

## Chapter 24

### ENTERPRISE INCOME VERIFICATION (EIV) POLICY

The EIV information will be used as a tool for verification of families on SS and SSI, as well as Unemployment and Wage Information from Employers.

Before a full application meeting, staff checks EIV for existing tenants, bad debts, and multi-family subsidy. If the family's name appears on one of the reports, the other entity will be contacted to ensure the family left in good standing. If the family left because of termination and the incident was less than three (3) years, the family will be denied assistance with an opportunity for appeal.

Before the recertification appointment, the IHA staff will run an Income Discrepancy report, which includes new hires and print out the EIV information for each member so the information will be in the file during the meeting. IHA staff will go over the information with each adult member. If each adult member agrees with the EIV report, they will be required to sign the report. If any adult member disagrees with the EIV report, they will still be required to mark the form, give a reason for the disagreement and sign it.

If a family member has unreported income on the EIV report, but the income had never been reported to IHA, the family will have a chance to dispute the income. The burden of proof on the unreported income lies with the family. However, IHA will be required to perform third-party verifications of the unreported income to make sure that the dates and amounts reported on EIV are correct and to the right adult member. After the verification is complete and the family did have unreported income, the family will have an opportunity to enter into a Promissory Agreement with the IHA. The Promissory Agreement will not extend past 12 months in payments and the minimum payment cannot go lower than \$50 per month. If the family refuses to enter into the Promissory Agreement with IHA, then their assistance will be terminated with an opportunity for an appeal.

EIV information will be kept in each family's file for the duration of tenancy and three years after the end of participation.

IHA staff will attend all EIV trainings via web cast to keep up to date with changes.

Periodic reports to be run:

- Multiple Subsidy Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report
- New Hires Report