

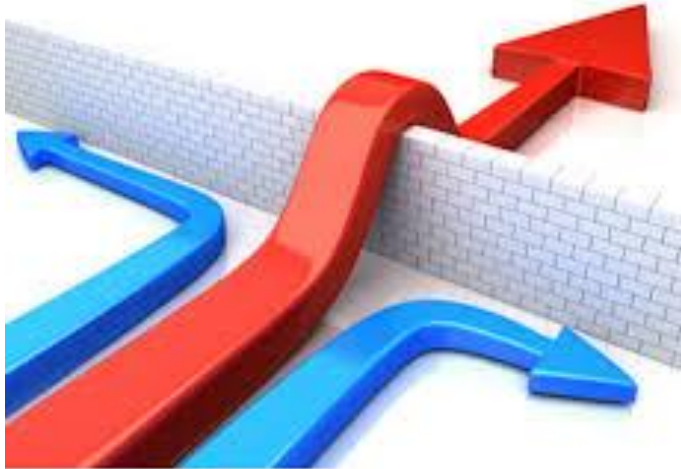


Blueprint
HOUSING SOLUTIONS

Resolution Secrets for EIV Income Discrepancies

Trainer:

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**April 18, 2017
AHMA of Washington
Session Materials**





Resolution Secrets for EIV Income Discrepancies

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Resolution Secrets for EIV Income Discrepancies

Prerequisite

- Participants are expected to have a solid fundamental understanding of how to calculate annual income and how to generate Income Detail Reports and Income Discrepancy Reports from HUD's EIV System.

Goals

- During this interactive session, participants will learn how to:
 - ◆ Calculate the income earned during the Period of Income (POI) in order to reconcile to amounts displayed on the Discrepancy Report.
 - ◆ Identify whether a valid discrepancy exists between what was earned/reported to EIV during the POI and what was reported on the discrepant 50059.
 - ◆ Explain the reason for the variances in commonly encountered situations.
 - ◆ Document the tenant file to show any necessary corrective actions taken when a discrepancy is valid.
- Case studies used in this session will also demonstrate how the EIV Identify Verification Reports impact an owner's ability to view Income Detail and Discrepancy Reports.

Converting the Period of Income (POI) into a Quarterly Range

- Income Detail Reports display HHS income (wages and unemployment) in quarterly figures and SSA income in monthly figures.
- To reconcile to the Actual "*Reported Annual Wages and Benefits from EIV Data*" figure on the Discrepancy Report, it helps to convert the POI from months to calendar quarters.
- When the Period of Income for your discrepancy aligns with the start and end of calendar-year quarters, you should be able to easily tie out/agree with the Actual "*Reported Annual Wages and Benefits from EIV Data*" figure on the Discrepancy Report. We call these "clean quarters".
- When the Period of Income for your discrepancy does not align with calendar-year quarters, you will not be able to reconcile exactly to the Actual "*Reported Annual Wages and Benefits from EIV Data*" figure on the Discrepancy Report; but you should come very close (usually within \$50). We call these "dirty quarters". You will have to use fractions of the income to reconcile to the Actual figure.

Resolution Secrets for EIV Income Discrepancies

Period of Income Conversion Sheet

Effective Date of Discrepant Certification	Period of Income (POI)	Quarter Range (POI)
January 1	October 1 - September 30	Q4 - Q3
February 1	November 1 - October 31	2/3 Q4 - 1/3 Q4
March 1	December 1 - November 30	1/3 Q4 - 2/3 Q4
April 1	January 1 - December 31	Q1 - Q4
May 1	February 1 - January 31	2/3 Q1 - 1/3 Q1
June 1	March 1 - February 28	1/3 Q1 - 2/3 Q1
July 1	April 1 - March 31	Q2 - Q1
August 1	May 1 - April 30	2/3 Q2 - 1/3 Q2
September 1	June 1 - May 31	1/3 Q2 - 2/3 Q2
October 1	July 1 - June 30	Q3 - Q2
November 1	August 1 - July 31	2/3 Q3 - 1/3 Q3
December 1	September 1 - August 31	1/3 Q3 - 2/3 Q3

POI start date= Effective Date of Discrepant Certification – 15 months.

The POI always runs for a 12-month period.

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

Case Study Description and Timeline

- 4 member household:
 - Candee Graham (HOH)
 - Chris P. Bacon (Other Adult)
 - Carrie A. Tune and Clara Net are both Dependents.
-
- **January 2016**
 - ◆ On 1/04/2016, Manager prints EIV Income Reports for a 2/01/16 IR to account for a job that Chris has lost and a raise for Candee. There is no income discrepancy at the time the reports are printed.
 - ◆ The Manager plans to also use these same Income Reports for the upcoming May 2016 AR. *(remember, she just issued the First Reminder Notice for this upcoming recertification)*
-
- **February 2016**
 - ◆ Manager third-party verifies that Chris did lost his job and there is an income increase for Candee.
 - ◆ IR 2/01/16 for Candee Graham transmitted 2/10/2016; processed in TRACS 2/12/16.
-
- **March 2016**
 - ◆ Manager takes unexpected medical leave due to a car accident and completion of the May 2016 Annual is delayed.
-
- **June 2016**
 - ◆ Manager returns to work.
 - ◆ The property's EIV Policy indicates that management will reprint the Income Reports for pending Annuals when an Interim with an earlier effective date is processed in TRACS.
 - ◆ On 6/04/2016, the Manager reprints EIV Income Report and Discrepancy Report for Candee Graham's May 2016 AR because 2/01/16 IR is now showing as the most current cert in TRACS.

