

EIV Policy Checklist

EIV System Security Measures to protect EIV data

- Technical Safeguards
- Administrative Safeguards
- Physical Safeguards

EIV Existing Tenant Search

- Description that the search will be performed during the application process for all household members listed on the application
- Description of procedures for follow-up on all applicants reported as being assisted at another property or through another program

EIV Identity Verification Reports

- Frequency that the Failed Pre-Screening and Failed Verification Report will be reviewed and resolved (minimum monthly)
- Description of procedures that will be followed to resolve discrepancies

EIV Multi-subsidy Report

- Frequency that the Multi-subsidy Report will be reviewed and resolved (minimum quarterly)
- Description of procedures that will be utilized to follow-up on all tenants reported as being assisted at another location

Deceased Tenant Report

- Frequency that the Deceased Tenant Report will be reviewed and researched (minimum quarterly)
- Description of procedures that will be utilized to follow-up on all tenants reported as deceased

New Hires Report

- Frequency that the New Hires Report will be reviewed and acted upon (minimum quarterly)
- Description of procedures to be followed when a resident is reported to have started a new job

No Income Report

- Frequency that the No Income Report will be reviewed and acted upon (minimum quarterly)
- Description of procedures that will be utilized to follow-up on a tenant reporting zero income who does not appear on the No Income Report

EIV Employment and Income Data Reports

- Statement that each household's Income, Summary, and Income Discrepancy Report will be printed and reviewed during the recertification process
- Description of how each of the Reports will be reviewed and utilized
- Description of Income Discrepancy resolution procedures, to include how cases of identity theft and tenant fraud will be handled
- If any of the Reports are utilized at any other time than recertification, e.g., the Income Discrepancy Report or No Income Report, a description of when each Report will be accessed