing	AK001000277	(\$22,271.58)	(\$18,300.00)
999-99-9999	AMLWWSO	Public Housing	AK001000244	(\$22,100.58)	(\$16,014.07)
999-99-9999	LMSDQ	Public Housing	AK001000271	(\$20,436.52)	(\$12,165.17)

#### 4.3.9.1.8 Household Income Discrepancy Report

This page launches as a pop-up window when one of the Social Security Number hyperlinks, appearing on the Household Income Discrepancy Report page, is clicked. Click the **Close (X)** button - to close the window and return to the Income Discrepancy Report.

**Income Discrepancy Report - Confidential. Privacy Act Data. Civil and...**

Print

Summary Report | Income Report | **Income Discrepancy Report**

**Head of Household Information**

Name: MGVSMP V SKMCQOD  
 Social Security Number: J11-11-1111  
 Program Type: Section 8  
 Project:  
 Effective Date of Action: 04/01/2006  
 Annual Reexamination Date: 05/31/2006  
 Projected Annual Wages and Benefits from Form HUD-50058: \$0.00  
 Period Of Income for Discrepancy Analysis: 01/01/2005 - 12/31/2005

Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$13,103.00	\$3,520.00
Amount of Annual Income Discrepancy:	(\$13,103.00)	(\$3,520.00)
Amount of Monthly Income Discrepancy:	(\$1,091.92)	(\$293.33)
Percentage of Income Discrepancy:	(100%)	(100%)

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.

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

The updated Head of Household Information page provides you with both actual and historical data. The Discrepancy Analysis section of the page provides results of the income analysis process. It provides actual and annualized last quarter data. There is a column for each type of data — Actual and Annualized Last Quarter Data. There are tabs provided in the page to navigate to the Summary Report and Income Report for the particular Household. Associated with each column are the following criteria:

**Reported Annual Wages and Benefits from EIV Data** – This field identifies the actual income reported to EIV for the designated income period.

**Amount of Annual Income Discrepancy** – This field identifies the value of the discrepancy in the annual income that caused the household to be included in the report data. Negative currency values are represented in parenthesis. For example, -\$800 is represented as (\$800). When this value causes the household to be used in the report, it is displayed in bold typeface.

**Amount of Monthly Income Discrepancy** – This field identifies the value of the discrepancy in the monthly income that caused the household to be included in the report data. Negative currency values are represented in parenthesis. For example, -\$800 is represented as (\$800). When this value causes the household to be used in the report, it is displayed in a bold typeface.

**Percentage of Income Discrepancy** – This field identifies the percentage by which the threshold cutoff value has been exceeded for this household. Negative percentage values are represented in parenthesis. For example, -75% is represented as (75%).

#### 4.4 Verification Reports Module

Under the Verification Reports Module, the following options are available

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

##### 4.4.1 Existing Tenant Search

The Existing Tenant Search module displays the information whether the person (whose SSN is entered in the search screen) may be receiving housing subsidies in PIH or Multifamily Housing (MF) programs.

The person’s SSN can be entered through the screen illustrated below.

The screenshot displays the 'Enterprise Income Verification' web application. The header includes 'HUD Home' and 'PIH Home' links. The main content area is titled 'Verification Reports >> Existing Tenant Search'. A red-bordered box highlights the 'Existing Tenant Search - Enter the tenant SSN and click on Get Report button' section, which contains the text 'Enter Social Security Number:' followed by three input fields separated by dashes, and a 'Get Report' button. On the left side, there is a navigation menu with a red background and white text. A white callout box with a red border points to the 'Existing Tenant Search' option in the menu. The menu items include: 'Welcome FIRST - HEIV01 LAST - uiv', 'Back to Secure Systems', 'Back to EIV Main Page', 'Program Office Selection', 'Debts Owed to PHAs & Terminations', 'Search for Former Tenant', 'Debts Owed to PHAs & Terminations Report', 'Information of Household', 'By Reexamination Month', 'New Hires Report', 'Income Discrepancy Report', 'Income Discrepancy Report', 'Verification Reports', and 'Existing Tenant Search'.

When the SSN is entered, the result page as illustrated below will show some basic information of the households (in PIH and MF) in which the person may be receiving subsidy.

Enterprise Income Verification

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)
[Email](#)

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

---

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

[Printer-Friendly Version](#)

PIH Tenant Match Results : 15 match found.

<b>SSN:</b>	111-11-1111
<b>HOH SSN:</b>	***.**-6862
<b>HOH First Name</b>	PKYDWTP
<b>HOH Last Name</b>	ABADWSD
<b>PHA</b>	NY002
<b>Program Type</b>	Public Housing
<b>Project</b>	NY002010
<b>50058 Type Of Action</b>	Interim Reexamination
<b>50058 Effective Date</b>	11/01/2004
<b>PHA</b>	NY002 Buffalo Muni HA
<b>PHA Address</b>	300 Perry St., Buffalo, NY, 14204-2270
<b>PHA Telephone Numbers</b>	Office: (716) 855-6711 Extn: Fax: (716) 855-6761
<hr/>	
<b>SSN:</b>	111-11-1111
<b>HOH SSN:</b>	***.**-2477
<b>HOH First Name</b>	WMNNU
<b>HOH Last Name</b>	GFQQF
<b>PHA</b>	NJ214
<b>Program Type</b>	Voucher
<b>50058 Type Of Action</b>	New Admission
<b>50058 Effective Date</b>	12/15/2004
<b>PHA</b>	NJ214 Lakewood RAP
<b>PHA Address</b>	P.O. Box 871 419 First Street., Lakewood, NJ, 08701-0871
<b>PHA Telephone Numbers</b>	Office: (732) 367-0660 Extn:22 Fax: (732) 367-6645

Printer-Friendly Version

PIH Tenant Match Result

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MF Tenant Match Results : 167 match found.	
SSN:	111-11-1111
HOH SSN:	***-**-1699
HOH First Name	MVZKHAP
HOH Last Name	FBJNRSD
Contract Number	MA06H058060
Project Number	
Subsidy Type	Section 8
50059 Type Of Action	Interim Recertification
50059 Effective Date	02/01/2007
<hr/>	
SSN:	111-11-1111
HOH SSN:	***-**-1868
HOH First Name	YKXDF
HOH Last Name	CVZRFEQSQ
Contract Number	MA06E000019
Project Number	
Subsidy Type	Section 8
50059 Type Of Action	Annual Recertification
50059 Effective Date	04/01/2007
<hr/>	
SSN:	111-11-1111
HOH SSN:	***-**-3781
HOH First Name	MXOJLZDVD
HOH Last Name	SKXJHF
Contract Number	VA36L000128
Contract Number	

**MF Tenant Match Result**

The user has the capability to print the result page through the **Printer Friendly Version** link. When clicked, the system opens a pop-up window displaying the printable view of the result page. The report can be printed by clicking the **Print** button provided in the pop-up window. The page whether printed using the Printer-Friendly link or EIV screens contains the first name, last name, and partial user ID of the user who is printing the page along with the Privacy Act statement as described in Section 3.2.5. When finished requesting the printed version of the page, click the Close (X) button or File → Close to return to the online page.

#### 4.4.2 Multiple Subsidy Report

The Multiple Subsidy Report is used to identify households that receive assistance either in multiple PHA’s within PIH or in both PIH and Multifamily programs for selected PHA’s. The report considers only the tenants with verified status.

##### 4.4.2.1 Report Generation

On a weekly basis (as part of the weekly batch processing), PIH households and household members with verified status are evaluated for tenants receiving multiple subsidies and summary and detail data required for online reports are created. The reports exclude the household members who are not verified, who are in the households that are EOP, Action type of Port-Out, or have not had 50058 recertification within 15 months from the date when this report is generated.



#### 4.4.2.2 Multiple Subsidy Report Selection

Access the Multiple Subsidy Report page by clicking the Multiple Subsidy Report link (under the **Verification Reports** module) on the EIV Navigation panel. The **Multiple Subsidy Report – Report Selection** page displays as illustrated below.

The screenshot shows the 'Enterprise Income Verification' web application. The top navigation bar includes 'HUD Home', 'PIH Home', 'EIV Home', 'Search', and 'Email'. The breadcrumb trail is 'Verification Reports >> Multiple Subsidy Report >> Report Selection'. The main content area is titled 'Multiple Subsidy Report' and contains the following filtering options:

- By Field Office :
- By Participant Code :
- Search within PIH Program only
- Search within PIH and MF Programs
- All household members
- Only adult household members
- Only household members under the age of 18

A 'Search' button is located at the bottom of the form. A red box highlights the 'Multiple Subsidy Report' link in the left navigation menu.

The **Multiple Subsidy Report – Report Selection** page provides the following filtering options:

#### Region Selection:

- **By Field Office** – This option provides access to the data associated with Field Offices and the PHA's in their jurisdiction. The scope of access is governed by your security level and role assignment.
- **By Participant Code**: This option provides access to the data associated with PHA's. The scope of access is governed by your security level and role assignment.

#### Program Type Search Option:

- **Search within PIH Programs only**: to provide a list of tenants/household members that have multiple subsidies within the PIH programs (e.g., Public Housing, Voucher) or in multiple PHA's (e.g. the tenant is reported as a member of a household in CA014 and also as member of a household in FLO01).
- **Search within Public Housing and Multifamily Programs**: Filters the data to list the tenants who receive assistance from both PIH and MF programs.

#### Household Member Search Option:

- **All Household Members:** to provide the complete list of household members whose SSN is displayed more than once in a PIH/MFH program.
- **Only adult Household Members:** Filters the data to list only those household members whose age is 18 or greater as of the effective date of the current 50058 and whose SSN is displayed more than once in a PIH/MFH program.
- **Only Household Members under the age of 18:** Filters the data to list only those household members whose age is under 18 as of the effective date of the current 50058 and whose SSN is displayed more than once in a PIH/MFH program.

Use this page to filter the scope of the data appearing on the Multiple Subsidy Report. Once you have selected your filter options, click the **Search** button to generate the Multiple Subsidy Report for the selected region and options.

#### 4.4.2.2.1 By Field Office Option

The Field Office option provides access to the data associated with Field Offices and the PHA's within their jurisdiction. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Multiple Subsidy Report page would appear as shown below letting the user select a Field Office or a PHA.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

When viewed from the Field Office level, the Multiple Subsidy Report includes statistics for the Field Office as well as the PHA's within the Field Office jurisdiction. The report displays the data in 2 sections:

The top section, which is the Multiple Subsidy Field Office Report Summary, contains the following information:

- Field Office
- Total Number of Households
- Total Number of Household Members
- Program Type
- Household Member Selection

The bottom section displays the statistics for each PHA under the FO with following fields:

- PHA
- Total Number of Households
- Total Household Members

The screen below is an example of a Field Office Statistics Report. Please note that those offices with data are shown in red and underlined indicating that there is a hyperlink to a report.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search Email

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

**Multiple Subsidy Field Office Report Summary**

Field Office: 5DPH CLEVELAND HUB OFFICE  
 Total Number of Households: 50  
 Total Number of Household Members: 39  
 Program Type: Within PIH Programs Only  
 Household Member Selection: All Household Members

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PHA	Total Number of Households	Total Household Members
<a href="#">OH002 Youngstown MHA</a>	2	1
<a href="#">OH003 Cuyahoga MHA</a>	7	7
<a href="#">OH006 Lucas MHA</a>	4	4
<a href="#">OH007 Akron MHA</a>	16	14
<a href="#">OH008 Trumbull MHA</a>	2	1
<a href="#">OH012 Lorain MHA</a>	2	2
OH014 Jefferson MHA	0	0
OH016 Mansfield MHA	0	0
<a href="#">OH018 STARK MHA</a>	5	3
OH025 LAKE MHA	0	0
OH026 COLUMBIANA MHA	0	0
OH027 MEDINA MHA	0	0
OH028 ERIE MHA	0	0
OH029 ASHTABULA MHA	0	0
OH030 HURON MHA	0	0
<a href="#">OH031 Portage MHA</a>	6	5
<a href="#">OH036 WAYNE MHA</a>	6	5
OH039 CRAWFORD MHA	0	0
OH042 GEAUGA MHA	0	0
OH054 SANDUSKY MHA	0	0
OH063 TUSCARAWAS MHA	0	0
OH067 HARRISON MHA	0	0
OH071 Henry MHA	0	0
OH073 PARMA PHA	0	0
OH074 Williams MHA	0	0
OH075 SENECA MHA	0	0
OH082 HANCOCK MHA	0	0
OH084 Fulton MHA	0	0

You may download the Multiple Subsidy Field Office Report Summary in Microsoft Excel by clicking on the **Download in Excel** link. The Microsoft Excel spreadsheet contains the same information (PHA, Total Number of Households, and Total Household Members) as is shown on the EIV online application screen.

#### 4.4.2.2.2 PHA Report

To view the Multiple Subsidy Report for a particular PHA, click the hyperlink associated with it as illustrated above. After clicking on an available hyperlink from the screen above to access PHA level report. Data is displayed in 2 sections.

##### Header Section:

- Participant Code
- Household Members Receiving Multiple Subsidies
- Program Type
- Household Member Selection

The **bottom section** is displayed with 2 tabs namely **Summary Reports** and **Detail Reports**.

The **Summary Reports** tab as illustrated below displays the following fields:

- Member SSN
- Member Last Name
- Member DOB
- Count of subsidies for the member

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search

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

**Multiple Subsidy Report Summary**

Participant Code: NY904  
Members Receiving Multiple Subsidies: 23  
Search Criteria: Within PIH and MF Programs  
Search Criteria: All household members

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

1 - 23 of 23 Members

**Summary Reports** **Detail Reports**

Member SSN	Member Name	Member DOB	Count of subsidies for the member
***-**-9999	ILMCGO AMJNW	XX/XX/1111	2
***-**-9999	LJHFM AMLWSD	XX/XX/1111	2
***-**-9999	UTUDF BMQWG	XX/XX/1111	2
***-**-9999	LVAONTS BMVIIDPS	XX/XX/1111	2
***-**-9999	YJYNCZ BMVIIDPS	XX/XX/1111	2
***-**-9999	ZGVIRRTF BMVIIDPS	XX/XX/1111	2

**Download In Excel Link**

The Summary report tab has the all the standard features as mentioned in section 3.2.5.

The **Detail Reports** tab, as illustrated below, displays the information of each individual who received assistance in multiple PHA's or in multiple programs:

##### Member Information:

- Member SSN
- Member Name
- Member DOB

- 
- Count of Subsidies

**Household Information of Households where <Member Full Name> Receives Subsidy** for each of the program, member receiving assistance in

**In PIH**

- HOH SSN
- HOH Name
- Relationship to HOH
- Program Type
- Project Code
- 50058 Effective Date
- Type of Action
- Unit Address
- PHA
- PHA Address
- PHA Telephone numbers (with office and fax numbers)

**In MF**

- HOH SSN
- HOH Name
- Relationship to HOH
- Subsidy Type
- Contract Number
- Project Number
- Owner/ Management Agent Name
- 50059 Effective Date
- Certification Type
- Unit Address

Below is an example of screen with the above-mentioned information.

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

Multiple Subsidy Report Detail	
Participant Code:	NY904
Members Receiving Multiple Subsidies	23
Search Criteria:	Within PIH and MF Programs
Search Criteria:	All household members

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

1 - 23 of 23 Members

Summary Reports	Detail Reports
<b>Member Information</b>	
Member SSN	***-**-9999
Member Name	ILMCGO AMJNW
Member DOB	01/05/1943
Count of Subsidies	2
<b>Household Information of Households Where ILMCGO AMJNW Receives Subsidy</b>	
HOH SSN	***-**-9999
HOH Name	ILMCGO AMJNW
Relationship to HOH	Head
Program Type	Voucher
Project Code	
50058 Effective Date	06/01/2008
Type of Action	Interim Reexamination
Unit Address	243 LZBWJPI IC 9-O, ELMIRA, NY, 14901
PHA	NY904 HTFC
PHA Address	c/o Alan L. Smith 38-40 State Street, 3r., Albany, NY, 12207-
PHA Telephone Numbers	Office: (212) 480-6460 Fax: (212) 480-6463
HOH SSN	***-**-9999
HOH Name	ILMCGO AMJNW
Relationship to HOH	Head of Household
Subsidy Type	Section 236
Contract Number	
Project Number	014046NI
Owner/Management Agent name	HOME LEASING HO
50059 Effective Date	10/01/2007

Printer-Friendly Version link

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

Member Information

Download in Excel link

Household Information

The User has the standard features of *Printer-Friendly Version* and *Download in Excel* as described in section 3.2.5.

Please refer to Appendix B for instructions on how to download Excel-format files.

#### 4.4.2.2.3 By PHA Level Option

This option provides access to the report associated with PHA's. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Multiple Subsidy Report page allows you to select a PHA from a list of PHA's you have access to.

For full description of the resulting page when By PHA level option is selected, please refer to the section 4.4.2.2.2.

### 4.4.3 Identity Verification Report

The Identity Verification Report provides information at the HQ, State, HUB, FO, TARC and PHA levels of the number of households and household members who successfully verified by SSA, who failed SSA verification or failed the EIV Pre-Screening process, which rules out IDs such as those with SSN's with all 9's, Last Name missing and who are pending verification.

#### 4.4.3.1 Report Generation

On a weekly basis (as part of the weekly batch processing), PIH households and household members are evaluated for verification statistics and information on individual household and members is stored in the EIV database. Users relying on statistical data on a regular basis should make a printed copy of the report before the data is overwritten by next weekly batch processing.