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

Discrepancy Report – printed for May 2016 AR

POI: 11/01/2014 – 10/31/2015

Summary Report	Income Report	Income Discrepancy Report	Certification Page
Head of Household Information			
Name:		CANDEE GRAHAM	
Social Security Number:		*** - ** - 3259	
Contract Number		TX16R121212	
Project Number			
Project:		WEST POPLAR HEIGHTS	
Effective Date of Action:		02/01/2016	
Next Re-certification Date:		05/01/2016	
Projected Annual Wages and Benefits from Form HUD-50059:		\$15,080.00	
Period Of Income for Discrepancy Analysis		11/01/2014 – 10/31/2015	
Discrepancy Analysis		Actuals	Annualized Last Quarter
Reported Annual Wages and Benefits from EIV Data:		\$16,884.41	\$24,496.17
Amount of Annual Income Discrepancy:		(\$1,804.41)	(\$9,416.17)
Amount of Monthly Income Discrepancy:		(\$150.37)	(\$784.68)
Percentage of Income Discrepancy:		(10.69%)	(68.44%)
<small>Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.</small>			
			Report Date: June 2016

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

Income Report (Detail) printed for Carrie A. Tune & Clara Net – for May 2016 AR

POI: 11/01/2014 – 10/31/2015

Summary Report	Income Report	Income Discrepancy Report	Certification Page
Household Member:	CARRIE A.TUNE	SSN:	***-**- 6568
Date of Birth:	XX/XX/2005	Relationship:	Child
EIV received no income or benefits data.			
Report Date: 06/04/2016			
*The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.			
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Date: June 2016			

Household Member:	CLARA NET	SSN:	***-**- 2627
Date of Birth:	XX/XX/2008	Relationship:	Child
EIV received no income or benefits data.			
Report Date: 06/04/2016			
*The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.			
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.			
Report Date: June 2016			

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

Income Report (Detail) printed for Chris P. Bacon – for May 2016 AR

POI: 11/01/2014 – 10/31/2015

Household Member:		CHRIS P. BACON	SSN:	***-**- 5705
Date of Birth:		XX/XX/1984	Relationship:	Adult Co-Head
Employment Information				
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
04/07/2016	TX	75-1244444	PIZZA HUT, 2000 GRASS LANDING, LONGVIEW TX 75605-200	05/21/2016
02/27/2016	MI	26-2626266	SUDS INC., 1011 LEAF AVE., ENNIS TX 75119-4000	04/16/2016
09/05/2015	TX	75-2222222	DALLAS BUILDERS, 4000 BUSH LANE, DALLAS TX 75244-5000	03/15/2016
07/21/2015		75-2399999	CORKED STAFFING, 303 LONG BRANCH, ATHENS TX 75751-2000	03/13/2016
05/01/2015	TX	75-2222222	DALLAS BUILDERS, 4000 BUSH LANE, DALLAS TX 75244-5000	03/13/2016
10/21/2014		14-1855555	CASTLE GROUP INC., 5000 ROOT DRIVE, MEMPHIS TN 38117-4000	03/13/2016
Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q1 of 2016	\$59.00	75-2222222	DALLAS BUILDERS, 4000 BUSH LANE, DALLAS TX 75244-5000	05/22/2016
Q1 of 2016	\$227.00	26-2626266	SUDS INC., 1011 LEAF AVE., ENNIS TX 75119-4000	05/22/2016
Q4 of 2015	\$663.00	46-5165555	SURST MGT., PO BOX 7, ATHENS TX 75751-1000	03/13/2016
Q4 of 2015	\$4,439.00	75-2222222	DALLAS BUILDERS, 4000 BUSH LANE, DALLAS TX 75244-5000	03/13/2016
Q3 of 2015	\$250.00	75-2399999	CORKED STAFFING, 303 LONG BRANCH, ATHENS TX 75751-2000	03/13/2016
Q3 of 2015	\$210.00	46-5165555	SURST MGT., PO BOX 7, ATHENS TX 75751-1000	03/13/2016
Q3 of 2015	\$762.00	75-2222222	DALLAS BUILDERS, 4000 BUSH LANE, DALLAS TX 75244-5000	03/13/2016
Q2 of 2015	\$1,845.00	75-2222222	DALLAS BUILDERS, 4000 BUSH LANE, DALLAS TX 75244-5000	03/13/2016
Q4 of 2014	\$2,296.00	15-1855555	CASTLE GROUP INC., 5000 ROOT DRIVE, MEMPHIS TN 38117-4000	03/13/2016
Q3 of 2014	\$1,459.00	31-1666666	KROOGER PARTNERS PO BOX 8 HUTCHINSON KS 67504-1000	03/13/2016
Q2 of 2014	\$2,160.00	31-1666666	KROOGER PARTNERS PO BOX 8 HUTCHINSON KS 67504-1000	03/13/2016
Q1 of 2014	\$1,550.00	31-1666666	KROOGER PARTNERS PO BOX 8 HUTCHINSON KS 67504-1000	03/13/2016

