EIV Master Reports and Existing Tenant Search



Jenny DeSilva President & CEO of DeSilva Housing Group COS, CMH, TaCCs

GENERAL GUIDELINES FOR EIV MASTER REPORTS

 Your EIV Policies & Procedures must apply HUD's requirements and spell out exactly how and when your site will print, use and file EIV reports.

- By May 31, 2024, MFH Owners must update their EIV Policies and Procedures to reflect HOTMA rules and discretionary policies.
- Even after policies have been updated, Owners must continue to follow their existing EIV policies & procedures until their TRACS compliance software vendor releases and they install the software update that is compliant with TRACS 203A.



GENERAL GUIDELINES FOR EIV MASTER REPORTS

- It's just as non-compliant to do too much, as it is to do too little.
- EIV Master Reports 7 must be used and 5 must be printed.
- Master Summary reports are kept in the EIV Master File and must be retained for 3 (three) years and then purged.
- All Detail reports, verifications and documentation are kept in tenant files and must be retained for the term of tenancy plus 3 (three) years.
- Since EIV Master Reports do not show income information provided by HHS (its National Directory of New Hires database) they can be viewed by file auditors for layered subsidies.

| Report Name | Must Be Used? | Must be Printed and Filed? | Filed Where? |
|--|------------------|----------------------------|--|
| Pending Verification Report | Optional | Optional | If used – in EIV Master File |
| Failed EIV Pre-Screening | Yes | Yes | EIV Master File |
| Failed Verification Report | Yes | Yes | EIV Master File |
| New Hires Report | Yes | Yes | Summary in EIV Master File, Detail Reports in Respective Tenant Files |
| Deceased Tenants Report | Yes | Yes | EIV Master File |
| Multiple Subsidy Report | Yes | Yes | Summary in EIV Master File, Detail Reports in Respective Tenant Files |
| No Income Reported on 59 | Yes | Optional | If printed, in EIV Master File |
| No Income Reported by HHS or SSA Reports | Yes | Optional | If printed, in EIV Master File |

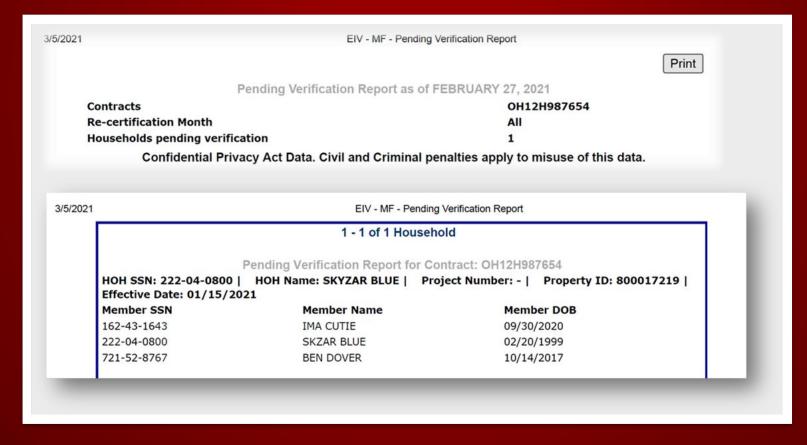
PENDING VERIFICATION REPORT

No HUD requirement to use this report. (Change 4, 9-12.C.2.h.)

Also referred to as Number of Households Not-Verified (Verification in Process) Report

This report lists household members whose identifiers are in the process of being verified by the

SSA.



Failed EIV Pre-Screening Report

Contracts TX59R000451

Re-certification Month Households with Errors

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

1 - 1 of 1 Households

Failed Pre - Screening Report for Contract: TX59R000451

HOH SSN: 999-22-3333 | HOH Name: CALLIE DAVIS|Project Number088888888 -|Property Number:

800011111

 Member SSN
 Member Name
 Error Description

 T22-33-4444
 ANITA JOB
 Failed SSN check.

1 - 1 of 1 Households

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

FAILED EIV PRESCREENING REPORT

HUD <u>requires</u> printing this report for all tenants.

Find it under Verification
Reports/Identity Verification
Report (on left navigation bar).
Pull report by Contract Number or
Project Number. Pull report by
Contract Number or Project
Number, which selects the
property.