#### 4.4.3.2 Identity Verification Report Filtering

Access the Identity Verification Report page by clicking the Identity Verification Report link (under the Verification Reports module) on the EIV Navigation panel. The Identity Verification Report – Report Selection page is displayed as illustrated below.

Use this page to filter the scope of the data appearing on the Identity Verification Report. Once you have selected your filter options, click the **Get Report** button to generate the Identity Verification Report reflecting your choices.

The **Identity Verification Report** page provides you with the following filter options:

**Program Type** – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.

**Reexamination Month** – This option provides the capability to filter data by Reexamination Month – All or for a specific month (January to December). By default, the value is set to **“All”** when the page displays.

**Region** – This option controls the scope of the data included on the report. Report data is aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, Field Office, and PHA.

The combination of your assigned role and security level determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to five region options. Only those that you are permitted to access are displayed on the page when it opens. Only one Region option can be selected at a time.

The following region options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope access to nationwide data and the option to select data at all levels. The Identity Verification Report Selection page is displayed as shown below.

Enterprise Income Verification HUD Home PIH Home EIV Home Search Email

Verification Reports >> Identity Verification Report >> Report Selection

**Report Selection**

Program Type: All PIH Programs

Reexamination Month: All

Select Region:

HUD HQ

STATE All

HUB 10HSEA Seattle Hub

FO 0APH SEATTLE HUB OFFICE

TARC PB1 Cleveland TARC

PHA AK001 AHFC

Get Report

- **State** - This option provides full access for those with IDs of Headquarters scope. This option only is displayed if your role assignment provides you with access to national data. If your access is set at this level, the Identity Verification Report Selection page is displayed as shown below.

A drop-down list provides you with all the available State selection options. Scroll through the list to select a desired State or use the ALL option, displayed as the first item in the list, to pull the report for all states. Highlight the desired option to select it. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you may select data for the HUB or select Field Offices or PHA’s associated with that HUB. If your access is at this level, the Identity Verification Report Selection page is displayed as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBs that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.



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Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with Field Offices. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Identity Verification Report Selection page is displayed as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC's and the PHA's within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Identity Verification Report Selection page is displayed as shown below.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the Identity Verification Report page is displayed as shown below.

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA's that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

#### 4.4.3.3 Identity Verification Statistics Report

All Household and Household Member details appear on the Identity Verification Report page. Although the scope of report detail can vary, the same page format is used to convey the data.

The result data is displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The Identity Verification Report page includes a separate table for the selected region (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

---

When more than one level of detail is available, the highest level is displayed first on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

Note: The Statistics table displays household information when the Household Statistics tab is selected and displays household member information when the Household Member Statistics tab is selected.

#### 4.4.3.3.1 Household Statistics Report

On the top statistics table you will find the following information:

- Security Level – shows the Region selected from the selection page
  - HUD Headquarters
  - State with the State name selected
  - HUB with the HUB name selected
  - TARC with TARC name selected
  - Field Office with the Field Office name selected
  - PHA with the PHA name selected
- Reexamination Month
- Program Type
- Number of Households (Excluding EOP)
- Number of Households with All Household Members Verified
- Percentage of Households Verified
- Number of Households Failed EIV Pre-Screening
- Percentage of Households Failed EIV Pre-Screening
- Number of Households Failed SSA Identity Test
- Percentage of Households Failed SSA Identity Test
- Number of Households Pending Verification
- Percentage of Households Pending Verification

On the bottom, the **Household Statistics** tab shows the following information in a table:

- Security Level – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:
  - HUB
  - Field Office
  - PHA
  - Individual Households
- Program Type – If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
- Number of Households (Excluding EOP)
- Number of Households with All Household Members Verified

- Percentage of Households Verified
- Number of Households Failed EIV Pre-Screening
- Percentage of Households Failed EIV Pre-Screening
- Number of Households Failed SSA Identity Test
- Percentage of Households Failed SSA Identity Test
- Number of Households Pending Verification
- Percentage of Households Pending Verification

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

#### 4.4.3.3.2 Household Members Statistics Report

On the top statistics table you will find the following information:

- Security Level – shows the Region selected from the selection page
  - HUD Headquarters
  - State with the State name selected
  - HUB with the HUB name selected
  - TARC with TARC name selected
  - Field Office with the Field Office name selected
  - PHA with the PHA name selected
- Reexamination Month
- Program Type
- Number of Household Members (Excluding EOP)
- Number of Household Members Verified
- Percentage of Household Members Verified
- Number of Household Members Failed EIV Pre-Screening
- Percentage of Household Members Failed EIV Pre-Screening
- Number of Household Members Failed SSA Identity Test
- Percentage of Household Members Failed SSA Identity Test
- Number of Household Members Pending Verification
- Percentage of Household Members Pending Verification

On the bottom, the **Household Statistics** tab shows the following information in a table:

- Security Level – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:
  - HUB
  - Field Office
  - PHA
  - Individual Households
- Program Type – If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
- Number of Household Members (Excluding EOP)

- 
- Number of Household Members Verified
  - Percentage of Household Members Verified
  - Number of Household Members Failed EIV Pre-Screening
  - Percentage of Household Members Failed EIV Pre-Screening
  - Number of Household Members Failed SSA Identity Test
  - Percentage of Household Members Failed SSA Identity Test
  - Number of Household Members Pending Verification
  - Percentage of Household Members Pending Verification

Note: The Program Level Report provides sorting capability and displays totals for each data field in the bottom table.

#### **4.4.3.4 Identity Verification Statistics Report Examples**

Please use this section to get familiar with the look and feel of the Identity Verification Statistics Report. As mentioned above, each level of report displays data for Households and Household Members in two separate tabs.

##### **4.4.3.4.1 HUD HQ Level View**

When HUD HQ region is selected, a nationwide Identity Verification Report is displayed. This may be filtered for program.

The screen below illustrates the *Household Statistics* of HUD Headquarters Identity Verification Report when **All PIH Programs** is selected from the Program Type drop-down list.

Verification Reports >> Identity Verification Report >> [Report Selection](#) >> HUD HQ Statistics

Identity Verification Report - Household Statistics			
Office	HUD HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	3,115,654	1,041,356	2,074,298
Number of Households with All Household Members Verified	568,400	202,896	365,504
Percentage of Households Verified	18.24%	19.48%	17.62%
Number of Households Failed EIV Pre-Screening	2,406,711	788,908	1,617,803
Percentage of Households Failed EIV Pre-Screening	77.25%	75.76%	77.99%
Number of Households Failed SSA Identity Test	77,965	30,150	47,815
Percentage of Households Failed SSA Identity Test	02.50%	02.90%	02.31%
Number of Households Pending Verification	62,578	19,402	43,176
Percentage of Households Pending Verification	02.01%	01.86%	02.08%

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Household Statistics Report    Household Member Statistics Report

HUD Headquarters Statistics as of 08/17/2009										
HUB		Number of Households (Excluding EOP)	Number of Households with All Household Members Verified	Percentage of Households Verified	Number of Households Failed EIV Pre-Screening	Percentage of Households Failed EIV Pre-Screening	Number of Households Failed SSA Identity Test	Percentage of Households Failed SSA Identity Test	Number of Households Pending Verification	Percentage of Households Pending Verification
<a href="#">10HSEA Seattle Hub</a>	All	110,650	40,303	36.42%	62,883	56.83%	3,729	03.37%	3,735	03.38%
	Public Housing	19,382	9,364	48.31%	8,755	45.17%	860	04.44%	403	02.08%
	Section 8	91,268	30,939	33.90%	54,128	59.31%	2,869	03.14%	3,332	03.65%
<a href="#">1HBOS Boston Hub</a>	All	207,779	30,250	14.56%	171,134	82.36%	3,314	01.59%	3,081	01.48%
	Public Housing	64,506	8,048	12.48%	54,511	84.51%	1,092	01.69%	855	01.33%
	Section 8	143,273	22,202	15.50%	116,623	81.40%	2,222	01.55%	2,226	01.55%
<a href="#">2HBUF Buffalo Hub</a>	All	63,059	7,848	12.45%	53,427	84.73%	726	01.15%	1,058	01.68%
	Public Housing	23,152	2,495	10.78%	20,071	86.69%	277	01.20%	309	01.33%
	Section 8	39,907	5,353	13.41%	33,356	83.58%	449	01.13%	749	01.88%
<a href="#">2HNWK Newark Hub</a>	All	98,266	10,178	10.36%	83,177	84.64%	3,625	03.69%	1,288	01.31%
	Public Housing	35,324	3,417	09.67%	30,527	86.42%	953	02.70%	427	01.21%
	Section 8	62,942	6,761	10.74%	52,650	83.65%	2,672	04.25%	859	01.36%
<a href="#">2HNYC New York City Hub</a>	All	339,874	86,407	25.44%	236,940	69.76%	12,569	03.70%	3,758	01.11%
	Public Housing	167,998	58,924	35.07%	100,927	60.08%	7,094	04.22%	1,053	00.63%
	Section 8	171,676	27,483	16.01%	136,013	79.23%	5,475	03.19%	2,705	01.58%
<a href="#">3HBLT Baltimore Hub</a>	All	142,754	35,588	24.93%	95,974	67.23%	5,192	03.64%	6,000	04.20%
	Public Housing	44,640	15,223	34.10%	26,483	59.33%	2,138	04.79%	796	01.78%
	Section 8	98,114	20,365	20.76%	69,491	70.83%	3,054	03.11%	5,204	05.30%

The screen below illustrates the *Household Member Statistics* of HUD Headquarters Identity Verification Report for **All PIH Programs**.

Verification Reports >> Identity Verification Report >> [Report Selection](#) >> HUD HQ Statistics

Identity Verification Report - Household Member Statistics			
Office	HUD HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Household Members (Excluding EOP)	7,473,197	2,266,571	5,206,626
Number of Household Members Verified	1,564,204	521,248	1,042,956
Percentage of Household Members Verified	20.93%	23.00%	20.03%
Number of Household Members Failed EIV Pre-Screening	5,677,561	1,669,958	4,007,603
Percentage of Household Members Failed EIV Pre-Screening	76.97%	73.68%	76.97%
Number of Household Members Failed SSA Identity Test	85,784	33,230	52,554
Percentage of Household Members Failed SSA Identity Test	01.15%	01.47%	01.01%
Number of Household Members Pending Verification	145,648	42,135	103,513
Percentage of Household Members Pending Verification	01.95%	01.86%	01.99%

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Household Statistics Report **Household Member Statistics Report**

HUD Headquarters Statistics as of 08/17/2009										
HUB		Number of Household Members (Excluding EOP)	Number of Household Members Verified	Percentage of Household Members Verified	Number of Household Members Failed EIV Pre-Screening	Percentage of Household Members Failed EIV Pre-Screening	Number of Household Members Failed SSA Identity Test	Percentage of Household Members Failed SSA Identity Test	Number of Household Members Pending Verification	Percentage of Household Members Pending Verification
10HSEA Seattle Hub	All	249,569	97,743	39.16%	139,720	55.98%	4,151	01.66%	7,955	03.19%
	Public Housing	41,951	20,214	48.18%	19,896	47.43%	973	02.32%	868	02.07%
	Section 8	207,618	77,529	37.34%	119,824	57.71%	3,178	01.53%	7,087	03.41%
1HBOS Boston Hub	All	454,999	74,973	16.48%	370,313	81.39%	3,621	00.80%	6,092	01.34%
	Public Housing	122,472	18,562	15.16%	101,200	82.63%	1,207	00.99%	1,503	01.23%
	Section 8	332,527	56,411	16.96%	269,113	80.93%	2,414	00.73%	4,589	01.38%
2HBUF Buffalo Hub	All	134,078	19,574	14.60%	111,359	83.06%	782	00.58%	2,363	01.76%
	Public Housing	44,203	6,006	13.59%	37,275	84.33%	293	00.66%	629	01.42%
	Section 8	89,875	13,568	15.10%	74,084	82.43%	489	00.54%	1,734	01.93%
2HNWK Newark Hub	All	226,555	31,575	13.94%	188,068	83.01%	4,052	01.79%	2,860	01.26%
	Public Housing	66,076	8,232	12.46%	55,950	84.68%	1,062	01.61%	832	01.26%
	Section 8	160,479	23,343	14.55%	132,118	82.33%	2,990	01.86%	2,028	01.26%
2HNYC New York City Hub	All	813,030	228,324	28.08%	562,491	69.18%	13,736	01.69%	8,479	01.04%
	Public Housing	385,489	148,478	38.52%	226,802	58.83%	7,757	02.01%	2,452	00.64%
	Section 8	427,541	79,846	18.68%	335,689	78.52%	5,979	01.40%	6,027	01.41%
3HBLT Baltimore Hub	All	334,591	91,502	27.35%	223,213	66.71%	5,737	01.71%	14,139	04.23%
	Public Housing	97,025	35,266	36.35%	57,487	59.25%	2,392	02.47%	1,880	01.94%
	Section 8	237,566	56,236	23.67%	165,726	69.76%	3,345	01.41%	12,259	05.16%

The screen below illustrates the *Household Statistics* of HUD Headquarters Identity Verification Report when **Section 8** is selected from the Program Type drop-down list.

Verification Reports >> Identity Verification Report >> [Report Selection](#) >> HUD HQ Statistics

Identity Verification Report - Household Statistics	
Office	HUD HQ
Reexamination Month	All
Program Type	Section 8
Number of Households (Excluding EOP)	2,074,298
Number of Households with All Household Members Verified	365,504
Percentage of Households Verified	17.62%
Number of Households Failed EIV Pre-Screening	1,617,803
Percentage of Households Failed EIV Pre-Screening	77.99%
Number of Households Failed SSA Identity Test	47,815
Percentage of Households Failed SSA Identity Test	02.31%
Number of Households Pending Verification	43,176
Percentage of Households Pending Verification	02.08%

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Household Statistics Report    Household Member Statistics Report

HUD Headquarters Statistics as of 08/17/2009									
HUB	Number of Households (Excluding EOP)	Number of Households with All Household Members Verified	Percentage of Households Verified	Number of Households Failed EIV Pre-Screening	Percentage of Households Failed EIV Pre-Screening	Number of Households Failed SSA Identity Test	Percentage of Households Failed SSA Identity Test	Number of Households Pending Verification	Percentage of Households Pending Verification
<a href="#">10HSEA Seattle Hub</a>	91,268	30,939	33.90%	54,128	59.31%	2,869	03.14%	3,332	03.65%
<a href="#">1HBOS Boston Hub</a>	143,273	22,202	15.50%	116,623	81.40%	2,222	01.55%	2,226	01.55%
<a href="#">2HBUF Buffalo Hub</a>	39,907	5,353	13.41%	33,356	83.58%	449	01.13%	749	01.88%
<a href="#">2HNWK Newark Hub</a>	62,942	6,761	10.74%	52,650	83.65%	2,672	04.25%	859	01.36%
<a href="#">2HNYC New York City Hub</a>	171,676	27,483	16.01%	136,013	79.23%	5,475	03.19%	2,705	01.58%
<a href="#">3HBLT Baltimore Hub</a>	98,114	20,365	20.76%	69,491	70.83%	3,054	03.11%	5,204	05.30%
<a href="#">3HPHL Philadelphia Hub</a>	55,323	16,170	29.23%	32,277	58.34%	1,326	02.40%	5,550	10.03%
<a href="#">3HPIT Pittsburgh Hub</a>	24,391	3,873	15.88%	19,640	80.52%	584	02.39%	294	01.21%
<a href="#">4HATL Atlanta Hub</a>	50,117	11,804	23.55%	35,220	70.28%	2,119	04.23%	974	01.94%
<a href="#">4HBIR Birmingham Hub</a>	26,990	3,566	13.21%	22,487	83.32%	482	01.79%	455	01.69%
<a href="#">4HGRN Greensboro Hub</a>	78,884	9,436	11.96%	66,495	84.29%	1,614	02.05%	1,339	01.70%
<a href="#">4HJAC Jacksonville Hub</a>	28,479	4,960	17.42%	22,803	80.07%	345	01.21%	371	01.30%
<a href="#">4HJMS Jackson Hub</a>	15,967	2,255	14.12%	12,944	81.07%	367	02.30%	401	02.51%
<a href="#">4HLOU Louisville Hub</a>	31,022	11,328	36.52%	18,670	60.18%	393	01.27%	631	02.03%
<a href="#">4HMEM Memphis Hub</a>	31,619	3,463	10.95%	27,273	86.26%	397	01.26%	486	01.54%
<a href="#">4HMIA Miami Hub</a>	63,994	8,927	13.95%	52,706	82.36%	1,496	02.34%	865	01.35%

The screen below illustrates the *Household Statistics* of HUD Headquarters Identity Verification Report when **Section 8** is selected from the Program Type drop-down list.

