

EIV Tips

1 Make sure all original CAAF's and UAAF's for all users are in the master file/folder for our review, including the original owner approval letter for coordinators. The originals are not the computer generated ones. They are the actual three page document that the CAAF signs when they originally give you access.

2 It may be a good idea to process your monthly EIV reports in the middle of the month. This way if the first or the last day of the month lands on a weekend or holiday, you are not missing that report month. For example, if you need to run a report the last day of June and you were out that day and run it July 1st, you just made your report late. Doing them in the middle, keeps you in compliance.

3 Document any attempts you have made to resolve discrepancies, New Hire verification, Failed Identity, etc. You may not be able to fully resolve a discrepancy but if you are working the discrepancy you will not be cited for it. Without any notes, the Compliance Specialist has no idea what you are doing to resolve the discrepancy.

4 Timely terminate users/coordinators whom no longer need access. If they are listed on the OA Cert Report the specialist will be looking to make sure you have the required current and original authorizations, rules of behavior, and security awareness training. If you are not updating the system to accurately reflect user access, you will be cited. It is a good idea to run a cert report prior to your MOR to verify you have all required documents and that you terminate those who no longer require access.

5 Review your EIV Policies to make sure you are running the reports per your policy. If your policy says you will run reports monthly, you need to be running them monthly. If the policy says quarterly, you need to run them quarterly. Running them more often is cited just the same as not running them enough.

6 Ensure you are running the Discrepancy Report with the Income Report. They need to be printed the same time so that the information is accurate or it will not match.

7 Make sure your computer program is set to print the date on the reports when extracted from EIV. Sometimes if you update to a newer version of Windows, there is a setting in that program that you need to manually change to get the date to print on the documents.

8 The EIV Existing tenant search needs to be processed prior to the move-in during the application process. It needs to be processed for every individual in the household, including minors. Without running this report, there is no way to determine accurately if an applicant is receiving subsidy elsewhere.

