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Presents

What Every Auditor Should Know About EIV...and More!

Prepared for the
AHACPA Conference
December 6 and 7, 2011

Class Materials Handout

PMCS  **ICAP**
SERVICES AND SOLUTIONS FOR PROPERTIES OF ALL SIZES

What Every Auditor Should Know About EIV...and More!

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EIV History

- ❖ UIV (Upfront Income Verification) became available to Public & Indian Housing. For the first time, SSA and NDNH (National Directory of New Hires/Health & Human Service) provided actual income data for recertifications.
- ❖ UIV's success in identifying unreported and under-reported income was so great that HUD decided to make it available to MultiFamily, and the system was renamed EIV (Enterprise Income Verification).
- ❖ EIV is seen as a key factor in reducing improper HUD subsidy payments.
- ❖ 2005: EIV data becomes available for Multifamily Section 8.
- ❖ 2008: EIV data becomes available for 236 and BMIR sites which have no Section 8.
- ❖ December 29, 2009: HUD's Final Rule on Income Determination makes full EIV implementation mandatory, effective January 31, 2010.
- ❖ January 11, 2010: HUD Notice H 2010-02 (1/11/10) requires that the EIV & You, Tenant Brochure be given to applicants during final application processing, and to tenants at every AR. It is available in several languages.
- ❖ July 6, 2010: EIV Notice H 2010-10, effective 7/1/10, updates Notice 09-20 and revises several requirements.
- ❖ August 17, 2011: EIV Notice H 2011-21 becomes effective. It clarifies and updates Notice 2010-10 and revises a few requirements. Until the release of Change 4, which adds an EIV chapter to the 4350.3 Handbook, if the 4350.3 contradicts the Notice, follow the Notice.



EIV Updates

HUD Notice 2011-21 was issued on August 17, 2011 and replaces all previous notices

- ❖ Be sure EIV Policies and Procedures are reviewed and updated by Owner/Agent (O/A) to be compliant with the new requirements.
- ❖ The Notice is 78 pages long, and contains examples and charts, as well as all of HUD's EIV requirements. Changes:
 - IPAs (Independent Public Auditors) are only permitted to use printed EIV documents when auditing compliance. They are not allowed to view computerized records or take anything out of the office.
 - IPAs are required to sign the Special EIV ROB (Rules of Behavior) – be sure to keep all signed ROB's in on-site EIV file.

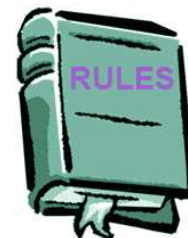
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- ❖ When running the following reports, O/A must run them for all tenants (choose the “All” recertification month):

- No Income Report (timing as described in O/A EIV Policies & Procedures; no HUD requirement)
- New Hires Report (at least quarterly, as defined in O/A EIV Policies & Procedures)
- EIV Failed Pre-Screening Report (monthly)
- Failed Verification Report (monthly)
- Deceased Tenant Report (at least quarterly, as defined in O/A EIV Policies & Procedures)



- ❖ Make sure that the income appearing on the EIV Income Report is not excluded from 50059s by HUD regulations, before pursuing any retroactive/correction certifications or income verifications.

- ❖ Repayment Agreements

- The tenant’s monthly payment amount may exceed 40% of the family’s monthly adjusted income, if the family agrees to the amount
- When a tenant pays the site under a repayment agreement, the comment field on the voucher’s OARQ must list both the tenant’s actual payment amount and the documented collection costs kept by the site - even if no costs were retained.
- Examples:

<u>Amount</u>	<u>Explanation</u>
-80	Repayment, Unit 42L, Johnson: Paid 100, 20 retained
-43	Repayment, Unit 87Z, Ranger: Paid 43, zero retained

- ❖ Stronger penalties for sites not using EIV

- There will be a 5% decrease in the voucher payment for the month following the date the violation was found, and again for each subsequent voucher payment until the MOR finding is cured
- Attachment 9 lists the MOR findings for which this penalty can be assessed, and the documentation needed to close the findings
 - Owner doesn’t have EIV access (owners can delegate this responsibility to an agent, such as a management company, property manager or service bureau)
 - Property isn’t using EIV at all
 - Property has never printed out any of the following Reports: Multiple Subsidy, Failed EIV Pre-Screening, Failed Verification, Deceased Tenant, New Hires
 - If O/A has just begun using EIV and has the current printout of each report but no prior reports, there will be a finding, but the 5% penalty will not be assessed
 - 50059 income was calculated using pay stubs provided by the tenant, but the required EIV Income Report (or employer verification, if the income was not listed on the EIV Income Report) is not in the file

- ❖ Annual Security Requirement

- EIV Coordinators, Users and management/site staff who sign the EIV Rules of Behavior are now required to complete the online Federal ISS Awareness training program every year
- This is the same online program required each year to transmit to TRACS; so taking this course once will meet both TRACS and EIV security requirements for the year
- O/A should print out, sign and date the certificate of completion and keep it on file

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- ❖ Sample Tenant Consent to Disclose EIV Income Information is provided as Attachment 10
 - Written tenant consent is needed in order for any other individual (including other household members) to see EIV data when assisting with a recertification

EIV System Changes (Version 9.2, released on May 1, 2011)

- ❖ Most of the changes were cosmetic, due to budget constraints
 - Verification Reports have a drop-down list to choose contracts/projects
 - Documentation of No Income Discrepancy Report shows Head of Household's name
- ❖ Multiple Subsidy Report now automatically searches both PIH and MF
 - Shows only tenants active in TRACS (not inactive) for more accurate reporting
- ❖ Income Reports: New Certification Page tab
 - A "courtesy document", it is not required to be printed or used
 - If O/A use it, describe its use (when and how) in the property's EIV Policies and Procedures
 - This can be printed to let the tenant know where EIV income information came from
 - Its description states that it can be used for tenants to note agreement or to dispute the information listed; however, it doesn't show any income data for the tenant to agree with or dispute

