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For Customers of Ross Business Development, Inc.

RBD FASTFACTS – EIV REPORTING REQUIREMENTS

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Disclaimer

The material contained in this document is not comprehensive of the continually emerging issues surrounding policies in The Multifamily Housing industry. In addition, the handbook guidance is derived from The HUD Handbook 4350.3 Rev 1 Change 4 released in August 2013 and in December 2013 and subsequent notices and memos from HUD.

These materials were updated 1/2021.

The reader should understand that these materials are not designed for, nor should be relied upon, as a source of legal guidance or as a final authority with respect to any particular circumstance.

Ross Business Development makes no warranty of merchantability or fitness for a particular purpose or any other warranty of any type with regard to these materials.

Owners and management should seek competent legal advice in developing and carrying out housing policies and procedures.

We have been diligent in our efforts to provide comprehensive and accurate regulatory instruction; Ross Business Development shall not be responsible for errors or inaccuracies.

EIV REPORTING REQUIREMENTS

This document was created to provide our customers with a summary of the EIV Reporting requirements. This document was derived from HH 4350.3 Change 4 Exhibit 9-5 which was issued in 2013.

THE EXISTING TENANT SEARCH



The only EIV Report used prior to move in is the Existing Tenant Search. This report provides information about applicants who are currently receiving HUD assistance so that owner/agents can take necessary steps to avoid dual subsidy.

This report must be reviewed before OAs approve any new move-in. The resident file must contain a copy of this report for all household members starting January 31, 2010. There are two exceptions:

1. EIV was not available from April 16, 2010 through June 20, 2010 and
2. New residents who are exempt from the SSN disclosure requirements.

When you reference HH 4350.3 R1, C4, Paragraph 4-7-D, note that Change 4 indicates that the *Existing Tenant Search* **must be completed** for ALL members of the applicant's household. This includes children and live-in aides.

MASTER FILE REPORTS

Certain EIV reports must be produced and reviewed on a regular basis. These reports allow the owner/agent to monitor residents' compliance with reporting requirements. These reports are:

- **Identity Verification**
 - The **Failed Pre-Screening Report** – at least monthly
 - The **Failed Verification Report** – at least monthly
- The **Multiple Subsidy Report** – at least quarterly
- The **Deceased Tenant Report** – at least quarterly
- The **New Hires Report** – at least quarterly

We like to separate the Master Files by year.

Many of our customers currently have an EIV Master File for:

- ❖ 2018
- ❖ 2019
- ❖ 2020

They are currently “working” the 2021 reports. At the end of 2021, the owner/agent will destroy the 2018 Master File and start working on the 2022 Master File.

This makes it easy to purge old Master Files.

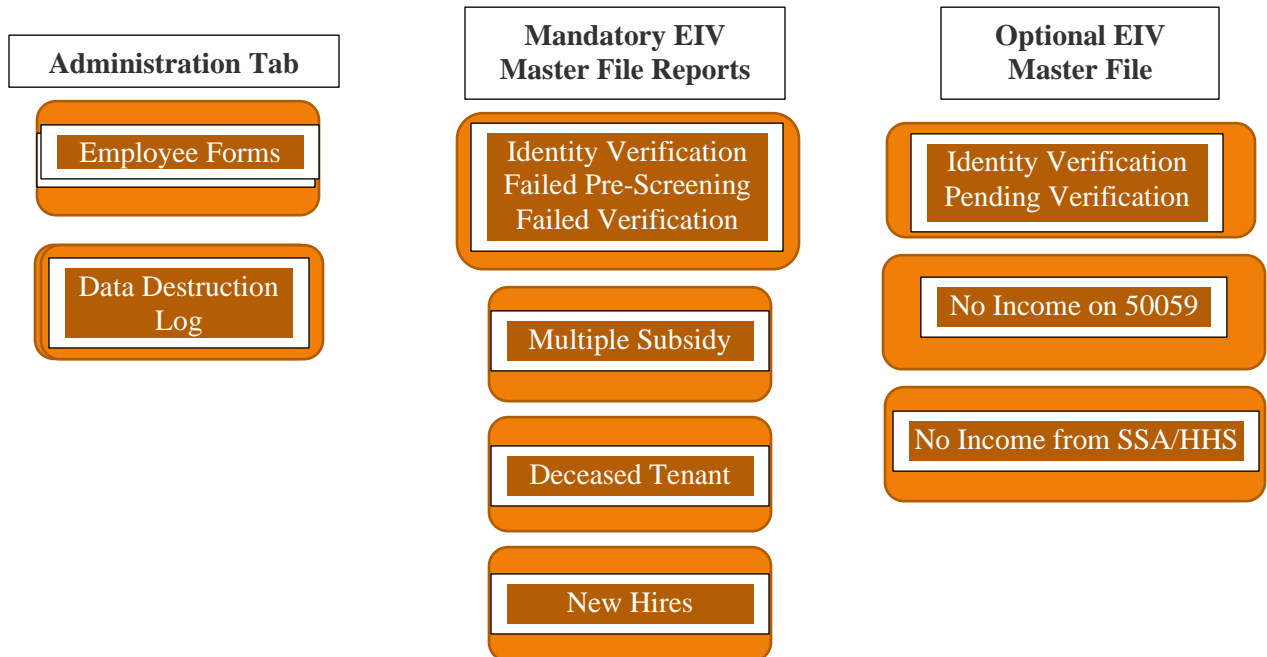
The Master Files will be purged after three years in accordance with HUD's current data purge/destruction policies.



