User Manual

Enterprise Income Verification System (EIV)

U.S. Department of Housing and Urban Development

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HUD CONFIDENTIAL

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EIV User Manual

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EIV 3_2 Users Manual

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Preface

Document Overview

The purpose of this document is to provide instructions on the use of the Enterprise Income Verification (*EIV*) system, formerly known as Up-front Income Verification (UIV). This document focuses on end-user functionality used for viewing tenant income in the support of rent subsidy projections and navigation through the EIV application.

How This Manual is Organized

Listed below are each of the chapters contained in this manual, along with a brief description of its content:

- **Chapter 1, Introduction** – An overview of the *EIV* system, including the hardware, software, and system architecture. It includes a list of Commercial Off-The-Shelf Software (COTS) items as well as diagrams the system.
- **Chapter 2, Getting Started** – Details accessing the *EIV* system and provides a tour of the user interface.
- **Chapter 3, Viewing Tenant Income Data** – Describes the user interface for accessing tenant income data, and provides instructions for its use.
- **Chapter 4, Tracking Requests** – Describes the process for requesting an out-of-cycle update to a tenant's income data, and how to track a request from submission to receipt.
- **Chapter 5, Viewing Exceeds Threshold Report** – Provides information about how to access and view Exceeds Threshold Report.
- **Appendix A, Abbreviations and Acronyms** – Provides a list of commonly used acronyms and abbreviations.

Who Should Use This Manual?

This manual is intended for the following types of user roles:

- HQ Occupancy
- HQ OIG
- HQ Senior Mgt
- HUB Occupancy
- FO Occupancy
- PHA Occupancy – Low rent
- PHA Occupancy – Voucher
- Super User

If you are a member of other roles, you may need to access other documents in the *EIV* system library to learn more about them. For more information about the content of the *EIV* system library, refer to the *Related Documentation* section of this document.

This manual assumes that the resources assigned to these roles have the following knowledge or expertise:

- Working knowledge of Microsoft Windows.
- Operational understanding of PCs.
- Operational understanding of Internet browsers.
- Understanding of HUD program terminology, policies, and procedures.

Related Documentation

This section provides a list of related documentation. The *EIV* system library includes the following documents:

- ***EIV User Manual*** – For users of the *EIV* system wage and income functionality, this manual provides step-by-step instructions.
- ***EIV Operations Manual*** – For administrative users, this manual provides step-by-step instructions for system and user administration and audit reporting functionality.
- ***EIV Maintenance Manual*** – For IT personnel maintaining the *EIV* system including server maintenance, database maintenance, and system management. This manual provides detailed instructions for system maintenance tasks. Personnel should be knowledgeable about the network environment, use of relational database management systems, and server administration.

Conventions

The following conventions are used throughout this document:

Convention	Explanation
Courier New	Identifies examples of program code, commands for an executable, or a quotation. For example, `mkdir temp`
Arial Bold	Emphasizes important information, e.g., an important concept, a button name, etc.
Arial Bold Blue	Emphasizes page names, e.g., **Security Levels Administration** page
Arial Blue Underline	Emphasizes an ***EIV*** system link, e.g., click Log Off to exit the system
Arial Bold Underline Italics	Emphasizes the name of an ***EIV*** system manual, e.g., ***EIV User's Manual***
Arial Underline Italics	Emphasizes a cross-reference link, e.g., for more information about roles, refer to *Administering Roles*
Arial Navy Blue	Identifies step-by-step instructions, for example: Navigate to the *System Administration* heading on the left-side navigation panel, and then click the Administer Security Levels/Roles link

Acronyms and Abbreviations

A glossary of acronyms and abbreviations is included as **Appendix A** of this document.

Chapter 1

Introduction

This chapter provides an overview of the *EIV* system. Topics discussed include:

- *System Overview*
- *Contingencies and Alternate Modes of Operation*
- *Security*
- *Understanding the User Interface*
- *Accessibility and 508 Compliance*

System Overview

The *EIV* system provides a portal to tenant income information in the form of household income data, as well as several income-based reports. *EIV* is a Web-based system, allowing access to information across secure Internet connections to the HUD application server using standard Internet browsers such as Netscape Navigator (Version 4.7 and above) and Microsoft Internet Explorer (Version 5.5 with Service Pack 2 or 6.0).

Tenant income data in the EIV system comes from a variety of sources including the following:

- **PIC Form 50058 Database** – provides tenant-reported household information (name, SSN, program type, address, projected income, etc.)
- **SWICA** – State agencies providing information concerning wage and unemployment benefits for state residents who participate in PIH Public Housing and voucher programs
- **Social Security Administration** – provides information concerning social security and supplemental income payments for tenants who participate in PIH Public Housing and voucher programs

The EIV system is related to the PIC system, particularly the 50058 module. To simplify security administration, only users who have rights to access PIC may access EIV. However, the extent of rights within EIV is controlled by the EIV security module.

Figure 1 illustrates these primary system interactions.

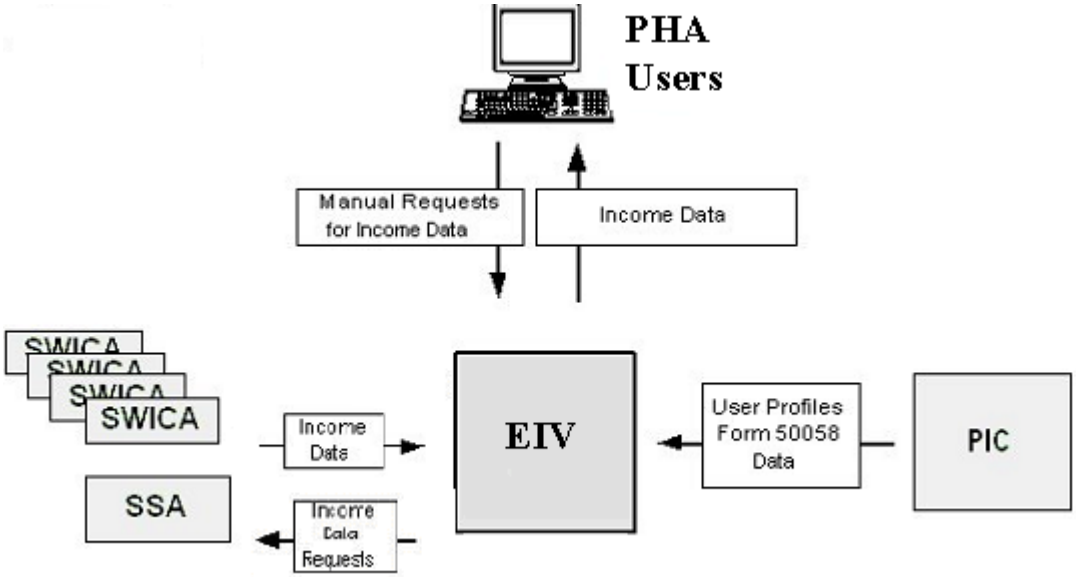


Figure 1 – EIV System Interactions

How EIV Collects Tenant Income Data

On a routine basis, the EIV system sends a **Request** file to each data source (SWICA's and SSA), providing a list of the tenants whose income data the EIV system is scheduled to update. The data source provides a **Response** file, which conveys the income data to the EIV system. This information is automatically added to the EIV system database, and becomes available through the EIV system user interface. The set of tenants for update is determined in the income source profile for the data source, and can be set to update all tenants on a monthly and quarterly basis, or to update each household based on the scheduled date of their re-examination.

Contingencies and Alternate Modes of Operation

The EIV system will operate 24 hours a day, 7 days per week. However, best conditions for use are during week days because batch processing will be operated over night and during weekends, which may impact system responsiveness. We will post notices of planned outages for system maintenance (as well as other guidance) on the EIV Information web site. http://www.hud.gov/offices/pih/programs/ph/rhiip/uiv.cfm

Security

Information handled by the EIV system includes wage and income data about private individuals, as well as identifying information such as social security number, address, and employment information. The EIV system and related policy and procedures must implement protective measures to ensure that this private data is used for official purposes only, and not disclosed in any way that would violate the privacy of the individuals represented in the system data. Access to personal data is logged.

Personal data contained in EIV is protected by Federal information laws, including the Privacy Act. The collection of this information and its use by HUD and the PHAs is authorized by law. However, disclosure of the protected information other than for limited governmental purposes or its appropriation for personal use is punishable by law.

User Accounts

User accounts for the EIV system should be provided on a need-to-know basis, with appropriate approval and authorization. All government employees and contractors who access the EIV system should have current signed Non-Disclosure Oaths on file.

The EIV system uses a role-based authorization scheme to grant user access to EIV system content. An EIV system user belongs to a security level based on their organization (Headquarters, HUB, TARC, Filed Office, or PHA), and a role, based on their job responsibilities and functional needs.

- **Security level** – A user's access to data is limited to their security level (Headquarters, HUB, TARC, Filed Office, or PHA), and their specific organization. A user in PHA PA001 can only see tenant information for tenants who are assigned to that PHA code. Likewise, a Field Office user is restricted to tenant information in PHA's that fall under their specific Field Office, etc. A Headquarters user can see nationwide data.

- **Role** – A user's access to functionality is determined by the role or roles to which they are assigned. Each role provides access to a set of functions appropriate to that user type; for example, a PHA Occupancy Specialist can access income data features, but does not have access to user administration, security administration, or system administration features. A user can be assigned one or more roles; the functionality the user can access is a cumulative set of all features given to all roles to which the user is assigned. All roles must be at the same Security Level.

Depending on the level of access granted, the system user will only see functionalities, features, and amounts of data within a specified PHA as defined by the security level(s) and role(s) to which they are assigned.

Security Awareness

All users with access to systems containing private data, including users of the EIV system, should be aware of the penalties associated with violation of policy supporting the Privacy Act of 1974:

```
(i)(1) Criminal Penalties

Any officer or employee of an agency, who by virtue of
his employment or official position, has possession of,
or access to, agency records which contain individually
identifiable information the disclosure of which is
prohibited by this section or by rules or regulations
established thereunder, and who knowing that disclosure
of the specific material is so prohibited, willfully
discloses the material in any manner to any person or
agency not entitled to receive it, shall be guilty of a
misdemeanor and fined not more than $5,000.

(2) Any officer or employee of any agency who willfully
maintains a system of records without meeting the notice
requirements of subsection (e)(4) of this section shall
be guilty of a misdemeanor and fined not more than
$5,000.

(3) Any person who knowingly and willfully requests or
obtains any record concerning an individual from an
agency under false pretenses shall be guilty of a
misdemeanor and fined not more than $5,000.
```

Warnings stated on the EIV system **Welcome** page provide a reminder of the security considerations of the EIV system each time the user logs in. Complete text of the Privacy Act is available at **http://www.usdoj.gov/foia/privstat.htm**.

Security Procedures

The EIV system implements security controls in the form of verified user ID and password for logging on, a system timeout that disables access to the system after a specified pause in use, and data access restrictions for users based on business rules.

Other security considerations relate to the physical security of the area where the EIV system is used, and policies and procedures that are enforced by management.

Guidance concerning security practices governing the work area, storage of paper records and containing personal information and their destruction when they no longer are needed may be found at the EIV Information web site.
http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm

Audits and User Activity Logging

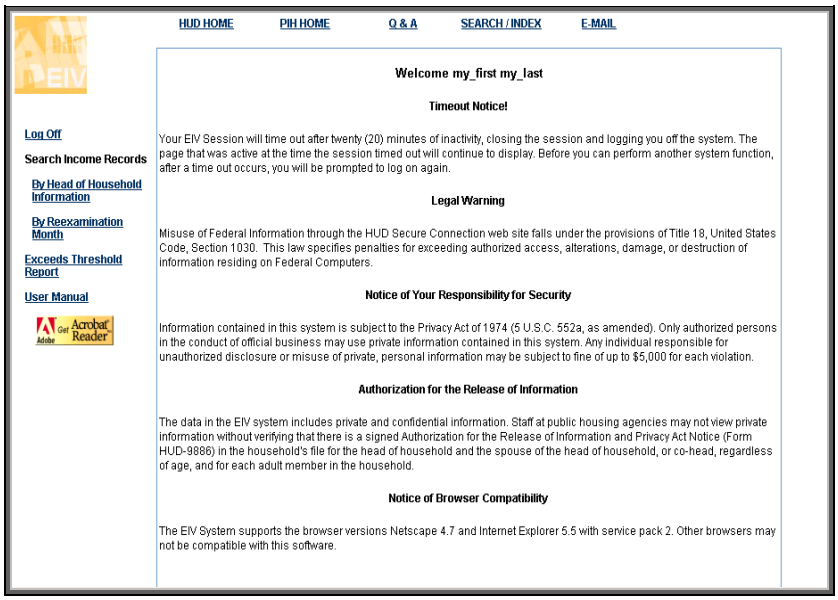
Users of the EIV system should be aware that all activities within the system are logged for audit and reporting purposes. These audits may include records of attempts to access data to which the user is not authorized, as well as successful access of sensitive data to which the user is authorized.

Understanding the User Interface

EIV system content and functionality is displayed (through your browser) via a Web page. The layout and design of the page provides you with all the tools needed to quickly and easily take advantage of EIV system features and functionality. Use the information in this section to familiarize yourself with the EIV user interface.

Welcome Page

The **Welcome** page displays each time you successfully complete the Log On process. The content of this page varies, based on your assigned role. The **Welcome** page displays as follows:



Page Layout

As you work with the EIV system, you will notice the layout and format of each page incorporates a variety of components. Collectively, these components are referred to as the user interface.

Each page in the EIV system includes some or all of the following components:

- Navigation Tools
- Working Area

Use the information in the following sections to learn more about Web page components.

Navigation Tools

Each Web page provides access to the following navigation tools:

- HUD Navigation Bar
- Left-side (EIV system) Navigation Panel

HUD Navigation Bar

The HUD Navigation bar appears at the top of the page. It includes a series of hypertext links that help you quickly and easily navigate to information appearing on the HUD Web site. Click a link to launch the associated Web page. The following link options are available to you:

- **HUD HOME** – Click this link to open the main HUD Web site.
- **PIH HOME** – Click this link to open the Public and Indian Housing Web page.
- **Q&A** – Click this link to open the HUD Resources/Common Question page on the HUD Web site.
- **SEARCH/INDEX** – Click this link to open the Search and Index page on the HUD Web site.
- **E-MAIL** – Click this link to open the Web page providing HUD department listings and their e-mail contact information.