EIV Policies and Procedures

- ❖ Written EIV Policies and Procedures must...
 - Describe when and how all EIV reports will be used and how they will be filed
 - List security procedures – technical, administrative and physical
 - Contain other EIV requirements, including...
 - Repayment agreement provisions
 - HUD-recommended (not required) repayment amounts are 10% of monthly adjusted income (rent plus the repayment amount should not exceed 40% of adjusted income, but can be more if the tenant agrees that the amount is affordable)
- ❖ There are three types of security safeguards properties are required to exercise:
 - **Technical Safeguards** refer to access to the EIV system
 - **Administrative Safeguards** refer to the use of EIV data
 - **Physical Safeguards** refer to EIV documents
- ❖ All EIV users (including Coordinators, Users, and employees of the owner, management company or site who sign Rules of Behavior) must complete the online Federal ISS Awareness training program annually, to satisfy EIV's security training requirement

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Security Requirements

❖ Technical Safeguards

- Anyone accessing EIV must use only his/her own unique Secure Systems M-ID and password
 - M-IDs and passwords must not be shared under ANY circumstances
- Proper Coordinator and User authorization, reauthorization and passing the annual online security tests are part of technical safeguards
 - Coordinators are responsible for ensuring that anyone who sees EIV data (whether accessing it electronically, or viewing paper printouts) has a legitimate need to use EIV data for a particular site/contract
- It is the Coordinator's responsibility to make sure that an employee's EIV rights are changed as needed, based on any changes in their employment or job responsibilities
 - Terminate EIV access for anyone who is no longer employed, or who changes jobs and no longer needs EIV access
- EIV Policies and Procedures may contain other technical safeguards; they should be reviewed annually with all Coordinators and Users



❖ Administrative Safeguards

- All sites must have and follow written EIV Policies and Procedures
- Ensure that all EIV data that is destroyed at the end of file retention periods are shredded, burned or pulverized
 - EIV data in tenant files must be kept for the term of tenancy plus three years
 - EIV data in master files must be kept for three years
 - EIV Existing Tenant Reports must be kept (for applicants who completed final screening but who did not move in) for three years, along with the application.
- All Coordinators and Users must receive EIV training prior to using EIV
 - Initial training should include:
 - How and when to use all EIV-required reports
 - How to integrate EIV data into tenant interviews
 - Repayment agreement requirements
 - Security requirements
 - Contents of the site's EIV Policies and Procedures
 - Annual training should include:
 - A refresher on security requirements
 - Review of the site's EIV Policies and Procedures, including updates
 - Learning about EIV updates that occurred since the last training
 - Learning how to better handle EIV challenges that occurred during the year
 - Document training sessions
 - ◆ Training logs should include the name, position and date of the person trained, as well as the type of training received. Keep/display certificates

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- HUD requires that all EIV Coordinators and Users receive Annual Security Training
- When EIV updates User guides and when updated HUD requirements are released, these should be distributed to EIV Coordinators and Users
- Any improper disclosure of data must be reported to the managing agent and/or owner
 - This includes unauthorized access, security breaches or unauthorized release of information
 - Any employee should report improper disclosures to the Coordinator
 - Coordinator should then determine whether or not a breach occurred
 - If so, this should be reported in writing to the managing agent or owner
 - ◆ Policies and procedures should be reviewed to avoid future incidents
 - Bona fide improper disclosures should be properly reported to the HUD Office of Inspector General (OIG)
- EIV Policies and Procedures may contain other administrative safeguards; be sure to review them annually with all Coordinators and Users



❖ Physical Safeguards

- Printed reports must be secured
 - They should not be in a place where they can be seen by any unauthorized people (i.e. printer trays, on desks)
 - Printouts should be placed in tenant files or master files (depending on the requirements of the particular report) and kept in a locked file cabinet in a secure area, accessible only to authorized EIV users
- Printed EIV data cannot be given to anyone other than the tenant – even if s/he authorizes O/A to do so. This includes other household members.
 - If the tenant wants someone else to have his/her EIV data, O/A can give it to the tenant (document what they've received, when and by whom). The tenant can then provide it to anyone they want to have it.
 - Printed EIV data can't be viewed by anyone other than the tenant without written tenant authorization
 - With the tenant's written consent, EIV data can be shown to (but not printed for) other household members or those assisting during the recertification process or interview (Attachment 10, HUD Notice 2011-21 is a sample Consent Form)
 - Management can discuss, with the Head of Household, how the family's income and rent were determined, based on the total income reported and verified.
- Electronic storage of EIV data
 - Storage on in-office hard drives must be in restricted-access, password-protected directories
 - Storage on portable media (i.e. CDs, thumb drives) must be labeled "Confidential" or "For Official Use Only", and encrypted using a NIST compliant vendor.

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- Emailed EIV data
 - Emails that contain or attach EIV data must be encrypted
 - Emails cannot include the full 9-digit SSN for a tenant
- Faxed EIV data
 - Be sure to document that the person receiving the fax is waiting and ready to retrieve it as soon as it is printed
- Independent Public Auditors (IPAs)...
 - Can access EIV income information only from hard copy files, and only inside property offices
 - Can't transmit or transport EIV income information in any form
 - Can't enter or download EIV data to any mobile device or portable media
 - Must sign the Rules of Behavior for Non-System Users and abide by its non-disclosure oaths
 - Can't duplicate any EIV income information or disclose it to any unauthorized individual
- EIV data displays on monitors should not be left unattended, and should not be on the screen when unauthorized persons are within viewing distance
- All users must properly log out of the EIV system (by clicking the x at the upper right corner of the screen) whenever they leave their computers
- EIV Policies and Procedures may contain other physical safeguards; be sure to review them annually with all Coordinators and Users



EIV Reports

❖ There are 10 different reports in EIV (in addition to some on-screen summaries):

1. Income Summary
 2. Income (Detail) Report
 3. Income Discrepancy Report
 4. No Income Report (no HUD requirement to use)
 5. Failed EIV Pre-Screening Report
 6. Failed Verification Report
 7. New Hires Report (Summary and Detail)
 8. Multiple Subsidy Report (Summary and Detail)
 9. Deceased Tenant Report
 10. Existing Tenant Search
- Required timeframes for printing these reports vary
 - There is a "courtesy" Certification Page that is not required to be used

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- ❖ Effective July 1, 2010, sites are required to maintain Master Files, by report (not by date), for these EIV reports that do not go into the tenant files:
 - Failed EIV Pre-Screening
 - Failed Verification Report
 - New Hires Summary
 - Deceased Tenant
 - Multiple Subsidy Summary
- Summaries, with brief notes, are kept in the Master Files; all detail reports, verifications and documentation are kept in tenant files.
- Reports in the Master Files must be retained for 3 (three) years.
- ❖ O/As should go into EIV during the first week of every month to print all routine monthly reports.