Verification Reports >> Identity Verification Report >> [Report Selection](#) >> HUD HQ Statistics

Identity Verification Report - Household Member Statistics	
Office	HUD HQ
Reexamination Month	All
Program Type	Section 8
Number of Household Members (Excluding EOP)	5,206,626
Number of Household Members Verified	1,042,956
Percentage of Household Members Verified	20.03%
Number of Household Members Failed EIV Pre-Screening	4,007,603
Percentage of Household Members Failed EIV Pre-Screening	76.97%
Number of Household Members Failed SSA Identity Test	52,554
Percentage of Household Members Failed SSA Identity Test	01.01%
Number of Household Members Pending Verification	103,513
Percentage of Household Members Pending Verification	01.99%

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HUD Headquarters Statistics as of 08/17/2009									
HUB	Number of Household Members (Excluding EOP)	Number of Household Members Verified	Percentage of Household Members Verified	Number of Household Members Failed EIV Pre-Screening	Percentage of Household Members Failed EIV Pre-Screening	Number of Household Members Failed SSA Identity Test	Percentage of Household Members Failed SSA Identity Test	Number of Household Members Pending Verification	Percentage of Household Members Pending Verification
<a href="#">10HSEA Seattle Hub</a>	207,618	77,529	37.34%	119,824	57.71%	3,178	01.53%	7,087	03.41%
<a href="#">1HBOS Boston Hub</a>	332,527	56,411	16.96%	269,113	80.93%	2,414	00.73%	4,589	01.38%
<a href="#">2HBUF Buffalo Hub</a>	89,875	13,568	15.10%	74,084	82.43%	489	00.54%	1,734	01.93%
<a href="#">2HNWK Newark Hub</a>	160,479	23,343	14.55%	132,118	82.33%	2,990	01.86%	2,028	01.26%
<a href="#">2HNYC New York City Hub</a>	427,541	79,846	18.68%	335,689	78.52%	5,979	01.40%	6,027	01.41%
<a href="#">3HBLT Baltimore Hub</a>	237,566	56,236	23.67%	165,726	69.76%	3,345	01.41%	12,259	05.16%
<a href="#">3HPHL Philadelphia Hub</a>	136,871	45,335	33.12%	74,917	54.74%	1,431	01.05%	15,188	11.10%
<a href="#">3HPIT Pittsburgh Hub</a>	53,754	10,164	18.91%	42,331	78.75%	632	01.18%	627	01.17%
<a href="#">4HATL Atlanta Hub</a>	144,250	37,271	25.84%	102,064	70.75%	2,448	01.70%	2,467	01.71%
<a href="#">4HBIR Birmingham Hub</a>	72,480	10,780	14.87%	60,058	82.86%	531	00.73%	1,111	01.53%
<a href="#">4HGRN Greensboro Hub</a>	196,009	28,342	14.46%	162,587	82.95%	1,818	00.93%	3,262	01.66%
<a href="#">4HJAC Jacksonville Hub</a>	76,404	14,555	19.05%	60,585	79.30%	371	00.49%	893	01.17%
<a href="#">4HJMS</a>									



#### 4.4.3.4.2 State Level View

The State drop down provides user a capability to select ALL or an individual State. When ALL is selected in State dropdown, the report displays the statistics for all the states, without further drop down

The screen below is an example of *Household Statistics* for ALL State Identity Verification Report for **All PIH Programs**.

Enterprise Income Verification

[HUD Home](#)   [PIH Home](#)   [EIV Home](#)   [Search](#)   [Email](#)

Verification Reports >> Identity Verification Report >> [Report Selection](#) >> State - All Statistics

Identity Verification Report - Household Statistics

Office	ALL STATES		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	3,115,654	1,041,356	2,074,298
Number of Households with All Household Members Verified	568,400	202,896	365,504
Percentage of Households Verified	18.24%	19.48%	17.62%
Number of Households Failed EIV Pre-Screening	2,406,711	788,908	1,617,803
Percentage of Households Failed EIV Pre-Screening	77.25%	75.76%	77.99%
Number of Households Failed SSA Identity Test	77,965	30,150	47,815
Percentage of Households Failed SSA Identity Test	02.50%	02.90%	02.31%
Number of Households Pending Verification	62,578	19,402	43,176
Percentage of Households Pending Verification	02.01%	01.86%	02.08%

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**Household Statistics Report**   **Household Member Statistics Report**

State - All Statistics as of 08/17/2009

State		Number of Households (Excluding EOP)	Number of Households with All Household Members Verified	Percentage of Households Verified	Number of Households Failed EIV Pre-Screening	Percentage of Households Failed EIV Pre-Screening	Number of Households Failed SSA Identity Test	Percentage of Households Failed SSA Identity Test	Number of Households Pending Verification	Percentage of Households Pending Verification
Alabama	All	61,382	8,169	13.31%	50,962	83.02%	1,121	01.83%	1,130	01.84%
	Public Housing	34,392	4,603	13.38%	28,475	82.80%	639	01.86%	675	01.96%
	Section 8	26,990	3,566	13.21%	22,487	83.32%	482	01.79%	455	01.69%
Alaska	All	4,453	442	09.93%	3,816	85.70%	115	02.58%	80	01.80%
	Public Housing	151	4	02.65%	132	87.42%	14	09.27%	1	00.66%
	Section 8	4,302	438	10.18%	3,684	85.63%	101	02.35%	79	01.84%
American Samoa	All	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
	Public Housing	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
	Section 8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
Arizona	All	26,848	3,804	14.17%	22,211	82.73%	443	01.65%	390	01.45%
	Public Housing	6,164	984	15.96%	4,943	80.19%	92	01.49%	145	02.35%
	Section 8	20,684	2,820	13.63%	17,268	83.48%	351	01.70%	245	01.18%
Arkansas	All	34,615	3,490	10.08%	29,510	85.25%	819	02.37%	796	02.30%
	Public Housing	13,157	1,514	11.51%	11,066	84.11%	192	01.46%	385	02.93%
	Section 8	21,458	1,976	09.21%	18,444	85.95%	627	02.92%	411	01.92%
California	All	334,423	65,132	19.48%	258,407	77.27%	7,121	02.13%	3,763	01.13%
	Public Housing	38,699	7,507	19.40%	29,431	76.05%	1,100	02.84%	661	01.71%
	Section 8	295,724	57,625	19.49%	228,976	77.43%	6,021	02.04%	3,102	01.05%
Colorado	All	38,126	6,746	17.69%	30,231	79.28%	688	01.81%	460	01.21%



The State level report for an individual state displays statistics for each PHA under the state and provides drill down to PHA. The screen below is an example of State Level Identity Verification Report's *Household Statistics* for an individual state when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification									
					<a href="#">HUD Home</a>	<a href="#">PIH Home</a>	<a href="#">EIV Home</a>	<a href="#">Search</a>	<a href="#">Email</a>
Verification Reports >> <a href="#">Report Selection</a> >> State Identity Report									
Identity Verification Report - Household Statistics									
Office	California								
Reexamination Month	All								
Program Type	Public Housing								
Number of Households (Excluding EOP)	38,699								
Number of Households with All Household Members Verified	7,507								
Percentage of Households Verified	19.40%								
Number of Households Failed EIV Pre-Screening	29,431								
Percentage of Households Failed EIV Pre-Screening	76.05%								
Number of Households Failed SSA Identity Test	1,100								
Percentage of Households Failed SSA Identity Test	02.84%								
Number of Households Pending Verification	661								
Percentage of Households Pending Verification	01.71%								
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Household Statistics Report Household Member Statistics Report									
State Statistics as of 08/17/2009									
PHA	Number of Households (Excluding EOP)	Number of Households with All Household Members Verified	Percentage of Households Verified	Number of Households Failed EIV Pre-Screening	Percentage of Households Failed EIV Pre-Screening	Number of Households Failed SSA Identity Test	Percentage of Households Failed SSA Identity Test	Number of Households Pending Verification	Percentage of Households Pending Verification
<a href="#">CA001 San Francisco HA</a>	5,582	427	07.65%	<a href="#">4,930</a>	88.32%	<a href="#">143</a>	02.56%	<a href="#">82</a>	01.47%
<a href="#">CA002 Los Angeles County (HACoLA)</a>	2,788	352	12.63%	<a href="#">2,364</a>	84.79%	<a href="#">42</a>	01.51%	<a href="#">30</a>	01.08%
<a href="#">CA003 Oakland HA</a>	2,820	2,292	81.28%	<a href="#">128</a>	04.54%	<a href="#">395</a>	14.01%	<a href="#">5</a>	00.18%
<a href="#">CA004 Los Angeles City (HACLA)</a>	6,832	1,139	16.67%	<a href="#">5,524</a>	80.85%	<a href="#">73</a>	01.07%	<a href="#">96</a>	01.41%
<a href="#">CA005 Sacramento City</a>	1,727	378	21.89%	<a href="#">1,314</a>	76.09%	<a href="#">10</a>	00.58%	<a href="#">25</a>	01.45%
<a href="#">CA006 Fresno City Housing Authority</a>	649	46	07.09%	<a href="#">578</a>	89.06%	<a href="#">19</a>	02.93%	<a href="#">6</a>	00.92%
<a href="#">CA007 Sacramento County</a>	987	250	25.33%	<a href="#">710</a>	71.94%	<a href="#">18</a>	01.82%	<a href="#">9</a>	00.91%
<a href="#">CA008 Kern County</a>	840	44	05.24%	<a href="#">763</a>	90.83%	<a href="#">21</a>	02.50%	<a href="#">12</a>	01.43%
<a href="#">CA009 Upland Housing Authority</a>	96	24	25.00%	<a href="#">69</a>	71.88%	<a href="#">1</a>	01.04%	<a href="#">2</a>	02.08%
<a href="#">CA010 Richmond Housing Authority</a>	635	156	24.57%	<a href="#">425</a>	66.93%	<a href="#">23</a>	03.62%	<a href="#">31</a>	04.88%
<a href="#">CA011 Contra Costa County</a>	1,057	78	07.38%	<a href="#">919</a>	86.94%	<a href="#">18</a>	01.70%	<a href="#">42</a>	03.97%

The screen below is an example of State Level Identity Verification Report's *Household Member Statistics* for an individual state when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification		HUD Home	PIH Home	EIV Home	Search	Email
Verification Reports >> <a href="#">Report Selection</a> >> State Identity Report						
Identity Verification Report - Household Member Statistics						
Office	California					
Reexamination Month	All					
Program Type	Public Housing					
Number of Household Members (Excluding EOP)	104,364					
Number of Household Members Verified	23,901					
Percentage of Household Members Verified	22.90%					
Number of Household Members Failed EIV Pre-Screening	77,398					
Percentage of Household Members Failed EIV Pre-Screening	74.16%					
Number of Household Members Failed SSA Identity Test	1,230					
Percentage of Household Members Failed SSA Identity Test	01.18%					
Number of Household Members Pending Verification	1,835					
Percentage of Household Members Pending Verification	01.76%					

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Household Statistics Report **Household Member Statistics Report**

State Statistics as of 08/17/2009									
PHA	Number of Household Members (Excluding EOP)	Number of Household Members Verified	Percentage of Household Members Verified	Number of Household Members Failed EIV Pre-Screening	Percentage of Household Members Failed EIV Pre-Screening	Number of Household Members Failed SSA Identity Test	Percentage of Household Members Failed SSA Identity Test	Number of Household Members Pending Verification	Percentage of Household Members Pending Verification
<a href="#">CA001 San Francisco HA</a>	11,310	1,152	10.19%	9,821	88.83%	156	01.38%	181	01.60%
<a href="#">CA002 Los Angeles County (HACoLA)</a>	6,199	1,003	16.18%	5,080	81.95%	46	00.74%	70	01.13%
<a href="#">CA003 Oakland HA</a>	7,156	6,347	88.69%	347	04.85%	447	06.25%	15	00.21%
<a href="#">CA004 Los Angeles City (HACLA)</a>	21,306	4,168	19.56%	16,779	78.75%	84	00.39%	275	01.29%
<a href="#">CA005 Sacramento City</a>	3,637	779	21.42%	2,788	76.66%	11	00.30%	59	01.62%
<a href="#">CA006 Fresno City Housing Authority</a>	1,971	208	10.55%	1,731	87.82%	19	00.96%	13	00.66%
<a href="#">CA007 Sacramento County</a>	2,518	693	27.52%	1,780	70.69%	22	00.87%	23	00.91%
<a href="#">CA008 Kern County</a>	2,622	225	08.58%	2,343	89.36%	26	00.99%	28	01.07%
<a href="#">CA009 Upland Housing Authority</a>	274	67	24.45%	196	71.53%	4	01.46%	7	02.55%
<a href="#">CA010 Richmond Housing Authority</a>	1,050	274	26.10%	694	66.10%	30	02.86%	52	04.95%
<a href="#">CA011 Contra Costa County</a>	2,404	223	09.28%	2,058	85.61%	22	00.92%	101	04.20%
<a href="#">CA014 San Mateo County</a>	542	69	12.73%	469	86.53%	2	00.37%	2	00.37%
<a href="#">CA015 S. San Francisco</a>	208	27	12.98%	176	84.62%	0	00.00%	5	02.40%
<a href="#">CA017 RIVERBAIK</a>	175	28	16.00%	138	78.86%	1	00.57%	8	04.57%
<a href="#">CA019 San Bernardino County</a>	5,141	738	14.36%	4,167	81.05%	135	02.63%	101	01.96%

#### 4.4.3.4.3 HUB Level View

When HUB region is selected, the Identity Verification Report for HUB is displayed.

The screen below is an example of *Household Statistics* HUB Identity Verification Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

[HUD Home](#)   [PIH Home](#)   [EIV Home](#)   [Search](#)   [Email](#)

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

Identity Verification Report - Household Statistics

Office	10HSEA Seattle Hub		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	110,650	19,382	91,268
Number of Households with All Household Members Verified	40,303	9,364	30,939
Percentage of Households Verified	36.42%	48.31%	33.90%
Number of Households Failed EIV Pre-Screening	62,883	8,755	54,128
Percentage of Households Failed EIV Pre-Screening	56.83%	45.17%	59.31%
Number of Households Failed SSA Identity Test	3,729	860	2,869
Percentage of Households Failed SSA Identity Test	03.37%	04.44%	03.14%
Number of Households Pending Verification	3,735	403	3,332
Percentage of Households Pending Verification	03.38%	02.08%	03.65%

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Household Statistics Report
Household Member Statistics Report

Hub Statistics as of 08/17/2009

Field Office	All	Number of Households (Excluding EOP)	Number of Households with All Household Members Verified	Percentage of Households Verified	Number of Households Failed EIV Pre-Screening	Percentage of Households Failed EIV Pre-Screening	Number of Households Failed SSA Identity Test	Percentage of Households Failed SSA Identity Test	Number of Households Pending Verification	Percentage of Households Pending Verification
OAPH SEATTLE HUB OFFICE	All	70,236	26,826	38.19%	38,863	55.33%	2,714	03.86%	1,833	02.61%
	Public Housing	13,797	6,884	49.89%	5,816	42.15%	760	05.51%	337	02.44%
	Section 8	56,439	19,942	35.33%	33,047	58.55%	1,954	03.46%	1,496	02.65%
OCPH ALASKA COMMUNITY SERVICE CENTER	All	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
	Public Housing	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
	Section 8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
OEPH PORTLAND PROGRAM CENTER	All	40,414	13,477	33.35%	24,020	59.43%	1,015	02.51%	1,902	04.71%
	Public Housing	5,585	2,480	44.40%	2,939	52.62%	100	01.79%	66	01.18%
	Section 8	34,829	10,997	31.57%	21,081	60.53%	915	02.63%	1,836	05.27%

The screen below is an example of Household Statistics for HUB Identity Verification Report when **Public Housing** is selected from the Program Type drop-down list.

**Enterprise Income Verification**

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)
[Email](#)

Verification Reports >> Immigration Report >> [Report Selection](#) >> HUB Immigration Report

Immigration Report - Household Statistics	
Office	10HSEA Seattle Hub
Reexamination Month	All
Program Type	Public Housing
Number of Households (Excluding EOP)	19,382
Households with PIC-assigned ALT ID	744
Percentage of Households with PIC-assigned ALT ID	3.84%
Households with Ineligible Noncitizens	584
Percentage of Households with Ineligible Noncitizens	3.01%
Households with Pending Verification	336
Percentage of Households with Pending Verification	1.73%

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**Household Statistics Report**
**Household Member Statistics Report**

Hub Statistics as of 08/17/2009

FO	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
<a href="#">0APH SEATTLE HUB OFFICE</a>	13,797	520	3.77%	394	2.86%	321	2.33%
<a href="#">0CPH ALASKA COMMUNITY SERVICE CENTER</a>	0	0	0.00%	0	0.00%	0	0.00%
<a href="#">0EPH PORTLAND PROGRAM CENTER</a>	5,585	224	4.01%	190	3.40%	15	0.27%
Totals	19,382	744	3.84%	584	3.01%	336	1.73%

#### 4.4.3.4.4 Field Office Level View

When FO region is selected, the Identity Verification Report for Field Office is displayed.

The screen below is an example of *Household Statistics* of Field Office Identity Verification Report when **All PIH Programs** is selected from the Program Type drop-down list.

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

Identity Verification Report - Household Statistics

Office	0APH SEATTLE HUB OFFICE		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	70,236	13,797	56,439
Number of Households with All Household Members Verified	26,826	6,884	19,942
Percentage of Households Verified	38.19%	49.89%	35.33%
Number of Households Failed EIV Pre-Screening	38,863	5,816	33,047
Percentage of Households Failed EIV Pre-Screening	55.33%	42.15%	58.55%
Number of Households Failed SSA Identity Test	2,714	760	1,954
Percentage of Households Failed SSA Identity Test	03.86%	05.51%	03.46%
Number of Households Pending Verification	1,833	337	1,496
Percentage of Households Pending Verification	02.61%	02.44%	02.65%

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[Household Statistics Report](#)
[Household Member Statistics Report](#)

FO Statistics as of 08/17/2009

PHA		Number of Households (Excluding EOP)	Number of Households with All Household Members Verified	Percentage of Households Verified	Number of Households Failed EIV Pre-Screening	Percentage of Households Failed EIV Pre-Screening	Number of Households Failed SSA Identity Test	Percentage of Households Failed SSA Identity Test	Number of Households Pending Verification	Percentage of Households Pending Verification
<a href="#">AK001 AHFC</a>	All	151	4	02.65%	<a href="#">132</a>	87.42%	<a href="#">14</a>	09.27%	<a href="#">1</a>	00.66%
	Public Housing	151	4	02.65%	132	87.42%	14	09.27%	1	00.66%
	Section 8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
<a href="#">AK901 AHFC - S8</a>	All	4,302	438	10.18%	<a href="#">3,684</a>	85.63%	<a href="#">101</a>	02.35%	<a href="#">79</a>	01.84%
	Public Housing	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
	Section 8	4,302	438	10.18%	3,684	85.63%	101	02.35%	79	01.84%
AK999 Testing HA	All	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
	Public Housing	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
	Section 8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
<a href="#">ID001 Twin Falls</a>	All	192	56	29.17%	<a href="#">131</a>	68.23%	0	00.00%	<a href="#">5</a>	02.60%
	Public Housing	192	56	29.17%	131	68.23%	0	00.00%	5	02.60%
	Section 8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
<a href="#">ID002 Nampa</a>	All	139	31	22.30%	<a href="#">97</a>	69.78%	<a href="#">2</a>	01.44%	<a href="#">9</a>	06.47%
	Public Housing	139	31	22.30%	97	69.78%	2	01.44%	9	06.47%
	Section 8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%

The screen below is an example of *Household Member Statistics* of Field Office Identity Verification Report when **Public Housing** is selected from the Program Type drop-down list.