Left-side (EIV System) Navigation Panel

The EIV System Navigation Panel (also referred to as the Left-side Navigation Panel) appears on the left side of each Web page. It provides the user with access to system commands and functions. There is a hypertext link on the panel for each of the available functions. Available links are grouped by category. There is a heading for each category (e.g., Search Income Records heading, User Administration heading, System Administration heading). Click a link to launch the associated function.

Because the EIV system is role-based, the options appearing on the panel will vary, based on the user's assigned role and the associated permissions. Below is a listing of all the possible links that can appear on the navigation panel. The listing also includes documentation reference information.

Link Option	Description
Log Off	Terminates the current session, logs off the user, and displays the **Log On** page.
Search Income Records – By Head of Household Information	Opens the **Tenant Search** page. Use this page to search for head of household income data.
Search Income Records – By Reexamination Month	Opens the **Tenant Search** page. Use this page to search for income data of tenants based on the reexamination month.
User Administration – By Roles	Opens the **Role User Administration** page. Use this page to carry out role administration activities. This topic is discussed in the ***EIV Operations Manual***.
User Administration – By Users	Opens the **User Lookup** page. Use this page to help you locate user information according to user name, ID, and/or region. This topic is discussed in the ***EIV Operations Manual***.
User Administration – Administer PHA Access Request	Opens the **Access Request Administration** page. Use this page to access information about the status of user access requests. This topic is discussed in the ***EIV Operations Manual***.
User Administration – Administer Hub Users	Opens the **List of Hubs** page. Use this page to add and/or remove users from a specified hub. This topic is discussed in the ***EIV Operations Manual***.

Link Option	Description
User Administration – User Verification Report	Opens the **Report Selection** page. Use this page to display the list of Users and their Roles under a particular region. This topic is further discussed in the ***EIV Operations Manual***.
System Administration – Administer Security Levels/Roles	Opens the **Security levels Administration** page. Use this page to edit security level information, and view/edit roles. This topic is discussed in the ***EIV Operations Manual***.
System Administration – Administer Functions	Opens the **Functions Administration** page. Use this page to view/edit function information. This topic is discussed in the ***EIV Operations Manual***.
System Administration – Monitor Request/Response Queue	Opens the **Queue Monitor** page. Use this page to view the request and response queue. This topic is discussed in the ***EIV Operations Manual***.
System Administration – Manage Income Source Profile	Opens the **Income Source Profile** page. Use this page to setup and manage income source information. This topic is discussed in the ***EIV Operations Manual***.
Audit Reports – User Session and Activity	Opens the **User Session Report** page. Use this page to view user session and activity report data. This topic is discussed in the ***EIV Operations Manual***.
Audit Reports – User Activity Log	Opens the **User Activity Log Report** page. This page provides the details of all user activity. This topic is discussed in the ***EIV Operations Manual***.
Audit Reports – Tenant Data Access	Opens the **Tenant Data Access Report** page. Use this page to access and view information about user access to tenant wage and income data within a specified period of time. This topic is discussed in the ***EIV Operations Manual***.

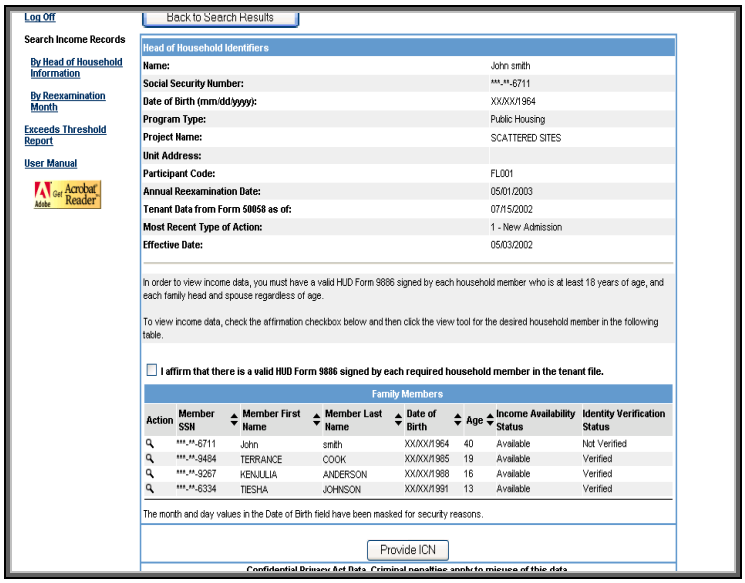
Link Option	Description
Audit Reports – Failed Login	Opens the **Failed Login Report** page. Use this page to view information about failed logon attempts. This topic is discussed in the ***EIV Operations Manual***.
Audit Reports – Denied User Access	Opens the **Denied User Access Report** page. Use this page to view information about attempts to access tenant data outside their jurisdiction. This topic is discussed in the ***EIV Operations Manual***.
Exceeds Threshold Report	Opens the **Threshold Reports** page. Use this page to view threshold statistical data for a specified region. This topic is discussed in the ***EIV Operations Manual***.
User Manual	Opens the ***EIV User Manual***. This topic is discussed in the ***EIV Operations Manual***.
Get Adobe Acrobat Reader	This icon links to the web page from which the Reader can be downloaded. A copy of the reader must reside on your PC in order to view the User Manual. Acrobat Reader is needed in order to view or print the User Manual.

NOTE: Below is a listing of the links that will not be available on the Navigation Panel, effective EIV 3.2 release.

Link Option	Description
My Requests	Note: Removed in this release. Opens the **My Requests** page. Use this page to monitor the status of request for income data.
Search Income Records – By Request Number	Note: Removed in this release. Opens the **Search by Request Number** page. Use this page to construct a query to locate income data using a specific request number.

Working Area

The EXAMPLE of the working area portion of the page provides access to *EIV* functionality. The display is dependent on the type of content being presented and actions available to the user, but the working area includes some common elements. An example of a common page follows:



Common page elements include:

- **Page Title** – The page title appears at the top of the working area, and describes the functionality of the page. It may match the window title, or provide further description. In this example, the Page Title is Household Summary and Income Record Status.
- **Detail Data** – The tabular presentation directly below the Page Title shows household details. It shows a listing of fields and values. This type of data detail is for presentation only.
- **Table** – The Family Members table is an example of a table presentation. It may contain one or more rows of data. A column may include checkboxes to select rows from the table. Clicking the checkbox selects it; clicking again removes the check and deselects the row. A column may also contain tools that provide access to functions that can be performed on the row of data, such as edit functionality.
- **Buttons** – Buttons provide access to system functions or navigational controls. Use **<<Back** and **Next>>** buttons to move backward and forward between system pages in a series. Other buttons are described as they can be used in the *EIV* user documentation.

NOTE!

The ***EIV*** system imposes a 20-minute timeout. If you are inactive for more than 20 minutes, the system server automatically ends your session. If you attempt to continue working in the ***EIV*** system after timing out, you are redirected to the **EIV Log On** page. It is important to know that system activity must be an action that is visible to the server, such as clicking a button to move to another page. The server is not aware of data entry activities, such as typing in a field, and can suspend your session even if you are typing.

Standard Features

This section provides information about the standard features of the **EIV** user interface.

Masking of Date of Birth Information

To maintain the privacy of tenant date of birth information, the **EIV** system masks the appearance of a date of birth in the user interface. The masking replaces the month and day values with an (X), showing only the year value for verification purposes. For example, the masked date of birth appears as XX/XX/1949.

Masking of Social Security Number Information

To maintain the privacy of tenant social security number information, the **EIV** system masks the appearance of a social security number in the user interface. The masking replaces the first five digits of the SSN with an asterisk (*), showing only the final four numbers for verification purposes. For example, if a tenant's SSN is 123-45-6789, in the **EIV** user interface the masked number appears as ***-**-6789.

Sort Capability

The user interface equips most tables with a sort icon that gives the user control over the way the information in the table is displayed. Whether you are adding users to a PHA (User Administration) or editing the PHA's security levels (System Administration), the columns (e.g., users, household members) displayed in tables can be sorted. Adjacent to the column title is a pair of triangular icons that house this sorting functionality. Clicking the top triangle will rearrange the column in an ascending order, while clicking the bottom triangle will rearrange the column in a descending order. For example, to arrange the users so that they are alphabetized in ascending order by last name, click the top triangle in the Name column.

Accessibility and 508 Compliance

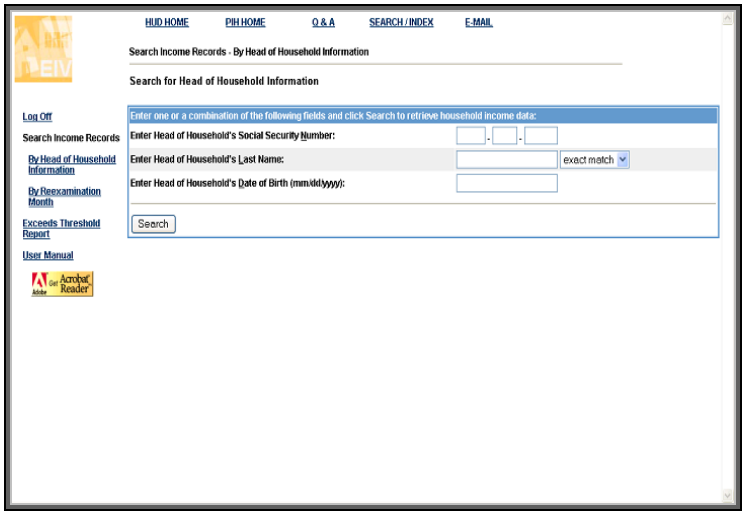
EIV Version 3.2 is compliant with a 1998 amendment to the Rehabilitation Act of 1973, requiring federal agencies to provide disabled employees access to information that is comparable to the access available to others. Modifications to the EIV interface allow users to access fields using control keys in accordance with applicable standards in Section 508 (29 U.S.C. 794d) of the legislation.

§ 1194.21 Software applications and operating systems.

(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.

(l) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

Keystroke access to fields is executed through use of the **Alt** function key. Adjacent to each field is text that provides instructions (see figure below). A keyword in the instructions contains one letter that is underlined. Holding down the **Alt** key while striking the letter on the keyboard will place the cursor in the adjacent field (for example, **Alt + N** to enter a social security number for the head of household).



Additional information about Section 508 standards is available from the Section 508 web site, **http://www.section508.gov** maintained by the Center for IT Accommodation (CITA).

Chapter 2

Getting Started

This section describes how to access the EIV system, the basic system interface, and basic navigation techniques. Topics discussed include:

Logging On

Single Sign On

Historically the EIV system could only authenticate and authorize users independently. Now EIV, in coordination with WASS, provides a Single Sign On feature. The Single Sign On feature alleviates users from having to sign on and authenticate separately into each HUD application that they have been granted access.

There are two types of Sign On under the Single Sign On umbrella, which are **External** and **Internal.** The External Users sign in using LDAP Authentication mode. Internal Users sign in through Active Directory mode. The Single Sign on option allows 4 types of User-Id's (**i.e**., **H-Id, C-Id, M-Id, I-Id)**. **Note**: The H & C prefix classify internal users, while M and I denote external users.

Once the user is authenticated in WASS, the user is taken to a page where links to the assigned applications are displayed. If the user is registered in the EIV system, a link to the EIV application will be displayed. Once an authenticated user clicks on the EIV link, they will be allowed access to the EIV application based on the Users assigned role.

The following screen is provided for internal users:

Internal sign on option: Enter your H or C User ID in the **User ID** field and your Password in the **Password** field.
Note: The Guest option is not applicable for the EIV The following screen is provided for internal users:
application

Click the **Login option for system access**.

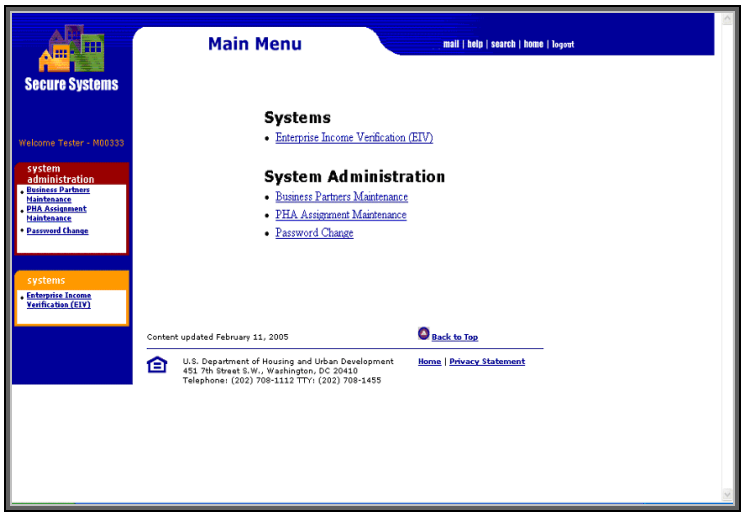
The following screen is provided for External Users

External sign on option: Enter your M or I User ID in the **User ID** field and your Password in the **Password** field.

Click the **Login option for system access**.

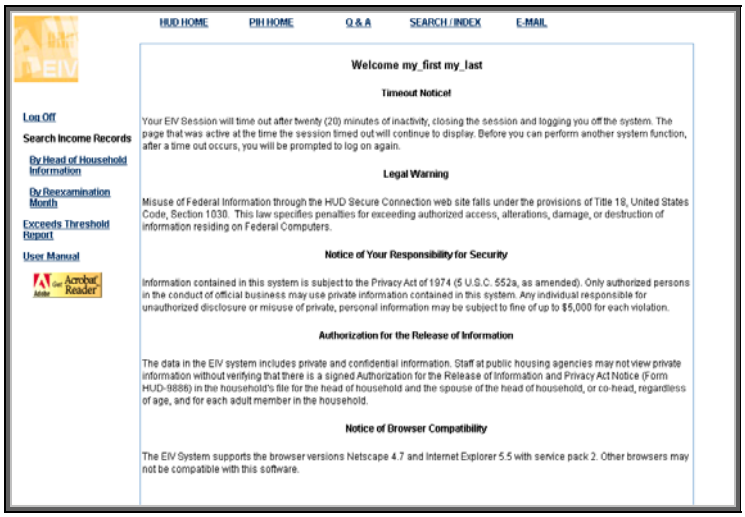
The Single Sign On Login Option- *for External and Internal Users*

The Single Sign On Login Option, on successful login, will lead to the User Login Page. For system entry, Click the **Continue option** as indicated on the screen below, as a result the Main Menu Page will be displayed. Choose the EIV option for EIV system entry; this option can be chosen from the Main Menu or the left panel on the Main Menu Page.