EIV: It All Starts with TRACS

- ❖ TRACS must have a current, active 50059 in order for O/A to get EIV data for the household
 - Any current, unexpired certification (within 15 months) will generate EIV reports when triggered by TRACS
 - TRACS sends a request to EIV after every full certification is received, and 4 months prior to the next AR date
 - Although compliance percent may be 90%+ (acceptable for voucher payment), EIV data will be missing for any tenant not in TRACS
- ❖ For accurate EIV reporting, the 50059 in TRACS must be the tenant's most recent (active) cert
 - TRACS may have an unexpired cert for the household – but it might not be the active 50059
 - When the cert in TRACS is not the most recent one, the Income Discrepancy Report will be inaccurate
 - The Period of Income (POI) is based on the cert in TRACS
 - EIV income is compared to the cert in TRACS
- ❖ If the certification in TRACS shows incorrect identifiers (last name, SSN, date of birth) for a tenant, EIV information will be missing
 - The individual tenant will show as Failed on the Income Summary Report and on either the EIV Failed Pre-Screening Report or on the Failed Verification Report
 - There may be data for other household members, but not for the failed person, so the household financial information may be incorrect
- ❖ Check the Tenant Certification Query (in Secure Systems (WASS)/TRACS/Tenant) regularly
 - O/A should make sure each household's most recent 50059 appears in blue (denoting unexpired)
 - Work with their Contract Administrator to ensure that all certs are in TRACS
 - The CA may have to retransmit missing certs themselves, or they may want O/A to resend missing certs to them

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Income Report

- ❖ Income Reports (Summary, Detail and Discrepancy) must be used for all Recerts (ARs and IRs)
 - Print them 120 days before the AR effective date
 - Print them to use during the tenant interview for IRs
- ❖ Income Detail Reports must also be printed for all Move-Ins, within 90 days of the MI cert being transmitted to TRACS
 - Compare to MI cert and correct if needed
 - If the Report isn't available within 90 days, we recommend that O/A document the fact that (s)he attempted to print them, and keep checking each month until they arrive
- ❖ The Income Detail Report shows...
 - Whether there is current employment, and (usually) the hire date
 - The last 8 (eight) available quarterly wages and unemployment
 - These come from the quarterly State Unemployment Reports filed by employers
 - The last 8 (eight) Social Security benefit amounts
- ❖ Look for a history of unreported income and follow up as needed
 - For Move-Ins, resolve any differences in income (between the MI cert and the Income Report) within 30 days of the date the Income Report is printed

Discrepancy Report and Requirements

- ❖ A Discrepancy Report will be shown for a tenant who...
 - Has a current, active certification in TRACS, and
 - Shows SS/NDNH income that is different from the income on the active certification by \$2400 or more, for the POI (Period of Income) shown on the report.
- ❖ The report is designed to alert management that there MAY BE a difference between the household's income and what the household reported its income to be, for the POI
- ❖ Discrepancy Reports must be printed 120 days prior to a tenant's Annual effective date, and for use when processing an Interim
 - Tenant's Income Report and Discrepancy Report should always be printed at the same time
 - Income Reports are updated monthly; Discrepancy Reports are updated every weekend
 - If the reports are printed on different days, O/A reconciliation may be very difficult.
- ❖ O/A must be sure that the active certification in TRACS (which EIV is seeing and comparing to its income data) matches the active certification in the tenant file
- ❖ O/A must follow up to resolve all Income Discrepancy Reports either...
 - During the recert interview for which they were printed, or
 - Within 30 days of the date the report was printed
 - This is an "either-or", not a "whichever comes first"



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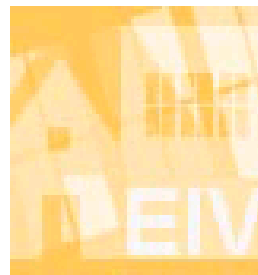
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- ❖ “Resolve” means that O/A may...
 - Be able to resolve the Discrepancy Report by examining the tenant file
 - O/A may discover that EIV “sees” a difference between EIV-reported income and the income on the 50059 that is allowed under HUD regulations
 - Identify unreported or under-reported income, causing too much HUD assistance, which the tenant will have to repay
 - Identify income that the tenant reported, but that management did not properly show on the 50059
 - In cases of management error, the property must repay HUD for overpaid assistance
 - Identify over-reported income, causing too little HUD assistance, and the tenant may be entitled to a credit or refund

What the Discrepancy Report Shows

- ❖ Head of Household Information
 - Effective Date of Action: the 50059 that EIV believes is discrepant. It was the current, active cert in TRACS when the Discrepancy Report was compiled.
 - Projected Annual Wages and Benefits from Form HUD-50059
 - The total income, from the discrepant 50059, that EIV recognizes
 - Period of Income for Discrepancy Analysis: the timeframe for which EIV “sees” income from SSA and NDNH
 - The POI begins 15 months prior to the current cert date, and lasts 12 months
- ❖ Discrepancy Analysis
 - Reported Annual Wages & Benefits from EIV Data: the amount EIV thinks should have been on the 50059, based on information it gathered from SSA and NDNH for the POI for the discrepant certification
 - O/A can see the information EIV gathered by looking at the tenant’s Income Report for the items within the POI
 - Actuals shows the sum of all the dollar amounts for the year that EIV sees on the Income Report for the POI
 - Annualized Last Quarter: Last quarter’s data from the Income Report, multiplied by 4 to annualize it
 - Amount of Annual Income Discrepancy: the difference between what EIV sees for the POI, and what the 50059 shows as income that EIV recognizes
 - Amount of Monthly Income Discrepancy: the annual amounts divided by 12
 - Percentage of Income Discrepancy: the Amount of Annual Income Discrepancy divided by the Reported Annual Wages and Benefits from EIV Data
- ❖ **Note:**
 - The blue Notes link shows which income sources EIV recognizes when it lists 50059 and EIV income
 - EIV only “sees” SSA and NDNH (employment/unemployment) income
 - The Note is identical for every Discrepancy Report
 - Using the wrong income code on a 50059 may trigger a Discrepancy Report



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❖ “No Discrepancy” Report

- This report is printed for every recert when there is no Discrepancy Report for a household, since it's the only way to document that O/A checked for a Discrepancy Report at the same time O/A printed the Income Report

