

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

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**Special Attention of:**

Multifamily Hub Directors  
Multifamily Program Center Directors  
Rural Housing Services (RHS) Directors  
Supervisory Housing Project Managers  
Housing Project Managers  
Contract Administrators  
Multifamily Owners and Management Agents

**NOTICE: H 10-08**

Issued: April 13 2010,  
Expires: April 30, 2011

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Cross References:

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**Subject:** Implementation of Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System - Amendments; Final Rule

**I. Purpose**

The purpose of this Notice is to provide instructions to owners and management agents (O/As) participating in one of Multifamily Housing's rental assistance programs listed in Section III of this Notice, on the new requirements found in the Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System – Amendments; Final Rule, published in the Federal Register on December 29, 2009. A copy of the final rule is attached to this Notice and is also located at <http://edocket.access.gpo.gov/2009/pdf/E9-30720.pdf>.

**II. Background of Final Rule**

In 2001, OMB released the President's Management Agenda which established the reduction of erroneous payments as a key government-wide priority, evidenced by the *Eliminating Improper Payments* initiative, which required agencies to measure improper payments annually, develop improvement targets and corrective actions, and track results. At that time, HUD established the Rental Housing Integrity Improvement Project (RHIP) to address the causes of errors and improper payments in HUD's assisted housing programs and to ensure that the *right benefits go to the right persons*.

On June 19, 2007, to be consistent with the RHIP initiative, HUD published for public comment a proposed rule to revise HUD's public and assisted housing program regulations. The purpose of the proposed rule was to address HUD's priority of reducing errors in subsidy payments to public housing authorities and O/As caused by incorrect income determinations and rent calculations in both HUD's public housing program and

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in tenant-based and project-based rental assistance programs. After consideration of public comments, the final rule was published on January 27, 2009. To be consistent with Administration policy to review rules issued during the transition from one Administration to another, HUD re-opened the January 27, 2009, final rule for public comment, and specifically solicited public comment on extending the effective date of the rule. The public comments received highlighted certain regulatory provisions that required further clarification and ones that were outside the purpose of the rule, which is full implementation of the Enterprise Income Verification (EIV) system. By final rule published on August 28, 2009, HUD delayed the effective date of the January 27, 2009, final rule to January 31, 2010, and requested public comment on the proposed amendments to the final rule entitled Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of Enterprise Income Verification through publication of a proposed rule on October 15, 2009. The Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System—Amendments; Final Rule was published December 29, 2009, making this rule effective January 31, 2010, superseding the January 27, 2009, final rule. This rule also supports Executive Order 13520, Reducing Improper Payments, signed by President Barack Obama on November 20, 2009.

In accordance with the directions from the Office of the Federal Register, the December 29, 2009, final rule, because it is the later published rule, supersedes the January 27, 2009, final rule, which also took effect on January 31, 2010. Accordingly, only the regulatory amendments of the December 29, 2009, final rule are effective and applicable.

The use of the EIV system by O/As as an upfront income verification (UIV) technique, will serve as a valuable tool in validating tenant reported income during interim and annual recertifications of family income; as well as in streamlining the income verification process, resulting in less administrative burden in complying with third party verification requirements. EIV will help to identify and cure inaccuracies in housing subsidy determinations, which will benefit O/As, tenants and taxpayers by ensuring that the level of benefits provided on behalf of families is proper. Finally, the use of EIV will assist in preventing fraud, waste and abuse within Multifamily Housing's rental assistance programs.

To make the EIV system as effective as possible, the subject final rule also made certain changes to the requirements for disclosure and verification of a Social Security Number (SSN). The SSN requirement stems from the Housing and Community Development Act of 1987 which granted the Secretary of HUD the authority to require applicants and participants (including their household members) to disclose their SSN in order to participate in a HUD rental assistance program. The purpose of this statutory provision was to enable the Department to provide accurate rental assistance on behalf of the family and to prevent fraud, waste and abuse in the rental assistance programs covered under the HCD Act.

The SSN, along with the name and date of birth of an individual, is used by HUD to

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verify the individual's identity, obtain employment and income information about the individual through computer matching programs for verification purposes at recertification and to ensure that the Department is not paying duplicate rental assistance on behalf of that individual.