Click the EIV option

The Single Sign on Login option allows authentication of your user account and allows display of the **Welcome** page. This page appears as follows:



To learn more about this page, refer to the Working Area, on page 19.

Accessing the EIV System Using the conventional method

The *EIV* system can be accessed via the Internet, using any standard computer, with an Internet connection, browser software (Netscape Navigator 4.7 or Microsoft Internet Explorer 5.5 with service pack 2 or IE 6.0).

The EIV system is secure, and requires that you log on using your PIC ID and password to gain access. When you log on, the features that you can access and data that you can see are based on the security level and role assigned by your User Administrator.

- For issues or changes to your PIC ID, contact the PIC Help Desk: PICHELP/ENVHELP 1-800-366-6827
- EIV_Help@HUD.gov
- For requests for changes to your EIV role, contact your local EIV User Administrator.

When EIV is released, during a transition period, existing users will be able to continue to access EIV using their PIC ID while they wait to receive a HUD ID or while their HUD ID is activated for PIC. Beyond that transition period, only users needing access to multiple PHAs or to HUD organizations beyond the scope of the HUB that services an FO user will be allowed to continue to use a PIC ID to access EIV at (https://www11.hud.gov/uiv/login.jspThese users will use multiple PIC ID's. That use will continue until in a subsequent release, EIV security is modified to accommodate multiple roles at multiple levels.

Accessing the EIV Log On Page using the conventional method

The EIV system is accessed via an Internet browser. To access the **HUD-EIV Log On** page, perform the following steps:

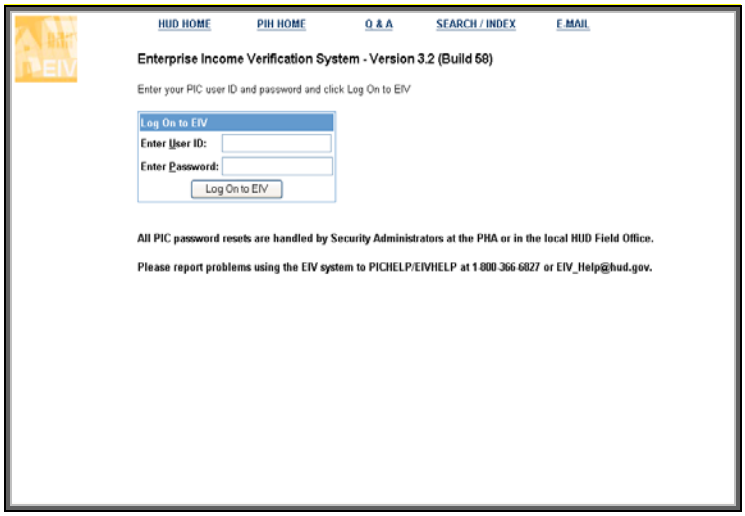
From your PC, open a web browser, for example, Internet Explorer or Netscape.

Type the URL (Uniform Resource Locator/web address) of the **EIV** system into the Address bar of your browser, then press **Enter**.

NOTE!

The system will redirect you to the **EIV Login** page after the user session has been idle for 20 minutes.

The **EIV Log On** page displays:



Conventional Log On

At the **EIV Log On** page, log on using your **PIC User ID** and **Password**. To log on, follow these steps:

Enter your PIC User ID in the **Enter User ID** field.

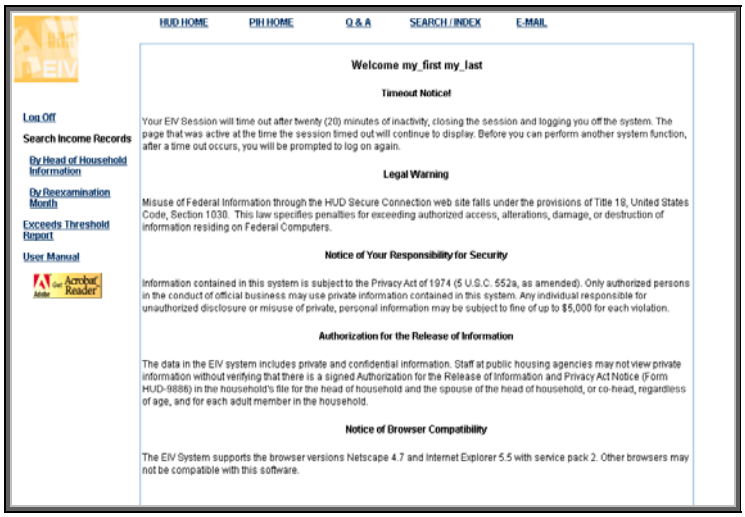
Enter your PIC Password in the **Enter Password** field.

Click **Log On to EIV** or press **Enter**.

NOTE!

In Netscape Navigator 4.7, you must press the **Tab** key to highlight the **Log On to EIV** button, then press **Enter** to complete the logon process using only the keyboard.

The EIV server authenticates your user account, and the **Welcome** page is displayed. This page appears as follows:



To learn more about this page, refer to the Working Area, on page 19.

Logging Off

Because information contained in the EIV system is sensitive and subject to Federal security regulations, it is extremely important that you log off the system when you are not going to be at your desk, or when you have finished using the system for the day.

Single Sign On Logoff

To exit the system, click the Log Off link.

The **Single Sign On Main Menu** page is displayed

Conventional Logoff

To exit this system, click the Log Off link.

The **EIV Log On** page appears.

NOTE!

The **EIV** system server times out after the user session has been idling for 20 minutes. If you attempt to access any **EIV** function after the timeout, you will be re-directed to the **EIV Logon Page.** If the user has signed in through the WASS Single Sign On Mode, after the 20 minute EIV timeout out, the user will be redirected to the **EIV Welcome** page. The WASS single Sign On times out after the user session has been idling for 30 minutes the user is then redirected to the conventional EIV Login Page. The Single Sign On User should reenter the WASS single sign on URL.

Chapter 3

Tenant Income Data

This chapter describes the user interface for accessing tenant income data, and provides instructions for its use. Topics include:

- *Searching for Tenant Household Income Data by Head of Household Information*
- *Searching for Tenant Household Income Data by Reexamination Month*
- *Viewing and Printing Income Data*

Searching for Tenant Household Income Data by Head of Household

This function enables you to access third-party income records for existing tenants based on Head of Household information submitted. The **EIV** system provides several ways to search for tenant income data. They include:

- Searching by Social Security Number
- Searching by **Last Name** and **Participant Code** (and optional **Date of Birth**)

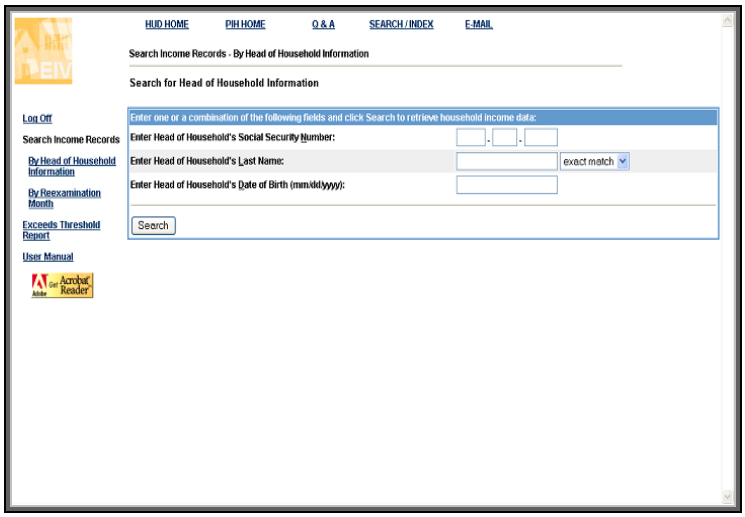
When viewing or requesting third-party income records, it is important to remember that your search options vary depending on your authorizations (e.g., PHA or HUD security level).

PHA Level Users

To search for income data for a household, follow these steps:

Click the By Head of Household Information link in the left-hand navigation panel.

The **HUD-EIV Tenant Search** page displays; an example follows:



Enter any of the following search criteria:

- **Head of Household Social Security Number**
- **Head of Household Last Name**, and select ***exact match*** from the selection list.
- **Head of Household Date of Birth**

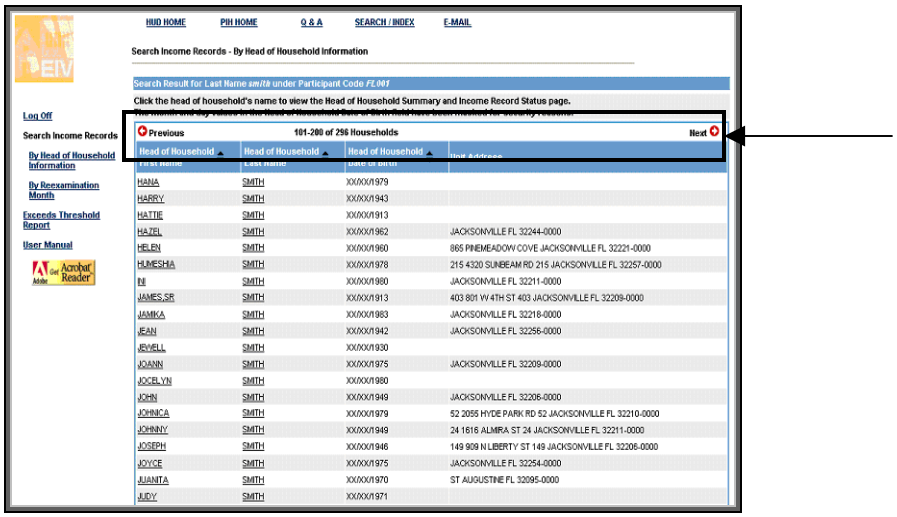
Click **Search**.

If you searched by social security number, it is assumed that you already have access to the Privacy Act data for the Head of Household because the SSN specifically identifies only one household. The query will go directly to the **Household Summary and Income Record Status** page.

Searches by Social Security Number only will work for head of household (the SSN of a household member other than the head of household will not result in a hit). SSN searches result will take the user directly to the Household Summary page, bypassing the lists of tenant that may result in a search by last name and/or search by date of birth.

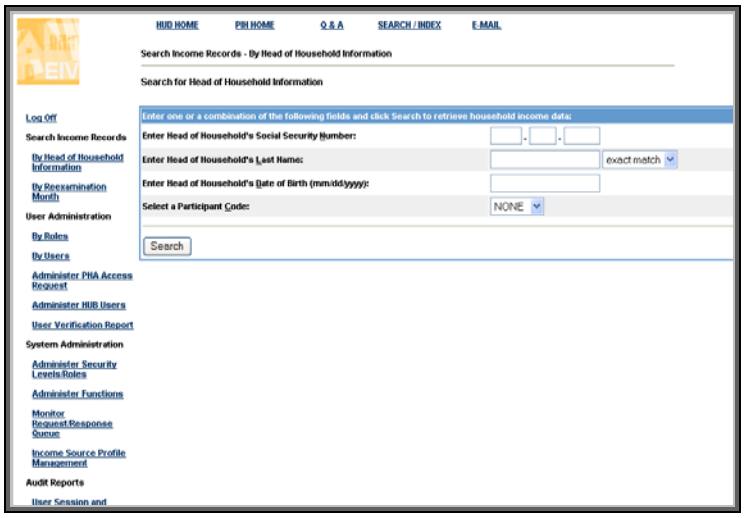
If you searched by Last Name (and optional Date of Birth), the results of your search display on the **Search Income Records – By head of Household Information** page. There may be more than one tenant found in your search result. When the results exceed one hundred (100) records, buttons labeled **PREV** and **NEXT** appear that will allow the user to go back and forth between pages of up to 100 records. Paging

controls appear at both the top and bottom of the results table. For example, you might see a search results page that looks like this:



Users at HUD, Hub, or Field Office/TARC levels

While the authorization of PHA-level users (e.g., income verification specialists) limits their search to their own PHA, users with broader authorizations (i.e., HUD, Hub, Field Office, TARC) can use a head of household's participant code as criteria to search at their level or below. When searching by Last Name or Date of Birth, users must provide a valid **Participant Code**. The **EIV** system displays the following page for the user at the HQ, HUB, Field Office, or TARC level:



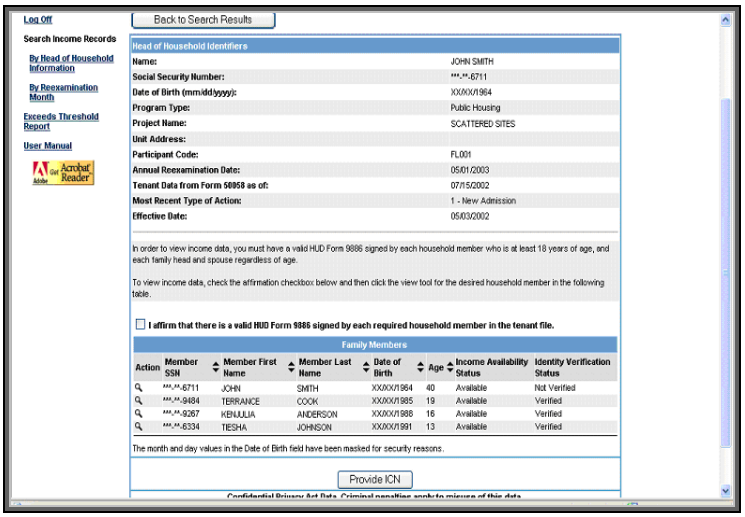
Enter any of the following search criteria:

- **Head of Household Social Security Number –** Because a social security number is a unique identifier, no other information is required to execute a search.
- **Head of Household Last Name** – Enter the last name of the head of household member and select ***exact match*** from the selection list or enter the beginning letters (one letter or more) of the household member and select ***begins with***. Note that when searching on a last name, you MUST enter the Participant Code for this tenant in order to search.
- **Head of Household Date of Birth –** Note that when searching on a date of birth, you MUST enter the PHA Code for this tenant in order to search.
- **Head of Household Participant Code –** A participant code must be selected when searching by last name, date of birth, or last name and date of birth. Use the drop-down list to select the appropriate Participant Code. **Note:** Search just by the Participant Code does not return data and should be selected in combination with Head of Household Last Name or Head of Household Date of Birth.

