

## Exhibit 3-8

### Enterprise Income Verification (EIV) System

The U.S. Department of Housing and Urban Development (HUD) gathers data from electronically submitted 50058 and 50059 forms from each housing authority. That data is placed into HUD's Enterprise Income Verification (EIV) System. When a family signs a HUD-9886 or 9887, the family agrees to allow HUD to match income data from their 50058 or 50059 against the following national databases:

- The Social Security Administration (SSA)
- The U.S. Department of Health and Human Services (HHS)

Data from these systems is used as follows:

- SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.
- HHS provides HUD with wage and employment information as reported by employers and unemployment compensation information as reported by the State Workforce Agency (SWA).

AHFC accesses that data when it pulls an EIV Report. HUD requires each housing authority to pull an EIV report for each household:

- Within 120 days of each new admission (see Exhibit 4-1);
- Prior to an annual recertification (see Exhibit 4-2); and
- After an interim examination (see Exhibit 4-3).

#### 3-8.1 REGISTRATION

Multifamily Housing Program (formerly known as Section 8 New) staff performing the following functions must have or obtain a **WASS User ID**:

- Initial eligibility, including *Existing Tenant Search*
- Annual/interim re-exams
- File Audits

Each **user** must access the Real Estate Assessment Center (REAC) at [www.hud.gov/offices/reac/online/reasyst.cfm](http://www.hud.gov/offices/reac/online/reasyst.cfm) to submit the online "User Access Request" for a WASS User ID. Each user then submits a User Access Authorization Form to the Security Administrator at Central Office. The Security Administrator notifies the user when initial setup is complete. The User Access form and instructions are available in the *Housing Dept, EIV Forms and Instructions* share file.

### **3-8.1.A Lapse of Use**

If for any reason your EIV use lapses for 90 days, the REAC system will terminate your access. Contact the EIV Security Administrator at the Central Office if this occurs.

### **3-8.1.B Password**

If you forget your REAC password, first try the 'Password Reset' function on the REAC website; if that fails, call 1-888-245-4860, the REAC technical assistance number for assistance.

## **3-8.2 TRAINING**

MF-EIV users must view HUD-provided training and updates on the EIV system and security awareness via live webcast or from webcast archives. Notification will be sent from Central Office when webcasts are scheduled. The training must be viewed within six (6) months of its presentation. Supervisors must verify that the training was viewed. AHFC is required to maintain a record of completed training for each employee.

Users are also required to complete an online Security Awareness Training Questionnaire upon initial access to the system, and annually thereafter.

## **3-8.3 DATA MONITORING REQUIREMENTS**

To ensure that housing authorities are checking its data, HUD mandates the use of several reports (PIH Notice 2010-19 and Housing Notice 2010-10). Each Multifamily Project office will keep a **Master File** of all required EIV reports. The Master File must be maintained for three (3) years at the project office.

The following reports are generated in Summary and Detail (as applicable) for each Multifamily Project by the Central Office<sup>1</sup> and placed in the *Housing Dept, EIV Monthly and Quarterly Reports* share folder.

### **1. Monthly Reports**

- a. Failed EIV Pre-Screening and Verification Reports for all Re-exams months
- b. New Hires

### **2. Quarterly Reports – January, April, July, October**

- a. Multiple Subsidy
- b. Deceased Tenant

---

<sup>1</sup> This method was chosen due to the slow EIV website response times at the field offices.

### **Instructions for Property Managers**

1. Review the reports monthly or quarterly as noted
2. **Print and file the Summary reports in the Master File at the project office.**
3. File the Detail reports and any subsequent documentation regarding inaccuracies or discrepancies in the respective tenant file. Do not place documents in a tenant file that contain information about other tenants.
4. Review potential income discrepancies according to standard re-examination policies and procedures.
5. Occasionally HUD's monthly EIV summarization process fails and new reports are not available. When this occurs, note it on the monthly property report.