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

2/01/2016 IR

Section C. Household Information																
33. No.	34. Last Name	35. First Name	36. MI	37. Rel	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	GRAHAM	CANDEE		H	F	B	2	06/03/1987			444-44-3259		EC		29	
02	TUNE	CARRIE	A	D	F	B	2	11/28/2005			666-66-6568		EC		11	
03	NET	CLARA		D	F	B	2	12/08/2008			222-22-2627		EC		8	
04	BACON	CHRIS	P	K	M	B	2	03/25/1984			555-55-5705		EC		32	
50. Family has Mobility Disability?				N		53. Number of Family Members				4	57. Expected Family Addition – Adoption				0	
51. Family has Hearing Disability?				N		54. Number of Non-Family Members				0	58. Expected Family Addition – Pregnancy				0	
52. Family has Visual Disability?				N		55. Number of Dependents				0	59. Expected Family Addition - Foster Children				0	
				56. Number of Eligible Members				4								
60. Previous Head Last Name									63. Active Full Cert. Effective Date							
61. Previous Head First Name									64. Previous Head ID							
62. Previous Head Middle Initial									65. Previous Head Birth Date							
Section D. Income Information								Section E. Asset Information								
66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.	75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested							
01	W-Non-Federal Wage	\$15,080.00														
01	C-Child Support	\$5,452.00														

Third Party Verification in file shows:

*Candee's wages at Dallas Builders: \$7.25/hr. * 40 hours * 52 weeks = \$15,080*

*Candee's child support payments: \$454.33/month * 12 months = \$5,452*

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

EIV POI Analysis

Complete a table for each income source identified during the POI on Income Detail Report

Tenant Name		Income Source
	Calculation	
Q		
Q		
Q		
Q		
Q		
	Total	

Tenant Name		Income Source
	Calculation	
Q		
Q		
Q		
Q		
Q		
	Total	

Tenant Name		Income Source
	Calculation	
Q		
Q		
Q		
Q		
Q		
	Total	

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

EIV POI Analysis – Page 2 of 2

Tenant Name	Calculation	Income Source
Q		
Q		
Q		
Q		
Q		
Total		

Tenant Name	Calculation	Income Source
Q		
Q		
Q		
Q		
Q		
Total		

Once all income reported by EIV during the POI has been added to the EIV POI Analysis form, please calculate the Total **Household** Income and list total in the box below right labeled 'Total Household Income per EIV POI Analysis Worksheet.'

Actuals per EIV Discrepancy Report	Total Household Income per EIV POI Analysis Worksheet

For informational use only:

Q1 = January, February, March

Q2 = April, May June

Q3 = July, August, September

Q4 = October, November, December

Are EIV Actuals reconciled to Income report? [] Yes [] No

Pg ____ of ____

Initials _____ Date _____

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

EIV Income Discrepancy Resolution

Cert EIV is viewing as discrepant _____ POI: _____ to _____

Is this the most recent cert transmitted to TRACS? Yes No

First and Last Name of Member with Income	Student (S) or Dependent (D)?	Income Source Listed on EIV Income Report <i>(complete a row for each income source you did a table for)</i>	Income Reported on EIV Income Report for POI <i>(this is the total from your table on the POI Analysis)</i>	Income Reported from <u>this source on Discrepant 50059</u>	Is There an Applicable Invalid Discrepancy Code? <i>(Options in legend below).</i>

Invalid Discrepancy Codes Legend:

1. This income is reported correctly on the current certification.
2. This is an **income increase** that EIV did not know about at the time of the POI.
3. This is an **income decrease** that EIV did not know about at the time of the POI.
4. This is an **income termination** that EIV did not know about at the time of the POI that has been 3rd party verified.
5. This is a **new income source** that initiated after the POI and should be on this certification
6. EIV erroneously included **student income** that should be capped at \$480/year (5-6 A3d)
7. EIV erroneously included **earned income of minor** that is not included on cert (5-6 A3a)
8. The income earned from this source stopped **prior to the move in date** for this member per third party verification.
9. Tenant **failed to report a decrease/termination** of the income from this source (7-15 D2)
10. EIV Income Report does not support discrepancy- this selection is reserved for **anomalies** that should be reported to the EIV Helpdesk for additional research.
11. The income from this source was **incorrectly coded** on the 50059 using the wrong income type category
12. Other: _____

Do all rows in the table above include an Invalid Discrepancy Code? Yes No

If yes, this is not a valid discrepancy. Place your EIV POI Analysis and this form in your tenant file for documentation purposes.

If no, complete an EIV Income Discrepancy Action Plan to resolve this **potentially valid** discrepancy.

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 1 – Candee Graham

EIV Income Discrepancy Action Plan

Cert EIV is viewing as discrepant _____ Is this certification a correction? Yes No

POI: _____ to _____

Why is discrepancy potentially valid?