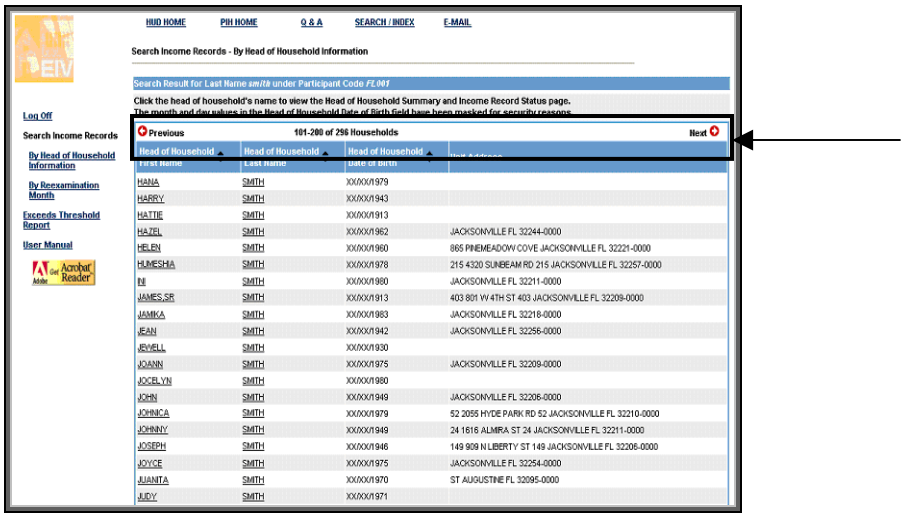
Click **Search**.

If you searched by SSN, it is assumed that you already have access to the Privacy Act data for the Head of Household because the SSN specifically identifies only one household. The query will go directly to the **Household Summary and Income record Status** page.

Searches by Social Security Number only will work for head of household (the SSN of a household member other than the head of household will not result in a hit. SSN searches result will take the user directly to the Household Summary page, bypassing the lists of tenant that may result in a search by last name and/or search by date of birth.



If you searched by Last Name (and optional Date of Birth), the results of your search display on the **Search Income Records – By Head of Household Information** page. There may be more than one tenant found in your search result. When the results exceed one hundred (100) records, buttons labeled **PREV** and **NEXT** appear that will allow the user to go back and forth between pages of up to 100 records. Paging controls appear at both the top and bottom of the Results table. For example, you might see a search results page that looks like this:



When the **By Head of Household Search** page opens, search results are sorted alphabetically, according to the *Head of Household Last Name* attribute, and then sorted secondarily by the *Head of Household First Name* attribute. The secondary sort (by first name) helps you quickly locate a specific tenant when more than one tenant shares the same last name. For example, multiple tenants with the last name of Smith.

Secondary sort capabilities are only available by default, when the page first displays. Once the data is re-ordered, using a Sort icon, the secondary sort capability is eliminated. To restore it, you must re-initiate the search.

You can change the order in which search results are displayed. Use the **Sort** icon (triangle) appearing with the column to change the order in which information appears. Clicking the top triangle rearranges the data so that it appears in ascending order, while clicking the bottom triangle rearranges the data so that it appears in descending order.

NOTE!

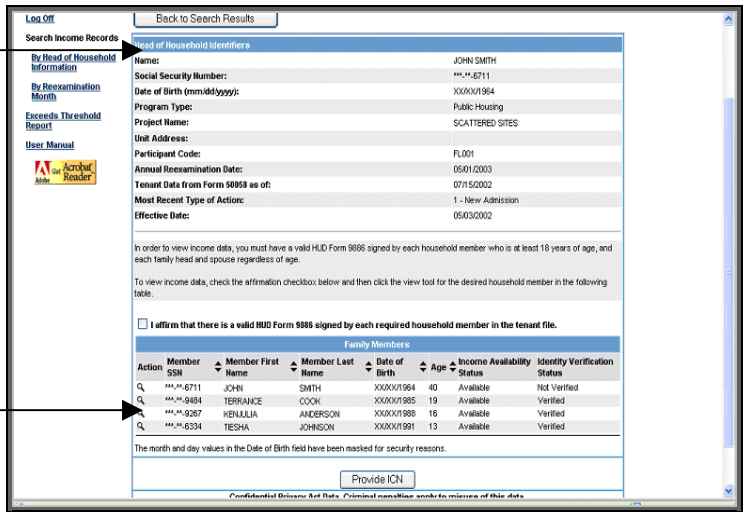
- The tenant information used in the examples shown in this document is fictitious. No private data is shown in this document.

Select the household you are searching for by clicking the link under the **Head of Household First Name** or the **Head of Household Last Name** column.

The **Household Summary and Income Record Status** page displays information about the household; an example follows:

Head of Household Identifiers Table

Family Member Table



This page includes a table identifying the head of household (i.e., **Head of Household Identifiers** table) as well as a table identifying other household members (i.e., **Family Members** table).

From this page, you can:

- Access available income details for a household member.
- Acquire an income control number (ICN).

Searching for Tenant Household Income Data by Reexamination Month

This function enables you to access third-party income records for existing tenants based on the Reexamination month.

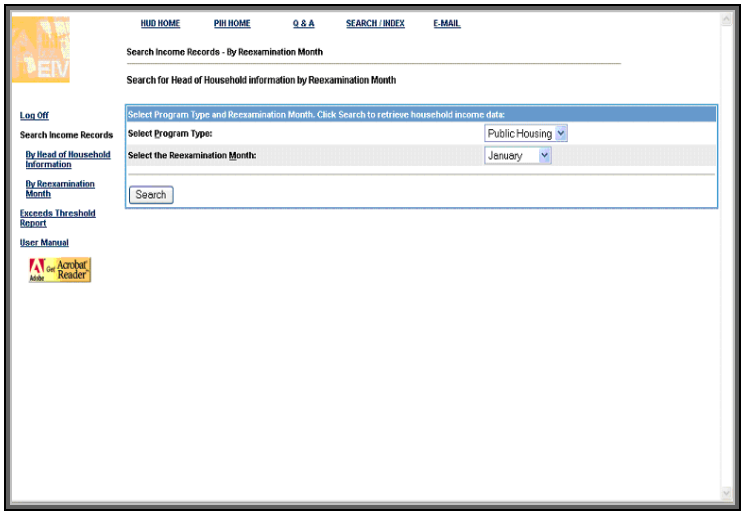
When viewing or requesting third-party income records, it is important to remember that your search options vary depending on your authorizations (e.g., PHA or HQ security level).

PHA Level Users

To search for income data based on the Reexamination month, follow these steps:

Click the By Reexamination Month link in the left-hand navigation panel.

The **HUD-EIV Tenant Search** page displays; an example follows:

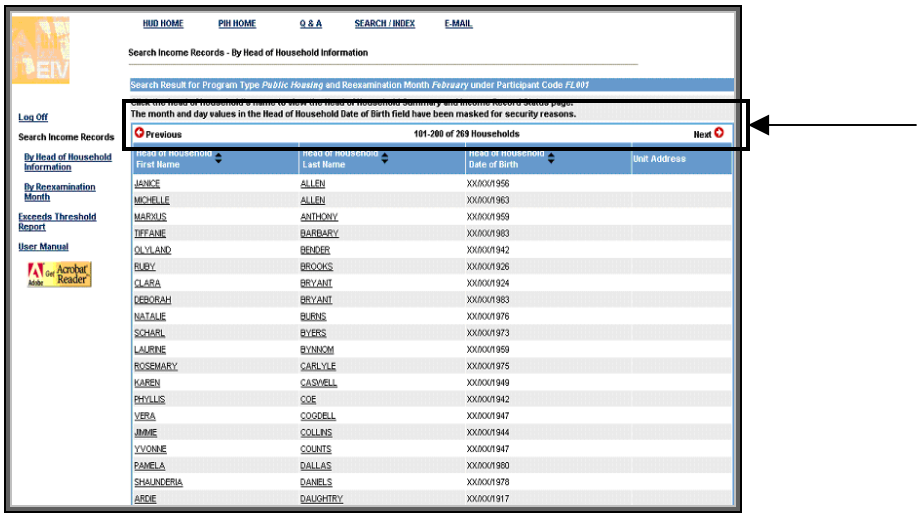


Select the following search criteria:

- **Program Type**
- **Reexamination Month**

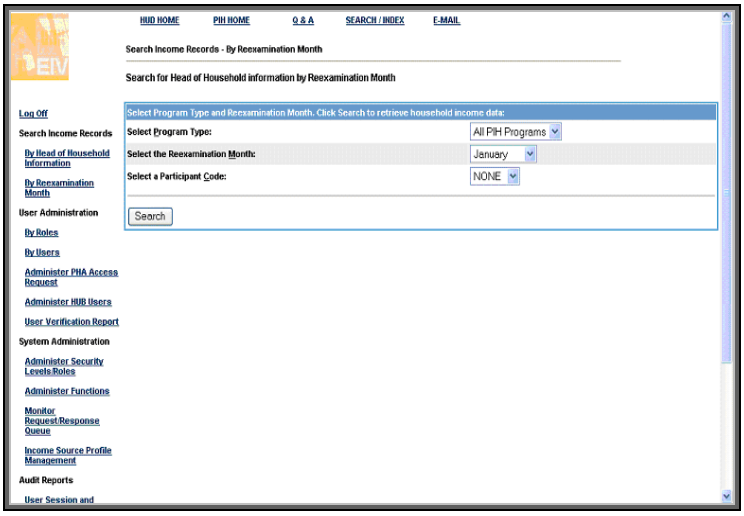
Click **Search**.

The results of your search display on the **Search Income Records – By Reexamination Month** page. When the results exceed one hundred (100) records, buttons labeled **PREV** and **NEXT** appear that will allow the user to go back and forth between pages of up to 100 records. Paging controls appear at both the top and bottom of the results table. For example, you might see a search results page that looks like this:



Users at HUD, Hub, or Field Office/TARC levels

While the authorization of PHA-level users (e.g., income verification specialists) limits their search to their own PHA, users with broader authorizations (i.e., HUD, Hub, Field Office, TARC) can use a head of household's participant code as a criterion to search at their level or below. When searching by Reexamination Month, users must provide a valid **Participant Code**. The **EIV** system displays the following page for the user at the HUD, Hub, Field Office, or TARC level:



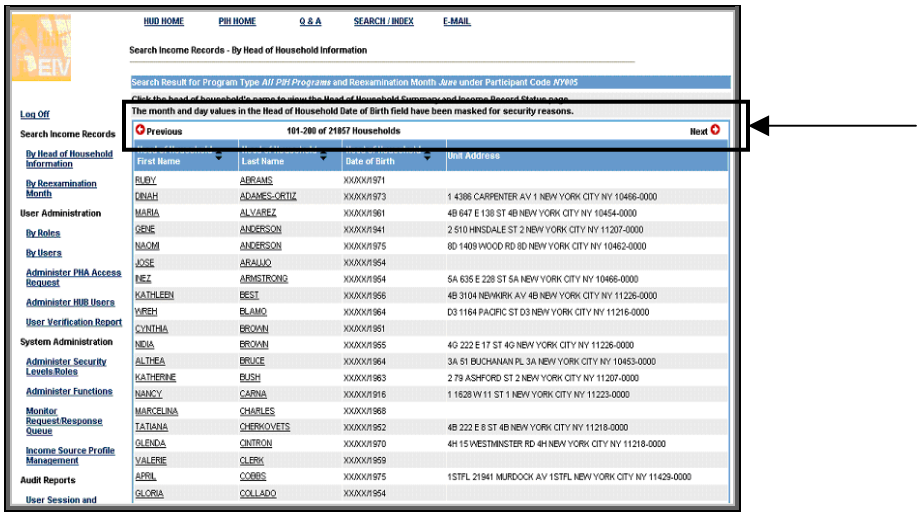
Enter the following search criteria:

- **Program Type** – Use the dropdown list to select a program type.
- **Reexamination Month** -- Use the dropdown list to select the month for reexamination.

- **Head of Household's Participant Code –** A participant code must be selected when searching by Reexamination Month. Use the drop-down list to select the appropriate Participant Code.

Click **Search**.

The results of your re-exam month search display on the **Search Income Records – By Head of Household Information** page. There may be more than one tenant found in your search result. When the results exceed one hundred (100) records, buttons labeled **PREV** and **NEXT** appear that will allow the user to go back and forth between pages of up to 100 records. Paging controls appear at both the top and bottom of the Results table. For example, you might see a search results page that looks like this:



The search results are sorted alphabetically, according to the *Head of Household Last Name* attribute, and then sorted secondarily by the *Head of Household First Name* attribute. The secondary sort (by first name) helps you quickly locate a specific tenant when more than one tenant shares the same last name. For example, multiple tenants with the last name of Smith.

Secondary sort capabilities are only available by default, when the page first displays. Once the data is re-ordered, using a Sort icon, the secondary sort capability is eliminated. To restore it, you must re-initiate the search.

You can change the order in which search results are displayed. Use the **Sort** icon (triangle) appearing with the column to change the order in which information appears. Clicking the top triangle rearranges the data so that it appears in ascending order, while clicking the bottom triangle rearranges the data so that it appears in descending order.

NOTE!

- This page may display more than one tenant. When the search returns more than the 100 maximum number of tenants displayed on

a single page, click **PREV** and **NEXT** to navigate to the additional pages of tenant information.