**Enterprise Income Verification**

[HUD Home](#) [PIH Home](#) [EIV Home](#) [Search](#) [Email](#)

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

Identity Verification Report - Household Member Statistics	
Office	0APH SEATTLE HUB OFFICE
Reexamination Month	All
Program Type	Public Housing
Number of Household Members (Excluding EOP)	29,460
Number of Household Members Verified	15,200
Percentage of Household Members Verified	51.60%
Number of Household Members Failed EIV Pre-Screening	12,656
Percentage of Household Members Failed EIV Pre-Screening	42.96%
Number of Household Members Failed SSA Identity Test	867
Percentage of Household Members Failed SSA Identity Test	02.94%
Number of Household Members Pending Verification	737
Percentage of Household Members Pending Verification	02.50%

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**Household Statistics Report** **Household Member Statistics Report**

FO Statistics as of 08/17/2009									
PHA	Number of Household Members (Excluding EOP)	Number of Household Members Verified	Percentage of Household Members Verified	Number of Household Members Failed EIV Pre-Screening	Percentage of Household Members Failed EIV Pre-Screening	Number of Household Members Failed SSA Identity Test	Percentage of Household Members Failed SSA Identity Test	Number of Household Members Pending Verification	Percentage of Household Members Pending Verification
<a href="#">AK001 AHFC</a>	428	66	15.42%	<a href="#">346</a>	80.84%	<a href="#">16</a>	03.50%	<a href="#">1</a>	00.23%
AK901 AHFC - S8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
AK999 Testing HA	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
<a href="#">ID001 Twin Falls</a>	319	98	30.72%	<a href="#">211</a>	66.14%	0	00.00%	<a href="#">10</a>	03.13%
<a href="#">ID002 Nampa</a>	433	119	27.48%	<a href="#">273</a>	63.05%	<a href="#">2</a>	00.46%	<a href="#">39</a>	09.01%
<a href="#">ID005 Pocatello</a>	73	4	05.48%	<a href="#">69</a>	94.52%	0	00.00%	0	00.00%
<a href="#">ID010 Buhl</a>	42	10	23.81%	<a href="#">32</a>	76.19%	0	00.00%	0	00.00%
<a href="#">ID011 Jerome</a>	49	14	28.57%	<a href="#">34</a>	69.39%	0	00.00%	<a href="#">1</a>	02.04%
<a href="#">ID012 American Falls</a>	53	6	11.32%	<a href="#">45</a>	84.91%	<a href="#">2</a>	03.77%	0	00.00%
<a href="#">ID013 Boise City</a>	164	10	06.10%	<a href="#">149</a>	90.85%	0	00.00%	<a href="#">5</a>	03.05%
<a href="#">ID016 SICHA</a>	120	29	24.17%	<a href="#">90</a>	75.00%	<a href="#">1</a>	00.83%	0	00.00%
<a href="#">ID020 IHFA</a>	173	16	09.25%	<a href="#">156</a>	90.17%	0	00.00%	<a href="#">1</a>	00.58%
<a href="#">ID021 Ada County</a>	24	5	20.83%	<a href="#">19</a>	79.17%	0	00.00%	0	00.00%
ID901 IHFA - Sec 8	0	0	00.00%	0	00.00%	0	00.00%	0	00.00%
<a href="#">WA001 Seattle Housing Authority</a>	8,614	7,869	91.35%	<a href="#">61</a>	00.71%	<a href="#">413</a>	04.79%	<a href="#">271</a>	03.15%
<a href="#">WA002 King Co</a>	5,834	5,124	87.83%	<a href="#">145</a>	02.49%	<a href="#">300</a>	05.14%	<a href="#">265</a>	04.54%
<a href="#">WA003 Bremerton</a>	1,006	218	21.67%	<a href="#">771</a>	76.64%	<a href="#">15</a>	01.49%	<a href="#">2</a>	00.20%
<a href="#">WA004 Clallam Co</a>	438	7	01.60%	<a href="#">427</a>	97.49%	<a href="#">4</a>	00.91%	0	00.00%
<a href="#">WA005 Tacoma</a>	1,630	163	10.00%	<a href="#">1,432</a>	87.85%	<a href="#">33</a>	02.02%	<a href="#">2</a>	00.12%
<a href="#">WA006 Everett</a>	1,609	236	14.67%	<a href="#">1,346</a>	83.65%	<a href="#">10</a>	00.62%	<a href="#">17</a>	01.06%



#### 4.4.3.4.5 PHA Level View

When PHA region is selected, the Identity Verification Report for PHA displays results in 3 tabs:

- Failed EIV Pre-Screening
- Failed SSA Identity Test
- Pending Verification

#### 4.4.3.4.6 Failed EIV Pre- Screening Report

To view the list of households and household members that were not sent to SSA for verification because they failed the EIV pre-screening test, click the **Failed EIV Pre- Screening** tab.

When the tab is selected, **Failed EIV Pre- Screening Report** is displayed with 2 sections as follow:

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search

Verification Reports >> [Report Selection](#) >> PHA Statistics

**Failed EIV Pre-Screening** Failed SSA Identity Test Pending Verification

**Failed EIV Pre-Screening Report as of 08/17/2009**

Participant Code: AK001 AHFC  
 Program Type: All PIH Programs  
 Reexamination Month: All  
 Households that Failed EIV Pre-Screening Test: 132

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[Error Description Help](#)

Next Group 1 - 50 of 132 Households [Last Page](#)

Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description
<b>HOH SSN 999-99-9999   HOH Name MGOIHEU KLJVQM   HOH DOB 11/11/1111   Project AK001000247 Wzzzxfss Bpugeys</b>			
999-99-9999	MGOIHEU KLJVQM	11/11/1111	Failed effective date check.
<b>HOH SSN 999-99-9999   HOH Name SKXORA VBTWQ   HOH DOB 11/11/1111   Project AK001000275 PHFEWWJCH</b>			
999-99-9999	SKXORA VBTWQ	11/11/1111	Failed effective date check.
<b>HOH SSN 999-99-9999   HOH Name YBZDWF CKNZEBT   HOH DOB 11/11/1111   Project AK001000275 PHFEWWJCH</b>			
999-99-9999	YBZDWF CKNZEBT	11/11/1111	Failed effective date check.
999-99-9999	CKJNWF CKNZEBT	11/11/1111	Failed effective date check.
999-99-9999	YKXYFOKHD VMUIHKIFG	11/11/1111	Failed effective date check.
999-99-9999	GNOG CKNZEBT	11/11/1111	Failed effective date check.
999-99-9999	TZFQ CKNZEBT	11/11/1111	Failed effective date check.
<b>HOH SSN 999-99-9999   HOH Name ENFXGO DBXVK   HOH DOB 11/11/1111   Project AK001000277 ABXPKD</b>			
999-99-9999	ENFXGO DBXVK	11/11/1111	Failed effective date check.

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Error Description

The **Failed EIV Pre - Screening Report as of <Date>** section with:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households that Failed EIV Pre- Screening Test: (Number of Households)

The second section contains the list of households and household members that failed EIV Prescreen. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed EIV Pre- Screening Test:

- Member SSN
- Member Name
- Member DOB
- Failed EIV Pre- Screening Description

When **Public Housing** is selected from the Program Type, the **Failed EIV Pre-Screening Report** provides the option to select a specific Project from the drop-down list as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search

Verification Reports >> [Report Selection](#) >> PHA Statistics

**Failed EIV Pre-Screening** Failed SSA Identity Test Pending Verification

**Failed EIV Pre-Screening Report as of 08/17/2009**

Participant Code: AK001 AHFC  
 Program Type: Public Housing  
 Reexamination Month: All  
 Households that Failed EIV Pre-Screening Test: 132

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 Printer Friendly Version  
 Error Description Help

Project : All

Next Group   
 1 - 50 of 132 Households [Last Page](#)

HOH SSN	HOH Name	HOH DOB	Project	Member SSN	Member Name	Member DOB	Failed EIV Pre-Screening Description
999-99-9999	MGOIHEU KLJVQM	11/11/1111	AK001000247 Wzrxdfsa Bpugeys	999-99-9999	MGOIHEU KLJVQM	11/11/1111	Failed effective date check.
999-99-9999	SKXORA VBTWQ	11/11/1111	AK001000275 PHFEWWJCH	999-99-9999	SKXORA VBTWQ	11/11/1111	Failed effective date check.
999-99-9999	YBZDWFP CKNZEBT	11/11/1111	AK001000275 PHFEWWJCH	999-99-9999	YBZDWFP CKNZEBT	11/11/1111	Failed effective date check.

**Project drop-down list**

The report has the standard features of Printer- Friendly Version, Down in Excel, pagination and User Identification as described in section 3.2.5. For instructions on how to download report into Excel, please see *Appendix B*.

**Appendix A** provides a complete listing of the error messages that may be generated and displayed by the system.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.4.3.4.6.1 Failed SSA Identity Test

To view the list of households and household members that failed the SSA Identity Test, click the **Failed SSA Identity Test** tab.

When the tab is selected, **Failed SSA Identity Test** is displayed with 2 sections as follow:

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search E

Verification Reports >> [Report Selection](#) >> PHA Statistics

**Failed EIV Pre-Screening** **Failed SSA Identity Test** Pending Verification

**Failed Verification Report as of 08/17/2009**

Participant Code:	AK001 AHFC
Program Type:	Public Housing
Reexamination Month:	All
Households that Failed Verification:	14

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1 - 14 of 14 Households

Member SSN	Member Name	Member DOB	Failed Verification Description
<b>HOH SSN 999-99-9999   HOH Name PKJQS AKGSWSD   HOH DOB 11/11/1111   Project AK001000277 ABXPKD</b>			
999-99-9999	PKJQS AKGSWSD	11/11/1111	No benefits reported by SSA 12/25/1922
<b>HOH SSN 999-99-9999   HOH Name LJ GTUNCFQS   HOH DOB 11/11/1111   Project AK001000275 PHFEWWJCH</b>			
999-99-9999	MLXDFT GTUNCFQS	11/11/1111	Verification failed - SSN not found in SSA records
<b>HOH SSN 999-99-9999   HOH Name VVGCFOJ HKXSWFB   HOH DOB 11/11/1111   Project AK001000257 Bojrcy</b>			
999-99-9999	VVGCFOJ HKXSWLB	11/11/1111	Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth

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The **Failed Verification Report as of <Date>** section with:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households that Failed Verification: (Number of Households)

The second section contains the list of households and household members that failed SS Identity test. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed EIV Pre- Screening Test:

- Member SSN
- Member Name
- Member DOB
- Failed Verification Description

When **Public Housing** is selected from the Program Type, the **Failed SSA Identity Test** report at PHA level, provides the option to select a specific Project from the drop-down list as shown below.

**Enterprise Income Verification** HUD Home PIH Home EIV Home Search

Verification Reports >> [Report Selection](#) >> PHA Statistics

**Failed EIV Pre-Screening** **Failed SSA Identity Test** Pending Verification

**Failed Verification Report as of 08/17/2009**

Participant Code: AK001 AHFC  
 Program Type: Public Housing  
 Reexamination Month: All  
 Households that Failed Verification: 14

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Project : All Go

1 - 14 of 14 Households

HOH SSN 999-99-9999   HOH Name PKJQS AKGSWSD   HOH DOB 11/11/1111   Project AK001000277 ABXPKD			
Member SSN	Member Name	Member DOB	Failed Verification Description
999-99-9999	PKJQS AKGSWSD	11/11/1111	No benefits reported by SSA 12/25/1922
HOH SSN 999-99-9999   HOH Name LJ GTUNCFQS   HOH DOB 11/11/1111   Project AK001000275 PHFEWWJCH			
Member SSN	Member Name	Member DOB	Failed Verification Description
999-99-9999	MLXDFT GTUNCFQS	11/11/1111	Verification failed - SSN not found in SSA records
HOH SSN 999-99-9999   HOH Name VVGCFQJ HXXSWFB   HOH DOB 11/11/1111   Project AK001000257 Bojrcy			
Member SSN	Member Name	Member DOB	Failed Verification Description
999-99-9999	VVGCFQJ HXXSWFB	11/11/1111	Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth
HOH SSN 999-99-9999   HOH Name YVGCFCBU TDOWWTPT   HOH DOB 11/11/1111   Project AK001000277 ABXPKD			
Member SSN	Member Name	Member DOB	Failed Verification Description
999-99-9999	YVGCFCBU TDOWWTPT	11/11/1111	SSN is verified; individual is deceased 02/02/2008

The report has the standard features of Printer- Friendly Version, Down in Excel, pagination and User Identification as described in section 3.2.5. For instructions on how to download report into Excel, please see *Appendix B*.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.4.3.4.6.2 Pending Verification Report

To view the list of households and household members that are with pending verification status, click the **Pending Verification** tab.

When the tab is selected, **Pending Verification Report** is displayed with 2 sections as follow:

Verification Reports >> [Report Selection](#) >> PHA StatisticsFailed EIV Pre-Screening Failed SSA Identity Test **Pending Verification**

Pending Verification Report as of 08/17/2009		
Participant Code:	AK001	
Program Type:	Public Housing	
Reexamination Month:	All	
Households with Pending Verification	1	
<a href="#">Download in Excel</a> <a href="#">Printer-Friendly Version</a>		
1 to 1 of 1 Households		
HOH SSN ***-**-9999   HOH Name BMJWHB JBUEHF   HOH DOB 11/11/1111   Project AK001000277 ABXPKD		
Member SSN	Member Name	Member DOB
***-**-9999	BMJWHB JBUEHF	11/11/1111
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data. Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv		

Printer- Friendly Ve  
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The **Pending Verification Report as of <Date>** section with:

- Participant Code: (with PHA Code and PHA Name)
- Program Type: (with Program Type)
- Reexamination Month: (with Month and Year)
- Households with Pending Verification: (Number of Households)

The second section contains the list of households and household members with pending verification. It shows the following information:

For Head of Household:

- HOH SSN
- HOH Name
- HOH DOB
- Project (applicable to Public Housing households and displays Project Name and Project Number)

For each family member that failed EIV Pre- Screening Test:

- Member SSN
- Member Name
- Member DOB

When **Public Housing** is selected from the Program Type, the **Pending Verification Report** at PHA level provides the option to select a specific Project from the drop-down list as shown below.

Verification Reports >> [Report Selection](#) >> PHA StatisticsFailed EIV Pre-Screening Failed SSA Identity Test **Pending Verification**

Pending Verification Report as of 08/17/2009		
Participant Code:	AK001	
Program Type:	Public Housing	
Reexamination Month:	All	
Households with Pending Verification	1	
<a href="#">Download in Excel</a> <a href="#">Printer-Friendly</a>		
Project: <input type="text" value="All"/> <input type="button" value="Go"/>		
1 to 1 of 1 Households		
HOH SSN ***-**-9999   HOH Name BMJWHB JBUEHF   HOH DOB 11/11/1111   Project AK001000277 ABXPKD		
Member SSN	Member Name	Member DOB
***-**-9999	BMJWHB JBUEHF	11/11/1111
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data. Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv		

Project drop-down list

The report has the standard features of Printer-Friendly Version, Download in Excel, pagination and User Identification as described in section 3.2.5. For instructions on how to download a report into Excel, please see *Appendix B*.

**Note:** SSN Masking – Due to privacy concerns, only the last 4 digits of SSNs are displayed (\*\*\*-\*\*-1234) for this report or contained in the download to Excel.

#### 4.4.4 Immigration Report

The Immigration Verification Report provides statistical information at the HQ, State, HUB, FO, TARC and PHA levels of the number of households and household members who have a IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or pending verification.

##### 4.4.4.1 Report Generation

On a weekly basis (as part of the weekly batch processing), PIH households and household members are evaluated for immigration and statistics are computed and information on individual household and members stored in the EIV database. Users relying on statistical data on a regular basis should make a printed copy of the report before the date is overwritten by the next weekly batch processing.

##### 4.4.4.2 Immigration Report Filtering

Access the Immigration Report page by clicking the Immigration Report link (under the Verification Reports module) on the EIV Navigation panel. The Immigration Report – Report Selection page is displayed as illustrated below.

Immigration Report

Use this page to filter the scope of the data appearing on the Immigration Report. Once you have selected your filter options, click the **Get Report** button to generate the Immigration Report reflecting your choices.

The **Immigration Report** page provides you with the following filter options:

**Program Type** – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.

**Reexamination Month** – This option provides the capability to filter data by Reexamination Month – All or for a specific month (January to December). By default, the value is set to **“All”** when the page displays.

