

EIV Use Policy

EIV is a web-based computer system containing employment and income information on individuals participating in HUD's rental assistance programs. This information assists HUD in making sure "the right benefits got to the right persons".

This information is used to meet HUD's requirement to independently verify employment and/or income during the recertification process for continued assistance.

Management is able to use the EIV system to determine if:

- Income is correctly reported
- Social Security number is correctly used
- Income of a spouse or other household member has been correctly reported
- If rental assistance is being received at another property

Before accessing the employment or income data contained in EIV for a resident, management must make sure there is a current form HUD 9887; Notice and Consent for the Release of Information and a 9887-A Applicant's/Tenant's Consent to the Release of Information (FAM Form H004), signed and dated by the resident on file. These forms must be signed and dated by each member of the household 18 years of age or older, regardless of whether he/she has income, at move in and at each annual recertification. If a household member turns 18 years of age between recertification, he/she has 10 days from birth date to sign the consent forms HUD 9887 and 9887-A. Failure to sign the consent forms will result in the denial of assistance or termination of assisted housing benefits.

The income reports in EIV contain the social security numbers, full dates of birth, first and last names and addresses of resident families. This is all personal information and must not be handled carelessly. Only those persons that have completed the Security Awareness Training, signed the Rules of Behavior and the need to know will have access to EIV information.

Management is prohibited from disclosure of an individual's information to another person without the written consent of such individual (FAM Form H004-C-EIV). As such, the EIV data of an adult household member may not be shared (or a copy provided or displayed) with another adult household member, unless the individual has provided written consent to disclose such information. However, we are not prohibited from discussing with the head of household and showing the head of household how the household's income and rent were determined based on the total income reported and verified.

Management will utilize all reports in the EIV system. The documentation and/or notations will be filed in the Resident File and the Annual EIV Information Binder.

The Income Report (Income Summary/Income Detail) will be used at recertification (annual or interim and also 90 days from the move-in transmission date) for verifying the employment and income of residents participating in the rental assistance program.

Income Discrepancy Reports will be run at recertification (annual or interim and also 90 days from the move-in transmission date). The following are steps management must take to resolve income discrepancies:

- Notify and discuss any discrepancy with the resident within 10 days of the EIV report date (form# H033D-1).
- Request relevant income verification or documentation from the resident in accordance with Chapter 5, paragraphs 5-13 and 5-17 of Handbook 4350.3 Rev-1, Change 4.
- Request written third party verification of any income that the resident disputes.
- Confirm effective dates of unreported income.
- Provide the resident the right to contest findings (form# H033D).
- Determine any retroactive rent due to cases when management confirms that the resident failed to report income.
- Execute a repayment agreement with the resident in accordance with the Handbook 4350.3 Rev-1, Change 4.
- Adjust the rent, as necessary in accordance with the Handbook 4350.3 Rev-1, Change 4.
- Discrepancy must be reviewed and resolved within 30 days of EIV report date, with documentation.

Management may not suspend, terminate, reduce, or make a final denial of any financial assistance or take adverse action against a resident, as a result of information produced by the EIV system, without properly verifying the information and notifying the resident in writing of any adverse findings.

Failed EIV Pre-screen Report – EIV Information Binder (Also file in Personal Manila Folder if there is a discrepancy)

This report will be run for the entire property monthly to provide a listing of residents who failed the EIV pre-screening test. Management will correct any incorrect information in the TRACS system to allow EIV to send resident information to SSA for identity match and for matching against the SSA data base and NDNH data.

Failed Verification Reports - EIV Information Binder (Also file in Personal Manila Folder if there is a discrepancy)

This report will be run for the entire property monthly to identify household members who failed SSA identity match due to invalid personal identifiers; incorrect SSN, date of birth or last name, as well as, identifies deceased household members.

Management will confirm with the affected resident, obtain proper documentation and correct TRACS data. If information in TRACS is accurate management will encourage resident to contact SSA to correct any inaccurate data in their data bases.