Under-reported income Unreported income Seasonal/Other: _____

Has additional third party verification already been sent? Yes No

If yes, indicate to whom. _____

For additional third party verification to be sent, complete the following:

Tenant pertaining to: _____ Employer: _____

Method used: Email Fax Mail

Date 3rd party sent: _____ Date 3rd party returned: _____

Tenant pertaining to: _____ Employer: _____

Method used: Email Fax Mail

Date 3rd party sent: _____ Date 3rd party returned: _____

Based on third party verification received, is a correction to existing cert or new cert necessary? Yes No

If yes, what effective date(s) and type of cert (add * to denote corrections)? _____

Are subsequent certifications also affected? Yes No If yes, which ones? _____

Is a tenant subsidy repayment agreement necessary? Yes No TBD Tenant Skipped

Processor Notes:

Resolution Secrets for EIV Income Discrepancies

Income Discrepancy Case Study # 2 – Tim Burr

■ August 2015

- ◆ MI 8/01/2015 for Tim Burr (HOH) transmitted 8/10/2015; processed in TRACS 8/12/2015
- ◆ Property has universal recerts in May each year.

8/01/2015 MI – Tim Burr

Section C. Household Information																	
33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes	
01	BURR	TIM		H	M	W	2	03/01/1940	EH		223-12-1234		EC		75		
50. Family has Mobility Disability?				N	53. Number of Family Members				1	57. Expected Family Addition – Adoption				0			
51. Family has Hearing Disability?				N	54. Number of Non-Family Members				0	58. Expected Family Addition – Pregnancy				0			
52. Family has Visual Disability?				N	55. Number of Dependents				0	59. Expected Family Addition - Foster Children				0			
56. Number of Eligible Members									1								
60. Previous Head Last Name									63. Active Full Cert. Effective Date								
61. Previous Head First Name									64. Previous Head ID - -								
62. Previous Head Middle Initial									65. Previous Head Birth Date								
Section D. Income Information							Section E. Asset Information										
66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.	75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested								
01	SS – Social Security	\$1,368.00															

■ September 2015

- ◆ Failed Verification Report printed 9/04/2015 shows no issues for Tim - MI was processed in TRACS after the cutoff date for TRACS sending new certification to EIV.
- ◆ Manager creates IR 9/01/2015 – adding spouse, Anne, with no income; IR transmitted on 9/10/2015; processed in TRACS on 9/11/2015

Resolution Secrets for EIV Income Discrepancies

9/01/2015 IR – Adding Spouse (Anne Burr)

Section C. Household Information																
33. No	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	BURR	TIM		H	M	W	2	03/01/1940	EH		223-12-1234		EC		75	
02	BURR	ANNE		S	F	W	2	06/17/1942	EH		212-12-2121		EC		73	
				N	53. Number of Family Members					2	57. Expected Family Addition – Adoption					0
				N	54. Number of Non-Family Members					0	58. Expected Family Addition – Pregnancy					0
				N	55. Number of Dependents					0	59. Expected Family Addition - Foster Children					0
				N	56. Number of Eligible Members					2						
60. Previous Head Last Name									63. Active Full Cert. Effective Date							
61. Previous Head First Name									64. Previous Head ID							
62. Previous Head Middle Initial									65. Previous Head Birth Date							
Section D. Income Information							Section E. Asset Information									
66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.	75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested							
01	SS – Social Security	\$1,368.00														

October 2015

- ◆ Failed Verification Report printed 10/04/2015 shows a failed ID for Tim based on his MI cert. Manager starts to research the failed ID.

Failed Verification Report

<p style="margin: 0;">Welcome XX</p> <ul style="list-style-type: none"> • Back to Secure Systems • Back to EIV Main Page <li style="color: orange;">Income Information • By Contract Number • By Project Number • By Head of Household <li style="color: orange;">Verification Reports • Existing Tenant Search • Multiple Subsidy Report • Identity Verification Reports 	<p style="font-size: small;">Verification Reports >> Identity Verification Report Selection >> Identity Verification Report >> Failed Verification Report</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #003366; color: white;"> <tr> <th colspan="2" style="text-align: center;">Failed Verification Report by Contract as of OCTOBER 2015</th> </tr> <tr> <td style="width: 70%;">Contracts</td> <td>NC12M121212</td> </tr> <tr> <td>Re-certification Month</td> <td>All</td> </tr> <tr> <td>Households with Errors</td> <td>1</td> </tr> </table> <p style="text-align: center; font-size: small;">1 - 1 of 1 Households</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #003366; color: white;"> <tr> <td style="width: 50%; text-align: center;">Failed Verification Report</td> <td style="width: 50%; text-align: center;">Download Data</td> </tr> </table> <p style="text-align: center; font-size: small; background-color: #003366; color: white; padding: 2px;">Failed Verification Report for Contract: NC12M121212</p> <p style="font-size: x-small;">HOH SSN: 223-12-1234 HOH Name: TIM BURR Project Number: 01233333 </p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 30%;">Member SSN</th> <th style="width: 30%;">Member Name</th> <th style="width: 40%;">Error Description</th> </tr> </thead> <tbody> <tr> <td>223-12-1234</td> <td>TIM BURR</td> <td>Verification failed - SSN not found in SSA records 123121234</td> </tr> </tbody> </table>	Failed Verification Report by Contract as of OCTOBER 2015		Contracts	NC12M121212	Re-certification Month	All	Households with Errors	1	Failed Verification Report	Download Data	Member SSN	Member Name	Error Description	223-12-1234	TIM BURR	Verification failed - SSN not found in SSA records 123121234
Failed Verification Report by Contract as of OCTOBER 2015																	
Contracts	NC12M121212																
Re-certification Month	All																
Households with Errors	1																
Failed Verification Report	Download Data																
Member SSN	Member Name	Error Description															
223-12-1234	TIM BURR	Verification failed - SSN not found in SSA records 123121234															