**Region** – This option controls the scope of the data included on the report. Report data is aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. The combination of your assigned role and security level determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to five region options. Only those that you are permitted to access are displayed on the page when it opens. Only one Region option can be selected at a time.

The following region options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope access to nationwide data and the option to select data at all levels. The Immigration Report Selection page is displayed as shown below.



The screenshot shows the 'Enterprise Income Verification' web application. The main content area is titled 'Verification Reports >> Immigration Report >> Report Selection'. Below this, there is a 'Select Program Type' section with a 'Program Type' dropdown set to 'All PIH Programs' and a 'Reexamination Month' dropdown set to 'ALL'. The 'Select Region' section features a list of radio buttons for 'HUD HQ', 'STATE', 'HUB', 'FO', 'TARC', and 'PHA'. Each radio button is followed by a dropdown menu. The 'STATE' dropdown is currently selected and shows 'ALL' as the first option, with other options including '10HSEA Seattle Hub', '0APH SEATTLE HUB OFFICE', 'PB1 Cleveland TARC', and 'AK001 - AK001 AHFC'. A 'Get Report' button is located at the bottom of the form.

- **State** - This option provides full access for those with IDs of Headquarters scope. This option only is displayed if your role assignment provides you with access to national data. If your access is set at this level, the Immigration Report Selection page is displayed as shown below.

A drop-down list provides you with all the available State selection options. Scroll through the list to select a desired State or use the ALL option displayed as the first item in the list, which pulls the report for all states. Highlight the desired option to select it. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 2APH New York HUB Office), you may select data for the HUB or select Field Offices or PHA’s associated with that HUB. If your access is at this level, the Immigration Report Selection page is displayed as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBs that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with Field Offices. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Immigration Report Selection page is displayed as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.



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Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC’s and the PHA’s within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Immigration Report Selection page is displayed as shown below.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the Immigration Report page is displayed as shown below.

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA’s that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

#### **4.4.4.3 Immigration Statistics Report**

All Household and Household Member details appear on the Immigration Report page. Although the scope of report detail can vary, the same page format is used to convey the data

The result data is displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The Immigration Report page includes a separate table for the selected region (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level is displayed first, on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

Note: Just as other reports the Statistics table shows the information for Households when the Household Statistics tab is selected, and shows the information for Household Members when the Household Member Statistics tab is selected.

##### **4.4.4.3.1 Household Statistics tab**

On the top statistics table you will find the following information:

- **Security Level** – shows the Region selected from the selection page

- 
- HUD Headquarters
  - State with the State name selected
  - HUB with the HUB name selected
  - TARC with TARC name selected
  - Field Office with the Field Office name selected
  - PHA with the PHA name selected
- **Reexamination Month** – shows the Reexamination Month you have selected in the search criteria for this report will be displayed.
  - **Program Type** – shows Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8..
  - **Number of Households (Excluding EOP)** – shows the total number of households where one of more household members have who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or pending verification.
  - **Households with IMS/PIC-assigned ALT ID** – Shows the number of households in which at least one household member has an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H\*\*\*\*\* or begins with an alpha character).
  - **Percentage of Households with IMS/PIC-assigned ALT ID** – Shows the percentage of households in which at least one household member has an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H\*\*\*\*\* or begins with an alpha character).
  - **Households with Ineligible Noncitizens** – Shows the number of households in which at least one household member has a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).
  - **Percentage of Households with Ineligible Noncitizens**– Shows the percentage of households in which at least one household member has a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).
  - **Households with Pending Verification**– Shows the number of households in which at least one household member has a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).
  - **Percentage of Households with Pending Verification**– Shows the percentage of households in which at least one household member has a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).

On the bottom, the **Household Statistics** tab shows the following information in a table:

- **Security Level** – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:

- 
- HUB
  - Field Office
  - PHA
  - Individual Households
- Program Type –If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
  - Number of Households (Excluding EOP)
  - Households with IMS/PIC-assigned ALT ID
  - Percentage of Households with IMS/PIC-assigned ALT ID
  - Households with Ineligible Noncitizens
  - Percentage of Households with Ineligible Noncitizens
  - Households with Pending Verification
  - Percentage of Households with Pending Verification

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

#### 4.4.4.3.2 Household Members Statistics tab

On the top statistics table you will find the following information:

**Security Level** – shows the Region selected from the selection page

- HUD Headquarters
- State with the State name selected
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

**Reexamination Month** – shows the Reexamination Month you have selected in the search criteria for this report will be displayed.

**Program Type** – shows Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

**Number of Household Members (Excluding EOP)** – shows the total number of household Members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or pending verification.

**Household Members with IMS/PIC-assigned ALT ID** – Shows the number of household members who have an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H\*\*\*\*\* or begins with an alpha character).

**Percentage of Household Members with IMS/PIC-assigned ALT ID** – Shows the percentage of household members who have an IMS/PIC-assigned ALT ID (line 3n of form HUD-50058/MTW = H\*\*\*\*\* or begins with an alpha character).

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**Household Members with Ineligible Noncitizens** – Shows the number of household members who have a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).

**Percentage of Households with Ineligible Noncitizens**– Shows the percentage of household members who have a citizenship code of ineligible noncitizen (line 3i of form HUD-50058/MTW = IN).

**Households with Pending Verification**– Shows the number of household members who have a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).

**Percentage of Households with Pending Verification**– Shows the percentage of household members who have a citizenship code of pending verification (line 3i of form HUD-50058/MTW = PV).

On the bottom, the **Household Members Statistics** tab shows the following information in a table:

- Security Level – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:
  - HUB
  - Field Office
  - PHA
  - Individual Households
- Program Type –If ‘All PIH Programs’ was selected from the search criteria, 3 rows will be displayed – ALL, Public Housing, and Section 8.
- Number of Household Members (Excluding EOP)
- Household Members with IMS/PIC-assigned ALT ID
- Percentage of Household Members with IMS/PIC-assigned ALT ID
- Household Members with Ineligible Noncitizens
- Percentage of Household Members with Ineligible Noncitizens
- Household Members with Pending Verification
- Percentage of Household Members with Pending Verification

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

#### **4.4.4.4 Immigration Statistics Report Examples**

Please use this section to get familiar with the look and feel of the Immigration Statistics Report. As mentioned above, each level of report displays data for Households and Household Members in two separate tabs.

##### **4.4.4.4.1 HUD HQ Level View**

When HUD HQ region is selected, a nationwide Immigration Report is displayed. This may be filtered for program.

The screen below illustrates the *Household Statistics* of HUD Headquarters Immigration Report when **All PIH Programs** is selected from the Program Type drop-down list.

Verification Reports >> Immigration Report >> [Report Selection](#) >> HQ Immigration Report

Immigration Report - Household Statistics			
Office	HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	3,115,654	1,041,356	2,074,298
Households with PIC-assigned ALT ID	44,497	18,128	26,369
Percentage of Households with PIC-assigned ALT ID	1.43%	1.74%	1.27%
Households with Ineligible Noncitizens	22,522	10,862	11,660
Percentage of Households with Ineligible Noncitizens	0.72%	1.04%	0.56%
Households with Pending Verification	5,627	2,850	2,777
Percentage of Households with Pending Verification	0.18%	0.27%	0.13%

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Household Statistics Report Household Member Statistics Report

HUD Headquarters Statistics as of 08/17/2009								
HUB		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
<a href="#">10HSEA Seattle Hub</a>	All	110,650	2,259	2.04%	1,218	1.10%	1,870	1.69%
	Public Housing	19,382	744	3.84%	584	3.01%	336	1.73%
	Section 8	91,268	1,515	1.66%	634	0.69%	1,534	1.68%
<a href="#">1HBOS Boston Hub</a>	All	207,779	2,010	0.97%	749	0.36%	138	0.07%
	Public Housing	64,506	1,112	1.72%	382	0.59%	68	0.11%
	Section 8	143,273	898	0.63%	367	0.26%	70	0.05%
<a href="#">2HBUF Buffalo Hub</a>	All	63,059	216	0.34%	27	0.04%	31	0.05%
	Public Housing	23,152	98	0.42%	8	0.03%	15	0.06%
	Section 8	39,907	118	0.30%	19	0.05%	16	0.04%
<a href="#">2HNWK Newark Hub</a>	All	98,266	1,136	1.16%	82	0.08%	36	0.04%
	Public Housing	35,324	178	0.50%	17	0.05%	22	0.06%
	Section 8	62,942	958	1.52%	65	0.10%	14	0.02%
<a href="#">2HIYC New York City Hub</a>	All	339,674	2,808	0.83%	2,594	0.76%	2,015	0.59%
	Public Housing	167,998	1,228	0.73%	1,361	0.81%	1,778	1.06%
	Section 8	171,676	1,580	0.92%	1,233	0.72%	237	0.14%
<a href="#">3HBLT Baltimore Hub</a>	All	142,754	1,704	1.19%	99	0.07%	188	0.13%
	Public Housing	44,640	464	1.04%	28	0.06%	111	0.25%
	Section 8	98,114	1,240	1.26%	71	0.07%	77	0.08%

The screen below illustrates the *Household Member Statistics* of HUD Headquarters Immigration Report for **All PIH Programs**.

Verification Reports >> Immigration Report >> [Report Selection](#) >> HQ Immigration Report

Immigration Report - Household Member Statistics			
Office	HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Household Members (Excluding EOP)	7,473,197	2,266,571	5,206,626
Household Members with PIC-assigned ALT ID	54,807	24,304	30,503
Percentage of Household Members with PIC-assigned ALT ID	0.73%	1.07%	0.59%
Household Members With Ineligible Noncitizens	31,127	16,533	14,594
Percentage of Household Members with Ineligible Noncitizens	0.42%	0.73%	0.28%
Household Members with Pending Verification	9,048	4,529	4,519
Percentage of Household Members with Pending Verification	0.12%	0.20%	0.09%

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Household Statistics Report **Household Member Statistics Report**

HUD Headquarters Statistics as of 08/17/2009								
HUB		Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
<a href="#">10HSEA Seattle Hub</a>	All	249,569	2,943	1.18%	1,804	0.72%	3,328	1.33%
	Public Housing	41,951	1,106	3.84%	959	2.29%	601	1.43%
	Section 8	207,618	1,837	1.66%	845	0.41%	2,727	1.31%
<a href="#">1HBOS Boston Hub</a>	All	454,999	2,298	0.51%	894	0.20%	173	0.04%
	Public Housing	122,472	1,304	1.72%	483	0.39%	78	0.06%
	Section 8	332,527	994	0.63%	411	0.12%	95	0.03%
<a href="#">2HBUF Buffalo Hub</a>	All	134,078	249	0.19%	33	0.02%	53	0.04%
	Public Housing	44,203	106	0.42%	14	0.03%	26	0.06%
	Section 8	89,875	143	0.30%	19	0.02%	27	0.03%
<a href="#">2HNWK Newark Hub</a>	All	226,555	1,235	0.55%	97	0.04%	55	0.02%
	Public Housing	66,076	195	0.50%	22	0.03%	32	0.05%
	Section 8	160,479	1,040	1.52%	75	0.05%	23	0.01%
<a href="#">2HNYC New York City Hub</a>	All	813,030	3,367	0.41%	3,136	0.39%	2,993	0.37%
	Public Housing	385,489	1,573	0.73%	1,744	0.45%	2,682	0.70%
	Section 8	427,541	1,794	0.92%	1,392	0.33%	311	0.07%
<a href="#">3HBLT Baltimore Hub</a>	All	334,591	1,849	0.55%	124	0.04%	294	0.09%
	Public Housing	97,025	490	1.04%	41	0.04%	209	0.22%
	Section 8	237,566	1,359	1.26%	83	0.03%	85	0.04%
<a href="#">3PHPL Philadelphia Hub</a>	All	214,247	629	0.29%	44	0.02%	554	0.26%
	Public Housing	77,376	248	0.64%	19	0.02%	292	0.38%
	Section 8	136,871	381	0.62%	25	0.02%	262	0.19%

The screen below illustrates the *Household Statistics* of HUD Headquarters Immigration Report when **Section 8** is selected from the Program Type drop-down list.

Verification Reports >> Immigration Report >> [Report Selection](#) >> HQ Immigration Report

Immigration Report - Household Statistics	
Office	HQ
Reexamination Month	All
Program Type	Section 8
Number of Households (Excluding EOP)	2,074,298
Households with PIC-assigned ALT ID	26,369
Percentage of Households with PIC-assigned ALT ID	1.27%
Households with Ineligible Noncitizens	11,660
Percentage of Households with Ineligible Noncitizens	0.56%
Households with Pending Verification	2,777
Percentage of Households with Pending Verification	0.13%

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[Household Statistics Report](#)
[Household Member Statistics Report](#)

HUD Headquarters Statistics as of 08/17/2009							
HUB	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
<a href="#">10HSEA Seattle Hub</a>	91,268	1,515	1.66%	634	0.69%	1,534	1.68%
<a href="#">1HBOS Boston Hub</a>	143,273	898	0.63%	367	0.26%	70	0.05%
<a href="#">2HBUF Buffalo Hub</a>	39,907	118	0.30%	19	0.05%	16	0.04%
<a href="#">2HINWK Newark Hub</a>	62,942	958	1.52%	65	0.10%	14	0.02%
<a href="#">2HNYC New York City Hub</a>	171,676	1,580	0.92%	1,233	0.72%	237	0.14%
<a href="#">3HBLT Baltimore Hub</a>	98,114	1,240	1.26%	71	0.07%	77	0.08%
<a href="#">3HPHL Philadelphia Hub</a>	55,323	344	0.62%	23	0.04%	112	0.20%
<a href="#">3HPIT Pittsburgh Hub</a>	24,391	331	1.36%	4	0.02%	4	0.02%
<a href="#">4HATL Atlanta Hub</a>	50,117	646	1.29%	13	0.03%	4	0.01%
<a href="#">4HBIR Birmingham Hub</a>	26,990	52	0.19%	0	0.00%	0	0.00%
<a href="#">4HGRN Greensboro Hub</a>	78,884	965	1.22%	39	0.05%	3	0.00%
<a href="#">4HJAC Jacksonville Hub</a>	28,479	117	0.41%	10	0.04%	0	0.00%
<a href="#">4HJMS Jackson Hub</a>	15,967	105	0.66%	1	0.01%	0	0.00%

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

The screen below illustrates the *Household Statistics* of HUD Headquarters Immigration Report when **Section 8** is selected from the Program Type drop-down list.

Verification Reports >> Immigration Report >> [Report Selection](#) >> HQ Immigration Report

Immigration Report - Household Member Statistics	
Office	HQ
Reexamination Month	All
Program Type	Section 8
Number of Household Members (Excluding EOP)	5,206,626
Household Members with PIC-assigned ALT ID	30,503
Percentage of Household Members with PIC-assigned ALT ID	0.59%
Household Members With Ineligible Noncitizens	14,594
Percentage of Household Members with Ineligible Noncitizens	0.28%
Household Members with Pending Verification	4,519
Percentage of Household Members with Pending Verification	0.09%

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HUD Headquarters Statistics as of 08/17/2009							
HUB	Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
<a href="#">10HSEA Seattle Hub</a>	207,618	1,837	0.88%	845	0.41%	2,727	1.31%
<a href="#">1HBOS Boston Hub</a>	332,527	994	0.30%	411	0.12%	95	0.03%
<a href="#">2HBUF Buffalo Hub</a>	89,875	143	0.16%	19	0.02%	27	0.03%
<a href="#">2HNWK Newark Hub</a>	160,479	1,040	0.65%	75	0.05%	23	0.01%
<a href="#">2HNYC New York City Hub</a>	427,541	1,794	0.42%	1,392	0.33%	311	0.07%
<a href="#">3HBLT Baltimore Hub</a>	237,566	1,359	0.57%	83	0.03%	85	0.04%
<a href="#">3PHIL Philadelphia Hub</a>	136,871	381	0.28%	25	0.02%	262	0.19%
<a href="#">3HPIT Pittsburgh Hub</a>	53,754	355	0.66%	6	0.01%	5	0.01%
<a href="#">4HATL Atlanta Hub</a>	144,250	679	0.47%	13	0.01%	4	0.00%
<a href="#">4HBIR Birmingham Hub</a>	72,480	55	0.08%	0	0.00%	0	0.00%
<a href="#">4HGRN Greensboro Hub</a>	196,009	1,034	0.53%	46	0.02%	7	0.00%
<a href="#">4HJAC Jacksonville Hub</a>	76,404	126	0.16%	10	0.01%	0	0.00%
<a href="#">4HJMS Jackson Hub</a>	47,063	107	0.23%	1	0.00%	0	0.00%

Note: The Program Level Report provides sorting functionality and displays totals for each data field.



#### 4.4.4.4.2 State Level View

The State drop down provides user a capability to select ALL or an individual State. When ALL is selected in State dropdown, the report displays the statistics for all the states, without further drop down

The screen below is an example of *Household Statistics* for ALL State Immigration Report for **All PIH Programs**.