Analyzing and Resolving Discrepancy Reports

- ❖ Be sure that the discrepant cert listed on the Discrepancy Report is the current cert. This is the 50059 that EIV is seeing and comparing to its income data, so it must match the active certification in the tenant file
 - If TRACS doesn't have the tenant's current, active cert, transmit it
 - Print another Income Report and Discrepancy Report a few days after the certification appears in the Tenant Query
 - Document this resolution step, and the cert transmission date
 - Once the proper cert is in TRACS, there may not be a Discrepancy Report
- ❖ Look at the Projected Annual Wages and Benefits from Form HUD-50059
 - Compare it to the actual 50059 in the tenant file; it should be the sum of all the income that EIV recognizes
 - O/A may find that incorrect codes used on the cert caused the Discrepancy Report.
 - If that resolves the Discrepancy Report, write “Resolved” and explain the situation
 - Submit a Correction Cert that uses the correct income codes
- ❖ Identify why EIV sees more (or less) income than the current 50059 shows
 - The Reported Annual Wages & Benefits from EIV Data shows the income EIV sees for the POI
 - Compare that number to the total income on the tenant's EIV Income Report
 - Be sure to look only at the income during the POI
 - This will tell O/A why EIV thinks the household income is different from the income reported on the 50059
- ❖ Identify why the 50059 does not show the income that EIV sees and proceed accordingly
- ❖ **Some Discrepancy Reports can be resolved by examining the tenant file**
 - Does EIV see income that is not supposed to be shown on the 50059?
 - If so, write “Resolved” on the Discrepancy Report and explain the situation
 - Place the Discrepancy Report behind the discrepant cert in the tenant file
 - Use the “if I knew then what I know now” test – if O/A had the income information that EIV sees at the time the 50059 was done, would O/A have shown different amounts?
 - If O/A would have done the 50059 the same way, write “Resolved” on the Discrepancy Report and explain the situation
 - Place the Discrepancy Report behind the discrepant cert in the tenant file
 - Unreported or under-reported income on the 50059 due to management error
 - Process/transmit a Correction Cert
 - The tenant must receive a 30-day notice of a rent increase (the effective date of the cert will



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be the date HUD begins paying less assistance, but it won't be the date the household begins paying the new, higher rent)

- Write "Resolved" on the Discrepancy Report, explain the situation, and note that a Correction cert was completed and transmitted
- Place the Discrepancy Report behind the discrepant cert in the tenant file

❖ **When O/A sees more income on the 50059 than the Discrepancy Report Shows (discrepancy is a positive number)...**

- This indicates that the tenant's income decreased and the tenant is not getting enough HUD assistance (household is paying too much for rent)
- Investigate the discrepancy
 - O/A can discuss the discrepancy with the tenant to identify what happened, or can verify the income prior to discussing the discrepancy with the tenant
 - If the tenant's income has decreased and s/he didn't report it, obtain proper verification and process/transmit an IR effective on the first of the month after the certification is completed
 - If the tenant did report the decrease, but management didn't properly process an IR, obtain proper verification and process/transmit a retroactive IR/Correction. The tenant will be entitled to a credit or refund.
- Write "Resolved" on the Discrepancy Report, explain the situation and note the effective date of the IR/Correction(s) completed
- Place the Discrepancy Report behind the discrepant cert in the tenant file

❖ **When O/A sees more income on the Income Report than the 50059 shows (discrepancy is a negative number)...**

- This could mean that the tenant failed to report income, that the income the tenant reported was lower than the income actually was, or that the tenant's income increased and s/he failed to report the increase
- Or, it could be that the Discrepancy Report is incorrect
 - If the tenant does not dispute the source and dollars on the Income Report, when resolving the Discrepancy Report, those dollars can be used for appropriate retroactive certifications
 - If the tenant disputes either the source or the dollars on the Income Report, when resolving the Discrepancy Report, O/A must attempt third-party verification with the income source
 - ◆ Documented verification and follow-up attempts must be in the tenant file, including the date/time, name/position of the person O/A spoke with, O/A initials and the outcome
 - After verification, O/A may find that the Reported Annual Wages & Benefits is incorrect
 - EIV may have annualized income that did not last a year, artificially inflating the income
 - Write "Resolved" on the Discrepancy Report and explain the situation
 - Place the Discrepancy Report behind the discrepant cert in the tenant file
 - Verification may show that there was unreported or under-reported income
 - O/A must immediately give the tenant written notice of his/her responsibility to report income changes

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- ◆ The notice must refer to the lease clause requiring an IR when income changes, give the tenant 10 calendar days to respond, and let him/her know that subsidy will be terminated (or eviction will occur, in PRAC properties) if the 10-day deadline isn't met
 - ◆ If the tenant responds, process and transmit the appropriate IR/Correction(s). O/A must go back 5 years or to the Move-In, whichever is most recent
 - The tenant must repay overpaid HUD assistance, and a repayment agreement may be needed
 - ◆ If the tenant fails to respond, the tenant must begin paying market rent on the 1st of the month following the 10-day notice period (Subsidy Termination would be effective on the last day of the month). For PRAC sites, the tenant should be evicted for lease non-compliance.
- O/A cannot take any adverse action without proper investigation of EIV data

When Tenant Disputes and No Verification is Possible

- ❖ The tenant must come to the office and certify that the EIV information is invalid and has been incorrectly attributed to his/her identifiers (SSN, last name and date of birth)
 - O/A may create a form for this (include a penalty of perjury clause) or the tenant can simply write out a statement in his/her own words
 - This statement should be signed and dated by the tenant, and kept in the tenant file along with the Discrepancy Report
 - For NDNH data
 - For wages, advise the tenant to contact the employer to remove the erroneous information from their records
 - For unemployment, advise the tenant to contact the State Workforce Agency (SWA) to remove the invalid unemployment information from its records
 - Advise the tenant that s/he should provide O/A with a written copy of the correspondence in both directions
 - For Social Security benefits, advise the tenant to contact the Social Security Administration and request that the invalid information be corrected
- ❖ Document the tenant file
- Keep a copy of all verification attempts and letters sent to employers listed in the Income Report
 - Keep a copy of the tenant-signed certification disputing the EIV information
 - Document that the tenant was advised to contact the listed employers, or the SWA or SSA, to request that the erroneous information be removed from his/her record
 - Document that the tenant was advised to provide O/A with copies of all correspondence, and keep copies of tenant-provided letters to employers/SWA in the tenant file