New Admissions/Income Report – Personal Manila Folder

These reports are to be run within 90 days of date of move-in transmission. These reports will confirm/validate the income reported by the household.

New Hires Detail Report – Personal Manila Folder

This report provides employment information on residents who have started new jobs. Because residents participating in a Multifamily Housing Rental Assistance program are requested to report changes in income cumulatively increased by \$200 or more per month, management intends to be pro-active in outreaching to residents to report the income changes so that rent adjustments can be made in a timely manner, thus eliminating/reducing the amount of retroactive rent payments. Management will run this report for the entire property quarterly.

New Hires Summary Report – EIV Information Binder

This report provides employment information on residents who have started new jobs. Because residents participating in a Multifamily Housing Rental Assistance program are requested to report changes in income cumulatively increased by \$200 or more per month, management intends to be pro-active in outreaching to residents to report the income changes so that rent adjustments can be made in a timely manner, thus eliminating/reducing the amount of retroactive rent payments. Management will run this report for the entire property quarterly.

No Income Report

This report will not be run.

Pending Report

This report will not be run.

Existing Tenant Search (FAM Form H033) – Personal Manila Folder

Management will run and use the report to determine if any applicants are currently residing in Multifamily Housing or Public and Indian Housing location at the time of application processing, initial certification, interims, or when adding a new resident. This applies for any household member, including minors and live-in aides. If the applicant is residing at another location, management will discuss this with the applicant, giving the applicant the opportunity to explain any circumstances relative to his/her being assisted at another location. Management will follow up with the respective PHA or Owner/Agent to confirm participant status before move in by obtaining written documentation of move-out date. This allows management to coordinate move in and move outs with the management of the property at the other location.

Multiple Subsidy Report - EIV Information Binder (Also file in Personal Manila Folder if there is a discrepancy)

This report will allow management to search with the PRACS and PIH system to identify persons who may be receiving multiple rental subsidies. Management will follow up with resident and if necessary the respective PHA or Owner/Agent to confirm that the resident is being assisted at another location. This report will be run on the entire property quarterly.

Deceased Tenant Report - EIV Information Binder

This report identifies residents who are participating in rental assistance programs who are reported by SSA as being deceased. Management will follow up with the discrepancy correcting the family composition on the HUD 50059 or encourage resident to contact SSA to get discrepancy resolved. This report will be run on the entire property quarterly.

Summary Report – Personal Manila Folder

This report is run at first annual recertification. Once verified, this report does not need to be run again unless the composition of the household or the status of the household changes. This report is used to validate resident's SSN. "Verified" means the SSN has been accepted. "Failed" indicates the Owner/Agent must follow-up to resolve.

Breach of Security

Only those persons that have completed the Security Awareness Training, signed the Rules of Behavior and the need to know will have access to EIV information. If any incidents or suspected incidents occur which involve a breach of EIV income information, the on-site manager or other personnel who become aware of a possible breach will immediately notify their Regional Manager or immediate supervisor, who will report the incident to the EIV Coordinator, who may report the incident to the HUD National Help Desk.

Data Retention

Management will retain EIV information and supporting documentation as required by HUD. Social Security and NDNH income information obtained from EIV that are used as third-party verification will be retained for the term of tenancy plus three years after tenancy is terminated. This includes Master File and Rejection/Removal of Applicant. After the time period has expired the on-site manager will dispose of the files according to current regulation.

Fraud Repayment Agreements

A repayment agreement will be entered into on only two incidents. Upon the need for a third repayment agreement due to fraud, management will terminate the resident's tenancy.

Penalties for Misusing this Information

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8).** Violations of these provisions are cited as violations of 42 USC **408 (a) (6), (7) and (8).**

Acknowledgement

I have read and understand my responsibilities out lined in the EIV Use Policy (rev. 03/2019 version) it's information.

Property Name

Manager's Signature

Date

Manager's Printed Name