**Enterprise Income Verification**

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)
[Email](#)

Verification Reports >> Immigration Report >> [Report Selection](#) >> State - All Immigration Report

**Immigration Report - Household Statistics**

State	ALL STATES		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	3,115,654	1,041,356	2,074,298
Households with PIC-assigned ALT ID	44,497	18,128	26,369
Percentage of Households with PIC-assigned ALT ID	1.43%	1.74%	1.27%
Households with Ineligible Noncitizens	22,522	10,862	11,660
Percentage of Households with Ineligible Noncitizens	0.72%	1.04%	0.56%
Households with Pending Verification	5,627	2,850	2,777
Percentage of Households with Pending Verification	0.18%	0.27%	0.13%

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Household Statistics Report
Household Member Statistics Report

**State - All Statistics as of 08/17/2009**

State		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
Alabama	All	61,382	132	0.22%	2	0.00%	9	0.01%
	Public Housing	34,392	80	0.23%	2	0.01%	9	0.03%
	Section 8	26,990	52	0.19%	0	0.00%	0	0.00%
Alaska	All	4,453	58	1.30%	8	0.18%	37	0.83%
	Public Housing	151	4	2.65%	0	0.00%	2	1.32%
	Section 8	4,302	54	1.26%	8	0.19%	35	0.81%
American Samoa	All	0	0	0.00%	0	0.00%	0	0.00%
	Public Housing	0	0	0.00%	0	0.00%	0	0.00%
	Section 8	0	0	0.00%	0	0.00%	0	0.00%
Arizona	All	26,848	1,475	5.49%	1,386	5.16%	40	0.15%
	Public Housing	6,164	880	14.28%	886	14.54%	8	0.13%
	Section 8	20,684	595	2.88%	490	2.37%	32	0.15%
Arkansas	All	34,615	253	0.73%	39	0.11%	1	0.00%
	Public Housing	13,157	109	0.83%	29	0.22%	1	0.01%
	Section 8	21,458	144	0.67%	10	0.05%	0	0.00%
California	All	334,423	9,472	2.83%	8,697	2.60%	429	0.13%
	Public Housing	38,699	3,468	8.96%	3,517	9.09%	106	0.27%
	Section 8	295,724	6,004	2.03%	5,180	1.75%	323	0.11%

The State level report for an individual state displays statistics for each PHA under the state and provides drill down to PHA. The screen below is an example of State Level Immigration Report's *Household Statistics* for an individual state when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification

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Verification Reports >> Immigraiton Report >> [Report Selection](#) >> State Immigration Report

Immigration Report - Household Statistics

State	California
Reexamination Month	All
Program Type	Public Housing
Number of Households (Excluding EOP)	38,699
Households with PIC-assigned ALT ID	3,468
Percentage of Households with PIC-assigned ALT ID	8.96%
Households with Ineligible Noncitizens	3,517
Percentage of Households with Ineligible Noncitizens	9.09%
Households with Pending Verification	106
Percentage of Households with Pending Verification	0.27%

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Household Statistics Report   Household Member Statistics Report

State Statistics as of 08/17/2009

PHA	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
<a href="#">CA001 San Francisco HA</a>	5,582	203	3.64%	88	1.58%	45	0.81%
<a href="#">CA002 Los Angeles County (HACoLA)</a>	2,788	85	3.05%	92	3.30%	1	0.04%
<a href="#">CA003 Oakland HA</a>	2,820	1	0.04%	8	0.28%	6	0.21%
<a href="#">CA004 Los Angeles City (HACLA)</a>	6,832	1,467	21.47%	1,564	22.89%	7	0.10%
<a href="#">CA005 Sacramento City</a>	1,727	10	0.58%	2	0.12%	1	0.06%
<a href="#">CA006 Fresno City Housing Authority</a>	649	100	15.41%	123	18.95%	0	0.00%
<a href="#">CA007 Sacramento County</a>	987	14	1.42%	7	0.71%	0	0.00%
<a href="#">CA008 Kern County</a>	840	142	16.90%	148	17.62%	1	0.12%
<a href="#">CA009 Upland Housing Authority</a>	96	1	1.04%	0	0.00%	0	0.00%
<a href="#">CA010 Richmond Housing Authority</a>	635	3	0.47%	4	0.63%	3	0.47%
<a href="#">CA011 Contra Costa County</a>	1,057	12	1.14%	19	1.80%	0	0.00%
<a href="#">CA014 San Mateo County</a>	178	6	3.37%	7	3.93%	0	0.00%
<a href="#">CA015 S. San Francisco</a>	79	1	1.27%	0	0.00%	1	1.27%
<a href="#">CA017 RIVERBANK</a>	88	2	2.27%	0	0.00%	0	0.00%
<a href="#">CA019 San Bernardino County</a>	1,600	47	2.94%	43	2.69%	14	0.88%
<a href="#">CA021 Santa Barbara County</a>	499	24	4.81%	33	6.61%	0	0.00%

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

The screen below is an example of State Level Immigration Report's *Household Member Statistics* for an individual state when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification

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Verification Reports >> Immigration Report >> [Report Selection](#) >> State Immigration Report

Immigration Report - Household Member Statistics

State	California
Reexamination Month	All
Program Type	Public Housing
Number of Household Members (Excluding EOP)	104364.00%
Household Members with PIC-assigned ALT ID	5,536
Percentage of Household Members with PIC-assigned ALT ID	5.30%
Household Members With Ineligible Noncitizens	5,722
Percentage of Household Members with Ineligible Noncitizens	5.48%
Household Members with Pending Verification	134
Percentage of Household Members with Pending Verification	0.13%

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Household Statistics Report   **Household Member Statistics Report**

State Statistics as of 08/17/2009

PHA	Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
<a href="#">CA001 San Francisco HA</a>	11,310	250	2.21%	127	1.12%	66	0.58%
<a href="#">CA002 Los Angeles County (HACoLA)</a>	6,199	120	1.94%	129	2.08%	1	0.02%
<a href="#">CA003 Oakland HA</a>	7,156	1	0.01%	11	0.15%	7	0.10%
<a href="#">CA004 Los Angeles City (HACLA)</a>	21,306	2,380	11.17%	2,556	12.00%	9	0.04%
<a href="#">CA005 Sacramento City</a>	3,637	11	0.30%	3	0.08%	1	0.03%
<a href="#">CA006 Fresno City Housing Authority</a>	1,971	144	7.31%	171	8.68%	0	0.00%
<a href="#">CA007 Sacramento County</a>	2,518	14	0.56%	8	0.32%	0	0.00%
<a href="#">CA008 Kern County</a>	2,622	219	8.35%	232	8.85%	1	0.04%
<a href="#">CA009 Upland Housing Authority</a>	274	1	0.36%	0	0.00%	0	0.00%
<a href="#">CA010 Richmond Housing Authority</a>	1,050	3	0.29%	4	0.38%	4	0.38%
<a href="#">CA011 Contra Costa County</a>	2,404	19	0.79%	28	1.16%	0	0.00%
<a href="#">CA014 San Mateo County</a>	542	8	1.48%	9	1.66%	0	0.00%

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

#### 4.4.4.4.3 HUB Level View

When HUB region is selected, the Immigration Report for HUB is displayed.

The screen below is an example of *Household Statistics* HUB Immigration Report when **All PIH Programs** is selected from the Program Type drop-down list.

Enterprise Income Verification

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Verification Reports >> Immigration Report >> [Report Selection](#) >> HUB Immigration Report

**Immigration Report - Household Statistics**

Office	5HCLV Cleveland Hub		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	183,428	57,281	126,147
Households with PIC-assigned ALT ID	1,226	486	740
Percentage of Households with PIC-assigned ALT ID	0.67%	0.85%	0.59%
Households with Ineligible Noncitizens	41	10	31
Percentage of Households with Ineligible Noncitizens	0.02%	0.02%	0.02%
Households with Pending Verification	31	11	20
Percentage of Households with Pending Verification	0.02%	0.02%	0.02%

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Household Statistics Report   Household Member Statistics Report

Hub Statistics as of 08/17/2009

FO		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
SCPH CINCINNATI COMMUNITY SERVICE CENTER	All	31,381	298	0.95%	5	0.02%	1	0.00%
	Public Housing	9,396	98	1.04%	1	0.01%	0	0.00%
	Section 8	21,985	200	0.91%	4	0.02%	1	0.00%
SDPH CLEVELAND HUB OFFICE	All	68,922	189	0.27%	11	0.02%	8	0.01%
	Public Housing	24,748	75	0.30%	2	0.01%	7	0.03%
	Section 8	44,174	114	0.26%	9	0.02%	1	0.00%
SEPH COLUMBUS PROGRAM CENTER	All	33,961	344	1.01%	10	0.03%	16	0.05%
	Public Housing	8,722	185	2.12%	0	0.00%	4	0.05%
	Section 8	25,239	159	0.63%	10	0.04%	12	0.05%
SHPH INDIANAPOLIS PROGRAM CENTER	All	49,164	395	0.80%	15	0.03%	6	0.01%
	Public Housing	14,415	128	0.89%	7	0.05%	0	0.00%
	Section 8	34,749	267	0.77%	8	0.02%	6	0.02%

The screen below is an example of Household Statistics for HUB Immigration Report when **Public Housing** is selected from the Program Type drop-down list.

Enterprise Income Verification

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Verification Reports >> Immigration Report >> [Report Selection](#) >> HUB Immigration Report

Immigration Report - Household Statistics

Office	10HSEA Seattle Hub
Reexamination Month	All
Program Type	Public Housing
Number of Households (Excluding EOP)	19,382
Households with PIC-assigned ALT ID	744
Percentage of Households with PIC-assigned ALT ID	3.84%
Households with Ineligible Noncitizens	584
Percentage of Households with Ineligible Noncitizens	3.01%
Households with Pending Verification	336
Percentage of Households with Pending Verification	1.73%

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Household Statistics Report   Household Member Statistics Report

Hub Statistics as of 08/17/2009

FO	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
<a href="#">0APH SEATTLE HUB OFFICE</a>	13,797	520	3.77%	394	2.86%	321	2.33%
<a href="#">0CPH ALASKA COMMUNITY SERVICE CENTER</a>	0	0	0.00%	0	0.00%	0	0.00%
<a href="#">0EPH PORTLAND PROGRAM CENTER</a>	5,585	224	4.01%	190	3.40%	15	0.27%
<b>Totals</b>	<b>19,382</b>	<b>744</b>	<b>3.84%</b>	<b>584</b>	<b>3.01%</b>	<b>336</b>	<b>1.73%</b>

#### 4.4.4.4 Field Office Level View

When FO region is selected, the Immigration Report for Field Office is displayed.

The screen below is an example of *Household Statistics* of Field Office Immigration Report when **All PIH Programs** is selected from the Program Type drop-down list.

Verification Reports >> Immigration Report >> [Report Selection](#) >> FO Immigration Report

Immigration Report - Household Statistics			
FO	5EPH COLUMBUS PROGRAM CENTER		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Number of Households (Excluding EOP)	33,961	8,722	25,239
Households with PIC-assigned ALT ID	344	185	159
Percentage of Households with PIC-assigned ALT ID	1.01%	2.12%	0.63%
Households with Ineligible Noncitizens	10	0	10
Percentage of Households with Ineligible Noncitizens	0.03%	0.00%	0.04%
Households with Pending Verification	16	4	12
Percentage of Households with Pending Verification	0.05%	0.05%	0.05%

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Household Statistics Report Household Member Statistics Report

FO Statistics as of 08/17/2009								
PHA		Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
OH001 Columbus MHA	All	14,395	246	1.71%	7	0.05%	9	0.06%
	Public Housing	3,276	136	4.15%	0	0.00%	4	0.12%
	Section 8	11,119	110	0.99%	7	0.06%	5	0.04%
OH009 Zanesville MHA	All	1,568	3	0.19%	0	0.00%	0	0.00%
	Public Housing	670	3	0.45%	0	0.00%	0	0.00%
	Section 8	898	0	0.00%	0	0.00%	0	0.00%
OH010 Portsmouth MHA	All	1,457	33	2.26%	1	0.07%	0	0.00%
	Public Housing	863	29	3.36%	0	0.00%	0	0.00%
	Section 8	594	4	0.67%	1	0.17%	0	0.00%
OH019 Ironton MHA	All	323	5	1.55%	0	0.00%	0	0.00%
	Public Housing	248	5	2.02%	0	0.00%	0	0.00%
	Section 8	75	0	0.00%	0	0.00%	0	0.00%
OH020 Belmont MHA	All	978	1	0.10%	0	0.00%	0	0.00%
	Public Housing	701	1	0.14%	0	0.00%	0	0.00%
	Section 8	277	0	0.00%	0	0.00%	0	0.00%
OH021 Springfield MHA	All	1,800	6	0.33%	0	0.00%	0	0.00%
	Public Housing	581	0	0.00%	0	0.00%	0	0.00%
	Section 8	1,219	6	0.49%	0	0.00%	0	0.00%
OH023 London MHA	All	96	0	0.00%	0	0.00%	0	0.00%
	Public Housing	96	0	0.00%	0	0.00%	0	0.00%
	Section 8	0	0	0.00%	0	0.00%	0	0.00%
OH024 Chillicothe MHA	All	802	2	0.25%	0	0.00%	0	0.00%
	Public Housing	363	0	0.00%	0	0.00%	0	0.00%
	Section 8	439	2	0.46%	0	0.00%	0	0.00%
OH032 Hocking MHA	All	444	0	0.00%	0	0.00%	0	0.00%
	Public Housing	176	0	0.00%	0	0.00%	0	0.00%
	Section 8	268	0	0.00%	0	0.00%	0	0.00%

The screen below is an example of *Household Statistics* of Field Office Immigration Report when **All PIH Programs** is selected from the Program Type drop-down list.

**Enterprise Income Verification** 
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Verification Reports >> Immigration Report >> [Report Selection](#) >> FO Immigration Report

Immigration Report - Household Member Statistics	
FO	5EPH COLUMBUS PROGRAM CENTER
Reexamination Month	All
Program Type	Public Housing
Number of Households (Excluding EOP)	8,722
Households with PIC-assigned ALT ID	185
Number of Household Members (Excluding EOP)	19,397
Household Members with PIC-assigned ALT ID	212
Percentage of Household Members with PIC-assigned ALT ID	1.09%
Household Members With Ineligible Noncitizens	0
Percentage of Household Members with Ineligible Noncitizens	0.00%
Household Members with Pending Verification	8
Percentage of Household Members with Pending Verification	0.04%

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Household Statistics Report **Household Member Statistics Report**

FO Statistics as of 08/17/2009							
PHA	Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
<a href="#">QH001</a>	7,102	156	2.20%	0	0.00%	8	0.11%
<a href="#">QH009</a>	1,584	5	0.32%	0	0.00%	0	0.00%
<a href="#">QH010</a>	1,980	34	1.72%	0	0.00%	0	0.00%
<a href="#">QH019</a>	462	5	1.08%	0	0.00%	0	0.00%
<a href="#">QH020</a>	1,134	1	0.09%	0	0.00%	0	0.00%
QH021	1,046	0	0.00%	0	0.00%	0	0.00%
QH023	215	0	0.00%	0	0.00%	0	0.00%
QH024	864	0	0.00%	0	0.00%	0	0.00%
QH032	438	0	0.00%	0	0.00%	0	0.00%
QH033	201	0	0.00%	0	0.00%	0	0.00%
QH034	305	0	0.00%	0	0.00%	0	0.00%
QH035	0	0	0.00%	0	0.00%	0	0.00%
QH037	306	0	0.00%	0	0.00%	0	0.00%
<a href="#">QH040</a>	352	5	1.42%	0	0.00%	0	0.00%
QH041	259	0	0.00%	0	0.00%	0	0.00%
QH043	99	0	0.00%	0	0.00%	0	0.00%
QH044	772	0	0.00%	0	0.00%	0	0.00%
QH047	396	0	0.00%	0	0.00%	0	0.00%
QH050	0	0	0.00%	0	0.00%	0	0.00%
QH056	0	0	0.00%	0	0.00%	0	0.00%
QH058	0	0	0.00%	0	0.00%	0	0.00%
<a href="#">QH059</a>	354	1	0.28%	0	0.00%	0	0.00%
<a href="#">QH060</a>	282	1	0.35%	0	0.00%	0	0.00%
<a href="#">QH061</a>	455	1	0.22%	0	0.00%	0	0.00%
QH066	138	0	0.00%	0	0.00%	0	0.00%
QH069	29	0	0.00%	0	0.00%	0	0.00%
QH070	287	0	0.00%	0	0.00%	0	0.00%
<a href="#">QH072</a>	337	3	0.89%	0	0.00%	0	0.00%
QH076	0	0	0.00%	0	0.00%	0	0.00%
QH077	0	0	0.00%	0	0.00%	0	0.00%
QH078	0	0	0.00%	0	0.00%	0	0.00%
QH079	0	0	0.00%	0	0.00%	0	0.00%
QH083	0	0	0.00%	0	0.00%	0	0.00%
<b>Totals</b>	<b>19,397</b>	<b>212</b>	<b>1.09%</b>	<b>0</b>	<b>0.00%</b>	<b>8</b>	<b>0.04%</b>

Note: The Program Level Report provides sorting functionality and displays totals for each data field.

#### 4.4.4.4.5 PHA Level View

When PHA region is selected, the Immigration Report for PHA displays 2 sections. The top section displays the 2 tables, one with Household and another with Household Member Statistics.