FAILED VERIFICATION (SSA IDENTITY TEST) REPORT

- HUD requires printing this report monthly for all tenants.
- Find it under Verification Reports/Identity Verification Report (on left navigation bar). Pull report by Contract Number or Project Number. Pull report by Contract Number or Project Number, which selects the property.

| | CA83T00005 All | | | |
|-------------------|---|--|--|--|
| | All | | | |
| | | | | |
| | 3 | | | |
| ata. Civil and C | riminal penalties apply to misuse of this data. | | | |
| 3 - 3 of 3 F | Households | | | |
| rification Report | t for Contract: CA83T00005 | | | |
| me: RHODA SHOOP | PS Project Number: - Property Number: 800011111 | | | |
| lame Er | rror Description | | | |
| | erification failed - Surname matches, but date of birth d not match with SSA records 11/05/2005. | | | |
| ne: IMA BYRD Pro | eject Number: - Property Number: 800011111 | | | |
| Name E | rror Description | | | |
| di | erification failed - SS and SSI benefits cannot be isclosed due to discrepancy in date of birth 7/13/1994. | | | |
| me: ELLA FLINT P | Project Number: - Property Number: 800011111 | | | |
| Name E | rror Description | | | |
| | Verification failed - SSN not found in SSA records 987654322 | | | |
| | 3 - 3 of 3 h riffication Report time: RHODA SHOOP lame Er CKET Ve di ne: IMA BYRD Pro Name Ei SIN Ve di or me: ELLA FLINT P Name E | | | |

Failed Verification Report

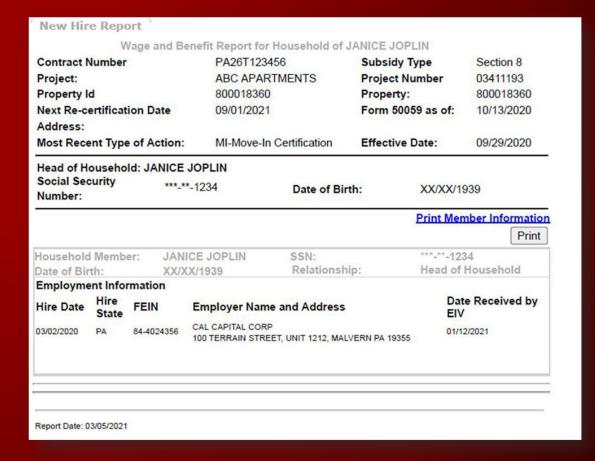
Example of a screen showing "zero hits"

| | | | | Print |
|----|--|--------------------|-------------|-------|
| | Identity Verification Reports as of FEI | BRUARY 27, 2021 | | |
| Co | ntract Number | MI28H123456 | | |
| Re | -Certification Month | All | | |
| | Identity Verification Rep | orts | | |
| • | Number of households Not-Verified (verification in proce | ss) | 0 | |
| | Failed EIV Pre-screening | | 0 | |
| | Failed Verification Report (Failed the SSA Identity Tell | est) | 0 | |
| | | | | |
| | Confidential Privacy Act Data. Civil and Criminal pena | lties apply to mis | use of this | data. |

NEW HIRE REPORT (SUMMARY & DETAIL)

- HUD requires printing this report for all Tenants, at least quarterly.
- Find it under Verification Reports (on left navigation bar). Pull report by Contract Number or Project Number, which selects the property.





MULTIPLE SUBSIDY REPORT

- HUD requires printing this report for all Tenants, at least quarterly.
- Find it under Verification Reports/Multiple Subsidy Report (on left navigation bar). Pull report by Contract Number or Project Number, which selects the property.

| | Multiple Subsidy Report Summary | | | | |
|------------------|---------------------------------|--|--|--|--|
| Contract Number: | OK00T000000 | | | | |

Members Receiving Multiple Subsidies:

Within PIH and MF Programs Search Criteria:

All household members Search Criteria:

| Member SSN | Member Last Name | Member DOB | Member Subsidy Count |
|-------------|------------------|------------|----------------------|
| ***-**-5082 | JOE JOHNSON | XX/XX/1990 | 2 |
| ***-**-6211 | TERRI CLOTH | XX/XX/1993 | 2 |

Note: This report identifies household members that potentially may be receiving multiple subsidies.

Report Generated By - MXXXXX

Multiple Subsidy Report Detail

FRIENDLY MANAGEMENT

Contract Number: OK00T000000

Members Receiving Multiple Subsidies

Search Criteria: Within PIH and MF Programs Search Criteria: All household members

Member Information

***-**-9325 Member SSN Member Name JIM CLOTH Member DOB XX/XX/2002

Count of Subsidies

Household Information of Households Where JIM CLOTH Receives Subsidy

HOH SSN ***-**-5082 **HOH Name** TERRI CLOTH

Relationship to HOH Child Subsidy Type Section 8 Contract Number FL00T000000 **Project Number** 088888888 800011111 Property Number

Owner/Management Agent name

Owner/Management Agent

Telephone

212-444-6666 50059 Effective Date Certification 04/01/2021

Type

Annual Recertification Unit Address

***-**-3961 HOH SSN PADDY CAKE **HOH Name** Child

Relationship to HOH Public Housing Program Type **Project Code** NJ011000011 06/01/2021 50058 Effective Date