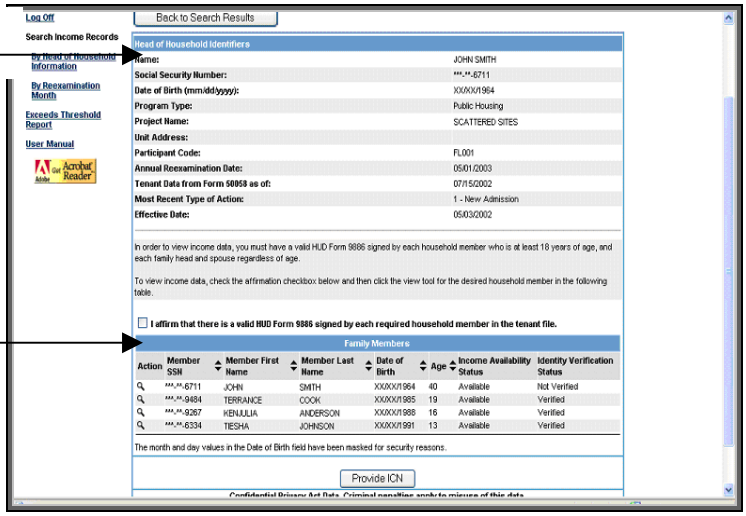
- The tenant information used in the examples shown in this document is fictitious. No private data is shown in this document.

Select the household you are searching for by clicking the link under the **Head of Household First Name** or the **Head of Household Last Name** column.

The **Household Summary and Income Record Status** page displays information about the household; an example follows:

Head of Household Identifiers Table

Family Member Table



This page includes a table identifying the head of household (i.e., **Head of Household Identifiers** table) as well as a table identifying other household members (i.e., **Family Members** table).

From this page, you can:

- Access available income details for a household member.
- Acquire an income control number (ICN).

Accessing Available Income Details

In the **Family Members** table, the **Income Availability Status** column shows one of the following messages:

Message	Description
Available	There is valid SSA or SWICA income record in the past 8 calendar quarters for this household member in the **EIV** database.
Not Available	There is no valid SSA or SWICA income record in the past 8 calendar quarters for this household member in the **EIV** database.

Table 1 – Income Availability Status Messaging

The **Family Members** table, the **Identity Verification Status** shows one of the following messages.

Message	Description
Verified	There is a valid SSA Income Record for this household member in the **EIV** database.
Not Verified	No SSA Income Record could be found for this household member in the **EIV** database.
Failed	The SSA Income Record for this household member is set as invalid in the **EIV** database.
Deceased	The SSA Income Record in the **EIV** database is set as invalid as the person to whom this record belongs is Deceased.

Table 2 – Identity Verification Status Messaging

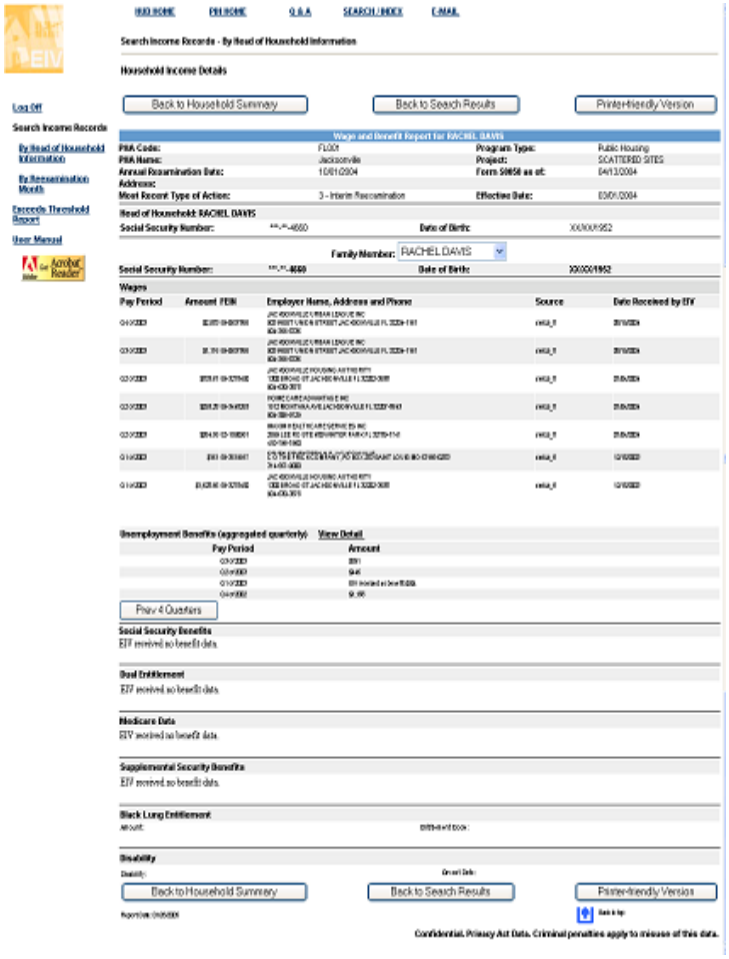
Based on the Identity Verification Status displayed, you may continue with the process outlined in *Viewing and Printin Income Data*, on page 43 to view household income data.

Viewing and Printing Income Data

Once you have searched for a head of household and viewed the **Household Summary and Income Status** page, you can view the household income details by completing these tasks:

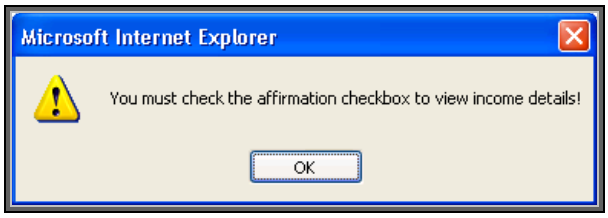
If the Identity Verification Status for any family member is **Verified**, click the **Affirmation** checkbox and then the **View** tool (magnifying glass) appearing adjacent to the family member for which you wish to view income details.

The **Household Income Details** page displays the most recent four (4) quarters of information for this member. This page looks like this:



NOTE!

If you click the **View** tool before placing a check mark in the Affirmation checkbox, the system displays the following advisory:



After reviewing the household Summary and member information, the following actions could be taken:

Review the income detail for another household member by clicking the **View** tool associated with the appropriate member record in the Family Member table.

Generate a paper-based version of the Household Income Details page for the active household member by clicking the **Printer-friendly Version** button. The system displays a printable view of the page; click the **Print** button to generate the paper-based media. The system opens a pop-up window displaying the printable view of the member's income detail. Click the browser **Print** icon (or use **File** → **Print**) to launch the Print dialog box. When you finished requesting the paper-based version of the page, click the pop-up window's **Close** button (X) to return to the **Household Income Details** page.

Go back to the Household Summary Page by clicking on the **Back to Household Summary** button.

(Optional)

Go back to the Search Results page by clicking on the **Back to Search Results** button. This button will be available on the Tenant Income Details page only if the user has reached this page by searching on Income records based on the Last Name/ Date of Birth/ Reexam Month Criteria.

OR

Obtain an ICN (Income Control Number) by clicking **Provide ICN**.

Accessing Available Income Details

If the Identity Verification status for any family member in the household is **Verified**:

Click the **Affirmation** checkbox and then the **View** tool (magnifying glass) appearing adjacent to the family member for which you wish to view income details.

The **Household Income Details** page displays the most recent four (4) quarters of information for the selected household member. The page looks like this:

HUD HOME | PIH HOME | Q & A | SEARCH / INDEX | E-MAIL

Search Income Records - By Head of Household Information

Household Income Details

Log Off

Search Income Records

By Head of Household Information

By Reexamination Month

Exceeds Threshold Report

User Manual

Get Acrobat Reader

Back to Household Summary | Back to Search Results | Printer-friendly Version

Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,989.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/26/2004
Q1 of 2004	$5,026.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/26/2004
Q4 of 2003	$5,031.25	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/26/2004
Q4 of 2003	$1,027.05	91-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/26/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/26/2004
Q3 of 2003	$112	91-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/26/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,246
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	06/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recurring Payment
01/01/2002	$350	$0	Recurring Payment
06/01/2001	$341	$0	Recurring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recurring Payment
01/01/2000	$330	$0	Recurring Payment
01/01/1999	$322	$0	Recurring Payment
12/01/1998	$319	$0	Recurring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

Back to Household Summary | Printer-friendly Version

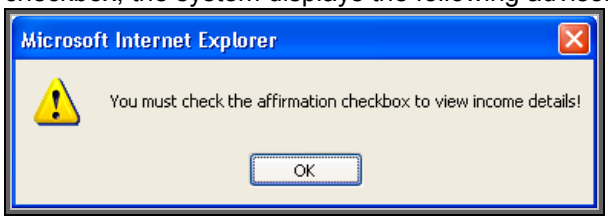
Report Date: 01/27/2005

Back to top

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

NOTE!

If you click the **View** tool before placing a check mark in the Affirmation checkbox, the system displays the following advisory:



The ***Household Income Details*** page includes the following components:

- *Household Summary Table*, page 47
- *Head of Household Identifier*, page 49
- *Member Selection List*, page 51

The following information is displayed on the next page when the ***View Detail*** is clicked:

- *Wage and Benefits Table*, page 52
  - *Wages Table*, page 53
  - *Unemployment Benefits Table*, page 54
  - *Social Security Benefits Table*, page 58
  - *Dual Entitlement Table*, page 61
  - *Medicare Data Table*, page 65
  - *Supplemental Security Benefits Table*, page 67
  - *Black Lung Entitlement Table*, page 69
  - *Disability Table*, page 71

Use the information in the following sections to learn more about each of these components.

Household Summary Table

The **Household Summary** table appears directly beneath the HUD Navigation Panel. This portion of the page appears as follows:

HUD HOME | PIH HOME | Q & A | SEARCH / INDEX | E-MAIL

Search Income Records - By Head of Household Information

Household Income Details

Log Off

Search Income Records

By Head of Household Information

By Reexamination Month

Exceeds Threshold Report

User Manual

Back to Household Summary | Back to Search Results | Printer-friendly Version

Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Household Summary Table

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,989.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/28/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$5,091.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$1,037.05	01-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_fl	08/28/2004
Q3 of 2003	$112	01-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,245
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Medicare Data

Verification Data

Payee Name and Address: JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
08/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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Report Date: 01/27/2005 Back to top

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

This table displays the features associated with the household, including the code and name of the PHA, program type, project, household address, the date of re-examination, and the date of the Form 50058, from which this information was gathered. At the top of the table is a title, identifying the name of the household member whose income detail is being displayed.

Head of Household Identifier

The *Head of Household Identifier* portion of the page appears directly below the **Household Summary** table**,** and identifies the head of household. The information in this table is static; it does not change when income details for other household members are accessed. This portion of the page appears as follows:

Head of Household Identifier

HUD HOME | PIH HOME | Q & A | SEARCH / INDEX | E-MAIL

Search Income Records - By Head of Household Information

Household Income Details

Log Off

Search Income Records

By Head of Household Information

By Reexamination Month

Exceeds Threshold Report

User Manual

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$1,027.05	81-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q3 of 2003	$112	81-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,246
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$210	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$199	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Member Selection List

The **Member Selection List** appears directly beneath the **Head of Household Identifier** section. It looks like this:

HUD HOME | PIH HOME | Q & A | SEARCH / INDEX | E-MAIL

Log Off

Search Income Records

By Head of Household Information

By Reexamination Month

Exceeds Threshold Report

User Manual

Search Income Records - By Head of Household Information

Household Income Details

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Member Selection List

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,989.1	52-2277875	CITIGROUP PAYCO II LLC 8900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	avica_fl	08/26/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 8900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	avica_fl	08/26/2004
Q4 of 2003	$5,031.25	52-2277875	CITIGROUP PAYCO II LLC 8900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	avica_fl	08/26/2004
Q4 of 2003	$1,027.05	01-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	avica_fl	08/26/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 8900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	avica_fl	08/26/2004
Q3 of 2003	$112	01-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	avica_fl	08/26/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,246
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 300 E PAISANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address: JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
08/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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Report Date: 01/27/2005 Back to top

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

Use the Member Selection List component to view income details for other household family members. Access income detail for another family member in one of the following ways:

- Use the drop-down list associated with the Family Member textbox to view a list of available family members. Click on a member name to select it; the page refreshes to display the income details for the selected member.

Wage and Benefits Table

The **Wage and Benefits** table appears beneath the Member Selection List portion of the page, and displays data for various types of income associated with a household member. There is an individual table for each income type. Individual tables are titled as follows:

- *Wages Table*, page 53
- *Unemployment Benefits Table*, page 54
- *Social Security Benefits Table*, page 58
- *Dual Entitlement Table*, page 61
- *Medicare Data Table*, page 65
- *Supplemental Security Benefits Table*, page 67
- *Black Lung Entitlement Table*, page 69
- *Disability Table*, page 71

The **Wage and Benefits** table always includes all income type tables. By convention, the text “No data is available” appears in those tables for which the income type is not applicable for a tenant. Use the information in the following sections to learn more about the information appearing in each income type table.

Wages Table

The **Wages** table looks like this:

Wages Table

HUD HOME | PIH HOME | Q & A | SEARCH / INDEX | E-MAIL

Search Income Records - By Head of Household Information

Household Income Details

Log Off

Search Income Records

By Head of Household Information

By Reexamination Month

Back to Household Summary | Back to Search Results | Printer-friendly Version

Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32258-8264 904-791-2603	swica_fl	08/28/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32258-8264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32258-8264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$1,037.05	01-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32258-8264 904-791-2603	swica_fl	08/28/2004
Q3 of 2003	$112	01-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,246
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427660-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	08/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 242 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address: JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
08/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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Report Date: 01/27/2005 Back to top

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

The table includes a record for each reporting period. Wages are reported quarterly. The system has the capability to store up to eight (8) quarters of data. By default, the most recent four (4) quarters of data are included in the table when the page opens. The most recent quarter record appears first in the table. For example, you might see data sequenced as follows: Q1 of 2003, Q4 of 2002, Q3 of 2002, and Q2 of 2002.