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- ❖ If O/A suspects fraud, (s)he should report this to the HUD OIG (Office of the Inspector General) Office of Investigation in their district
- ❖ Incorrect EIV information could mean that the tenant has been the victim of identity theft. If a tenant suspects that someone else is using his/her SSN or has otherwise stolen his/her identity, s/he should:
 - Check SS record to be sure they're correct, by calling the SSA
 - File an Identity Theft Complaint with the Federal Trade Commission
 - Monitor their credit reports, request credit reports, and place a fraud alert on their credit reports, with the three national credit reporting agencies.
 - File a police report - identity theft is a crime

Repayment Agreements

During the first full year or two of EIV, HUD expects that we'll find more cases of incorrectly reported income than before. In cases of management error, the tenant must be "made whole" and the management company must reimburse the tenant or HUD, as appropriate.

- ❖ When a tenant reported too much income (and didn't get enough assistance), O/A must process appropriate certs, and reimburse the tenant if due to management error.
- ❖ If O/A determines that the tenant reported too little income, O/A must go back to the point the income began, and determine the correction/added cert effective date, as well as the amount the tenant owes HUD.
 - Go back a maximum of five years, but not prior to Move-In (per the 9887).
 - O/A must have the 50059 that was in effect during the time of the unreported or underreported income, as well as all certs after that, in order to calculate what the tenant owes HUD.
 - The 50059 must be in the tenant file... and in compliance software for proper calculations
 - O/A must give the tenant a copy of the documents that show the calculations, as well as keep them in the tenant file, along with the new/correction certification(s).
- ❖ Tenants can repay...
 - In a lump sum within 30 days
 - Through a Repayment Agreement, or
 - A combination: paying a lump sum when the Repayment Agreement is signed, and the remainder as monthly payments
- ❖ The total the tenant pays, for both rent and the Repayment Agreement, should not exceed 40% of the tenant's monthly adjusted income
 - If the tenant wishes to pay more than that amount, s/he can
 - There is no required minimum amount; the amount should be a payment the tenant can afford
 - If management and the tenant can't agree on terms, advise the tenant to consult with a HUD-approved local Housing Counseling Agency to help.



What Every Auditor Should Know About EIV...and More!

Prepared for: AHACPA Conference

December 6 and 7, 2011

- ❖ **New Repayment Agreements (as of July 1, 2010) must include these six items:**
 - Total retroactive amount owed, the amount of any lump sum paid when the Agreement is signed (if any), and the monthly payment amount
 - Reference to the lease paragraphs that show that the tenant is in non-compliance, and that the household may be subject to lease termination
 - A clause to renegotiate the terms of the Agreement if the household's income goes up or down \$200/month or more
 - Statement that the monthly retroactive rent payment amount is in addition to rent, and is payable to the Owner/Agent
 - Statement that late and missed payments constitute default of the Agreement, and may result in termination of assistance or eviction
 - Tenant and management signatures

- ❖ Management cannot apply monthly rent payments to the Repayment Agreement, and all amounts paid by the tenant must be deposited into the site's operating account.

- ❖ The property may retain up to 20% of each monthly amount collected for documented collection costs, to reimburse them for expenses to meet the documentation and collection requirements
 - The full amount of these documented costs can be collected over time, as long as the amount kept each month isn't more than 20% of the amount the tenant paid that month.
 - Be sure to do an OARQ on the voucher to reverse the large repayment to HUD (automatically calculated by O/A software when retro certs are entered), and to do negative OARQs each month as the tenant pays.
 - There is a 78-character field to describe manual adjustments. Examples:
 - +8000: Reversal of adjustments subject to repayment – Unit 102, Willie DuWitt
 - 100: Repayment – Unit 102, Willie DuWitt - \$100 collected, minus 0 costs
 - 80: Repayment – Unit 102, Willie DuWitt - \$100 collected, minus costs of \$20

- ❖ If the tenant defaults on payments, s/he is in lease non-compliance, and can be subject to eviction
 - The tenant may also be required to repay the site due to a...
 - Civil action taken by the owner/agent, or
 - Court action as a result of an OIG audit

- ❖ O/A must keep track of repayment amounts. At minimum, O/A must record:
 - Date and amount received from the tenant for each payment
 - Site expenses (i.e. staff time for verifying unreported income, meeting with the tenant and drafting the repayment agreement, processing and sending invoices, doing manual voucher adjustments, collection agency fees)
 - Amounts the site kept for expenses from each payment
 - Voucher dates and amounts of reimbursements to HUD (negative adjustments)

- ❖ For MOR purposes, be prepared to produce...
 - Records of TRACS transmissions for corrected/retro 50059s
 - Copy of the repayment agreement
 - Documentation of the repayment amounts O/As are required to track

What Every Auditor Should Know About EIV...and More!

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Resources

- ❖ EIV/Multifamily Help Desk: For assistance with EIV access issues, including CAAFs:
MF_eiv@hud.gov 202-708-7588 or 800-767-7588
- ❖ REAC TAC (Technical Assistance Center): For assistance with Secure Systems (WASS) access and password re-sets, and changing from a Coordinator to a User (or vice versa):
REAC_TAC@hud.gov 888-245-4860 Fax: 202-708-1840
- ❖ Email policy questions/issues, and suggestions for EIV systems changes to:
mf_eiv_comments@hud.gov
- ❖ ** EIV Website: Information on applying for access, CAAF/UAAF Forms:
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm> **
- ❖ EIV Multifamily System User Manual: 99-pages, technical instructions
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/usermanual.pdf>
- ❖ EIV System Security Manual, 23 pages:
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/securityadminmanual.pdf>
- ❖ Online Federal ISS Awareness training program, required annually:
<http://iase.disa.mil/eta/index.html#onlinetraining>
- ❖ HUD Notice H 2011-21 (August, 2011). 78 pages; includes examples and charts:
<http://portal.hud.gov/hudportal/documents/huddoc?id=11-21hsgn.pdf>
- ❖ EIV & You, Tenant Brochure
 - Download the English version from:
<http://www.hud.gov/offices/hsg/mfh/rhiip/eivbrochure.pdf>
 - Order a free supply of the English version from HUD at:
<http://www.hud.gov/offices/adm/dds/index.cfm> or by calling 800-767-7468
 - Download copies in: Amharic, Arabic, Armenian, Cambodian, Chinese, Farsi, French, Korean, Portuguese, Russian, Spanish, Tagalog and Vietnamese from:
<http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm> under “Other Publications”
- ❖ Instructional Packet from HUD for Implementing the Final Rule. Attachments are: Federal Register Final Rule, EIV access instructions, SSN flyers for tenants and applicants, and the SS-5 Form to apply for a SS card, or to change identifier information.
<http://www.hud.gov/offices/hsg/mfh/rhiip/instructionalpacketforoas.pdf>
- ❖ Rules of Behavior for Use of EIV Information for Individuals Without Access to the EIV System:
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/rulesofbehavior.pdf>
- ❖ RHIP Listserv Messages #217 and #227 document EIV being unavailable from April 20 – June 7, 2010. These can be used to document the lack of required EIV reports in tenant files during that time. <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm> and click on RHIP Tips Archives.