The bottom section displays the Head of Household and Household Member information as

HOH Information:

- HOH SSN
- HOH Name
- HOH DOB
- Project (only if the program type of the household is of Public Housing)

List of household member with the following information for each member:

- Member SSN
- Member Name
- Member DOB
- Eligibility Status

Enterprise Income Verification

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Verification Reports >> [Report Selection](#) >> PHA Immigration Report

immigration.pha.hh as of 08/17/2009

PHA	Number of Households (Excluding EOP)	Households with PIC-assigned ALT ID	Percentage of Households with PIC-assigned ALT ID	Households with Ineligible Noncitizens	Percentage of Households with Ineligible Noncitizens	Households with Pending Verification	Percentage of Households with Pending Verification
AK001 AHFC	151	4	2.65%	0	0.00%	2	1.32%

immigration.pha.mm as of 08/17/2009

PHA	Number of Household Members (Excluding EOP)	Household Members with PIC-assigned ALT ID	Percentage of Household Members with PIC-assigned ALT ID	Household Members With Ineligible Noncitizens	Percentage of Household Members with Ineligible Noncitizens	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
AK001 AHFC	428	4	0.93%	0	0.00%	2	0.47%

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1 to 6 of 6 Households

HOH SSN ***-**-9999   HOH Name MKJQL SDF CMJYBZFJUEF   HOH DOB 11/11/1111   Project AK001000265 Oriwkk			
Member SSN	Member Name	Member DOB	Eligibility Status
***-**-9999	MKJQLSOF CMJYBZFJUEF	11/11/1111	Pending Verification
HOH SSN ***-**-9999   HOH Name ZKXRF GSFRI   HOH DOB 11/11/1111   Project AK001000213 Tanceup			
Member SSN	Member Name	Member DOB	Eligibility Status
***-**-9999	AKXNI GSFRI	11/11/1111	Eligible Citizen
HOH SSN ***-**-9999   HOH Name VBINDXP ZGFQQRDF   HOH DOB 11/11/1111   Project AK001000275 PHFEWWJCH			
Member SSN	Member Name	Member DOB	Eligibility Status
***-**-9999	OBGCFOKLO ZGFQQRDF	11/11/1111	Eligible Citizen
HOH SSN ***-**-9999   HOH Name IXXB KXSDW   HOH DOB 11/11/1111   Project AK001000280 IMJJK			
Member SSN	Member Name	Member DOB	Eligibility Status
***-**-9999	TNFAFCRHO FMXE	11/11/1111	Eligible Citizen
HOH SSN ***-**-9999   HOH Name NZFFNR GNZNB   HOH DOB 11/11/1111   Project AK001000271 WZZRXFF SS JGGG			
Member SSN	Member Name	Member DOB	Eligibility Status
***-**-9999	SKFRHB GNZNB	11/11/1111	Eligible Citizen
HOH SSN ***-**-9999   HOH Name LMJL LLODMR   HOH DOB 11/11/1111   Project AK001000271 WZZRXFF SS JGGG			
Member SSN	Member Name	Member DOB	Eligibility Status
***-**-9999	LMJL LLODMR	11/11/1111	Pending Verification



The report has the standard features of Printer-Friendly Version, Download in Excel, pagination and User Identification as described in section 3.2.5. For instructions on how to download report into Excel, please see *Appendix B*.

#### 4.4.5 Deceased Tenants Report

The Deceased Tenants Report provides statistical information at the HQ, State, HUB, FO, TARC and PHA levels of household members who are deceased, based on information provided by the SSA. At the PHA level, the report provides a list of tenants who are deceased.

##### 4.4.5.1 Report Generation

On a weekly basis (as part of the weekly batch processing), PIH households and household members are evaluated for verification, statistics are computed and information on individual household and household members is stored in the EIV database. Users relying on statistical data on a regular basis should make a printed copy of the report before the date is overwritten by the next weekly batch processing cycle.

##### 4.4.5.2 Deceased Tenants Report Filtering

Access the Deceased Tenants Report page by clicking the Deceased Tenants Report link (under the Verification Reports module) on the EIV Navigation panel. The Deceased Tenants Report – Report Selection page is displayed as illustrated below.

The screenshot shows the 'Enterprise Income Verification' web application. The left sidebar contains a navigation menu with 'Deceased Tenants Report' highlighted. The main content area is titled 'Report Selection' and contains the following form elements:

- Program Type:** All PIH Programs
- Reexamination Month:** All
- Select Region:** HUD HQ
- STATE:** Alaska
- HUB:** 10HSEA Seattle Hub
- FO:** 0APH SEATTLE HUB OFFICE
- TARC:** PB1 Cleveland TARC
- PHA:** AK001 AHFC

A 'Get Report' button is located at the bottom of the form.

Use this page to filter the scope of the data appearing on the Deceased Tenants Report. Once you have selected your filter options, click the **Get Report** button to generate the Deceased Tenants Report reflecting your choices.

The Deceased Tenants Report page provides you with the following filter options:

**Program Type** – This option provides the capability to filter data by program type – All PIH Programs, Public Housing or Section 8. By default, the value is set to All PIH Programs when the page displays.

**Reexamination Month** – This option provides the capability to filter data by Reexamination Month – All or by specific month. By default, the value is set to “All” when the page displays.

**Region** – This option controls the scope of the data included on the report. Report data is aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, State, HUB, TARC, Field Office, and PHA. Your assigned role (along with the assigned security level) determines the extent of the data that will be accessible.

Your role assignment provides you with access to up to five region options. Only those that you are permitted to access are displayed on the page when it opens. Only one Region option can be selected at a time.

The following region options are available:

- **HUD HQ** – This option provides those with IDs of Headquarters scope with access to nationwide data and the option to select data at all levels. This option only is displayed if your role assignment provides you with access to national data at all levels. The Deceased Tenants Report Selection page is displayed as shown below.

The screenshot shows the 'Enterprise Income Verification' interface. The main content area is titled 'Verification Reports >> Deceased Tenants Report >> Report Selection'. It features a 'Report Selection' section with the following options:

Program Type:	All PIH Programs
Reexamination Month:	All
Select Region:	
<input checked="" type="radio"/> HUD HQ	
<input type="radio"/> STATE	Alaska
<input type="radio"/> HUB	10HSEA Seattle Hub
<input type="radio"/> FO	0APH SEATTLE HUB OFFICE
<input type="radio"/> TARC	PB1 Cleveland TARC
<input type="radio"/> PHA	AK001 AHFC

A 'Get Report' button is located below the region selection options.

- **State** - This option provides full access for those with IDs of Headquarters scope. This option only is displayed if your role assignment provides you with access to national data at all states. If your access is set at this level, the Deceased Tenants Report Selection page is displayed as shown below.

A drop-down list provides you with all the available State selection options. It also provides an option to select ALL. Scroll through the list to locate the desired State or select all states. Highlight it to select. Only one selection can be active at a time.

- **HUB** – This option provides access to the data associated with Field Offices and the PHA’s within their jurisdiction. For example, if your security level and role assignment permit you to access data associated with a HUB (e.g., 4HJAC Jacksonville HUB), Field Offices or PHA’s associated with

---

that HUB. If your access is at this level, the Deceased Tenants Report Selection page is displayed as shown below.

A drop-down list provides you with all the available HUB selection options. The list will include only those HUBs that your security level and role allow you to access. If your assigned scope of access does not include HUB data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired HUB location. Highlight it to select. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with Field Offices. The scope of access is governed by your security level and role assignment.

If your access is at this level, the Deceased Tenants Report Selection page is displayed as shown below.

A drop-down list provides you with all the available Field Office selection options. The list will include only those Field Offices that your security level and role allow you to access. If your assigned scope of access does not include Field Office data, this option will not be displayed in the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select. Only one selection can be active at a time.

- **TARC** – This option provides access to the data associated with TARC's and the PHA's within their jurisdiction. The scope of access is governed by your security level and role assignment. If your access is at this level, the Deceased Tenants Report Selection page is displayed as shown below.
- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the Deceased Tenants Report page is displayed as shown below.

A drop-down list provides you with all the available PHA selection options. The list will include only those PHA's that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Only one selection can be active at a time. PHA Users who need access to information concerning tenants in another PHA may request and gain that access with the written approval of the manager of that PHA.

#### **4.4.5.3 Deceased Tenants Statistics Report**

On the Deceased Tenants Report page, result data is displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. The result data is displayed in a tabular format. Each table (referred to as a Statistics table) is labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

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

Deceased Tenants Report for HUD HQ			
Office	HUD HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total number of households evaluated	40,716	15,415	25,301
Total number of household members evaluated	99,363	32,114	67,249
Number of households with one or more deceased members	63	41	22
Percentage of households with one or more deceased members	00.15%	00.27%	00.09%
Number of deceased household members	63	41	22
Percentage of deceased household members	00.06%	00.13%	00.03%

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HUD HQ Deceased Tenants Report as of 12/29/2008												
HUB		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 With No Deceased Date	
							Count	%	Count	%	Count	%
10HSEA Seattle Hub	All	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Public Housing	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Section 8	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%

The Deceased Tenants Report page includes a separate table for the selected region (parent) as well as any subordinate organizations (children). The scope of detail available to you is based on your security level and role assignment. For example, if your access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is within the scope of the report selected, the highest level is displayed first, on the page. Each successive level of detail is displayed in a separate table. The appearance of a hypertext link in a record (appearing underlined in red in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, at the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA, if it has a hyperlink, to view the associated detail.

**On the top statistics table you will find the following information:**

**Office** – shows the Region selected from the selection page

- HUD Headquarters
- State with the State name selected
- HUB with the HUB name selected
- TARC with TARC name selected
- Field Office with the Field Office name selected
- PHA with the PHA name selected

**Reexamination Month** – shows the Reexamination Month you have selected in the search criteria for this report will be displayed.

**Program Type** – shows Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

- Total number of households evaluated
- Total number of household members evaluated
- Number of households with one or more deceased members
- Percentage of households with one or more deceased members
- Number of deceased members
- Percentage of deceased members

**On the bottom statistical table shows the following information:**

**Security Level** – In this column you will find a record for each entity associated with the level next to the selected region (e.g., if the region selected is HUD HQ, the next level is HUB). You can click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:

- HUB
- Field Office
- TARC
- PHA
- Individual Households

**Program Type** – In this column, you will find the Program Type you have selected in the search criteria for this report will be displayed. If ‘All PIH Programs’ was selected from the search criteria, three columns will be displayed – ALL, Public Housing, and Section 8.

In a Statistics table you will find the following information:

- Count of Households with deceased members
- Percentage (%) of households with deceased members
- # of single member deceased households
- Percentage (%) of single member deceased households
- Count of Deceased members
- Count of Members deceased less than 1 year
- Percentage (%) of Members deceased less than 1 year
- Count of Members deceased more than 1 year
- Percentage (%) of Members deceased more than 1 year
- Count of Members deceased more than 2 year
- Percentage (%) of Members deceased more than 2 year
- Count of Members deceased with no deceased date
- Percentage (%) of Members deceased with no deceased date

#### **4.4.5.4 Deceased Tenants Report Statistics Report Examples**

Use this section to get familiar with the look and feel of the Deceased Tenants Report Statistics.

##### **4.4.5.4.1 HUD HQ Level View**

When HUD HQ region is selected, a national Deceased Tenants Report is displayed.

The screen below is an example of HUD Headquarters Deceased Tenants Report when **All PIH Programs** is selected from the Program Type drop-down list.

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

Deceased Tenants Report for HUD HQ			
Office	HUD HQ		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total number of households evaluated	3,147,082	1,044,023	2,103,059
Total number of household members evaluated	7,559,180	2,273,213	5,285,967
Number of households with one or more deceased members	10,640	4,725	5,915
Percentage of households with one or more deceased members	00.34%	00.45%	00.28%
Number of deceased household members	10,741	4,777	5,964
Percentage of deceased household members	00.14%	00.21%	00.11%

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HUD HQ Deceased Tenants Report as of 02/04/2009												
HUB		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 With No Deceased Date	
							Count	%	Count	%	Count	%
	All	248	00.22%	137	55.24%	252	22	00.22%	186	73.81%	44	17.46%
<a href="#">10HSEA Seattle Hub</a>	Public Housing	50	00.24%	24	48.00%	50	3	00.24%	40	80.00%	7	14.00%
	Section 8	198	00.22%	113	57.07%	202	19	00.22%	146	72.28%	37	18.32%
<a href="#">1HBOS Boston Hub</a>	All	328	00.16%	150	45.73%	333	40	00.16%	274	82.28%	19	05.71%
	Public Housing	111	00.17%	46	41.44%	112	15	00.17%	88	78.57%	9	08.04%
<a href="#">2HBUF Buffalo Hub</a>	Section 8	217	00.15%	104	47.93%	221	25	00.15%	186	84.16%	10	04.52%
	All	76	00.12%	42	55.26%	76	60	00.12%	13	17.11%	3	03.95%
<a href="#">2HBVF Buffalo Hub</a>	Public Housing	31	00.13%	21	67.74%	31	25	00.13%	5	16.13%	1	03.23%
	Section 8	45	00.11%	21	46.67%	45	35	00.11%	8	17.78%	2	04.44%
<a href="#">2HNWK Newark Hub</a>	All	366	00.37%	171	46.72%	369	49	00.37%	309	83.74%	11	02.98%
	Public Housing	98	00.28%	48	48.98%	98	21	00.28%	73	74.49%	4	04.08%
<a href="#">2HNVC Newark City Hub</a>	Section 8	268	00.42%	123	45.90%	271	28	00.42%	236	87.08%	7	02.58%

The screen below is an example of HUD Headquarters Deceased Tenants Report when **Public Housing** is selected from the Program Type drop-down list.

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

Deceased Tenants Report for HUD HQ											
Office	HUD HQ										
Reexamination Month	All										
Program Type	Public Housing										
Total number of households evaluated	1,044,023										
Total number of household members evaluated	2,273,213										
Number of households with one or more deceased members	4,725										
Percentage of households with one or more deceased members	00.45%										
Number of deceased household members	4,777										
Percentage of deceased household members	00.21%										

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HUD HQ Deceased Tenants Report as of 02/04/2009											
HUB	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 With No Deceased Date	
						Count	%	Count	%	Count	%
<a href="#">10HSEA Seattle Hub</a>	50	00.24%	24	48.00%	50	3	00.24%	40	80.00%	7	14.00%
<a href="#">1HBOS Boston Hub</a>	111	00.17%	46	41.44%	112	15	00.17%	88	78.57%	9	08.04%
<a href="#">2HBUF Buffalo Hub</a>	31	00.13%	21	67.74%	31	25	00.13%	5	16.13%	1	03.23%
<a href="#">2HNWK Newark Hub</a>	98	00.28%	48	48.98%	98	21	00.28%	73	74.49%	4	04.08%
<a href="#">2HNVC Newark City Hub</a>	2,768	01.65%	1,327	47.98%	2,810	464	01.65%	1,290	45.91%	1,056	37.58%
<a href="#">2HBLT</a>	287	00.54%	164	57.14%	288	58	00.54%	214	74.31%	18	06.25%

The screen below is an example of HUD Headquarters Deceased Tenants Report when **Section 8** is selected from the Program Type drop-down list. All the columns can be sorted in ascending or descending order by clicking on the arrow icons next to the column name.

Deceased Tenants Report for HUD HQ	
Office	HUD HQ
Reexamination Month	All
Program Type	Section 8
Total number of households evaluated	2,103,059
Total number of household members evaluated	5,285,967
Number of households with one or more deceased members	5,915
Percentage of households with one or more deceased members	00.28%
Number of deceased household members	5,964
Percentage of deceased household members	00.11%

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HUD HQ Deceased Tenants Report as of 02/04/2009											
HUB	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 With No Deceased Date	
						Count	%	Count	%	Count	%
<a href="#">1HSEA Seattle Hub</a>	198	00.22%	113	57.07%	202	19	00.22%	146	72.28%	37	18.32%
<a href="#">1HBOS Boston Hub</a>	217	00.15%	104	47.93%	221	25	00.15%	186	84.16%	10	04.52%
<a href="#">2HBUF Buffalo Hub</a>	45	00.11%	21	46.67%	45	35	00.11%	8	17.78%	2	04.44%
<a href="#">2HNWK Newark Hub</a>	268	00.42%	123	45.90%	271	28	00.42%	236	87.08%	7	02.58%
<a href="#">2HNYC New York City Hub</a>	1,347	00.78%	941	69.86%	1,354	403	00.78%	904	66.77%	47	03.47%
<a href="#">2HBAL Baltimore Hub</a>	332	00.34%	180	54.22%	332	115	00.34%	195	58.73%	22	06.63%
<a href="#">2HPHL Philadelphia Hub</a>	242	00.43%	139	57.44%	245	11	00.43%	221	90.20%	13	05.31%
<a href="#">2HPIT Pittsburgh Hub</a>	12	00.05%	5	41.67%	12	1	00.05%	9	75.00%	2	16.67%
<a href="#">2HATL Atlanta Hub</a>	155	00.30%	74	47.74%	155	46	00.30%	104	67.10%	5	03.23%

#### 4.4.5.4.2 State Level View

When State region is selected, the Deceased Tenants Report for State is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the State level report is designed similar to the HUD HQ level report.

The bottom statistics include the data for all PHA's under the selected State when program type is equal to ALL. There is no sorting functionality for columns if Program Type is equal to All or if All states are selected.

Deceased Tenants Report for State			
Office	District Of Columbia		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total number of households evaluated	9,474	4,495	4,979
Total number of household members evaluated	22,970	10,049	12,921
Number of households with one or more deceased members	154	108	46
Percentage of households with one or more deceased members	01.63%	02.40%	00.92%
Number of deceased household members	155	109	46
Percentage of deceased household members	00.67%	01.08%	00.36%

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Deceased Tenants Report for District Of Columbia as of 02/04/2009												
PHA		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 With No Deceased Date	
							Count	%	Count	%	Count	%
<a href="#">DC001 D.C. Housing Authority</a>	All	154	01.65%	103	66.88%	155	15	01.65%	126	81.29%	14	09.03%
	Public Housing	108	02.40%	72	66.67%	109	7	02.40%	93	85.32%	9	08.26%
	Section 8	46	00.95%	31	67.39%	46	8	00.95%	33	71.74%	5	10.87%
DC880 Community Connections	All	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Public Housing	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Section 8	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%

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



#### 4.4.5.4.3 HUB Level View

When HUB region is selected, the Deceased Tenants Report for HUB is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the HUB level report is designed similar to the HUD HQ level report.