Resolution Secrets for EIV Income Discrepancies

November 2015

- Failed Verification Report printed 11/04/2015 again shows a failed ID for Tim (ID issue not resolved).

Failed Verification Report

<div style="background-color: #003366; color: white; padding: 5px;"> Welcome X </div> <ul style="list-style-type: none"> • Back to Secure Systems • Back to EIV Main Page <li style="color: yellow;">Income Information • By Contract Number • By Project Number • By Head of Household <li style="color: yellow;">Verification Reports • Existing Tenant Search • Multiple Subsidy Report • Identity Verification Reports 	<p style="font-size: small;">Verification Reports >> Identity Verification Report Selection>> Identity Verification Report>> Failed Verification Report</p> <div style="background-color: #003366; color: white; text-align: center; padding: 2px;"> Failed Verification Report by Contract as of NOVEMBER 1, 2015 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 60%;">Contracts</td> <td>NC12M121212</td> </tr> <tr> <td>Re-certification Month</td> <td>All</td> </tr> <tr> <td>Households with Errors</td> <td>1</td> </tr> </table> <p style="text-align: center; font-size: small;">1 - 1 of 1 Households</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Failed Verification Report Download Data </div> <div style="background-color: #003366; color: white; text-align: center; padding: 2px; font-size: small;"> Failed Verification Report for Contract: NC12M121212 </div> <p style="font-size: x-small; margin: 0;">HOH SSN: 223-12-1234 HOH Name: TIM BURR Project Number: 01233333 </p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 25%;">Member SSN</th> <th style="width: 30%;">Member Name</th> <th style="width: 45%;">Error Description</th> </tr> </thead> <tbody> <tr> <td>223-12-1234</td> <td>TIM BURR</td> <td>Verification failed - SSN not found in SSA records 123121234</td> </tr> </tbody> </table>	Contracts	NC12M121212	Re-certification Month	All	Households with Errors	1	Member SSN	Member Name	Error Description	223-12-1234	TIM BURR	Verification failed - SSN not found in SSA records 123121234
Contracts	NC12M121212												
Re-certification Month	All												
Households with Errors	1												
Member SSN	Member Name	Error Description											
223-12-1234	TIM BURR	Verification failed - SSN not found in SSA records 123121234											

- Manager prints Income Summary and Income Detail Report on 11/10/2015 to reconcile with income reported on 8/01/15 MI ('EIV in 90 day' requirement).
 - Income Summary shows HOH (Tim) as failed and Spouse (Anne) as verified.
 - Income Detail shows no income information for Tim because he is a failed ID.

Income Summary

Head of Household Information						
Name:	TIM BURR					
Social Security Number:	*** - ** - 1234					
Date of Birth (m/dd/yyyy):	XX/XX/1940					
Contract Number	NC12M121212					
Project Number	01233333					
Project:	WILLOW STREET APARTMENTS					
Unit Address:	APT 9A – 8888 WILLOW STREET CHARLOTTE NC 29201					
Next Re-certification Date:	05/01/2016					
Tenant Data from Form 50059 as of:	09/11/2015					
Most Recent Type of Action:	IR – Interim Recertification					
Effective Date:	09/01/2015					
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-1234	TIM	BURR	XX/XX/1940	75	Head of Household	Failed
***-**-2121	ANNE	BURR	XX/XX/1942	73	Spouse	Verified
<p style="margin: 0;">This month and day values in the Date of Birth field have been masked for security reasons.</p> <p style="margin: 0; text-align: center;">Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.</p>						
						Report Date: November 2015

Resolution Secrets for EIV Income Discrepancies

Income Report (Detail)

Summary Report

Income Report

Income Discrepancy Report

Certification Page

Wage and Benefit Report for Household of TIM BURR

Contract Number	NC12M121212	Subsidy Type	Section 8
Project:	WILLOW STREET APARTMENTS	Project Number	01233333
Next Re-certification Date:	05/01/2016	Form 50059 as of:	09/11/2015
Address:	Apt 9A – 8888 WILLOW STREET CHARLOTTE NC 28201		
Most Recent Type of Action:	IR-Interim Recertification	Effective Date:	09/01/2015
Head of Household: TIM BURR			
Social Security Number:	***-**-1234	Date of Birth:	XX/XX/1940

Household Member:	TIM BURR	SSN:	***-**-1234
Date of Birth:	XX/XX/1940	Relationship:	Head of Household

Verification failed – SSN not found in SSA records.