What Every Auditor Should Know About EIV...and More!

Prepared for: AHACPA Conference

December 6 and 7, 2011

- ❖ To get a Replacement Initial CAAF if the original was lost:
 - Email mf_eiv@hud.gov to request a Replacement CAAF.
 - Include, in the email, your name, M-ID, and the approximate date you received initial EIV access. Retain a printed copy of your email as documentation.
 - You will receive a Replacement CAAF via fax.
 - Submit the Replacement CAAF to your CA or HUD Program Manager, if there was an MOR Finding, and request that your access be re-instated.

- ❖ To replace a lost initial UAAF:
 - Complete a new one with original data, and mark it "Replacement of Initial UAAF"
 - Current Coordinator must sign it with the current date

- ❖ Tenant Requests for Award Letters (Proof of Income Letters):
 - Call SSA: 1-800-772-1213
 - TTY: 1-800-325-0778
 - Request online at: <https://secure.ssa.gov/apps6z/BEVE/main.html>

- ❖ SSA Application for a SS Card Form (for tenants to complete, to correct their identifiers)
<http://www.ssa.gov/online/ss-5.pdf> and in Spanish: <http://www.ssa.gov/online/ss-5sp.pdf>

- ❖ Link to websites for State Workforce Agencies in all 50 states:
<http://www.jobcentral.com/state-workforce-agencies.asp>

- ❖ List of HUD-approved Housing Counseling Agencies, by state.
<http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm>

- ❖ To file an Identity Theft Complaint with the Federal Trade Commission Call 877-438-4338, or Go online to: <http://www.ftc.gov/bcp/edu/microsites/idtheft/>

- ❖ National credit reporting agencies:
 - Contact all three at: <http://www.annualcreditreport.com> , or individually at
 - Equifax Credit Information Services Inc, PO Box 740241, Atlanta, GA 30374; (800)685-1111; <http://www.equifax.com>
 - Experian, PO Box 2104, Allen, TX 75013; (888) 397-3742; <http://experian.com>
 - TransUnion, PO Box 6790, Fullerton, CA 92834

**U.S. Department of Housing and Urban Development
TRACS Certification List**

Contract/Project Number: AL11L000111 Sorted By: Unit
 Subsidy Contract Expiration Date: 07/31/2011
 Active Tenant Count/Units: 14/15 (93.33%)

Select a Tenant Name to view additional certification details. Highlighted rows correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Next Recert Date	Move In Date
<u>PATTERSON, B.</u>	XXXXX4812	701	07/01/2011	*AR*			05/02/2011	\$465	\$192	\$8,088	\$7,688	\$657	07/01/2012	07/01/2005
<u>PATTERSON, B.</u>	XXXXX4812	701	07/01/2010	AR	GR	08/01/2010	09/16/2010	\$465	\$192	\$8,088	\$7,688	\$657	07/01/2011	07/01/2005
<u>WHITE, G.</u>	XXXXX7267	703	06/01/2011	*AR*			03/09/2011	\$455	\$202	\$8,458	\$8,058	\$657	06/01/2012	06/17/2002
<u>WHITE, G.</u>	XXXXX7267	703	06/01/2010	*AR*	GR	08/01/2010	08/23/2010	\$455	\$202	\$8,458	\$8,058	\$657	06/01/2011	06/17/2002
<u>HAYES, B. L.</u>	XXXXX0673	705	08/01/2010	AR	CT		08/23/2010	\$448	\$209	\$9,259	\$8,379	\$657	08/01/2011	08/01/2009
<u>REMBERT, C. L.</u>	XXXXX8419	707	03/01/2011	AR			02/23/2011	\$264	\$393	\$17,704	\$15,717	\$657	03/01/2012	03/01/2009
<u>HINTON, L.</u>	XXXXX8514	709	07/01/2011	*AR*			05/02/2011	\$490	\$167	\$7,082	\$6,682	\$657	07/01/2012	07/08/2010
<u>HINTON, L.</u>	XXXXX8514	709	08/01/2010	*IR*			12/02/2010	\$484	\$173	\$7,332	\$6,932	\$657	07/01/2011	07/08/2010
<u>SULLIVAN, C. A.</u>	XXXXX7250	711	10/01/2010	*AR*			09/16/2010	\$465	\$192	\$8,088	\$7,688	\$657	10/01/2011	10/08/1987
<u>JACKSON, C. N.</u>	XXXXX3817	713	02/01/2011	AR			12/02/2010	\$292	\$365	\$16,144	\$14,598	\$657	02/01/2012	02/08/2008
<u>HACKWORTH, A.</u>	XXXXX7413	717	11/01/2010	AR	MO	02/28/2011	03/09/2011	\$334	\$323	\$19,882	\$12,902	\$657	11/01/2011	11/01/2005
<u>PHILLIPS, M.</u>	XXXXX9854	719	07/01/2010	AR	MO	02/28/2011	03/09/2011	\$381	\$276	\$11,429	\$11,029	\$657	07/01/2011	07/01/2009
<u>ROWSER, M. E.</u>	XXXXX2634	721	08/01/2010	AR	CT		11/10/2010	\$384	\$273	\$12,274	\$10,914	\$657	08/01/2011	08/10/2007
<u>PATTERSON, T. L.</u>	XXXXX8067	723	05/01/2011	*AR*			02/02/2011	\$465	\$192	\$8,088	\$7,688	\$657	05/01/2012	05/01/2009
<u>HODGE, W. A.</u>	XXXXX4289	727	09/01/2010	IR	MO	09/30/2010	11/10/2010	\$448	\$209	\$8,829	\$8,349	\$657	12/01/2010	12/17/2009
<u>SMITH, M. T.</u>	XXXXX9471	729	08/01/2010	AR	CT		08/23/2010	\$281	\$376	\$15,524	\$15,044	\$657	08/01/2011	08/21/1998
<u>WHITE, T.</u>	XXXXX9256	731	10/01/2010	AR			09/16/2010	\$550	\$107	\$4,777	\$4,297	\$657	10/01/2011	10/01/2008
<u>TRIPP, G.</u>	XXXXX0263	733	10/01/2010	*AR*			12/01/2010	\$447	\$192	\$8,088	\$7,688	\$639	10/01/2011	10/06/1994
<u>WALKER, C.</u>	XXXXX9795	735	08/01/2010	*AR*	GR	08/01/2010	08/23/2010	\$583	\$74	\$3,900	\$2,940	\$657	08/01/2011	08/01/2009
<u>WINTERS, J. L.</u>	XXXXX0889	737	11/01/2010	*MI*			11/10/2010	\$358	\$299	\$12,377	\$11,977	\$657	11/01/2011	11/01/2010
<u>QUINNIE, V. R.</u>	XXXXX4120	737	04/01/2010	AR	MO	05/31/2010	07/14/2010	\$342	\$297	\$16,796	\$11,896	\$639	04/01/2011	04/12/2007