### **III. Applicability**

This Notice applies to the following programs:

- A. Project-based Section 8
  - 1. New Construction
  - 2. State Agency Financed
  - 3. Substantial Rehabilitation
  - 4. Section 202/8
  - 5. Rural Housing Services Section 515/8
  - 6. Loan Management Set-Aside (LMSA)
  - 7. Property Disposition Set-Aside (PDSA)
- B. Section 101 Rent Supplement
- C. Section 202/162 Project Assistance Contract (PAC)
- D. Section 202 Project Rental Assistance Contract (PRAC)
- E. Section 811 PRAC
- F. Section 236
- G. Section 236 Rental Assistance Payment (RAP)
- H. Section 221(d)(3) Below Market Interest Rate (BMIR)

### **IV. Change in Social Security Number (SSN) Requirements**

- A. Change in Regulation
  - 1. Revised Regulation

The regulation at 24 CFR 5.216 now requires that assistance applicants and tenants, excluding tenants age 62 and older as of January 31, 2010, whose initial determination of eligibility was begun prior to January 31, 2010, and those individuals who do not contend eligible immigration status, to disclose and provide verification of the complete and accurate SSN assigned to them. The requirement to disclose and provide verification of a SSN is no longer limited to those assistance applicants and tenants six years of age and older. In addition, the process of having an applicant household certify they have a SSN for each household member six years of age and older, and continuing with the recertification process until the time of their move-in certification is no longer applicable.

- 2. Exceptions to Disclosure of SSN

The SSN requirements do not apply to:

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(a) Individuals who do not contend eligible immigration status.

(1) **Mixed Families:** For projects where the restriction on assistance to noncitizens applies and where individuals are required to declare their citizenship status, the existing regulations pertaining to proration of assistance or screening for mixed families must continue to be followed. In these instances, the owner will have the tenant's Citizenship Declaration on file whereby the individual did not contend eligible immigration status to support the individual not being subject to the requirements to disclose and provide verification of a SSN.

NOTE: The O/A may **not** deny assistance to mixed families due to nondisclosure of a SSN by an individual who does not contend eligible immigration status.

(2) For Section 221(d)(3) BMIR, Section 202 PAC, Section 202 PRAC and Section 811 PRAC properties, the restriction of assistance to noncitizens does not apply. Individuals living at one of these properties who do not contend eligible immigration status must sign a certification, containing the penalty of perjury clause, certifying to that effect. The certification will support the individual not being subject to the requirements to disclose or provide verification of a SSN. The certification must be retained in the tenant file.

(See Handbook 4350.3 REV-1, Paragraphs 3-12 N, O and P for more information on mixed families and proration of assistance.)

NOTE: HUD regulations do not prohibit an individual (head of household with other eligible household members) with ineligible immigration status from executing a lease or other legally binding contract. However, if your state law prohibits this, the family must **not** be admitted into the program.

(b) Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.

The eligibility determination is based on participation in either a Public and Indian Housing or Multifamily HUD assisted program. The eligibility date is based on the initial effective date of the form HUD-50059 or form HUD-50058, whichever is applicable.

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- (1) The exception status for these individuals is retained if the individual moves to a new assisted unit under any HUD assisted program or if there is a break in his or her participation in a HUD assisted program.
  - (2) When determining the eligibility of an individual who meets the exception requirements for SSN disclosure and verification, documentation must be obtained from the owner of the property where the initial determination of eligibility was determined prior to January 31, 2010, that verifies the applicant's exemption status. This documentation must be retained in the tenant file. An O/A must not accept a certification from the applicant stating they qualify for the exemption.

Example:

- Mary Smith does not have a SSN. Mary does not have to disclose or provide verification of a SSN because she was 73 years old as of January 31, 2010, and her initial eligibility for HUD's rental assistance program was determined when she moved into Hillside Apartments on February 1, 2009 (initial eligibility was determined prior to January 31, 2010.)
- Mary moved out of Hillside Apartments on April 10, 2010, and moved in with her daughter who was not receiving HUD's rental assistance.
- Mary then applied at Jones Village, another HUD subsidized apartment complex, on November 5, 2010. Because Mary's initial eligibility to receive HUD's rental assistance was begun prior to January 31, 2010 (February 1, 2009), Mary is not required to meet the SSN disclosure and verification requirements as long as the owner can verify Mary's initial eligibility date at Hillside Apartments was begun prior to January 31, 2010.

- (c) Existing tenants as of January 31, 2010, who have previously disclosed their SSN and HUD has determined their SSN to be valid.

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O/As may confirm HUD's validation of the tenant's SSN by viewing the household's Summary Report or the Identity Verification Report in the EIV system.