You can view the four (4) previous quarters of data by clicking the **Prev 4 Quarters** button. The page refreshes to display information about the wages for the previous four (4) quarters. Notice that the label on the button changes to **Latest 4 Quarters**, providing the capability to toggle back to the most recent data.

Each wage record specifies a pay period and amount, the employer's Federal Employer Identification Number (FEIN), Employer name, address, and phone number, the source of the wage data (e.g., Florida SWICA), and the date the data was received by the **EIV** system.

The length of the reporting period with which wage records are acquired from state SWICA's may vary (e.g., week, month, year), and the **EIV** system assigns the wage data to a quarter based on the wage record's end date. For example, if the end date in the wage record is 02/26/02, the data will be included in the Q1 of 2002 pay period; if the end date in the wage record is 05/31/2002, the data will be included in the Q2 of 2002 pay period; and so on and so forth.

Unemployment Benefits Table

The **Unemployment Benefits** table is located directly beneath the Wages Table. It looks like this:

HUD HOME | PIH HOME | Q & A | SEARCH / INDEX | E-MAIL

Search Income Records - By Head of Household Information

Household Income Details

Log Off

Search Income Records

By Head of Household Information

By Reexamination Month

Exceeds Threshold Report

User Manual

Back to Household Summary | Back to Search Results | Printer-friendly Version

Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$1,037.05	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q3 of 2003	$112	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,245
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Unemployment Benefits Table

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address: JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
09/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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

Like wage records, unemployment benefits information is aggregated according to the quarter in which the benefit was received. The system

has the capability to store up to eight (8) quarters of data. By default, the most recent four (4) quarters of data is included in the table when the page opens.

You can view the four (4) previous quarters of data by clicking the **Prev 4 Quarters** button. The page refreshes to display information about the unemployment benefits for the previous four (4) quarters. Notice that the label on the button changes to **Latest 4 Quarters**, providing the capability to toggle back to the most recent data.

Use View Detail link (located in the upper right hand corner of the table) to view a breakdown of the detail that contributed to the quarterly aggregation. Clicking the link opens the **Unemployment Benefits Detail** pop-up window. It looks like this:

Household Income Details

Unemployment Details

Close

Unemployment Benefits Detail

Pay Start	Pay End	Amount	Date Received	Source
2002-06-23	2002-06-29	$275.00	2003-10-09	swica_fl
2002-06-30	2002-07-06	$275.00	2003-10-09	swica_fl
2002-07-07	2002-07-13	$275.00	2003-10-09	swica_fl
2002-07-14	2002-07-20	$275.00	2003-10-09	swica_fl
2002-07-21	2002-07-27	$275.00	2003-10-09	swica_fl
2002-07-28	2002-08-03	$275.00	2003-10-09	swica_fl
2002-08-04	2002-08-10	$275.00	2003-10-09	swica_fl
2002-08-11	2002-08-17	$275.00	2003-10-09	swica_fl
2002-08-18	2002-08-24	$275.00	2003-10-09	swica_fl
2002-08-25	2002-08-31	$275.00	2003-10-09	swica_fl
2002-09-01	2002-09-07	$275.00	2003-10-09	swica_fl
2002-09-08	2002-09-14	$275.00	2003-10-09	swica_fl
2002-09-15	2002-09-21	$275.00	2003-10-09	swica_fl
2002-09-22	2002-09-28	$275.00	2003-10-09	swica_fl
2002-09-29	2002-10-05	$275.00	2003-10-09	swica_fl
2002-11-10	2002-11-16	$275.00	2003-10-09	swica_fl
2002-11-17	2002-11-23	$275.00	2003-10-09	swica_fl
2002-11-24	2002-11-30	$275.00	2003-10-09	swica_fl
2002-12-01	2002-12-07	$275.00	2003-10-09	swica_fl
2002-12-08	2002-12-14	$275.00	2003-10-09	swica_fl
2002-12-15	2002-12-21	$275.00	2003-10-09	swica_fl
2002-12-22	2002-12-28	$275.00	2003-10-09	swica_fl
2002-12-29	2003-01-04	$275.00	2003-10-09	swica_fl
2003-01-05	2003-01-11	$275.00	2003-10-09	swica_fl

The **Unemployment Benefits Detail** table provides benefit history information. There is a record in the table for each benefit period included in the quarterly results. Records are sorted in ascending date order according to the Pay Start value. Record detail includes pay start and end dates, benefit amount, the date the EIV system received the income data, and the identification of the source providing the benefit data.

Viewing the raw data would prove useful to users seeking a relatively accurate reflection of benefit history. For example, the data aggregated in the third-quarter record of the Unemployment Benefits Table will include those records with a pay start and end date that fall within the timespan of the third quarter (July – September).

Social Security Benefits Table

The **Social Security Benefits** table is located directly beneath the Unemployment Benefits Table. It looks like this:

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Search Income Records - By Head of Household Information

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Search Income Records

By Head of Household Information

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Exceeds Threshold Report

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$1,037.05	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q3 of 2003	$112	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,245
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PASANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recurring Payment
01/01/2002	$350	$0	Recurring Payment
08/01/2001	$341	$0	Recurring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recurring Payment
01/01/2000	$330	$0	Recurring Payment
01/01/1999	$322	$0	Recurring Payment
12/01/1998	$319	$0	Recurring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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

Social Security Benefits Table

This table includes a Verification Data Column, which provides information about the current status of this entitlement, including payment status code, date of current entitlement, net monthly benefit, and payee name and address. Directly to the right of the Verification Data Column is

the Benefit History Column, which provides a gross account of disbursement history.

Unlike wage and unemployment records, which are aggregated quarterly by the EIV system, social security records are aggregated by periods of uniform payment status. The beginning and end dates of these benefit records reflect those provided directly from SVES, with each row indicating a change in entitlement amount or reflect that benefits were not due. (The EIV system displays the last eight changes).

For example, the sample ***Household Income Details*** page indicates the tenant received $371 monthly for the period beginning August 2001 and ending December 2001, and received $342 monthly for the period beginning January 2002 and ending January 2003.

The amounts in the column labeled Gross Benefit refer to the total entitlement before applicable deductions. If deductions apply, this figure will be different from the Net Monthly Benefit displayed in the Verification Data Column.

The Lump Sum table provides the accumulated payment for all months through the month preceding the current operating month, including those that precede the eight changes displayed by EIV.

Dual Entitlement Table

The **Dual Entitlement** table is located directly beneath the Social Security Benefits Table. A household member can have more than one dual entitlement and maximum of six (6). Based on the availability of the dual entitlement data, either a pending dual entitlement table/ dual entitlement table will be displayed.

The Pending Dual Entitlement displays a message with the Claim Account Numbers of the pending Dual Entitlement/Entitlements.

Pending Dual Entitlement table looks like this:

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Household Income Details

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	svica_fl	08/28/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	svica_fl	08/28/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	svica_fl	08/28/2004
Q4 of 2003	$1,037.05	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	svica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	svica_fl	08/28/2004
Q3 of 2003	$112	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	svica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,245
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment (this month payment)
Date of Current Entitlement:	08/1992
Net Monthly Benefit Payable:	$691
Payee Name and Address:	DOROTHY J YOUNG 1 MINERAL ST BOX 43 SPRINGFIELD VT

Benefit History

Date	Gross Benefit	
12/2004	$1,039.2	Benefit paid
12/2003	$962.4	Benefit paid
12/2002	$962.7	Benefit paid
12/2001	$949	Benefit paid
01/2000	$905	Benefit paid
12/2000	$905	Benefit paid
12/1999	$754.5	Benefit paid
12/1998	$712.5	Benefit paid

Lump Sum

EIV located no benefits.

Dual Entitlement

Dual Entitlement Response Pending

Dual Entitlement Response Pending for Claim #: H0N2941 - D

Dual Entitlement Response Pending for Claim #: K190484 - DI

Medicare Data

Verification Data

Payee Name and Address: JOSE R DIAS
1221 E SAN ANTONIO
APT 319
EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
08/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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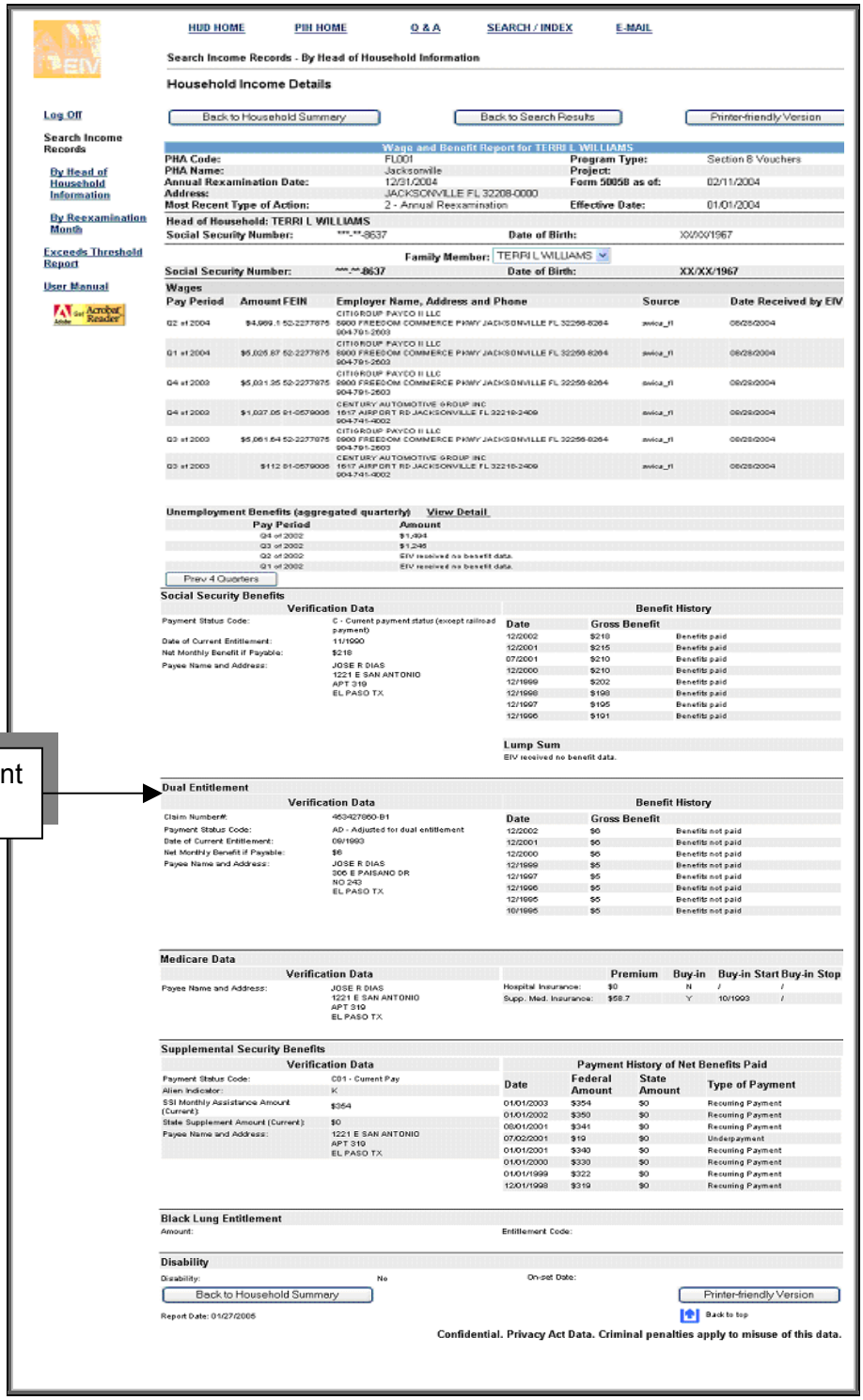
Confidential. Privacy Act Data. Criminal penalties apply to misuse of this data.

Pending Dual Entitlement Table

Dual Entitlement table looks like this:



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Search Income Records - By Head of Household Information

Household Income Details

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_rl	08/26/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_rl	08/26/2004
Q4 of 2003	$5,031.25	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_rl	08/26/2004
Q4 of 2003	$1,037.05	01-0579005	CENTURY AUTOMOTIVE GROUP INC 1517 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_rl	08/26/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 5900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-8264 904-791-2603	swica_rl	08/26/2004
Q3 of 2003	$112	01-0579005	CENTURY AUTOMOTIVE GROUP INC 1517 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_rl	08/26/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,246
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427660-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	08/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 242 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
08/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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

Dual Entitlement Table

The Dual Entitlement table displays Dual Entitlement/Entitlements data. For each dual entitlement, the table includes a Verification Data Column,

which provides information about the claim number, current status of this entitlement, including payment status code, date of current entitlement, net monthly benefit, and payee name and address. Directly to the right of the Verification Data Column is the Benefit History Column, which provides a gross account of disbursement history.

The beginning and end dates of the dual entitlement benefit records reflect those provided directly from SVES (State Verification Exchange System), with each row indicating a change in entitlement amount or reflect that benefits were not due. (The EIV system displays the last eight changes). For example, the sample ***Household Income Details*** page indicates the tenant received $569 monthly for the period beginning August 2001 and ending December 2001, and received $546 monthly for the period beginning January 2002 and ending January 2003.

The amounts in the column labeled Gross Benefit refer to the total entitlement before applicable deductions. If deductions apply, this figure will be different from the Net Monthly Benefit displayed in the Verification Data Column.

Medicare Data Table

The **Medicare Data** table is located directly beneath the Dual Entitlement table. It looks like this:

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Search Income Records - By Head of Household Information

Household Income Details

Log Off

Search Income Records

By Head of Household Information

By Reexamination Month

Exceeds Threshold Report

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$1,037.05	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q3 of 2003	$112	91-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,245
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PASANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medical Data Table

Medicare Data

Verification Data

Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
09/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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Report Date: 01/27/2005 Back to top

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

The **Medicare Data** table includes a Verification Data Column, which identifies the name and address of payee. Insurance premium and buy-in status details are displayed to the right of the Verification Data Column.