Annual Reexamination Type of Action

3111 HOPE ST., HOPE, NJ, 08888 Unit Address

NJ010 Camden HA PHA

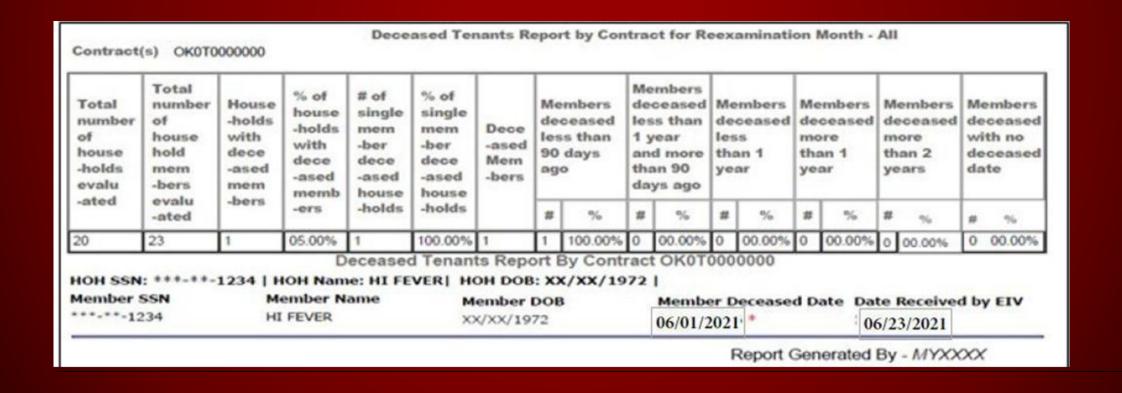
2 Watson Blvd., CAMDEN, NJ, 08888 **PHA Address**

Office: (888) 999-2222 Fax: (888) 999-8888 PHA Telephone Numbers

Report Generated By - MXXXXX

DECEASED TENANTS REPORT

- You can choose to print and use it monthly, every other month, or quarterly describe usage in EIV Policies and Procedures.
- Find it under Verification Reports/Deceased Tenant Report (on left navigation bar). Pull report by Contract Number, Project Number or Property ID, which selects the property.



EXISTING TENANT SEARCH

- The Existing Tenant Search must be run for every member of the applicant family, including Live-In Aides, as the final step before offering the household a unit. (Change 4, 7-10.A.2.NOTE)
- Find it under Verification Reports (on left navigation bar)

Printer-Friendly Version

PIH Tenant Match Results: 0 match found.

No match found in PIH programs for SSN: ***-**-2913

MF Tenant Match Results: 0 match found.

No match found in MF programs for SSN: ***-**-2913

12/13/21, 6:24 AM

HUD - EIV Result page - Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.



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

PIH Tenant Match Results: 0 match found.

No match found in PIH programs for SSN: ***-**-5196

MF Tenant Match Results: 1 match found.

SSN: 903-55-5196 HOH SSN: ***-**-5196 **HOH First Name** WENYAN **HOH Last Name** 800221789 Property ID Contract Number CA39S041561 Project Number 121EE170 Section 202 Project Rental Assistance Contract (PRAC) Subsidy Type Owner/Management Agent Merry Homes Housing Owner/Management Agent 303-867-5309 Telephone Annual Recertification 50059 Type Of Action 50059 Effective Date 07/01/2021 Unit Address 1645 KEN AND BARBIE LANE APT 101 SESAME, CA 94580-1813

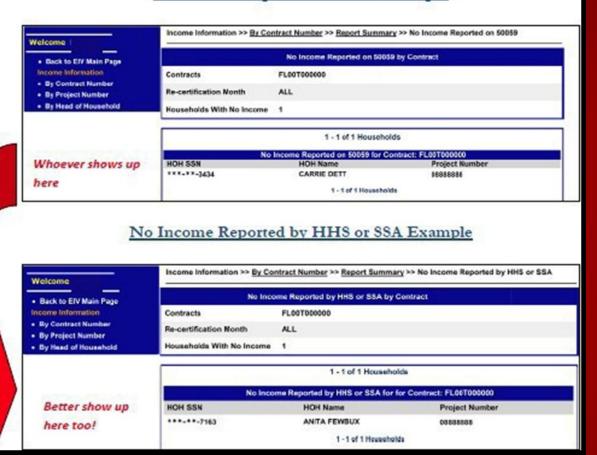
ALERT! This individual may be currently assisted.

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

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

Report Generated By - MA5XXX JENNIFER L DESILVA

No Income Reported on 50059 Example



HUD does not require that it be printed or filed

NO INCOME REPORTED ON 50059

NO INCOME REPORTED BY HHS OR SSA

THANK YOU FOR JOINING US!



Do you have any questions?

info@desilvahousinggroup.com
512-689-1780
desilvahousinggroup.com