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Income Summary Report

Summary Report

Income Report

Income Discrepancy Report

Certification Page

Head of Household Identifiers

Name: Marty Graw
Social Security Number: ***-**-8999
Date of Birth (mm/dd/yyyy): XX/XX/1956
Contract Number: NY36L000123
Project Number: 01-123456
Project: Genesee Street Apartments
Unit Address: 32 - 100 Main Street, Buffalo NY 14202
Next Re-certification Date: 11/01/2010
Tenant Data from Form 50059 as of: 10/02/2010
Most Recent Type of Action: AR - Annual Recertification
Effective Date: 11/01/2011

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-8999	Marty	Graw	XX/XX/1956	55	Head of Household	Verified
***-**-0762	Tim	Grawe	XX/XX/2007	4	Child	Failed
***-**-8877	Betty	Graw	XX/XX/2011	0	Child	Not Verified
***-**-8878	Daniel	Graw	XX/XX/1998	11	Child	Verified
***-**-3329	Stuart	Graw	XX/XX/1930	81	Other Family Member	Deceased

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

Wage and Benefit Report for Household of DAN D'LYONS

Contract Number	PA12M101099	Subsidy Type	SECTION 8
Project:	YELLOW BRICK HOMES	Project Number	012EH777
Next Re-certification Date:	10/01/2011	Form 50059 as of:	10/26/2010
Address:	APT 51 – 100 MAIN ST PHILADELPHIA PA 12345		
Most Recent Type of Action:	IR-Interim Recertification	Effective Date:	11/01/2010

Head of Household: DAN D'LYONS

Social Security Number:	***-**-9876	Date of Birth:	XX/XX/1960
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[Print Member Information](#)

Household Member:	DAN D'LYONS	SSN:	***-**-9876
Date of Birth:	XX/XX/1960	Relationship:	Head of Household

Employment Information

Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
09/23/2005	PA	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	03/21/2009

Wages

Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q4 of 2010	\$1,208.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	04/01/2011
Q3 of 2010	\$4,602.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	02/25/2011
Q2 of 2010	\$4,026.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	11/20/2010
Q1 of 2010	\$4,958.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	05/20/2010
Q4 of 2009	\$4,720.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	04/17/2010
Q3 of 2009	\$4,323.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	02/19/2010
Q2 of 2009	\$4,321.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	10/19/2009
Q1 of 2009	\$4,879.00	11-1231234	WEGMANS FOOD MARKET 10 EAST AVE, PHILADELPHIA PA 02765	08/22/2009

Unemployment Benefits

Pay Period	Amount	Date Received by EIV
Q1 of 2011	\$2,578.21	05/22/2011
Q4 of 2010	\$1,701.59	02/17/2011

Social Security Benefits

EIV received no benefit data.

Dual Entitlement

EIV received no benefit data.

Medicare Data

EIV received no benefit data.

Supplemental Security Income Benefits

EIV received no benefit data.

Disability

Disability:	YES	On-set Date:	
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Report Date: 07/06/2011

* 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.

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

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Head of Household Information

Name:	DAN D'LYONS
Social Security Number:	***-**-91876
Contract Number	PA12M101099
Project Number	01800840
Project:	YELLOW BRICK HOMES
Effective Date of Action:	11/01/2010
Next Re-certification Date:	10/01/2011
Projected Annual Wages and Benefits from Form HUD-50059:	\$10,312.00 Note
Period Of Income for Discrepancy Analysis	08/01/2009 – 07/31/2010

Discrepancy Analysis	Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:	\$17,948.00	\$17,526.47
Amount of Annual Income Discrepancy:	(\$7,636.00)	(\$7,214.47)
Amount of Monthly Income Discrepancy:	(\$636.33)	(\$601.21)
Percentage of Income Discrepancy:	(42.55%)	(41.16%)

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.

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No Income Report

Enterprise Income Verification

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No Income Report by Contract

Contracts NY12H11111

Re-certification Month All

Households With No Income 4

1 - 4 of 4 Households

No Income Reports for Contract:

HOH SSN	HOH Name	Project Number
*** - ** - 2345	Terry Bull	01H12345
*** - ** - 1212	Stan Still	01H12345
*** - ** - 1999	Rowan Boatman	01H12345
*** - ** - 2010	Mel Loewe	01H12345

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Failed EIV Pre-Screening



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Failed EIV Pre-Screening Report by Contract	
Contracts	FL01M123456
Re-certification Month	ALL
Households with Errors	1

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Failed EIV Pre-Screening Report for Contract: FL01M123456		
HOH SSN: 123-45-6789	HOH Name: Barry Cade	Project Number: 09876543
Member SSN	Member Name	Error Description
T46-75-0010	Anita Burger	Failed SSN check.

