## EIV MONITORING

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| **Property Name / Contract Number** | |  | | |
| **Reviewer Name / Date of MOR** | |  | | |
| **QC Reviewer** | |  | | |
| **General HUD Resource(s):** | | 1. EIV Webcasts: December 2009 and April 2010 2. HUD Notices: 2013-06 3. EIV User Manual: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv> 4. EIV Webcast Questions December 16 and 17, 2008 | | |
| **Item** | **Topic for Review** | | **Topic in Compliance and/or Included?** | **Correction Required (√)** |
| 1. | **Policies and Procedures**  O/A policies and procedures must describe using EIV reports: | |  |  |
| a. | Describe the Existing Tenant Search, report use, file documentation and retention. Must be used at the time of processing an applicant for admission. (Tenant file) | | Yes  No |  |
| b. | Describe the Summary Report, report use, file documentation and retention. Must be used at recertification. (Tenant file) -Must be used at annual recertification. MFH Owners may use the report at other intervals, if desired. | | Yes  No |  |
| c. | Describe the Income Report, report use, file documentation and retention. Must be used at recertification and new admission. (Tenant file) -Does EIV policy state if Income report will be used at the time of an IR. – if using safe harbor language, the IR and IDR does not need to be ran at during AR. | | Yes  No |  |
| d. | Describe the Income Discrepancy Report, report use, file documentation and retention. Must be used at recertification and any time Income Report is printed. (Tenant file) – Not required to use income Discrepancy Report if using safe harbor. | | Yes  No |  |
| e. | Describe the No Income Reported on 50059 and No Income Reported by HHS or SSA, report use and file documentation. Must be identified in O/A policy. | | Yes  No |  |
| f. | Describe the New Hire Report, report use, file documentation and retention. Must be used at least quarterly. (Master file).  – O/A does not have to follow up on NHR if the TSP mentions decrease. **OR;**  -If O/A decides to count earned income at IR, they will need to run NHR quarterly. | | Yes  No |  |
| g. | Describe the Multiple Subsidy Report, report use, file documentation and retention. Must be used at least quarterly. (Master file) | | Yes  No |  |
| h. | Describe the Deceased Tenant Report, report use, file documentation and retention. Must be used at least quarterly. (Master file) | | Yes  No |  |
| i. | Describe the Failed EIV Pre-Screening Report, report use, file documentation and retention. Must be used monthly. (Master file) | | Yes  No |  |
| j. | Describe the Failed Verification Report (Failed SSA Identity Test), report use, file documentation and retention. Must be used monthly. (Master file) | | Yes  No |  |
| 2. | Describe Requirements for using EIV data. | | Yes  No |  |
| 3. | Describe security of EIV data. | | Yes  No |  |

*PLEASE NOTE:* This checklist has been provided to highlight specific areas of compliance and non-compliance related to the EIV System and is not a HUD form. Data on this checklist is periodically updated for quality control to ensure continued compliance with HUD regulations and may be updated without prior notice.

**COMMENTS:**