Report Date: 11/10/2015

*The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on this report.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Date: November 2015

Household Member:	ANNE BURR	SSN:	***-**-2121
Date of Birth:	XX/XX/1942	Relationship:	Spouse

Employment Information

EIV received no Employment (W4) data

Wages

EIV received no benefit data

Unemployment Benefits

EIV received no benefit data

Social Security Benefits

EIV received no benefit data.

Dual Entitlement

EIV received no benefit data.

Medicare Data

EIV received no benefit data.

Supplemental Security Benefits

EIV received no benefit data.

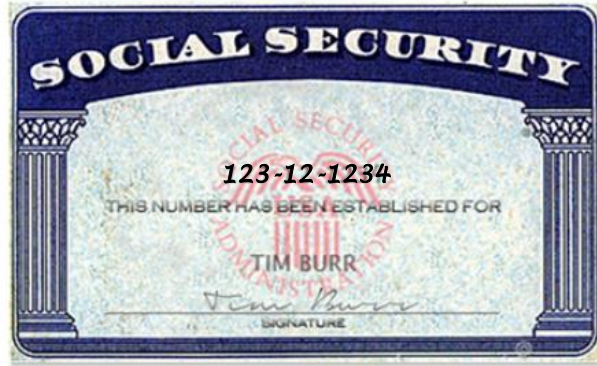
Disability

Disability	No	On Set Date:
Date Received by EIV: 01-NOV-15		Report Date: November 2015

Resolution Secrets for EIV Income Discrepancies

- ◆ Manager discovers she entered Tim’s SSN incorrectly on the MI and sends 9/01/15 IR correction to fix failed ID discrepancy on 11/22/2015. IR correction is processed in TRACS on 11/27/2015.

Copy of Social Security Card



9/01/2015 IR Correction

Fixing SSN for HOH (Tim Burr) from 223 – 12 - 1234 to 123 – 12 – 1234

Section C. Household Information																
33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	BURR	TIM		H	M	W	2	03/01/1940	EH		123-12-1234		EC		75	
02	BURR	ANNE		S	F	W	2	06/17/1942	EH		212-12-2121		EC		73	
50. Family has Mobility Disability?				N	53. Number of Family Members					2	57. Expected Family Addition – Adoption					0
51. Family has Hearing Disability?				N	54. Number of Non-Family Members					0	58. Expected Family Addition – Pregnancy					0
52. Family has Visual Disability?				N	55. Number of Dependents					0	59. Expected Family Addition - Foster Children					0
56. Number of Eligible Members										2						
60. Previous Head Last Name			BURR			63. Active Full Cert. Effective Date			09/01/2015							
61. Previous Head First Name			TIM			64. Previous Head ID			223-12-1234							
62. Previous Head Middle Initial						65. Previous Head Birth Date			03/01/1940							
Section D. Income Information								Section E. Asset Information								
66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.	75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested							
01	SS – Social Security	\$1,368.00														

■ December 2015

- ◆ Failed Verification Report printed 12/04/2015 still shows failed ID for Tim; EIV doesn’t see 9/01/2015 IR correction yet (again, this is the delay in TRACS updating EIV). Manager makes note on report that issue was resolved on 11/27/2015 with 9/01/15 correction.

Resolution Secrets for EIV Income Discrepancies

January 2016

- ◆ Failed ID Master Report printed 01/04/2016 shows no failed Identity discrepancies.
- ◆ On 1/04/2016, the Manager prints the EIV Income Summary report, EIV Income Report and Discrepancy Report for Tim Burr's May 2016 AR because 9/01/15 IR correction is now showing as the most current cert in TRACS.
- ◆ There is now a discrepancy based on the 9/1/2015 IR.

Discrepancy Report – printed 1/4/2016 for May 2016 AR

POI: 06/01/2014 – 05/31/2015

Summary Report	Income Report	Income Discrepancy Report	Certification Page
Head of Household Information			
Name:	TIM BURR		
Social Security Number:	*** - ** - 1234		
Contract Number	NC12M121212		
Project Number	01233333		
Project:	WILLOW STREET APARTMENTS		
Effective Date of Action:	09/01/2015		
Next Re-certification Date:	05/01/2016		
Projected Annual Wages and Benefits from Form HUD-50059:	\$1,368.00		
Period Of Income for Discrepancy Analysis	06/01/2014 – 05/31/2015		
Discrepancy Analysis	Actuals	Annualized Last Quarter	
Reported Annual Wages and Benefits from EIV Data:	\$8,304.00	\$8,328.00	
Amount of Annual Income Discrepancy:	(\$6,936.00)	(\$6,960.00)	
Amount of Monthly Income Discrepancy:	(\$578.00)	(\$580.00)	
Percentage of Income Discrepancy:	(83.53%)	(83.33%)	
<small>Note: Negative numbers represent potential under reporting of income. Please discuss this income discrepancy with the tenant. Positive numbers represent potential decrease in tenant income.</small>			