1 - 1 of 1 Households

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Failed Verification Report



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Failed Verification Report by Contract	
Contracts	FL01M123456
Re-certification Month	All
Households with Errors	3

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Failed Verification Report for Contract: FL01M123456		
HOH SSN: 111-22-3333	HOH Name: Justin Case	Project Number: 09876543
Member SSN	Member Name	Error Description
111-22-3333	Justin Case	Verification failed - Date of birth matched, but surname did not match with SSA records
HOH SSN: 121-12-1212	HOH Name: Mable Serup	Project Number: 09876543
Member SSN	Member Name	Error Description
121-12-1212	Mable Serup	Verification failed - SSN not found in SSA records 111222468
HOH SSN: 234-23-2342	HOH Name: Viola Lynn	Project Number: 09876543
Member SSN	Member Name	Error Description
987-65-4321	Brook Lynn	Verification failed - SS and SSI benefits cannot be disclosed due to discrepancy in date of birth 12/20/1948

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Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.
Report Generated By -

New Hires Report Summary

Enterprise Income Verification
HUD Home MF Housing EIV Home Search

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New Hires Report Summary

Contracts :	NC12M121212
Re-certification Month:	All
Period Reviewed:	11/15/2010 - 05/15/2011
Households with New Hires:	10
Members With New Hires:	10

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Summary Reports		Detail Reports						
HOH SSN	HOH Last Name	HOH First Name	HOH DOB	Member First Name	Member Last Name	Contract Number	Project Number	Unit Address
***-**-4582	Power	Max	XX/XX/1989	Max	Power	NC12M121212	01234567	1234 WEST GENESEE AVE APT 201, CLEARWATER FL 33756
***-**-6370	Schell	Candy	XX/XX/1982	Candy	Schell	NC12M121212	01234567	1234 WEST GENESEE AVE APT 201, CLEARWATER FL 33756

EIV

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New Hires Report: Detail

Enterprise Income Verification
HUD Home MF Housing EIV Home Search Email

Income Information >> [By Contract Number](#) >> [Report Summary](#) >> **New Hires Detail Report**

New Hires Report Detail

Contracts :	NC12M121212
Re-certification Month:	All
Period Reviewed:	11/15/2010 - 05/15/2011
Households With New Hires:	10
Members With New Hires:	10

1 - 10 of 10 Households

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New Hires Report for Household of MAX POWER			
Contract Number	NC12M121212	Subsidy Type:	Section 8
Project Number	01888777	Project:	OLD TOWN APTS
Next Re-certification Date:	07/01/2011	Form 50059 as of:	09/01/2010
Address:	1234 WEST GENESEE AVE APT 201 CLEARWATER FL 33756		
Most Recent Type of Action:	MI-Move-In Certification	Effective Date:	07/08/2010

Head of Household:	Max Power
Social Security Number:	***-**-4582
Date of Birth:	XX/XX/1989

Family Member:	MAX POWER	SSN:	***-**-4582	Date of Birth:	XX/XX/1989
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Employment Information					
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV	
08/24/2010	MI	01-1234567	SELECT PEO INC 13412 W STAR DR, SHELBY TWP MI 48315-2705	11/18/2010	


EIV

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Multiple Subsidy Report Summary



Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

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Multiple Subsidy Report Summary

Contract Number:	FLODM012345
Members Receiving Multiple Subsidies:	1
Search Criteria:	Within PIH and MF Programs
Search Criteria:	All household members

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1 - 1 of 1 Members

Member SSN	Member Name	Member DOB	Member Subsidy Count
***-**-6655	Carrie Singletary	XX/XX/1994	2

1 - 1 of 1 Members

Note: This report identifies household members that potentially may be receiving multiple subsidies.
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Multiple Subsidy Report Detail

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Multiple Subsidy Report Detail

Contract Number:	FLODM012345
Members Receiving Multiple Subsidies:	1
Search Criteria:	Within PIH and MF Programs
Search Criteria:	All household members

1 - 1 of 1 Members

Summary Reports	Detail Reports
Member Information	
Member SSN	***-**-6655
Member Name	Carrie Singletary
Member DOB	XX/XX/1994
Count of Subsidies	2
Household Information of Households Where Receives Subsidy	
HOH SSN	***-**-9876
HOH Name	Mary Singletary
Relationship to HOH	Child
Subsidy Type	Section 8
Contract Number	FLODM012345
Project Number	01234567
Owner/Management Agent name	ORLANDO PROPERTIES
50059 Effective Date	03/01/2010
Certification Type	Annual Recertification
Unit Address	12A - 1122 FIRST ST ORLANDO FL 32804
Household Information of Households Where Receives Subsidy	
HOH SSN	***-**-1234
HOH Name	Larry Singletary
Relationship to HOH	Child
Subsidy Type	Section 8
Contract Number	FL11L999999
Project Number	02323232
Owner/Management Agent name	JOHN SMITH
50059 Effective Date	07/01/2010
Certification Type	Annual Recertification
Unit Address	3C - 3232 LANDSTAR BLVD MEADOWOOD FL 32824

Deceased Tenant Report

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Deceased Tenants Report by Contract for Reexamination Month - All

Contract(s) DE120123456

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 more than 2 years		Members deceased with no deceased date	
							#	%	#	%	#	%	#	%
14	26	1	07.14%	0	00.00%	1	1	100.00%	0	00.00%	0	00.00%	0	00.00%

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Deceased Tenant Report By Contract DE120123456

HOH SSN: ***-**-1122	HOH Name: Johnny Walker	HOH DOB: XXXX/1956
Member SSN: ***-**-4444	Member Name: Jay Walker	Member DOB: XXXX/1937
	Member Deceased Date: 01/23/2011	Date Received by EIV: 02/11/2011

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Existing Tenant Search

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PIH Tenant Match Results : 0 match found.

No match found in PIH programs for SSN: ***-**-8888

MF Tenant Match Results : 1 match found.

SSN:	123-45-8888
HOH SSN:	***-**-7766
HOH First Name	Jen
HOH Last Name	Arreck
Contract Number	NY11M111000
Project Number	01231234
Subsidy Type	Section 8
Owner/Management Agent name	John Smith
50059 Type Of Action	AR - Annual Recertification
50059 Effective Date	04/01/2011
Unit Address	829 W GENESEE ST, SYRACUSE NY 13204

ALERT! This individual *may be* currently assisted.

Follow-up with respective PHA/Owner/Agent to confirm individual's program participation status before admission into program.

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