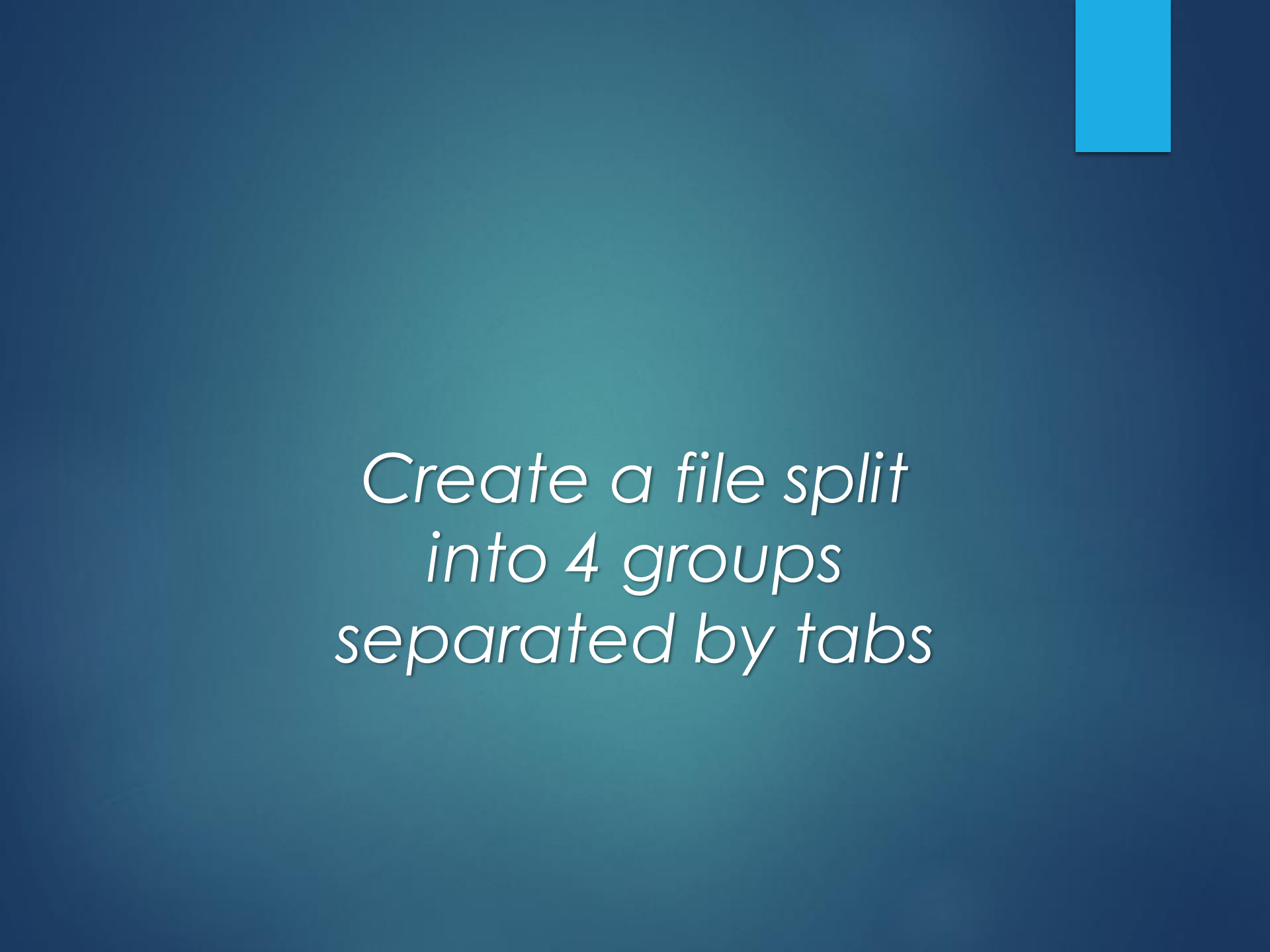


# EIV Master File

Contact:

[Marilyn.Cubias@Sandalwoodmgt.com](mailto:Marilyn.Cubias@Sandalwoodmgt.com)