Supplemental Security Benefits Table

The **Supplemental Security Benefits** table is located directly beneath the Medicare Data table. It looks like this:

HUD HOME | PIH HOME | Q & A | SEARCH / INDEX | E-MAIL

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Search Income Records

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	**Program Type:**	Section 8 Vouchers
PHA Name:	Jacksonville	**Project:**	
Annual Reexamination Date:	12/31/2004	**Form 50058 as of:**	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	**Effective Date:**	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 **Date of Birth:** XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 **Date of Birth:** XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q1 of 2004	$5,026.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q4 of 2003	$1,037.05	91-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/26/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q3 of 2003	$112	91-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/26/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,246
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	453427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
08/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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

Supplemental Security Benefits Table

The Supplemental Security Benefits table includes a Verification Data column, which provides information about the current status of this entitlement, and a Payment History of Net Benefits Paid Column, which identifies the date and type of monthly supplemental security benefit payments from both federal and state sources.

Black Lung Entitlement Table

Located directly beneath the Supplemental Security Benefits table, the **Black Lung Entitlement** table displays amount and entitlement code. It looks like this:

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q1 of 2004	$5,026.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$5,031.35	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q4 of 2003	$1,037.05	81-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/28/2004
Q3 of 2003	$112	81-0579006	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/28/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,248
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prev 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	453427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
08/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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

Disability Table

Located directly beneath the Black Lung Entitlement table, the **Disability** table displays the status (yes/no) and onset date. It looks like this:

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Wage and Benefit Report for TERRI L WILLIAMS

PHA Code:	FL001	Program Type:	Section 8 Vouchers
PHA Name:	Jacksonville	Project:	
Annual Reexamination Date:	12/31/2004	Form 50058 as of:	02/11/2004
Address:	JACKSONVILLE FL 32208-0000		
Most Recent Type of Action:	2 - Annual Reexamination	Effective Date:	01/01/2004

Head of Household: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Family Member: TERRI L WILLIAMS

Social Security Number: ***-**-8637 Date of Birth: XX/XX/1967

Wages

Pay Period	Amount	FEIN	Employer Name, Address and Phone	Source	Date Received by EIV
Q2 of 2004	$4,969.1	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q1 of 2004	$5,025.87	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q4 of 2003	$5,031.25	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q4 of 2003	$1,027.05	01-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/26/2004
Q3 of 2003	$5,061.64	52-2277875	CITIGROUP PAYCO II LLC 6900 FREEDOM COMMERCE PKWY JACKSONVILLE FL 32256-6264 904-791-2603	swica_fl	08/26/2004
Q3 of 2003	$112	01-0579005	CENTURY AUTOMOTIVE GROUP INC 1617 AIRPORT RD JACKSONVILLE FL 32218-2409 904-741-4002	swica_fl	08/26/2004

Unemployment Benefits (aggregated quarterly) View Detail

Pay Period	Amount
Q4 of 2002	$1,494
Q3 of 2002	$1,246
Q2 of 2002	EIV received no benefit data.
Q1 of 2002	EIV received no benefit data.

Prior 4 Quarters

Social Security Benefits

Verification Data

Payment Status Code:	C - Current payment status (except railroad payment)
Date of Current Entitlement:	11/1990
Net Monthly Benefit if Payable:	$218
Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$218	Benefits paid
12/2001	$215	Benefits paid
07/2001	$210	Benefits paid
12/2000	$210	Benefits paid
12/1999	$202	Benefits paid
12/1998	$198	Benefits paid
12/1997	$195	Benefits paid
12/1996	$191	Benefits paid

Lump Sum

EIV received no benefit data.

Dual Entitlement

Verification Data

Claim Number#:	463427860-B1
Payment Status Code:	AD - Adjusted for dual entitlement
Date of Current Entitlement:	09/1993
Net Monthly Benefit if Payable:	$6
Payee Name and Address:	JOSE R DIAS 306 E PAISANO DR NO 243 EL PASO TX

Benefit History

Date	Gross Benefit	
12/2002	$6	Benefits not paid
12/2001	$6	Benefits not paid
12/2000	$6	Benefits not paid
12/1999	$5	Benefits not paid
12/1997	$5	Benefits not paid
12/1996	$5	Benefits not paid
12/1995	$5	Benefits not paid
10/1995	$5	Benefits not paid

Medicare Data

Verification Data

Payee Name and Address:	JOSE R DIAS 1221 E SAN ANTONIO APT 319 EL PASO TX

	Premium	Buy-in	Buy-in Start	Buy-in Stop
Hospital Insurance:	$0	N	/	/
Supp. Med. Insurance:	$58.7	Y	10/1993	/

Supplemental Security Benefits

Verification Data

Payment Status Code:	C01 - Current Pay
Alien Indicator:	K
SSI Monthly Assistance Amount (Current):	$354
State Supplement Amount (Current):	$0
Payee Name and Address:	1221 E SAN ANTONIO APT 319 EL PASO TX

Payment History of Net Benefits Paid

Date	Federal Amount	State Amount	Type of Payment
01/01/2003	$354	$0	Recuring Payment
01/01/2002	$350	$0	Recuring Payment
06/01/2001	$341	$0	Recuring Payment
07/02/2001	$19	$0	Underpayment
01/01/2001	$340	$0	Recuring Payment
01/01/2000	$330	$0	Recuring Payment
01/01/1999	$322	$0	Recuring Payment
12/01/1998	$319	$0	Recuring Payment

Black Lung Entitlement

Amount: Entitlement Code:

Disability

Disability: No On-set Date:

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Report Date: 01/27/2005

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

Disability Table

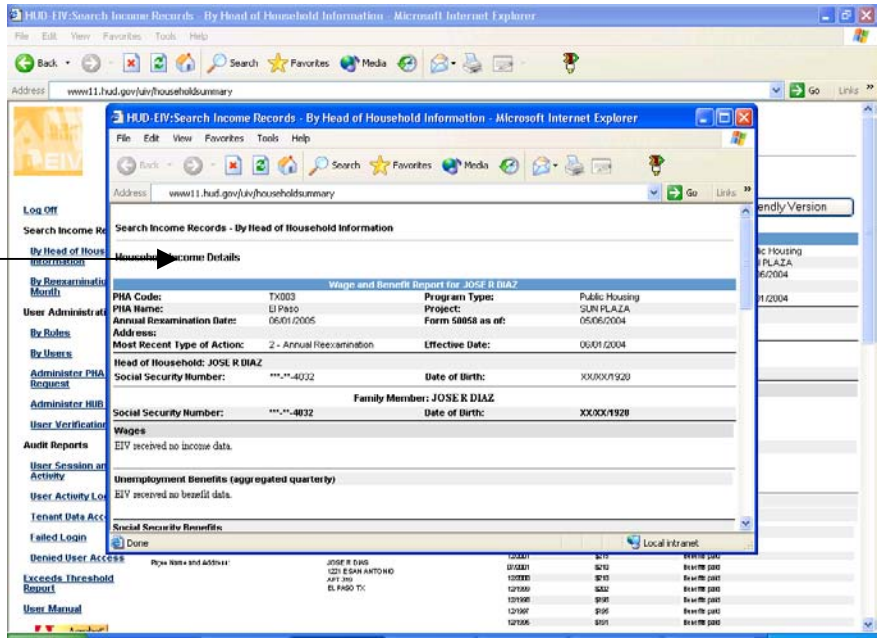
Printing Household Income Detail

The generation of a paper-based version of income detail is available on a per-household member basis. In order to print income detail for a household member, the member detail must be active (currently displayed on the page). Use the **Family Member** drop-down list to display a household member's income detail.

Launching the print function is quick and easy; just click the **Printer-friendly Version** button appearing at both the top and bottom of the **Household Income Details** page. The system opens a pop-up window displaying the printable view of the member's income detail. Click the browser **Print** icon (or use **File → Print**) to launch the Print dialog box. When you finished requesting the paper-based version of the page, click the pop-up window's **Close** button (X) to return to the **Household Income Details** page.

When you use this function, you will see something that looks like this:

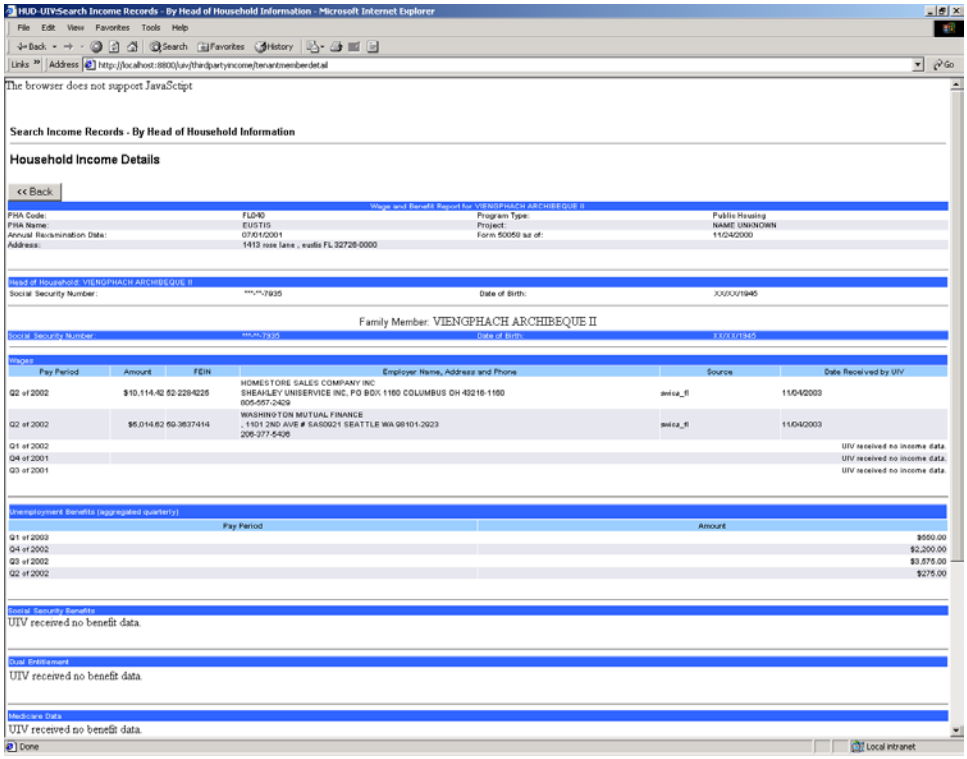
Pop-up window displaying printable view of income detail



NOTE!

Some browsers have an option to suppress pop-ups or that may be done through an add-on utility. In those instances, the EIV system will use the browser window to display the printable view of the member's income detail. When displayed in this manner, the printable view of the income detail also includes a **<<Back** button, allowing you to return to the **Household Income Details** page. For example, you might see something like this:

Printable view of income detail (with <<Back button) when displayed in browser window



Acquiring an Income Control Number (ICN)

An Income Control Number (ICN) is assigned from the **Household Summary and Income Record Status** page.

Complete the following tasks to obtain an Income Control Number:

Click the **Back to Household Summary** button, appearing on the **Household Income Details** page to return to the **Household Summary and Income Record Status** page.

OR

Click the **Back to Search Results** button, appearing on the **Household Income Details** page to return to the **Household Summary and Income Record Status** page.

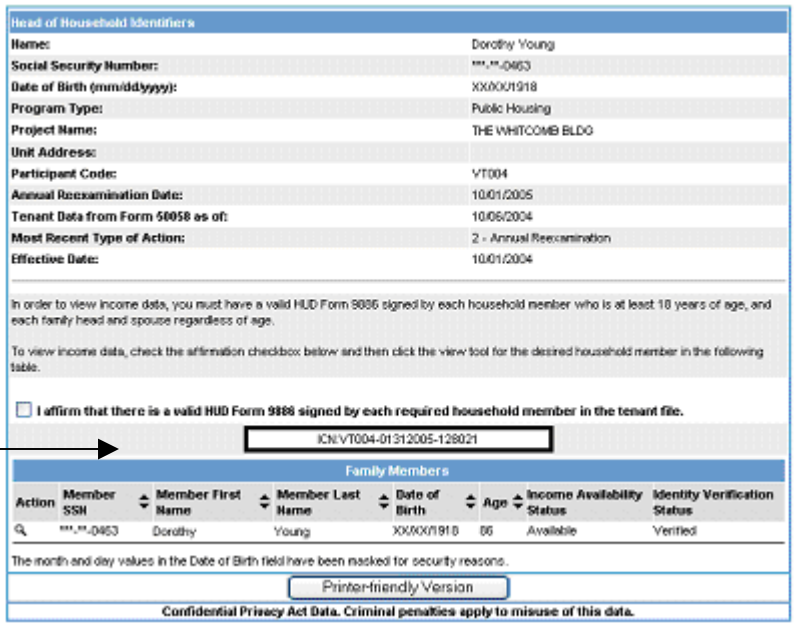
NOTE: The **Back to Search Results** button appears on the **Household Income Details** page when the user had reached this page by Searching Income Records based on Last Name/Date of Birth/Reexam month criteria.

Click **By Head of Household Information** in the left navigation panel, enter the search criteria, and click **Search** (see *Searching for Tenant Household Income Data*, page 28). Click on the appropriate tenant record to open the **Household Summary and Income Record Status** page.

Click the **Provide ICN** button, appearing on the **Household Summary and Income Status Record** page.

The **Household Summary and Income Record Status** page refreshes, displaying an ICN assignment. You can expect to see something that looks like this:

ICN Assignment



Head of Household Identifiers

Name:	Dorothy Young
Social Security Number:	***-**-0463
Date of Birth (mm/dd/yyyy):	XX/XX/1918
Program Type:	Public Housing
Project Name:	THE WHITCOMB BLDG
Unit Address:	
Participant Code:	VT004
Annual Reexamination Date:	10/01/2005
Tenant Data from Form 50058 as of:	10/06/2004
Most Recent Type of Action:	2 - Annual Reexamination
Effective Date:	10/01/2004

In order to view income data, you must have a valid HUD Form 9886 signed by each household member who is at least 18 years of age, and each family head and spouse regardless of age.

To view income data, check the affirmation checkbox below and then click the view tool for the desired household member in the following table.

☐ I affirm that there is a valid HUD Form 9886 signed by each required household member in the tenant file.

ICN: VT004-01312005-128021

Family Members

Action	Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Income Availability Status	Identity Verification Status
🔍	***-**-0463	Dorothy	Young	XX/XX/1918	86	Available	Verified

The month and day values in the Date of Birth field have been masked for security reasons.