Resolution Secrets for EIV Income Discrepancies

Tim Burr Income Report (Detail) – printed 1/4/2016 for May 2016 AR

POI: 06/01/2014 – 05/31/2015

Summary Report

Income Report

Income Discrepancy Report

Certification Page

Wage and Benefit Report for Household of TIM BURR

Contract Number	NC12M121212	Subsidy Type	Section 8
Project:	WILLOW STREET APARTMENTS	Project Number	01233333
Next Re-certification Date:	05/01/2016	Form 50059 as of:	11/27/2015
Address:	Apt 9A – 8888 WILLOW STREET CHARLOTTE NC 28201		
Most Recent Type of Action:	IR-Interim Recertification	Effective Date:	09/01/2015
Head of Household: TIM BURR			
Social Security Number:	***-**-1234	Date of Birth:	XX/XX/1940

Household Member:	TIM BURR	SSN:	***-**-1234
Date of Birth:	XX/XX/1940	Relationship:	Head of Household

Employment Information

EIV received no Employment (W4) data

Wages

EIV received no benefit data

Unemployment Benefits

EIV received no benefit data

Social Security Benefits

	Verification Data		Gross Benefit	Benefits History
Payment Status Code:	C – Current payment status (except railroad payment)	Date		
Date of Current Entitlement:	02/2004	12/2015	\$114.00	Benefits Paid
Net Monthly Benefit if Payable:	\$114.00	01/2015	\$114.00	Benefits Paid
Payee Name and Address:	TIM BURR	12/2014	\$110.00	Benefits Paid
	APT 9A -	01/2014	\$108.00	Benefits Paid
	888 WILLOW STREET	12/2013	\$108.00	Benefits Paid
	CHARLOTTE NC 28201	01/2013	\$108.00	Benefits Paid
		12/2012	\$106.00	Benefits Paid
		01/2012	\$106.00	Benefits Paid
Date Received by EIV: 01-JAN-16		Lump Sum Date		Amount
		11/01/2015		\$0.00

Resolution Secrets for EIV Income Discrepancies

Tim Burr Income Report (Detail) - continued

Dual Entitlement EIV received no benefit data.					
Medicare Data EIV received no benefit data.					
Supplemental Security Income Benefits			Payment History of Net Benefits Paid		
	Verification Data	Date	Federal Amount	State Amount	Type of Payment
Payment Status Code:	C01 – Current Pay	2016-02-01 0:00:00	\$580.00	\$0.00	Recurring Payment
Alien Indicator:		2016-01-01 0:00:00	\$580.00	\$0.00	Recurring Payment
SSI Monthly Assistance Amount (Current):	\$580.00	2015-01-01 0:00:00	\$580.00	\$0.00	Recurring Payment
State Supplement Amount (Current):	\$0.00	2015-01-01 0:00:00	\$580.00	\$0.00	Recurring Payment
Payee Name and Address:	TIM BURR	2014-10-01 0:00:00	\$580.00	\$0.00	Recurring Payment
	APT 9A -	2014-02-01 0:00:00	\$580.00	\$0.00	Overpayment
Date Received by EIV: 01-JAN-16	8888 WILLOW STREET	2014-02-01 0:00:00	\$580.00	\$0.00	Recurring Payment
	CHARLOTTE NC 28201	2014-01-01 0:00:00	\$580.00	\$0.00	Recurring Payment
Date Received by EIV: 01-JAN-16					
Disability					
Disability:	Yes		On-set Date:		
Date Received by EIV: 01-JAN-16			Report Date: January 2016		
Household Member:	ANNE BURR		SSN:	***-**-2121	
Date of Birth:	XX/XX/1942		Relationship:	Spouse	
Employment Information					
EIV received no Employment (W4) data					
Wages					
EIV received no benefit data					
Unemployment Benefits					
EIV received no benefit data					
Social Security Benefits					
EIV received no benefit data.					
Dual Entitlement					
EIV received no benefit data.					
Medicare Data					
EIV received no benefit data.					
Supplemental Security Benefits					
EIV received no benefit data.					
Disability					
Disability:	No		On Set Date:		
Date Received by EIV: 01-JAN-16			Report Date: January 2016		

Resolution Secrets for EIV Income Discrepancies

EIV POI Analysis

Complete a table for each income source identified during the POI on Income Detail Report

Tenant Name	Calculation	Income Source
Q		
Q		
Q		
Q		
Q		
Total		

Tenant Name	Calculation	Income Source
Q		
Q		
Q		
Q		
Q		
Total		

Once all income reported by EIV during the POI has been added to the EIV POI Analysis form, please calculate the Total **Household** Income and list total in the box below right labeled 'Total Household Income per EIV POI Analysis Worksheet.'