512-637-9568



*Create a file split  
into 4 groups  
separated by tabs*

# Monthly Reports- Identity

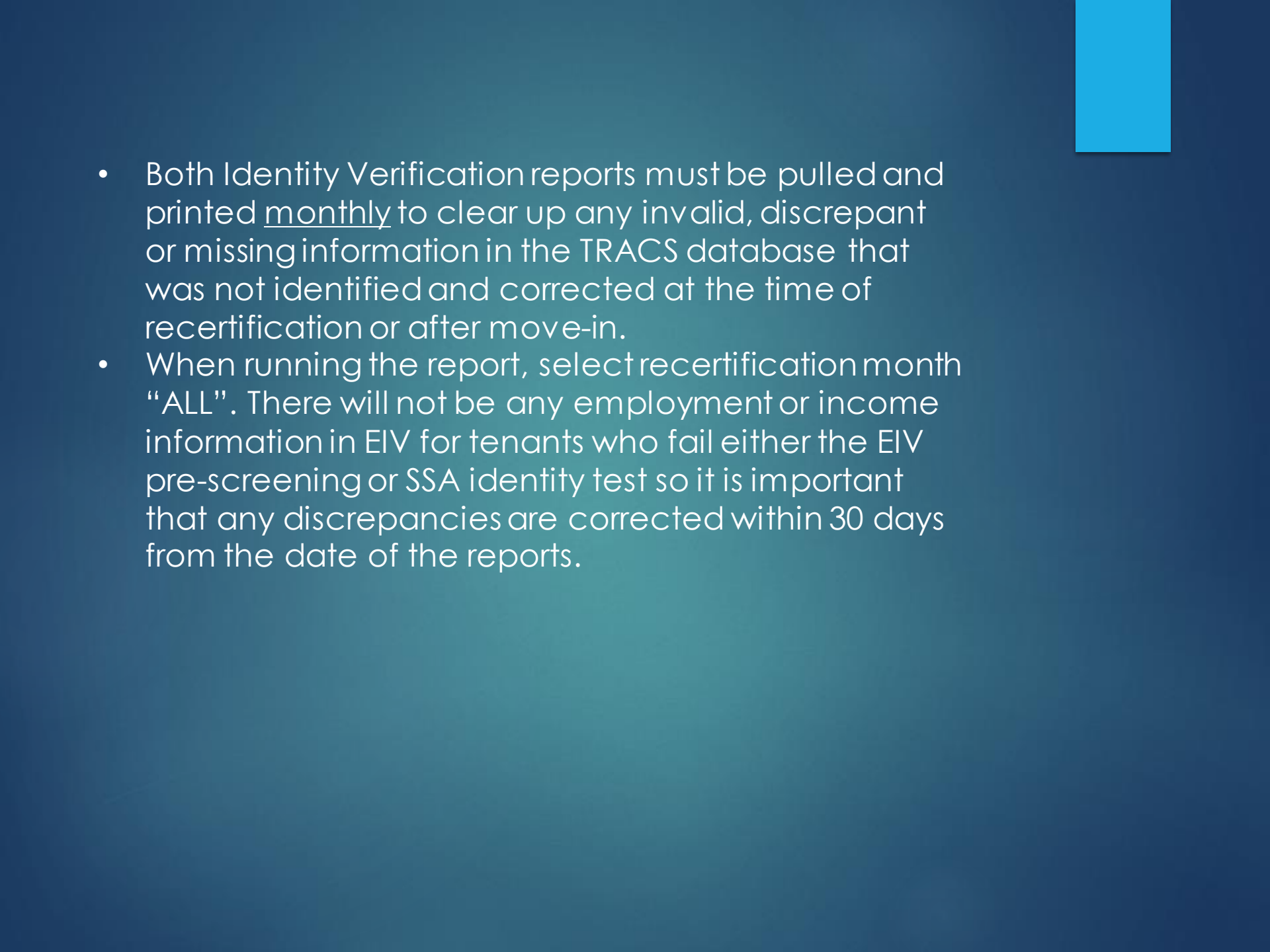
## Verification reports (2)

### ► Failed Pre-screening

- ❖ This report identifies tenants who fail the EIV pre-screening test because of invalid or missing personal identifiers (last name, DOB or SSN). The tenants identified in this report will not be sent to SSA for the SSA identity test until the personal identifier information is corrected in TRACS.

