

# WHERE TO FILE EIV REPORTS

## FILED IN RESIDENTS FILE

1. Failed EIV Pre-Screening (**only if there is a discrepancy**)
2. Failed Verification Report (**only if there is a discrepancy**)
3. Existing Tenant Search or Interim Report
4. Income Report
5. New Admissions/Income Report
6. Income Discrepancy Report
7. Multiple Subsidy Report (**only if there is a discrepancy**)
8. New Hires Report Detailed
9. Summary Report

## FILED IN ANNUAL EIV INFORMATION BINDER

1. Failed EIV Pre-Screening
2. Failed Verification Report
3. Decreased Tenant Report
4. Multiple Subsidy Report
5. New Hires Summary Report

### ***IF THERE IS A DISCREPANCY:***

- You **must** investigate all discrepancies.
- Some discrepancies you may be able to fix right away such as a mistake in writing a social security number, writing the wrong date of birth or even misspelling the last name. However, some are not so simple. After receiving your report, you have only **10 days** to contact the resident. You must have the discrepancy resolved at the time of recertification or within **30 days** of the report date. All discrepancies must be documented in the resident's file and a brief summary on Enterprise Income Verification. The EIV brief summary will be sent on-site by central office and should be filed in the master file.

### ***\*\*\*NOTE\*\*\****

Welfare benefits, most pensions, informal income and child support **will not** cause a discrepancy.

### **PLEASE REMEMBER**

- EIV data contains personal information on individual residents that is covered by the Privacy Act. Franklin Asset Management Company as well as you personally can be **fined up to \$5,000 or imprisonment up to five years** for this information's misuse. Please read over pages 48 and 49 of the Notice H 2010-10 Located in your Master File.
- Also Keep in mind that when a resident turns **18 years old** you must get them to sign **9887 and a 9887A immediately**. You cannot run an EIV on them if this is not signed. It is in violation to run EIV reports without a currently signed 9887 and 9887A.

| <b>NAME OF EIV REPORT</b>                 | <b>DESCRIPTION OF USE</b>  |
|---|--|
| Failed EIV Pre-Screening                  | To identify tenant who did not pass the pre-screening test in EIV (invalid/missing SSN, last name or DOB)  |
| Failed Verification Report                | The report picks up deceased tenant information as well as SSN, last name and DOB  |
| Existing Tenant Search                    | Must have written policy in TSP. Report will specify if tenant is already receiving assistance.  |
| Income Report                             | For verifying the employment and income of tenant. Must be printed and retained in tenant's file. Note: The o/a must obtain 4 consecutive current check stubs or third party verifications for employment income or unemployment benefits.   |
| New Admissions/Income Report              | To confirm/validate the income reported by the household   |
| Income Discrepancy Report                 | Must print a copy at the time of discrepancy is identified given the information changes periodically. Must print the report at the same time the Income Report is Printed.  |
| Deceased Tenant Report                    | Identifies tenant who are reported by Social Security Administration to be deceased.   |
| Multiple Subsidy Report                   | Shows whether individual or household is or may be receiving multiple subsidies in PIH or Multifamily programs.  |
| New Hires Report: Detailed Summary Report | Identifies tenants who have new employment within the last 6 months. You can pull the report by contract number or project number. Then select all to see everyone. The detail reports tab shows the place and date of employment for tenants who have started new jobs within the last six month. Information is updated monthly. |
| Summary Report                            | Must be used to validate a Tenants SSN – “Verified” means that the SSN has been accepted – Failed - o/a follow up is required to resolve.  |

Please see opposite side for details.