Actuals per EIV Discrepancy Report	Total Household Income per EIV POI Analysis Worksheet

For informational use only:

Q1 = January, February, March

Q2 = April, May June

Q3 = July, August, September

Q4 = October, November, December

Are EIV Actuals reconciled to Income report? [] Yes [] No

Pg ____ of ____

Initials _____

Date _____

Resolution Secrets for EIV Income Discrepancies

EIV Income Discrepancy Resolution

Cert EIV is viewing as discrepant _____ POI: _____ to _____

Is this the most recent cert transmitted to TRACS? Yes No

First and Last Name of Member with Income	Student (S) or Dependent (D)?	Income Source Listed on EIV Income Report	Income Reported on EIV Income Report for POI <i>(this is the total from your table on the POI Analysis)</i>	Income Reported from this Source on Discrepant 50059	Is There an Applicable Invalid Discrepancy Code <i>(Options in legend below).</i>

Invalid Discrepancy Codes Legend:

1. This income is reported correctly on the current certification.
2. This is an **income increase** that EIV did not know about at the time of the POI.
3. This is an **income decrease** that EIV did not know about at the time of the POI.
4. This is an **income termination** that EIV did not know about at the time of the POI that has been 3rd party verified.
5. This is a **new income source** that initiated after the POI and should be on this certification
6. EIV erroneously included **student income** that should be capped at \$480/year (5-6 A3d)
7. EIV erroneously included **earned income of minor** that is not included on cert (5-6 A3a)
8. The income earned from this source stopped **prior to the move in date** for this member per third party verification.
9. Tenant **failed to report a decrease/termination** of the income from this source (7-15 D2)
10. EIV Income Report does not support discrepancy- this selection is reserved for **anomalies** that should be reported to the EIV Helpdesk for additional research.
11. The income from this source was **incorrectly coded** on the 50059 using the wrong income type category
12. Other: _____

Do all rows in the table above include an Invalid Discrepancy Code? Yes No

If yes, this is not a valid discrepancy. Place your EIV POI Analysis and this form in your tenant file for documentation purposes.

If no, complete an EIV Income Discrepancy Action Plan to resolve this **potentially valid** discrepancy.

Resolution Secrets for EIV Income Discrepancies

EIV Income Discrepancy Action Plan

Cert EIV is viewing as discrepant _____ Is this certification a correction? Yes No

POI: _____ to _____

Why is discrepancy potentially valid?

Under-reported income Unreported income Seasonal/Other: _____

Has additional third party verification already been sent? Yes No

If yes, indicate to whom. _____

For additional third party verification to be sent, complete the following:

Tenant pertaining to: _____ Employer: _____

Method used: Email Fax Mail

Date 3rd party sent: _____ Date 3rd party returned: _____

Tenant pertaining to: _____ Employer _____

Method used: Email Fax Mail

Date 3rd party sent: _____ Date 3rd party returned: _____

Based on third party verification received, is a correction to existing cert or new cert necessary? Yes No

If yes, what effective date(s) and type of cert (add * to denote corrections)? _____

Are subsequent certifications also affected? Yes No If yes, which ones? _____

Is a tenant subsidy repayment agreement necessary? Yes No TBD Tenant Skipped

Processor Notes:

Resolution Secrets for EIV Income Discrepancies

8/01/15 MI Correction- Adding SSI Income for HOH (Tim Burr)

Section C. Household Information																	
33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes	
01	BURR	TIM		H	M	W	2	03/01/1940	EH		223-12-1234		EC		75		
50. Family has Mobility Disability?				N	53. Number of Family Members				1	57. Expected Family Addition – Adoption				0			
51. Family has Hearing Disability?				N	54. Number of Non-Family Members				0	58. Expected Family Addition – Pregnancy				0			
52. Family has Visual Disability?				N	55. Number of Dependents				0	59. Expected Family Addition - Foster Children				0			
56. Number of Eligible Members									1								
60. Previous Head Last Name									63. Active Full Cert. Effective Date								
61. Previous Head First Name									64. Previous Head ID - -								
62. Previous Head Middle Initial									65. Previous Head Birth Date								
Section D. Income Information								Section E. Asset Information									
66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.	75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested								
01 01	SS – Social Security SSI - Supplemental Security Income	\$1,368.00 \$6,690.00															

9/01/2015 IR Correction – Adding SSI Income for HOH (Tim Burr)

Section C. Household Information																	
33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes	
01	BURR	TIM		H	M	W	2	03/01/1940	EH		123-12-1234		EC		75		
02	BURR	ANNE		S	F	W	2	06/17/1942	EH		212-12-2121		EC		73		
50. Family has Mobility Disability?				N	53. Number of Family Members				2	57. Expected Family Addition – Adoption				0			
51. Family has Hearing Disability?				N	54. Number of Non-Family Members				0	58. Expected Family Addition – Pregnancy				0			
52. Family has Visual Disability?				N	55. Number of Dependents				0	59. Expected Family Addition - Foster Children				0			
56. Number of Eligible Members									2								
60. Previous Head Last Name									63. Active Full Cert. Effective Date								
61. Previous Head First Name									64. Previous Head ID - -								
62. Previous Head Middle Initial									65. Previous Head Birth Date								
Section D. Income Information								Section E. Asset Information									
66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.	75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested								
01 01	SS – Social Security SSI - Supplemental Security Income	\$1,368.00 \$6,690.00															

Thanks for participating!

Contact me at jennyd@blueprinthehousing.org for help with any of your HUD/LIHTC needs.