B. Timeframe for Providing Social Security Numbers

1. Applicants

(a) Applicants currently on or applying to waiting list

Applicants do not need to disclose or provide verification of a SSN for all non-exempt household members at the time of application and for placement on the waiting list. However, applicants must disclose and provide verification of a SSN for all non-exempt household members before they can be housed.

(b) Housing applicants from the waiting list

If all non-exempt household members have not disclosed and/or provided verification of their SSNs at the time a unit becomes available, the next eligible applicant must be offered the available unit.

The applicant who has not disclosed and/or provided verification of SSNs for all non-exempt household members has 90 days from the date they are first offered an available unit to disclose and/or verify the SSNs. During this 90-day period, the applicant may, at its discretion, retain its place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the SSNs of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list.

2. Tenants

(a) Timeframe for providing SSN

(1) All tenants, except those individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010 (based on the effective date of the form HUD-50059 or form HUD-50058, whichever is applicable), and those individuals who do not contend eligible immigration status, must disclose and provide verification of their SSN at the time of their next interim or annual recertification if:

(i) They have not previously disclosed a SSN;

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(ii) Previously disclosed a SSN that HUD or the SSA determined was invalid; or

(iii) Been issued a new SSN.

(2) If a tenant fails to provide a valid and verified SSN, the household is subject to termination of tenancy in accordance with 24 CFR 5.218. See Paragraph E.1. below.

(b) SSN Not Previously Disclosed

The head of household must bring SSN verification, through one or more of the documents listed in Section IV.D Verification, to the recertification meeting for any household member who has not disclosed and provided verification of their SSN.

(c) Invalid SSN Disclosed

The head of household must be notified when EIV pre-screening or the SSA validation determines that a household member has provided an invalid SSN. See Section IV.D.1(d) for information on the Failed EIV Pre-Screening Report and the Failed Verification Report and Section IV.D.2 for acceptable SSN verification documentation.

(d) Assignment of a New SSN

If a tenant or any member of a tenant's household is or has been assigned a new SSN, the tenant must provide the SSN and documentation to verify the SSN (see Section D. Verification below) to the O/A at:

(1) The time of receipt of the new SSN; or

(2) The next interim or regularly scheduled recertification;  
or

(3) Such earlier time as specified by the O/A.

(e) Adding a Household Member

(1) Age Six or Older

When a tenant requests to add a household member who is age six or older, the documentation of the SSN as

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referenced in Section IV.D.2 of this notice for the new household member, must be provided to the O/A at the time of the request or at the time the recertification that includes the new household member is processed. The O/A must not add the new household member until such time as the documentation is provided.

(2) Child Under the Age of Six

(i) With a SSN - When adding a household member who is a child under the age of six with a SSN, the child's SSN must be disclosed and verification provided at the time of processing the recertification of family composition that includes the new household member.

(ii) Without a SSN - If the child does not have a SSN, the O/A must give the household 90 days in which to provide documentation of a SSN for the child. An additional 90-day period **must** be granted by the O/A if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the tenant. Examples include but are not limited to: delayed processing of the SSN application by the SSA, natural disaster, fire, death in family, etc. During this time period, the child is to be included as part of the household and will receive all of the benefits of the program in which the tenant is involved, including the dependent deduction.

A TRACS ID will be assigned to the child until the documentation of the SSN is required to be provided. At the time of the disclosure of the SSN, an interim recertification must be processed changing the child's TRACS ID to the child's verified SSN. If the SSN is not provided, the household is subject to the penalties described in Paragraph E. below.

C. Applying for a Social Security Number

An individual who has never been issued a SSN card or who has lost their SSN card may complete Form SS-5 – *Application for a Social Security Card* to request an original or replacement SSN card, or change information on his/her SSA record. The form is attached to this Notice and also available online at



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www.ssa.gov, or can be obtained at the local SSA office. O/As should provide assistance in applying for a SSN to any applicant or tenant who requests it.