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We like to set up Master File binders and we incorporate the following tabs in the binders:

- **Master File – Admin – We do not purge these forms**
 - EIV MOR Checklist
 - Staff Forms –
 - EIV UAAF, CAAF, ROB
 - TRACS ROB (if desired)
 - Cyber Awareness Training Certificates
- **EIV Policies – We do not purge these forms**
 - EIV Use Policy
 - EIV Security Policy
 - Data Destruction Log
- **Identity Verification Reports – Purged after three years**
 - Failed Pre-Screening
 - Failed Verification
 - Pending Verification (optional)
- **Multiple Subsidy– Purged after three years**
- **Deceased Tenant– Purged after three years**
- **New Hires– Purged after three years**
- **Zero Income (optional) – Individual Tenant Files are reviewed and purged 3 years after tenancy ends**



Owner/agents must also maintain detailed information about discrepancy investigation and resolution in the resident file. This includes notices, notes, verification documents and corrected certifications.

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INCOME REPORTS

When reviewing income information, owner/agents will be viewing any of the following reports.

- 1) Income Summary Report (*required at AR/IR until all household members are verified*)
- 2) Income Report (Detail)
- 3) Income Discrepancy Report

These reports must be reviewed:

- 1) Within 90 days of transmission of the move-in
- 2) As part of each Annual Recertification
- 3) As part of each Interim Recertification

Your EIV Use Policy must explain when and why you review these reports as described above. Also, if you are going to review the reports at other times, then you must describe when and why you would run the income reports.

You can run income reports by HOH Social Security Number. You will see all the required certification reports for the residents.

Income Information

- By Contract Number
- By Project Number
- By Head of Household

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Reports
- Deceased Tenants Report
- New Hires Report

User Access Request

- Authorization Form

External Links

- USCIS - SAVE System

Security Exam

- Security Exam Report

Enterprise Income Verification						
HUD Home MF Housing EIV Home Search Email						
Income Information >> <u>By Head of Household</u> >> Summary Report						
Printer-Friendly Version						
Print-All						
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Summary Report Income Report Income Discrepancy Report Certification Page </div>						
Head of Household Identifiers						
Name:	ROBERT RICHARDS					
Social Security Number:	***-**-1111					
Date of Birth (mm/dd/yyyy):	XX/XX/1955					
Contract Number:	GA111111					
Project Number:	111111					
Project:	MAGNOLIA GARDENS					
Unit Address:	1 MAGNOLIA DRIVE, ATLANTA GA 30330					
Next Re-certification Date:	03/01/2020					
Tenant Data from Form 50059 as of:	04/05/2019					
Most Recent Type of Action:	MI-Move-In Certification					
Effective Date:	03/05/2019					
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-1111	ROBERT	RICHARDS	XX/XX/1955	60	Head of Household	Verified

This ensures that we run the EIV Income Summary Report. HUD requirements are to review the Income Summary Reports at AR and IR until all household members are verified.

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Or

You can run income reports for an entire contract or project and select a certification month. In this instance, you will see all income reports for each certification month, but they will have to be printed separately.

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

Income Information >> By Contract Number

Select One or More Contracts: GA1111 MAGNOLIA GARDENS

Select Re-certification Month: All

Monthly Report Summary		
Contract(s)	GA1111	
Re-certification Month	All	
Report Type	Number of Households	Number of Members
Income Report	134	165
Income Discrepancy Report	16	
No Income Reported on 50059	4	138
No Income Reported by HHS or SSA	2	3
New Hires Report	28	28

If you get a message stating that no 50059 record was found, either:

- 1) The most recent certification has not been accepted in TRACS or
- 2) The Social Security Number is wrong

Enterprise Income Verification HUD Home MF Housing EIV Home Search Email

Income Information >> By Head of Household >> Summary Report

A current form 50059 record was not found for Social Security Number : 266430000

You must find out why EIV cannot find the 50059 data.