### ► Failed Verification report

- ❖ This report identifies household members who failed the SSA identity test because their personal identifiers (last name, DOB or SSN) do not match SSA's records, as well as, identifies deceased household members.

- 
- Both Identity Verification reports must be pulled and printed monthly to clear up any invalid, discrepant or missing information in the TRACS database that was not identified and corrected at the time of recertification or after move-in.
  - When running the report, select recertification month “ALL”. There will not be any employment or income information in EIV for tenants who fail either the EIV pre-screening or SSA identity test so it is important that any discrepancies are corrected within 30 days from the date of the reports.

# Failed Pre-Screening

- Owners must follow up with tenants identified on the report where discrepant personal identifiers were not corrected at the time of recertification.
- Before contacting the tenant, confirm accuracy of data entry in TRACS, e.g., has a number been transposed when entering the SSN?
- Confirm with the affected tenant their SSN, last name, and/or DOB.
- Obtain documentation from the tenant to verify any discrepant personal identifiers.
- Correct any discrepancies in TRACS so that the tenant will be included in the TRACS file provided to the EIV system for inclusion in the SSA identity test.

- Print and retain a copy of the report in a master “Failed EIV Prescreening Report” file. The report must be documented with action taken to resolve invalid or discrepant personal identifiers
- *NOTE: This report will include those persons who are exempt from the SSN disclosure and verification requirements. In these instances, note on the copy of the report retained in the “Failed EIV Pre-Screening Report” master file that the tenant(s) is exempt from SSN requirements. Exempt from SSN disclosure and verification requirements:*
  - *Tenants who were 62 years of age or older as of January 31, 2010, and whose initial determination of eligibility was begun before January 31, 2010; and*
  - *Individuals who do not contend eligible immigration status.*

# Failed Verification Report- (Failed the SSA Identity Test)

- Use this report monthly to identify those tenants that did not pass the SSA identity verification test and the reason(s) they did not pass so that the errors can be corrected.
- Follow up with tenants identified on the report where discrepant personal identifiers were not corrected at the time of recertification.
- Before contacting the tenant, confirm accuracy of data entry in TRACS, e.g., has a number been transposed when entering the SSN?
- Confirm with the affected tenant their last name, SSN and/or DOB.
- Obtain verification or documentation to support the tenant's personal identifiers and the accuracy of the form HUD-50059 and TRACS data.
- Correct any discrepancies in TRACS so that the tenant will be included in the match against SSA and NDNH data.

- Encourage the tenant to contact SSA to correct any inaccurate data in their databases if the personal identifiers on the form HUD50059 and in TRACS are accurate. The tenant can request SSA to correct his/her record by completing and submitting form SS-5, Application for a Social Security Card, and verifying documentation to the local SSA office.
- Print and retain a copy of the report in the Master File. The report must be documented with action taken to resolve invalid or discrepant personal identifiers.

# QUARTERLY REPORTS

## Deceased Tenant

This report identifies tenants who are participating in one of Multifamily Housing's rental assistance programs who are reported by SSA as being deceased.

## Multiple Subsidy

This report identifies individuals who may be receiving multiple HUD rental subsidies.

## New Hires report

This report identifies tenants who have started new jobs within the last six months. The information in this report is updated monthly. The New Hires Report can also be found in the EIV system as a Verification Report.


# Deceased Tenant Report

- Use this report at least quarterly to identify those tenants reported by SSA as being deceased.
- When running the report, select recertification month “**All**”
- Confirm, in writing, with the head of household, next of kin or contact person/entity provided by the tenant whether or not the person is deceased.
- If the person is deceased:
  1. Update the household composition and income and allowances, if applicable, on the form HUD-50059. The effective date of the form HUD-50059 should be in accordance with Chapter 7, Paragraph 7-13.D
  2. In the case of a deceased single member of a household, process a Move-out using form HUD-50059-A. The effective date of the form HUD-50059-A will be retroactive to the earlier of 14 days after the tenant's death or the date the unit was vacated (see Chapter 9, Paragraph 9-12.E).

NOTE: Single member deceased households are denoted on the report with a red asterisk (\*) after the member's deceased date.