The bottom statistics include the data for all Field Offices under the selected HUB.

Enterprise Income Verification												HUD Home	PIH Home	EIV Home	Search	Email
Verification Reports >> Deceased Tenants Report >> <a href="#">Report Selection</a> >> HUB Statistics																
Deceased Tenants Report for HUB																
Office		10HSEA Seattle Hub														
Reexamination Month		All														
Program Type		ALL		Public Housing		Section 8										
Total number of households evaluated		112,219		20,522		91,697										
Total number of household members evaluated		254,488		44,963		209,525										
Number of households with one or more deceased members		248		50		198										
Percentage of households with one or more deceased members		00.22%		00.24%		00.22%										
Number of deceased household members		252		50		202										
Percentage of deceased household members		00.10%		00.11%		00.10%										
												<a href="#">Printer Friendly Version</a>				
												<a href="#">Download to Excel</a>				
Deceased Tenants Report for 10HSEA Seattle Hub as of 02/04/2009																
Field Office		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 With No Deceased Date					
							Count	%	Count	%	Count	%				
OAPH SEATTLE HUB OFFICE	All	114	00.16%	68	59.65%	115	18	00.16%	95	82.61%	2	01.74%				
	Public Housing	41	00.27%	23	56.10%	41	3	00.27%	38	92.68%	0	00.00%				
	Section 8	73	00.13%	45	61.64%	74	15	00.13%	57	77.03%	2	02.70%				
OCPH ALASKA COMMUNITY SERVICE CENTER	All	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%				
	Public Housing	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%				
	Section 8	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%				
OEPH PORTLAND PROGRAM CENTER	All	134	00.34%	69	51.49%	137	4	00.34%	91	66.42%	42	30.66%				
	Public Housing	9	00.16%	1	11.11%	9	0	00.16%	2	22.22%	7	77.78%				
	Section 8	125	00.37%	68	54.40%	128	4	00.37%	89	69.53%	35	27.34%				
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.																

#### 4.4.5.4.4 Field Office Level View

When FO region is selected, the Deceased Tenants Report for Field Office is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the FO level report is designed similar to the HUD HQ level report.

The bottom statistics include the data for all PHA's under the selected FO.

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

Deceased Tenants Report for FO			
Office	0APH SEATTLE HUB OFFICE		
Reexamination Month	All		
Program Type	ALL	Public Housing	Section 8
Total number of households evaluated	72,387	14,935	57,452
Total number of household members evaluated	164,195	32,466	131,729
Number of households with one or more deceased members	114	41	73
Percentage of households with one or more deceased members	00.16%	00.27%	00.13%
Number of deceased household members	115	41	74
Percentage of deceased household members	00.07%	00.13%	00.06%

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Deceased Tenants Report for 0APH SEATTLE HUB OFFICE as of 02/04/2009												
PHA		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 With No Deceased Date	
							Count	%	Count	%	Count	%
AK001 AHFC	All	2	00.16%	0	00.00%	2	0	00.16%	2	100.00%	0	00.00%
	Public Housing	2	00.16%	0	00.00%	2	0	00.16%	2	100.00%	0	00.00%
	Section 8	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
AK901 AHFC - S8	All	1	00.02%	1	100.00%	1	1	00.02%	0	00.00%	0	00.00%
	Public Housing	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Section 8	1	00.02%	1	100.00%	1	1	00.02%	0	00.00%	0	00.00%
ID001 Twin Falls	All	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Public Housing	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Section 8	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
ID002 Nampa	All	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Public Housing	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Section 8	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
ID005 Pocatello	All	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%
	Public	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%

#### 4.4.5.4.5 TARC Level View

When TARC region is selected, the Deceased Tenants Report for Field Office is displayed. The user can pull up the report by the Program type and the Reexamination month. The screen layout for the TARC level report is designed similar to the HUD HQ level report.

The bottom statistics include the data for all PHA's under the selected TARC.

#### 4.4.5.4.6 PHA Level View

When PHA region is selected, the Deceased Tenants Report for PHA is displayed. The user can pull up the report by the Program type and the Reexamination month

The screen below is an example of PHA Deceased Tenants Report when **All PIH Programs** is selected from the Program Type drop-down list.

**Enterprise Income Verification**

[HUD Home](#)
[PIH Home](#)
[EIV Home](#)
[Search](#)
[Email](#)

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

Deceased Tenants Report for AK001 AHFC for Program Type - ALL for Reexamination Month - ALL													
PHA	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 With No Deceased Date	
								Count	%	Count	%	Count	%
AK001 AHFC	151	428	1	00.66%	0	00.00%	1	0	00.00%	1	100.00%	0	00.00%

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1 - 1 of 1 Households

**Note:** \* = Single member deceased household

Deceased Tenants Report as of 08/17/2009				
HOH SSN: 999-99-9999   HOH Name: YVGC FBU TDOWWTPT   HOH DOB: 11/11/1111				
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
8999-99-9999	YVGC FBU TDOWWTPT	11/11/1111	02/02/2008	04/02/2008

1 - 1 of 1 Households

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

Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv

The following screen prints show an example of PHA Deceased Tenants Report when **Public Housing** is selected and when a particular Project is selected from the Program Type drop-down list.

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

Deceased Tenants Report for AK001 AHFC for Program Type - Public Housing for Reexamination Month - ALL													
PHA	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 With No Deceased Date	
								Count	%	Count	%	Count	%
AK001 AHFC	151	428	1	00.66%	0	00.00%	1	0	00.00%	1	100.00%	0	00.00%

Project

[Printer Friendly Version](#)

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1 - 1 of 1 Households

Note: \* = Single member deceased household

Deceased Tenants Report as of 08/17/2009				
HOH SSN: 999-99-9999   HOH Name: YVGCFCBU TDOWWTPT   HOH DOB: 11/11/1111   Project: AK001000277 ABXPKD				
Member SSN	Member Name	Member DOB	Member Deceased Date	Date Received by EIV
999-99-9999	YVGCFCBU TDOWWTPT	11/11/1111	02/02/2008	04/02/2008

1 - 1 of 1 Households

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

Report Generated By - HEIXXX FIRST - HEIV01 LAST - uiv

#### 4.5 Special Instructions for Error Correction

If you have questions or problems with EIV Online, please contact the EIV Coordinator of your local HUD office or if your local HUD office is unable to assist you, send a message to PIHRHIIP.TA@HUD.GOV.

Any problems with WASS should be reported to the REAC Technical Assistance Center (TAC) at **1-888-245-4860** or select **“Contact Us”** on the REAC Online Web (<http://www.hud.gov/offices/reac/support/tac.cfm>).

#### 4.6 Caveats and Exceptions

Not applicable

## **5.0 USING THE SYSTEM (BATCH)**

## 5 USING THE SYSTEM (BATCH)

This section provides a brief description of EIV PIH batch processing.

### 5.1 PIH Batch Processing

The PIH Batch Processing covers the following:

- SSA Request File creation and transmission – covers the creation of SSA monthly request file and transfer of files from the Batch server to the TASS server
- SSA Response processing – covers the loading of SSA response data into EIV database
- NDNH Monthly and Quarterly Request File creation and transmission - covers the creation of NDNH monthly request file and transfer of files from the Batch server to the TASS server
- NDNH – Monthly and Quarterly Response File processing – covers the loading of SSA response data into EIV database
- PIH Summarization – covers the computation of tenant’s projected annual income, computation of tenant’s actual annual income, computation of tenant’s income discrepancy, analysis of the discrepancy and aggregation the tenant’s income discrepancy at the HQ, HUB, Field Office, and PHA levels and Program Type and Reexamination Month level. It also includes analysis of the households for new hires, multi-subsidy and household members whose IDs failed verification. Statistics counts are rolled up at the PHA level, Field Office level, State level, TARC level and HUD HQ level.
- Weekly Usage Report – generation of statistics on the number of times the online pages were accessed during the reporting week, the total number of users that logged into EIV per day during the reporting week and the number of users that logged into EIV per hour from 8:00am to 8:00pm during the reporting week.
- PHA Usage Report – generation of statistics on the number of PHA’s that accessed the online system during the last 30 days and last 180 days.

EIV online users are not given access to batch processing.

### 5.2 Special Instructions for Error Correction

Not Applicable.

### 5.3 Caveats and Exceptions

Not Applicable.

**5.4 Input Procedures and Expected Output**

**Not Applicable.**

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## 6.0 QUERYING



## 6 QUERYING

### 6.1 Query Capabilities

EIV receives SS and SSI data on a monthly basis from SSA and receives wages, unemployment benefits and W-4 and data on a monthly/quarterly basis via batch-processing. EIV does not provide users with query access to EIV databases.

Queries of SSA or NDNH data for individual tenant SS and SSI benefit or income information are available via EIV online application system.

### 6.2 Query Procedures

Not Applicable.

## **7.0 REPORTING**

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## 7 REPORTING

This section provides description of the reports available to EIV PIH users.

### 7.1 Report Capabilities

EIV provides the following online reports for PIH users:

#### 1. Debts Owed to PHA's and Terminations:

- **Search for Former Tenant** shows information about former tenants who have debts owed to PHA's or who have been evicted or lost their lease or voucher.
- **Debts Owed to PHA's and Terminations Report** provides statistics on the Total Number of Reported EOP Families, Number of Families with Debt Owed to PHA's, and Terminations, and Total Amount of Debt Owed for the selected level.
- **Enter/Update Information** displays the information of former tenants with form 50058 dated within last 15 months and allows user to enter debt information for these tenants.

#### 2. Income Discrepancy Statistics Reports:

- **HUD Headquarters Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the HUD Headquarters level.
- **STATE Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total for an individual STATE level and/ or for all states.
- **HUB Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the HUB level.
- **FO Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Income Discrepancy, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households

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exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the FO level.

- **TARC Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the TARC level.
- **PHA Income Discrepancy Statistics Report** provides statistics on the Total Number of Households Evaluated, Households that Exceed Threshold, Percentage of Households exceeding threshold, Number of Outliers, Percentage of Households exceeding threshold that are outliers, Annual Income Discrepancy (Actual) total and Annual Income Discrepancy (Annualized Last Quarter) total at the PHA level

### 3. By Program Type and Reexamination Month Summary Reports:

- **Income Report Summary** shows income information for those households due for reexamination in the selected month and who currently receive or previously received SS/SSI benefits or income.
- **New Hires Report** provides a list of households where at least one member has a New Hires record for the selected month or period and the members in these households.
- **Income Discrepancy Report Summary** shows those households with income discrepancy between the tenant's projected income from Form 50058 and the total for SSA/SSI benefits, wages and unemployment benefits collected by EIV from SSA and NDNH for the same period.
- **Failed Verification Report Summary** shows those households and family members in households due for reexamination for which SSA was unable to provide benefit information because the ID information (SSN, Last Name, and Date of Birth combination) of household members did not pass SSA ID verification routines. It also provides the issues identified by SSA in assessing the tenant ID information that led to the verification failure.
- **Failed EIV Pre-Screening Report Summary** shows those households and household members that were not sent to SSA for verification because their ID's failed the EIV Pre-Screening test.
- **No Income Report** provides a list of the tenants, whose identity was verified by SSA based on the SSN/Last Name/Date of Birth combination, but did not or had never receive SS/SSI benefits or income.

### 4. Verification Reports

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- **Existing Tenant Search** provides feedback as to whether or not an applicant may already be receiving subsidy from PIH or Multifamily programs.
  - **Multi-Subsidy Tenant Report** shows a list of tenants who receive assistance in multiple PHA's or PIH programs or in both PIH and Multifamily programs.
  - **Identity Verification Report** shows statistics on number of households and the number of households that have been verified by SSA, which failed SSA verification and failed EIV pre-screening.
  - **Immigration Report** shows the household members who have an IMS/PIC-assigned alternate identification number (Alt ID), citizenship code of ineligible noncitizen or who are pending verification.
  - **Deceased Tenants Report** shows statistical information at the HQ, State, HUB, FO, TARC and PHA levels of household members who are deceased, based on information provided by SSA. At the PHA level, the report provides a list of tenants who are deceased.

#### 5. Individual Household specific Reports:

- **Summary Report** shows the Head of Household Identifiers and the list the family members in the household. This report is also available with a generated ICN number.
- **Certification Page** PHA User certification section for PHA's and Household Members to acknowledge that the household income has been verified and validated by PHA
- **Income Report** shows the Head of Household Identifiers and the wages and benefits information for each family member in the household.
- **Income Discrepancy Report** shows the Head of Household Identifiers and a comparison of the tenant's projected income from the form HUD 50058 compared to the income information for the same period in EIV.

#### 7.2 Report Procedures

Please refer to Section 4 on instructions on how to generate the reports enumerated above.

## APPENDIX A – LIST OF ERROR MESSAGES ON THE FAILED VERIFICATION REPORT

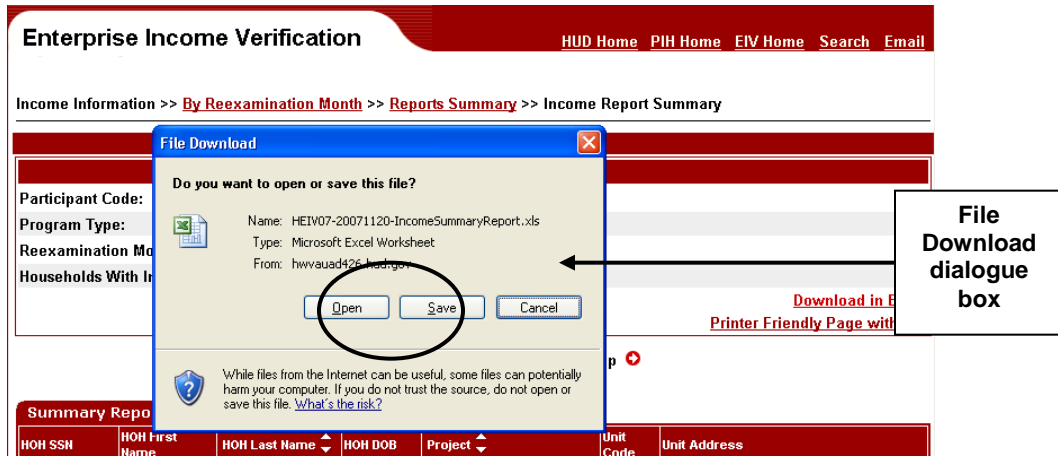
Error Description	Explanation
Member SSN not sent to SSA – Invalid SSN	The tenant’s record was not sent to the SSA because the SSN failed the preliminary validation checks conducted by TASS.
Member SSN not sent to SSA – Live-in aide or foster child	The tenant’s record was not sent to the SSA because the relationship code indicated that the individual was a live-in aide or foster child. The income of these two categories of family members may not be included in eligibility and rent calculations.
Verification failed – SSN not found in SSA records	The tenant’s SSN is not a valid number issued by the SSA. <b>Note: The message also includes the SSN reported in SSA.</b>
Verification failed – SSN was not verified by SSA	The tenant’s SSN is not a valid number issued by the SSA
Verification failed – Surname matched, but date of birth did not match with SSA records	The tenant’s identity was not verified because while the Surname matched with SSA records, the Date of Birth did not match. However, based on the SSN/Last Name combination, SSA has indicated that the tenant <u>does not receive SS/SSI</u> benefits.
Verification failed – Date of birth matched, but surname did not match with SSA records	The tenant’s identity was not verified because while the Date of Birth matched with SSA records, the Surname did not match. However, based on the SSN/Date of Birth combination, SSA has indicated that the tenant <u>does not receive SS/SSI</u> benefits.
Verification failed – SS benefits cannot be disclosed due to discrepancy in date of birth	The tenant’s identity was verified by SSA based on the SSN/Last Name combination and the tenant <u>is receiving SS</u> benefits. However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SS benefits cannot be disclosed due to discrepancy in name	The tenant’s identity was verified by SSA based on the SSN/Date of Birth combination and the tenant <u>is receiving SS</u> benefits. However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.
Verification failed – SSI benefits cannot be disclosed due to discrepancy in date of birth	The tenant’s identity was verified by SSA based on the SSN/Last Name combination and the tenant <u>is receiving SSI</u> benefits. However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SSI benefits cannot be disclosed due to discrepancy in name	The tenant’s identity was verified by SSA based on the SSN/Date of Birth combination and the tenant <u>is receiving SSI</u> benefits. However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.
Verification failed – SS and SSI benefits cannot be disclosed due to discrepancy in date of birth	The tenant’s identity was verified by SSA based on the SSN/Last Name combination and the tenant <u>is receiving both SS and SSI</u> benefits. However, due to the discrepancy in the Date of Birth, the benefit information cannot be disclosed.
Verification failed – SS and SSI benefits cannot be disclosed due to discrepancy in name	The tenant’s identity was verified by SSA based on the SSN/Date of Birth combination and the tenant <u>is receiving both SS and SSI</u> benefits. However, due to the discrepancy in the Last Name, the benefit information cannot be disclosed.

**APPENDIX B – INSTRUCTIONS ON DOWNLOADING MICROSOFT EXCEL FILES**

When the **Download in Excel** link is clicked, the File Download pop-up window is displayed. You can choose to use either the **Open** or **Save** button.

The following steps describe how to download the reports that match the search criteria specified by the user.

1. From the Income Summary or Income Discrepancy Summary or Failed Verification or No Income Report, click the **Download in Excel** hyperlink.
2. The File Download dialogue box is displayed. Click the **Save** button.



3. The Save As dialogue box is displayed as shown below.
4. Once the file has been saved, open it using Microsoft Excel to view the report.