D. Verification

1. The O/A shall verify and document each disclosed SSN by:
  - (a) Obtaining the documentation listed in 2 below from each member of the applicant's or tenant's household.
  - (b) Making a copy of the original documentation submitted, returning the original to the individual and retaining the copy in the file folder;
  - (c) Recording the SSN on line 45 of the form HUD-50059 and transmitting the data to TRACS in a timely manner. O/As are encouraged to transmit the form HUD-50059 data within 30 calendar days, to enable HUD to initiate its computer matching efforts; and
  - (d) To ensure that the SSN transmitted to TRACS is valid, O/As must use the Failed EIV Pre-Screening Report and the Failed Verification Report in EIV in accordance with the instructions in the current HUD Housing Notice, *Enterprise Income Verification System*.
    - (1) The Failed EIV Pre-Screening Report identifies tenants who failed the EIV pre-screening test due to invalid or missing personal identifiers.
    - (2) The Failed Verification Report identifies tenants that have had their personal identifiers sent to SSA, via HUD's computer matching program with the SSA, but the data could not be verified by SSA due to missing or invalid information or other SSA issues.
2. Acceptable Verification Documents – Most individuals should be able to verify all SSNs with a Social Security card. However, if the applicant or tenant cannot produce the Social Security card for any or all non-exempt household members, other documents showing the household member's SSN may be used for verification. He or she may be required to provide one or more of the following alternative documents to verify his or her SSN.
  - (a) Original document issued by a federal or state government agency which contains the name, SSN, and other identifying information

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- of the individual.
  - (b) Drivers license with Social Security Number
  - (c) Earnings statements on payroll stubs
  - (d) Bank statement
  - (e) Form 1099
  - (f) SSA benefit award letter
  - (g) Retirement benefit letter
  - (h) Life insurance policy
  - (i) Court records

Further information regarding acceptable verification documents can be found in HUD Handbook 4350.3, REV-1 *Occupancy Requirements of Subsidized Multifamily Housing Programs*.

### 3. Rejection of Documentation

The O/A must reject a document that:

- (a) Is not an original document; or
- (b) Is the original document but it has been altered, mutilated, or is not legible; or
- (c) Appears to be a forged document (e.g., does not appear to be authentic).

The O/A must explain to the applicant or tenant the reason(s) why the document(s) is not acceptable and request the individual obtain acceptable documentation of the SSN and submit it to the O/A within a reasonable time frame.

### 4. Actions Once SSN is Verified

- (a) Once the individual's SSN has been verified, the O/A should remove and destroy the copy of the documentation referenced in Paragraph D.1.b above by no later than the next recertification of family income or composition.
  - (1) Paper documentation should be destroyed by shredding, pulverizing or burning.
  - (2) Electronic documentation should be destroyed by erasing or permanently deleting the file.
  - (3) Additional guidance related to destruction of records is available in HUD Handbook 2400.25, REV-2: *HUD*

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*Information Technology Security Policy*, dated October 1, 2008. The handbook is available online at:  
<http://www.hud.gov/offices/adm/hudclips/handbooks/admh/2400.25/index.cfm>.

- (b) The retention in the tenant file of the Household Summary Report from the EIV system which will report the status of the identity verification process provides verification of the SSN. Retaining this report in the tenant file and destroying the copy of the SSN documentation will minimize the risk of exposing the individual's SSN. O/As are encouraged to minimize the number of tenant records that contain documents which display the full nine-digit SSN.

E. Penalties for a Tenant's Non-disclosure of SSN

- 1. Termination of Tenancy – O/As must terminate the tenancy of a tenant and the tenant's household if the tenant does not meet the SSN disclosure, documentation and verification requirements in the specified timeframe as the household is in non-compliance with its lease.
  - (a) This termination of tenancy includes those households who have not disclosed and verified the SSN for any child under the age of 6 who did not have a SSN when added to the household with the understanding that this SSN would be provided within 90 days after admission, or within the 90-day extension period, if applicable.
  - (b) There is **no** proration of assistance for those household members who are required to obtain a SSN but who fail to disclose and verify their SSN.
  - (c) Termination of tenancy does not apply to those households with individuals who do not contend eligible immigration status or who are age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010 (based on the effective date of the form HUD-50059 or form HUD-50058, whichever is applicable), unless there are other members of the household who have not disclosed or provided verification of their SSNs.
- 2. Deferring Termination of Tenancy – The O/A may defer termination of tenancy and provide the tenant with an additional 90 days past their next regularly scheduled recertification of income and family composition to become compliant with the SSN disclosure and verification requirements.

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- (a) The deferral is at the O/A's discretion and must only be provided if failure to meet the SSN requirements was due to circumstances outside the control of the tenant and there is likelihood that the tenant will be able to disclose and provide verification of the needed SSN(s) by the deadline date.
  - (b) After this 90-day deferral, if the tenant has not disclosed and provided verification of the needed SSN(s), the O/A must pursue termination of tenancy.

## **V. Mandatory Use of the Enterprise Income Verification (EIV) System**

### **A. New Regulation**

The new regulation at 24 CFR 5.233 requires O/As to incorporate use of EIV in its entirety:

- 1. As a third-party source to verify tenant employment and income information during mandatory recertifications of family composition and income, and
- 2. To reduce administrative and subsidy payment errors.

