



## EIV Policy

<b>General HUD Resource(s):</b>	<ol style="list-style-type: none"> <li>1. EIV Webcasts: December 2009 and April 2010</li> <li>2. HUD Notices: 2013-06</li> <li>3. EIV User Manual: <a href="http://www.hud.gov/offices/hsg/mfh/rhiip/eiv">http://www.hud.gov/offices/hsg/mfh/rhiip/eiv</a></li> <li>4. EIV Webcast Questions December 16 and 17, 2008</li> </ol>	
Item	Topic for Review	Topic in Compliance and/or Included?
1.	<b><u>Policies and Procedures</u></b>	
	O/A policies and procedures must describe using EIV reports:	
a.	<b>Existing Tenant Search</b> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run at the time of processing an applicant for admission.)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Tenant file)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	<b>Summary Report</b> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run at recertification)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Tenant file)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	<b>Income Report</b> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run at recertification, interim certification and initial certification)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Tenant file)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	<b>Income Discrepancy Report</b> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run at recertification, interim certification, initial certification and any time the Income Report is printed)</li> <li>• File documentation</li> <li>• Retention</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

e.	<p><b>No Income Reported on 50059</b></p> <p><b>No Income Reported by HHS or SSA</b></p> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (as described in policy)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Master file)</li> </ul> <p>Must be identified in policy if O/A is going to use these reports.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
f.	<p><b>New Hire Report</b></p> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run at least quarterly)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Master file)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
g.	<p><b>Multiple Subsidy Report</b></p> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run at least quarterly)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Master file)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
h.	<p><b>Deceased Tenant Report</b></p> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run at lease quarterly)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Master file).</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
i.	<p><b>Failed EIV Pre-Screening Report</b></p> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run monthly)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Master file)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
j.	<p><b>Failed Verification Report</b></p> <ul style="list-style-type: none"> <li>• Description of report</li> <li>• When is the report used (Must be run monthly)</li> <li>• File documentation</li> <li>• Retention</li> <li>• Where report is kept (Master file)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p><b>Describe Requirements for using EIV data.</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p><b>Describe security of EIV data.</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No