



News from the SHCC ListServ

Providing important, time-sensitive information about the administration of your Section 8 HAP Contract and other items of interest released by HUD.

SHCC EIV Audit- Results & Reminder

Last month SHCC performed an audit of our portfolio to assess compliance with a portion of HUD's EIV requirements. We reviewed whether properties have maintained Coordinator level access to EIV, and whether discrepancies on particular Verification Reports have been regularly reviewed and cleared. Here is a summary of the results from our audit, and reminders to help you stay in compliance.

1. **Maintain EIV Coordinator Access.** To be in compliance, each property must maintain at least one active EIV Coordinator. Having an active EIV User is not sufficient. Our audit found that of the **846 contracts in our Texas and Arkansas portfolios, only 37 (4%) currently do not have an active EIV Coordinator.**
2. **Review and take action on the Multiple Subsidy and Deceased Tenants Reports quarterly.**
 - The Multiple Subsidy Report identifies persons who may be receiving subsidy in more than one unit or location. Our audit found that **126 properties, or 15% of our contracts, have a total of 329 unresolved multiple subsidies.**
 - The Deceased Tenants Report identifies any resident receiving assistance that the SSA lists as deceased. We identified **61 contracts (7% of SHCC's portfolio) with a combined 66 instances of unresolved deceased residents.** It is critical that these types of discrepancies are researched and acted upon in a timely manner to avoid improper subsidy payments.
3. **Review and take action each month on the Failed Verification and Failed EIV Pre-screening Reports.** The EIV system will not have employment or income information on a resident if he/she does not pass the pre-screen or identity test, so it is essential that discrepancies are reviewed and acted upon monthly.
 - Failed Verification Report: our audit revealed that **383 properties (45% of our portfolio) have a combined total of 1,155 households with failed verifications.** While a small portion of these may be Social Security Administration (SSA) errors, the bulk of these can be resolved by consulting with the resident, reviewing the file, and updating the residents last name, Social Security Number (SSN), or date of birth (DOB) and submitting the correction to SHCC's voucher department.
 - Failed EIV Pre-screening: there are only a few valid exceptions to the SSN disclosure rule:
 - the resident does not contend eligible immigration status
 - the household member is elderly and exempt as of January 31, 2010
 - the addition of children under the age of 6 for up to 180 days

All other residents receiving subsidy must disclose a valid SSN. It is important that you carefully review the failed pre-screening report and don't just assume that everyone on the report has a valid exception.

If you have made a correction to a 50059 and don't see that the discrepancy has cleared within the next 30-60 days for the Failed Verification or Failed Pre-screening Reports, or by the next quarter for the Multiple Subsidy Report or the Deceased Tenants Report, contact your [SHCC TRACS Data Analyst \(TDA\)](#). We can troubleshoot whether:

1. The 50059 had an error and needs to be corrected and resubmitted,
2. SHCC needs to retransmit the 50059 to TRACS, and/or
3. SHCC needs to research the issue with the EIV or TRACS help desk.

To ensure that you have access to all available EIV data, and that the right benefits go to the right persons, it is important that discrepancies are cleared from the EIV system.

Overall, we were pleased with the results, and want to commend you for continuing to use the EIV system. For complete information on using EIV, including the requirements for using each report, in particular those we did not audit, refer to HUD Housing Handbook 4350.3, REV-1, CHG-4, Chapter 9.

If you would like information on your property's specific results from SHCC's EIV audit, please contact Nancy McIlhane, SHCC's Director of HAP, at nancym@shccnet.org.

Contact Nancy

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