### **B. Implementing the Use of the EIV System**

- 1. Effective January 31, 2010, it is mandatory that O/As use EIV:
  - (a) At the time of recertification of family composition and income.
  - (b) At other times as specified:
    - (1) By HUD in the current Housing Notice *Enterprise Income Verification (EIV) System*.
    - (2) In the O/A's Tenant Selection Plan and Policies and Procedures.
- 2. In order to account for the 120 days permitted to process an annual recertification, all recertifications with an effective date of June 1, 2010, and beyond must reflect use of the EIV system. This date was determined by adding 120 days to the January 31, 2010, effective date of the final rule.

### **C. EIV System**

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1. EIV Access

The EIV system is part of HUD's Secure Systems. In order to access the EIV system, a user must obtain access rights to the EIV system as either an EIV Coordinator or EIV User depending upon the required level of functionality in the system.

Instructions for obtaining access to EIV are posted at:

<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivapps.cfm>

2. EIV Use

The current Housing Notice, *Enterprise Income Verification System*, provides instructions on use of EIV data for verifying, at the time of recertification, the employment and income of individuals participating in one of Multifamily Housing's rental assistance programs listed in Section III of this Notice. The Notice also provides instructions for using the various reports in the EIV system. The Notice is posted at:

[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administrati on/hudclips/notices/hsg](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administrati on/hudclips/notices/hsg)

3. Monitoring Compliance

Contract Administrators (Performance Based Contract Administrators (PBCAs), Traditional Contract Administrators (TCAs), and HUD staff (CAs) must monitor the O/A's compliance with the requirement to use EIV and the data contained in the EIV system. Information on monitoring EIV compliance is discussed in the *Rent and Income Determination Quality Control Monitoring Guide for Multifamily Housing Programs*. A copy of the Guide is located on the Multifamily RHIIP page at:

<http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>

D. Penalties for Not Having Access To and/or Using EIV

Effective January 31, 2010, O/As are required to have access to and begin using the EIV system as a third party verification source and as a supplement to reducing administrative and subsidy payment errors.

1. No Penalty Imposed

Listserv and iMAX messages were posted beginning in mid-November 2009, with instructions to submit a hardcopy Coordinator Access Authorization Form (CAAF) to the Multifamily Help Desk by December 15, 2009, and complete the online request for certification by January 15, 2010, in order to be assured of EIV access by January 31, 2010. If an O/A is able to provide verification that it met these deadlines, but has not yet

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received access at the time of an on-site review, they will not be penalized for the inability to begin using the system on January 31, 2010.

The O/A must:

- (a) Present the initial hardcopy CAAF sent to the Multifamily Help Desk in order to verify that it was submitted by December 15, 2009.
- (b) Present a copy of the online CAAF for certification to verify that it was submitted by January 15, 2010.
- (c) Follow-up with the Multifamily Help Desk if access has not been granted.
- (d) Begin implementing use of EIV immediately upon receiving access.

2. Penalty Imposed

- (a) If it is determined that the O/A did not receive access to the EIV system by January 31, 2010, because it did not submit its CAAF to the Multifamily Help Desk by December 15, 2009, and/or did not complete the property assignment process by January 15, 2010, as instructed in Listserv and iMAX messages posted beginning mid-November 2009, did not begin using EIV as of January 31, 2010, or is not using EIV in accordance with the current EIV HUD Housing Notice:
  - (1) The CA must make this a finding on its report to the O/A.
  - (2) The O/A will incur a penalty of a five percent decrease in the voucher payment for the month following the date the violation was found.
  - (3) The O/A must make an adjustment on its next scheduled voucher to adjust for the five percent decrease.
  - (4) The CA must monitor the O/A to ensure the adjustment is made.

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- (b) The O/A will have 30 days to cure the finding as a result of the on-site review.
    - (1) Once the O/A cures the finding by obtaining access to and/or using EIV, another adjustment to the voucher will be made by the O/A to collect the funds previously returned to HUD.
    - (2) If the O/A fails to cure the finding within the time allotted, both the owner and the management agent will be flagged in HUD's Active Partners Performance System (APPS). Once the finding is cured, the flag will be removed.

## **VI. Notification to Applicants/Tenants of Regulation Changes**

### **A. Change in the SSN Disclosure and Verification Requirements**

#### **1. Applicants**

O/As must contact applicants currently on the waiting list notifying them of the change in SSN requirements and that they will have to disclose and provide verification of SSNs for all non-exempt household members before they can be admitted.

