



FEBRUARY 21 - 22, 2018

DESERT WILLOW CONFERENCE CENTER

EIV/TRACS

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Data in the EIV system comes from several sources including the following:

- Tenant information in the EIV system is data from current, active forms HUD-50059 transmitted to the Tenant Rental Assistance Certification System (TRACS).
- Employment and income information comes from two sources, 1) the Department of Health and Human Services (HHS') National Directory of New Hires (NDNH) and 2) the Social Security Administration (SSA).

NDNH Updates

- Tenants who pass the identity match with SSA are matched with the NDNH new hires (W-4), wage and unemployment data.

Screening of Personal Identifiers

- EIV Pre-screening
 - Prior to sending tenant information to SSA for validation of a tenant's personal identifiers (last name, DOB and SSN), a pre-screening is conducted to identify tenants who are missing or have invalid personal identifiers. These tenants are not sent to SSA for the identity match until the personal identifier information has been corrected in TRACS.

Screening of Personal Identifiers

- SSA Identity Test
 - Tenants who pass the EIV pre-screening test are sent to SSA for verification of their personal identifiers against SSA records. Tenants whose personal identifiers do not match SSA's records cannot be matched against HHS' NDNH or SSA's records until the personal identifier information has been corrected in TRACS.
 - Tenants whose personal identifiers match SSA's records are matched against HHS' NDNH and SSA's records to obtain employment and income information.

EIV Income Reports

- EXHIBIT 9-5

Summary Report

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Income Report

- For all new admissions, including Initial Certifications (IC), must:
 - Review Income Report within 90 days after transmission of move-in certification to TRACS
 - Resolve any income discrepancies with household within 30 days of Income Report date
 - Print and retain Income Report in tenant file along with documentation to resolve income discrepancies

Income Discrepancy Report

- Income in TRACS includes
 - Business (B)
 - Federal Wage (F)
 - Military Pay (M)
 - Non-Federal Wage (W)
 - Unemployment (U)
 - Social Security (SS)
 - Supplemental Security Income (SSI)

Income Discrepancy Report

- Owners must
 - Make sure information in TRACS agrees with information on HUD-50059 in tenant file
 - If determined information in TRACS differs from information found on current HUD-50059, retransmit current HUD-50059 to correct TRACS database

Income Discrepancy Report

- Report shows time period of comparison from EIV
- Compares to CURRENT certification in TRACS
- To determine income used in discrepancy look at corresponding period in Income Report
- Compare income to corresponding certification(s) for time period covered in Discrepancy Report

No Income Reported on 50059

No Income Report by HHS or SSA

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New Hires Report



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Existing Tenant Search

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Multiple Subsidy Report

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Failed EIV Prescreening Report

- Owners must:
 - Must follow up with tenants identified on report where discrepant personal identifiers were not corrected at time of recertification
 - Before contacting tenant, confirm accuracy of data entry in TRACS, e.g., has a number been transposed when entering the SSN
 - Confirm with affected tenant their SSN, last name, and/or DOB

Failed EIV Prescreening Report

- Owners must:
 - Obtain documentation from tenant to verify any discrepant personal identifiers
 - Correct discrepancies in TRACS so that tenant will be included in TRACS file provided to EIV system for inclusion in SSA identity test
 - Print and retain copy of report in master Failed EIV Prescreening Report file
 - Report must be documented with action taken to resolve invalid or discrepant personal identifiers

Failed Verification Report (Failed SSA Identity Test)

- Owners must:
 - Follow up with tenants identified on report where discrepant personal identifiers were not corrected at time of recertification.
 - Before contacting tenant, confirm accuracy of data entry in TRACS, e.g., has number been transposed when entering SSN
 - Confirm with tenant their last name, SSN and/or DOB
 - Obtain verification or documentation to support tenant's personal identifiers and accuracy of 50059 and TRACS data

Failed Verification Report (Failed SSA Identity Test)

- Owners must:
 - Correct any discrepancies in TRACS so that tenant will be included in match against SSA and NDNH data
 - Encourage tenant to contact SSA to correct any inaccurate data in their databases if personal identifiers on the 50059 and in TRACS are accurate. Tenant can request SSA to correct his/her record by completing and submitting form SS-5, Application for Social Security Card, and verifying documentation to local SSA office
 - Print and retain copy of report. Report must be documented with action taken to resolve invalid or discrepant personal identifiers

AND NOW, KURT

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