EIV USAGE CHECKLIST

Assessment Questions

If a response is NO to any items, determine a plan of action to update policies and/or forms and implement any changes.	Yes	No
Do tenant files for move-ins or initial certifications effective on or after January 31, 2010 contain evidence that the EIV Existing Tenant Search was run for all household members, including minors, live-in aides, and fosters, prior to offering them a unit or adding a new member to an existing unit? (Change 4, 9-12.A)		
Do tenant files contain the EIV Income Summary Report, displaying the Identity Verification Status of each household member?		
Does the EIV Income Summary Report in each file display the "verified" status for all subsidized household members?		
If "no", is there a note to document that the status has been addressed and/or resolved, or meets one of the "Not Verified" exceptions? (For example, identifying members of the household that are ineligible citizens with an appropriate status of "Not Verified") (Change 4, 9-14. A)		
Do tenant files contain evidence that the EIV Income Detail Report was printed and reviewed within 90 days after the move-in or initial certification was transmitted to TRACS? (This requirement applied to all MI / IC effective 1/31/2010 or later) (Change 4, 9-11.B.5)		
Do supporting documents for Annual and Interim Recertifications include evidence that the EIV Income Detail Report and Income Discrepancy Report were printed, reviewed, and if any discrepancies resolved within 30 days of the report printed date (or) at the time of the recertification? (Change 4, 9-11.C.3, Exhibit 9-5 Use of EIV Reports)		
When tenant files contain EIV New Hire Detail Reports or Multiple Subsidy Detail Reports, do the tenant files show issues were reviewed, researched, and resolved?		
Do tenant files contain documentation that households receive the *"EIV and You"* brochure annually? (Change 4, 5-15 C.3)		

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For all multiple adult member households: Do tenant files contain a signed *Tenant Consent to Disclose EIV Income Form* for each adult member, 18 years of age or older, OR signed *self-certification* stating that each adult member, 18 years of age and older, were interviewed separately?		
For applicable households: Do files contain an EIV Tenant Consent Form for **any** adult **non-household** members involved in the recertification process? (For example, case workers, service coordinators, adult children assisting elderly parents, translators, etc.) (Change 4, 9-17 and Exhibit 9-4 Sample Tenant Consent to Disclose EIV Income Information)		
If response is NO to any items, determine a plan of action to update EIV file/binder and/or policies and implement any changes.	**Yes**	**No**
For each Coordinator, does the file/binder contain: (Change 4, 9-20)		
Initial Paper Coordinator Access Authorization Form (signed by HUD)?		
Replacement CAAF (required only if signed Initial CAAF is not on file)?		
Owner Authorization Letter (signed by owner)?		
Initial Electronic CAAF (approved by HUD)?		
Current Annual Recertification CAAF (approved by HUD)?		
Cyber Awareness Challenge Certificate of Completion, signed within the last 12 months?		
For each User, does the file/binder contain: (Change 4, 9-20)		
Initial Paper User Access Authorization Form (signed by Coordinator)?		
Initial Electronic UAAF (approved by Coordinator)?		
Current Bi-Annual Recertification UAAF (approved by Coordinator)?		

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	Yes	**No**
For each Non-EIV Coordinator/User that views EIV data, does the file/binder contain:		
Signed EIV Rules of Behavior? (Change 4, 9-18)		
For each Non-EIV Coordinator/User that views EIV data, does the file/binder contain: (cont.)	**Yes**	**No**
Cyber Awareness Challenge Certificate of Completion, signed within the last 12 months? Note: This is an annual requirement of all staff that use EIV as part of their job description, regardless of whether they have EIV access or not. (Change 4, 9-20)		
For each terminated employee, does the file/binder contain:		
Documentation that the individual's EIV access was removed in a timely manner? (Change 4, 9-21)		
If response is NO to any items, determine a plan of action to update EIV file/binder and/or policies and implement any changes.		
Date property's EIV Policy was last updated:		
Is the last revision date of the EIV Policy after August 7, 2013, the effective date of Change 4? (Required implementation date for Change 4 was December 15, 2013)		
Does policy discuss the necessary safeguards in place to limit access to EIV information and reports to only those who have proper authorization? (Change 4, 9-21)		
Does policy discuss procedures to review and routinely assess if Users still have a valid need for EIV system access? (Change 4, 9-21)		
Does policy discuss the procedure for documenting and reporting any occurrences of improper disclosure of EIV data, security breaches, or unauthorized access? (Change 4, 9-17)		

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Does policy discuss procedures for tenants who turn 18 between recertifications to sign the 9887/9887A consent forms prior to the owner printing EIV Income Reports for these individuals at the upcoming recertification? (Change 4, 3-11, B.3)		
Does policy discuss how and when the *No Income Reported by HHS or SSA* and the *Non Income Reported on the 50059* reports are used? Note: Properties are required to use these reports and discuss the usage in the policy, but are <u>not</u> required to retain copies of these reports. (Change 4, 9-11 D.1.a(2) and 9-11 D.1.b(4))		
	Yes	**No**
If the property has opted to use the *Number of Households Not Verified Report* (aka Pending Verification Report), does the EIV policy describe how and when your property uses the report? Note: There is no requirement to use this report. (Change 4, 9-12.C)		

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