#### **2. Tenants**

- (a) Notice must be given to the head of household indicating SSN documentation must be brought to the recertification meeting for all household members, except for those individuals over the age of 62 as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010 (based on the effective date of the form HUD-50059 or form HUD-50058, whichever is applicable), and for those individuals who do not contend eligible immigration status, who have:
  - (1) Not disclosed their SSN;
  - (2) Previously disclosed a SSN that HUD or the SSA determined was invalid; or
  - (3) Been issued a new SSN.
- (b) Notice must be given to all tenants indicating the change in SSN requirements when adding a new household member (see Section IV.B.2.e).

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- (c) Concerning subparagraphs (a) and (b) above, ensure that these requirements are provided in a translated form to individuals with limited English proficiency.

B. Mandatory Use of EIV

Tenants must be notified of the mandatory use of EIV by O/As. The Department has developed an EIV brochure titled *EIV & You* to assist the O/A in notifying tenants and applicants who have been selected from the waiting list for screening and final application processing. This brochure can be found on the Multifamily EIV website at <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>. The brochure can also be ordered by calling HUD at 800-767-7468 or faxing 202-708-2313. The brochure is required by Housing Notice H 2010-02 to be distributed at each annual recertification and when an applicant household has been selected from the waiting list for screening and final application processing.

**VII. Updating O/A's Tenant Selection Plans and Policies and Procedures**

A. The Tenant Selection Plan must be updated to include:

1. Changes in SSN requirements; and
2. Use of the EIV Existing Tenant Search as a part of the applicant screening process.

B. Policies and Procedures must be updated to include use of the EIV reports:

1. At the time of recertification of family composition and income;
2. As required by HUD, e.g., monthly use of the Failed EIV Pre-screening Report and Failed Verification Report (see the current Housing Notice, *Enterprise Income Verification (EIV) System*); and
3. At other times as determined by the O/A.

**VIII. Tools and Resources**

- Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs: Implementation of the Enterprise Income Verification System – Amendments; Final Rule  
<http://edocket.access.gpo.gov/2009/pdf/E9-30720.pdf>
- Current Housing Notice, *Enterprise Income Verification (EIV) System*; found on HUD's HUDCLIPS Housing Notices Website at:  
[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/notices/hsg](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/notices/hsg)
- Multifamily Housing EIV Website:



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- <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>
  - Enterprise Income Verification (EIV 9.0) System User Manual for Multifamily Housing Program Users  
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/usermanual.pdf>
  - Rental Housing Integrity Improvement Project (RHIIP) website  
<http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>
  - “Resolving Income Discrepancies Between Enterprise Income Verification (EIV) System Data and Tenant-Provided Income Information”  
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>
  - Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs*  
<http://www.hud.gov/offices/adm/hudclips/handbooks/hsg/4350.3/index.cfm>
  - EIV Multifamily Help Desk  
Telephone: 202-708-7588  
Email: [Mf\\_Eiv@hud.gov](mailto:Mf_Eiv@hud.gov)
  - EIV Training conducted on December 16 and December 17, 2008, December 2009 and February 25, 2010; Webcasts  
<http://portal.hud.gov/portal/page/portal/HUD/webcasts/archives/multifamily>
  - EIV Training conducted on December 16 and December 17, 2008, and December 2009; PowerPoint presentation  
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivtraining.cfm>
  - A Guide to Interviewing for Owners of HUD Subsidized Multifamily Housing Programs  
[http://www.hud.gov/offices/hsg/mfh/rhiip/casestudy/app\\_4.pdf](http://www.hud.gov/offices/hsg/mfh/rhiip/casestudy/app_4.pdf)
  - HUD Notice H 2010-02 *EIV & You Brochure – Requirements for Distribution and Use*  
[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/notices/hsg/files/10-02hsgn.doc](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/notices/hsg/files/10-02hsgn.doc)
  - EIV & You Brochure:  
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>
  - Rent and Income Determination Quality Control Monitoring Guide for Multifamily Housing Programs  
<http://www.hud.gov/offices/hsg/mfh/rhiip/qcguide.pdf>

If you have questions regarding this Notice, please contact your local Contract Administrator or local HUD field office.

## IX. Paperwork Reduction

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB Control Number 2502-0204. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

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David H. Stevens  
Assistant Secretary for Housing –  
Federal Housing Commissioner

Attachments:  
Final Rule 2009  
SS-5 Social Security Card Application