3. Any overpayment of subsidy that was paid on behalf of the deceased tenant must be repaid to HUD.

- Discrepancies must be corrected in the TRACS system within 30 days from the date of the report.
- Encourage the tenant to contact the SSA to correct any inaccurate data in their databases if the person identified as being deceased in the SSA database is not deceased.
- Print and retain a copy of the report in a master "Deceased Tenant" file. The report must be documented with action taken to resolve any discrepancies. **All correspondence or action taken for a particular tenant must be retained in the tenant file.**



NOTE: If action was taken to remove the deceased tenant from the household at the time of recertification but the EIV data has not yet been updated, note this on the printed report and no further action is required.


# Multiple Subsidy Report

- Use the Multiple Subsidy Report at least quarterly to identify any tenants who are receiving assistance at another location. Owners must follow up with tenants identified on the report where the discrepancy was not identified and resolved at the time of recertification
- Perform a search to determine if possible multiple subsidies exist.
- Discuss with the tenant if the results of the search shows that a tenant is being assisted at another location. The tenant must be given the opportunity to explain any circumstances relative to his/her being assisted at another location.

- Follow up with the respective PHA or owner, if necessary, to confirm if the tenant is being assisted at the other location. Depending on the results of this investigation, the owner may need to take action to terminate the tenant's assistance or tenancy. (See Chapter 8, Sections 1 and 2 for procedures for terminating assistance or tenancy.)
- Print out and retain a copy of the search results along with any documentation supporting any contacts made or information obtained to determine if a household and/or household member is receiving multiple subsidies. **Additional documentation to support any action taken if a household or a household member is receiving multiple subsidies will be retained in the tenant file and should be noted on the report.**
- *Note: If a tenant's multiple subsidy was discussed and resolved at the time of recertification, this should be noted on the printed report and no further action is required*

# New Hires Report

- Owners must use this report at least quarterly to determine if any of their tenants have started new employment whereby the tenant has not reported a change in income to the owner between recertifications and/or the new employment was not reported at the time of recertification. When running the report, the owner must select recertification month “All”.
- Because tenants participating in one of Multifamily Housing’s rental assistance programs are required to report changes in income when the household’s income cumulatively increases by \$200 or more per month, owners must reach out to their tenants to report the income changes so that rent adjustments can be made in a timely manner, thus eliminating/reducing the amount of retroactive rent repayments. (See Chapter 7, Paragraph 7- 12.B.)

- 
- Contact the tenant regarding his/her new employment via a letter.
  - Confirm with the tenant that they have a new job and that the employment information in the EIV system is correct. If the tenant agrees that the employment information in the EIV system is correct, request the tenant provide documents, e.g., four current, consecutive pay stubs, employment confirmation letter specifying rate of pay, number of hours worked each week, pay frequency, etc., for use in determining the tenant's income or, if necessary, request third party verification from the employer.
  - If the tenant disputes the information in the EIV system, the owner must obtain third party verification from the employer. (c) Process a recertification in accordance with program requirements that includes the employment income

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- Retain a copy of the report in a master “New Hires Report” file along with notations as to the outcome of the contact with the tenant (e.g., J. Jones – interim recertification processed to include income from new employment, verification in process, unreported income-repayment agreement in process). **All correspondence with the tenant third party verifications, etc., must be retained in the tenant file.**

# Add'l reports - *not required to be printed*

## No Income reported on 50059

- ▶ This report is a tool for owners to use to identify tenants who passed the identity match against SSA's records but have zero income represented in the TRACS system. (1) Owners must use this report only as identified and described in their policies and procedures. When running the report, the owner must select the recertification month "All". (2) Owners are not required to retain copies of this report NOTE: It is recommended that owners have a policy to re-verify the status of tenants reporting zero income at least quarterly. As part of the procedures for implementing the policy, the owner must use the EIV Income Report to determine if the tenant or any family members have income reported by HHS or SSA.

## No Income reported by HHS or SSA

- ▶ This report is a tool for owners to use to identify tenants who passed the SSA identity test but no employment or income information was received from the match against either the SSA or NDNH records.
- ▶ Owners must use this report as identified and described in their policies and procedures. When running the report, the owner must select recertification month "All". (2) Because no income was reported as a result of the match against SSA and NDNH records does not mean that the tenant(s) does not have income. (3) Owners must make sure when they interview the tenants at the time of recertification that the right questions are asked so that the tenants are given the opportunity to disclose any income they receive. (4) Owners are not required to retain copies of this report.