This Knowledge Challenge was developed based on documents published as of 7/27/2020. Subsequent publications may change the responses. This tool was not created as a teaching tool but was designed to assess a person’s basic knowledge of the requirements surrounding EIV. This is an abbreviated version of the RBD EIV Knowledge Assessment. Any person managing, supporting or providing services for owner/agents of HUD Multifamily Housing programs must be dedicated to staying abreast of any HUD guidance.

Instructions: Before answering these questions, use the SAVE AS option to save the assessment. Create a unique name for your Assessment. Answer the questions by tabbing or entering until your cursor is in the box next to the appropriate response and then using the space bar key to place an X in the box.

|  |  |
| --- | --- |
| Name |       |
| Property Name: |       | State |       |
| Email |       |

1. Failure to use EIV in its entirety will result in:
2. [ ]  A 5% monthly penalty based on the monthly voucher request
3. [ ]  A 5% penalty based on the monthly voucher request, but that 5% will be returned once the owner/agent begins using the EIV reports as required
4. [ ]  Use of EIV is optional
5. [ ]  A misdemeanor
6. During the Management & Occupancy Review, a reviewer will ask for: (Please check all that apply)
7. [ ]  Your EIV Use Policy
8. [ ]  Your EIV Security Policy
9. [ ]  Cyber Awareness Challenge Training Completion Certificates for all staff
10. [ ]  Cyber Awareness Challenge Training Completion Certificates for all staff with access to EIV or TRACS
11. [ ]  Cyber Awareness Challenge Training Completion Certificates for all staff with access to tenant files
12. [ ]  A copy of the original Coordinator Access Authorization Form for system coordinators
13. [ ]  A copy of a letter from the property owner stating that the coordinator(s) has a right to access EIV and give others access to EIV *(unless the owner is the coordinator)*
14. [ ]  A copy of the original User Access Authorization Form for system Users
15. [ ]  A copy of the most recent Coordinator/User Access Authorization forms (electronic versions stored in EIV)
16. [ ]  The Master File for the last three years
17. [ ]  A copy of the records showing how EIV reports were destroyed
18. Everyone with access to EIV must have a copy (electronic or paper) of the original paper Coordinator Access Authorization Form (CAAF) signed by HUD or the User Access Authorization Form (UAAF).

[ ]  True [ ]  False

1. When processing a new move-in, OAs must run the *Existing Tenant Search* for all household members including minors and live-in aides before move-in.

[ ]  True [ ]  False

1. If an applicant appears on the *Existing Tenant Search* and currently lives in another subsidized unit, the OA should:
2. [ ]  Reject the applicant
3. [ ]  Notify the applicant that current subsidy must stop before they are eligible to receive subsidy on your property
4. [ ]  Notify the applicant that they have to move out of their current unit before they can apply to live on your property
5. [ ]  You do not have to contact the applicant. Just notify the other property manager that the applicant will be moving to your property
6. There is no exception to the rule that a resident may receive subsidy in only one unit.

[ ]  True [ ]  False

1. **HUD rules** indicate that the EIV *Identity Verification Reports* (*Failed Pre-Screening/Failed Verification*) must be run:
2. [ ]  Every Month
3. [ ]  Every Quarter unless EIV policy indicated more frequent review
4. [ ]  90 Days after any New MI
5. [ ]  During an AR or IR
6. If a resident appears on the *New Hires Report*, this always means that a resident has gotten a job but has not told you about the job.

[ ]  True [ ]  False

1. In the case of the death of a sole household member, owner/agents must create a move-out transaction effective within 14 days after the date of death.

[ ]  True [ ]  False

1. In the case of the death of a HOH, and when other adult household members remain in the unit, owner/agents must create an Interim Recertification effective within 14 days after the date of death.

[ ]  True [ ]  False

1. If you get a message stating that “No 50059 data found in TRACS for SSN xxxxxxxxx, this means that there is a problem in TRACS. You should:
2. [ ]  Check TRACS and make sure the 50059 has been recorded and is correct
3. [ ]  There is nothing you can do
4. [ ]  Ignore the message
5. [ ]  Call your software vendor
6. When a new family moves in or a new member is added to an existing household**, HUD rules** indicate that the *EIV Income Report* must be run:
7. [ ]  Every Month
8. [ ]  Every Quarter unless your policy indicated more frequent review
9. [ ]  Exactly 90 Days after any New MI
10. [ ]  Within 90 days of transmission of a MI and as part of the AR or IR process
11. **HUD rules** indicate that the *EIV Income Discrepancy Report* must be run:
12. [ ]  Every Month
13. [ ]  Every Quarter unless your policy indicates more frequent review
14. [ ]  Exactly 90 Days after any New MI
15. [ ]  Within 90 days of transmission of a MI and as part of the AR or IR process
16. **For HUD programs**, the *EIV Income Report* can be used to verify: (choose all that apply)
17. [ ]  Employment
18. [ ]  Employment Income (for Income Discrepancies only)
19. [ ]  Employment Income (for all certifications)
20. [ ]  Unemployment Income (for Income Discrepancies only)
21. [ ]  Unemployment Income (for all certifications)
22. [ ]  Social Security Income
23. [ ]  Dual Entitlement Income
24. [ ]  Survivors Benefits (Income)
25. [ ]  SSI Income
26. [ ]  Medicare Part B Expense
27. [ ]  Disability
28. If there is an *EIV Income Discrepancy*, property managers must always correct the appropriate certifications and require the tenant to pay any “improper payment” to HUD.

[ ]  True [ ]  False

1. Residents may have a copy of their own EIV information, but OAs *should* document the file tenant when a copy is provided.

[ ]  True [ ]  False

1. Owner/agents of **HUD properties** (No LIHTC, 515, etc.) should continue to keep a copy of the SS Award Letter in the file even if they use EIV to verify Social Security Income.

[ ]  True [ ]  False

1. HUD **requires** OA to keep which reports in the **Master File**? (choose all that apply)
2. [ ]  No Income on 50059
3. [ ]  Identity Verification (Failed Pre-Screening/Failed Verification)
4. [ ]  Income Detail
5. [ ]  Income Summary
6. [ ]  Income Discrepancy
7. [ ]  Deceased Tenant
8. [ ]  New Hires
9. [ ]  Multiple Subsidy
10. [ ]  Existing Tenant Search
11. HUD **requires** OA to keep which reports in the **Tenant File**? (choose all that apply)
12. [ ]  No Income on 50059
13. [ ]  No Income from HHS/SSA
14. [ ]  Identity Verification (Failed Pre-Screening/Failed Verification)
15. [ ]  Income Summary
16. [ ]  Income Detail
17. [ ]  Income Discrepancy
18. [ ]  Deceased Tenant
19. [ ]  New Hires
20. [ ]  Multiple Subsidy
21. [ ]  Existing Tenant Search
22. When emailing electronic copies of EIV reports:
23. [ ]  You must never email electronic copies of EIV reports
24. [ ]  You may only email electronic copies of EIV reports if you are the EIV Coordinator
25. [ ]  The filed must be encrypted and password protected
26. [ ]  You must never create electronic copies of EIV reports