Printer-friendly Version

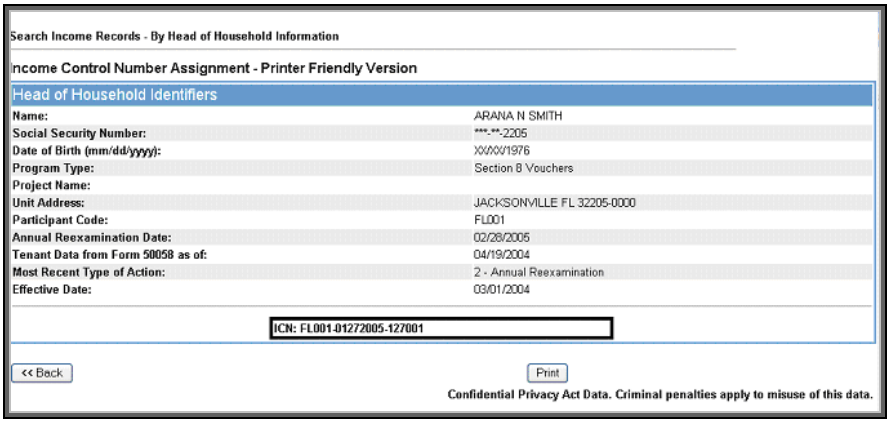
Confidential Privacy Act Data. Criminal penalties apply to misuse of this data.

Use this page to do any of the following:

Click **Printer-friendly Version** to print the **Income Control Number Assignment** page. See *Printing the Income Control Number Assignment Page*, page 76.

Printing the Income Control Number Assignment Page

When you click **Printer-friendly Version** on the **Household Summary and Income Record Status** page, the **Income Control Number Assignment** page displays. Notice that the page includes an income control number assignment and is reformatted; the HUD Navigation Bar and the EIV System Navigation Panel have been removed. Here's an example of what you might see when this type of page is launched:



Search Income Records - By Head of Household Information

Income Control Number Assignment - Printer Friendly Version

Head of Household Identifiers

Name:	ARANA N SMITH
Social Security Number:	***-**-2205
Date of Birth (mm/dd/yyyy):	XX/XX/1976
Program Type:	Section 8 Vouchers
Project Name:	
Unit Address:	JACKSONVILLE FL 32205-0000
Participant Code:	FL001
Annual Reexamination Date:	02/28/2005
Tenant Data from Form 50058 as of:	04/19/2004
Most Recent Type of Action:	2 - Annual Reexamination
Effective Date:	03/01/2004

ICN: FL001-01272005-127001

<< Back Print

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

Click **Print** to execute your print request, and then click **<<Back** to return to the previous page.

Chapter 5

Viewing The Exceeds Threshold Report

This chapter provides information about using the user interface to access, navigate, and view the **Exceeds Threshold** report. Topics include:

- *Overview*
- *Before Getting Started…*
- *Identifying the Period of Income*
- *Identifying Projected Income*
- *Calculating Income Discrepancies*
- *Discrepancy Analysis*
- *Report Generation*
- *Threshold Report Filtering*

Overview

The **Exceeds Threshold** report compares the tenant's prediction of next year's income in the form 50058 to the actual income data compiled by EIV.

The **Exceeds Threshold** report is a valuable tool; it provides information about those households where the actual income level fails to match that which was projected during the annual re-certification process.

The EIV system calculates and generates **Exceeds Threshold** report data automatically, on a routine basis. The frequency with which the data is calculated and reported is configurable. Data included in the **Exceeds Threshold** report is based on a set of pre-determined discrepancy comparison criteria. Once calculated, threshold data will remain in the EIV database until the next scheduled calculation date. Out-of-date data will be purged during the calculation process.

Report data is calculated and aggregated for the entire HUD hierarchy. The report provides the capability to drill down to each of the various levels of hierarchy, to individual household detail. The scope of access to Threshold data is governed by your assigned roles and permissions.

The report also provides a filtering mechanism. The filter allows you to control the amount of data included on the report. Use the filter to allow you to view those households where the amount of the discrepancy (between actual reported income and projected income) exceeds a specified percentage. You can adjust the range of the filter from 5 to 100 percent, in increments of five (5) percentage points at a time. The larger the percentage the smaller the data set and vice versa. By default, the value is set to 100%.

Before Getting Started…

Before you begin working with the Exceeds Threshold report, it's important that you have a good understanding of the concepts that govern the tenant income evaluation and threshold discrepancy calculation process. The process includes the following activities:

- Identifying the Period of Income
- Identifying Projected Income
- Identifying the actual (reported) income reported during the period of income
- Prorating actual income
- Calculating Income Discrepancies
- Discrepancy Analysis
- Report Generation

Use the information in the following sections to learn more about each of these processes and activities.

Identifying the Period of Income

The *Period of Income* provides the timeline reference governing the collection of the data used to determine whether or not a discrepancy exists between projected household income (as reported on Form HUD-50058) and actual income (income data that was available at the time the projection was made). The period of income must be determined in order to gather the actual income data needed to make a comparison to the projected income and determine whether or not a discrepancy exists.

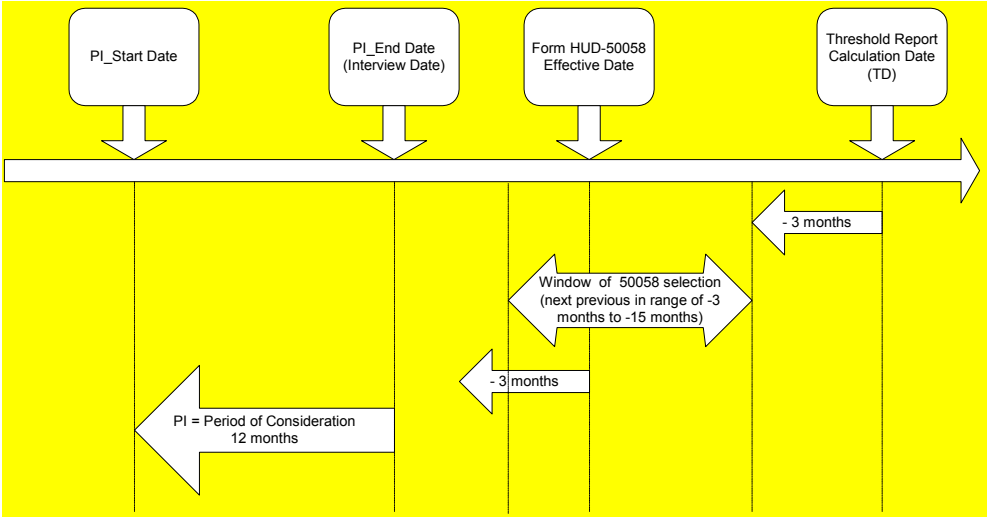
The period of income uses the following timeline events to assist in determining the specific timespan that will be taken into consideration when collecting and calculating income data:

- **HUD-50058 Effective Date** – This value represents the effective date appearing on the Form HUD-50058 for the identified tenant. It is used to calculate the Period of Income End and Start Date values.
- **Period of Income Start Date** – This date represents the starting point for the income period. It is calculated by the EIV system based on the effective date associated with the HUD-50058 for the tenant. It is assumed that the Period of Income Start Date is fifteen (15) months prior to the effective date on Form HUD-50058
- **Period of Income End Date** – This date represents the end of the period of income and is assumed to be three (3) months prior to the effective date on Form HUD-50058. It is also the tenant interview

date. The Period of Income End date is twelve (12) months from the Period of Income Start Date.

- **Threshold Date (TD)** – The date the EIV system calculates Threshold report data.
- **Window of HUD-50058 Selection** – This date is used to help locate the most recent HUD-50058 record in the current database. In order to be selected, the effective date of the HUD-50058 must fall within a period that is three (3) to fifteen (15) months prior of the Threshold Date (TD).

A **Period of Income** timeline example:



Identifying Projected Income

Projected income information is used as the baseline for discrepancy calculations. It is derived from the Form HUD-50058 records stored in the PIC database. The income projection information is used to determine whether or not a given household should be included in an Exceeds Threshold report. The determination is made using the following evaluation criteria:

- Selected Form HUD-50058 records will come directly from the current PIC database; there is no need to access the PIC Historical database to obtain projected household income information.
- The EIV system will review the current PIC database to locate the most recent HUD-50058 record (for a household) that falls in the timeline of three (3) to fifteen (15) months prior to the *Threshold Date* (TD). The most recent record falling within that time-line will be used as the source for projected income information.

- HUD-50058 records with an effective date that falls within the specified timeline (3 to 15 months) and includes an action type of 1, 2, or 3 will be included in the Exceeds Threshold report calculations.
- If a HUD-50058 record does not meet these qualification criteria, the household will be excluded from the Exceeds Threshold report.

Identifying the actual income reported during the period of income

Actual income information is used to evaluate the accuracy of an income projection. It is compared to the projected income value stored on the Form HUD-50058 associated with a household. If there is a difference between the projected value and the actual (reported) income value, the difference is referred to as a discrepancy. Discrepancies that match specific criteria are then included in the detail appearing on an Exceeds Threshold report.

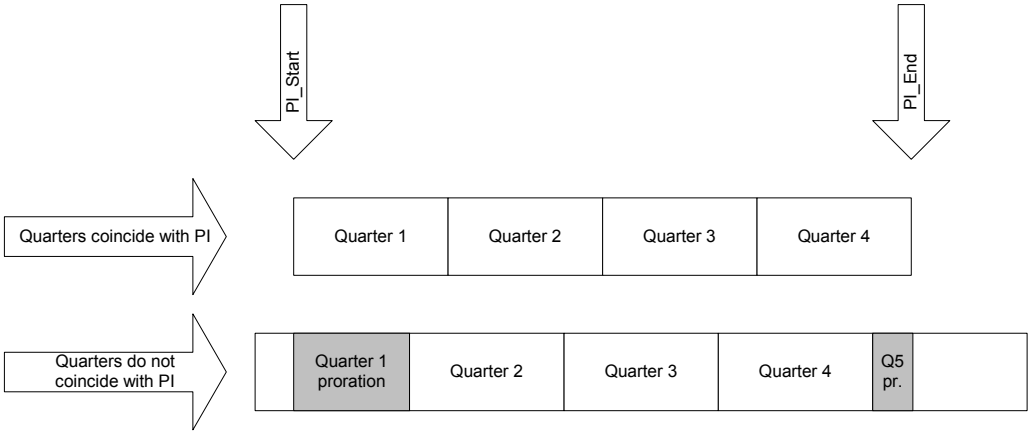
Actual income information is reported by SWICAs and SSA and stored in the EIV system database. The EIV system will calculate Actual Income by aggregating income that was reported between the *Period of Income Start Date* and the *Period of Income End Date*. Income data will be restricted to those incomes with codes F, HA, M, W, S, SS, and U.

Prorating Actual Income

When the period of income includes a *Period Income Start Date* that coincides with income reporting quarters, the income is simply added for those quarters. In those cases where an income record overlaps the start or end of the period of consideration, the income will be prorated, based on the following calculation:

- **(A)** — First Quarter Income = (quarter income value/period of time) * length of time in period. For example, if the income is within the period of consideration for 2 of 3 months, the calculation would be (quarter income value / 3 months) * 2 months.
- **(B)** — Sum the quarter income that occurs within the period of consideration. This should be three (3) quarters of data.
- **(C)** — Add the final quarter of income data. Quarter income= (quarter income value / period of time) * (length of time considered).

Think of this calculation in this manner:



NOTE!

Pro-rated sections of the first and final quarters are represented by the gray areas in the "Quarters do not coincide with PI" row in the figure.

Calculating Income Discrepancies

Once projected and actual income data has been captured, the discrepancy evaluation process begins. The EIV system conducts two (2) separate evaluations during the Exceeds Threshold report generation process. The outcomes determine whether or not the results should be included in the Exceeds Threshold report.

When included, the results of both calculations appear on the **Head of Household Information** page. You reach this page by drilling down to the lowest level of detail on the Exceeds Threshold report. Refer to *Notice that this page* includes two (2) tables, each providing a more granular level of detail:

- PHA Statistics
- Households Exceeding Threshold

PHA *Statistics Table*

The PHA Statistics table provides summary results. This sections lists details like the threshold percentage based on which the report is calculated. The summary details the total number of households evaluated, households that exceed threshold, percentage of households that exceed threshold, Outliers (households exceed the threshold by twice the designated amount), percentage of Outliers, total amount of annual discrepancy (Actual) and the total amount of annual discrepancy (projected income calculated based on the annualized quarter data). Use the Households Exceeding Threshold table to view more detailed information about the results appearing in this table. Click a social security number to view the associated household detail. To learn more

about the detail, refer to Head of Household Information Page on page 95.

Households Exceeding *Threshold* Table

The Households Exceeding Threshold table provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. The value causing the household to appear on the report is highlighted. The outlier column provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by twice the amount. Sort feature is provided to sort data based on any of the columns.

The discrepancy is reported as follows:

Discrepancy (actual) – displays the annual discrepancy in income data for the designated household.

Discrepancy *(annualized)* – displays the discrepancy annualized from the last quarter's income for the designated household.

Outliers **–** displays a 'Y' to indicate if the household has exceeded the threshold by twice the amount, and 'N' otherwise.

Head of Household Information Page section on page 95 to learn more about how to use the information provided.

Income discrepancies are calculated in the following manner:

- **Discrepancy 1** – Entire period of consideration versus income projection is calculated as follows:

  (*Projected Annual Wages and Benefits from Form HUD-50058) – (Reported Annual Wages and Benefits as derived from EIV Data)*

- **Discrepancy 2** – Last quarter of period of consideration annualized against projection is calculated as follows:
  - Actual (*EIV*) Income = final quarter income data (prorated as first and final quarter income in calculating total income for period of income against projection) * 4 quarters.
  - *Projected Annual Wages and Benefits from Form HUD-50058 – Actual (EIV) Income*

Discrepancy Analysis

Once the income discrepancy calculations are completed, the *EIV* system analyzes the results to determine whether a household should be included in the Exceeds Threshold report. The analysis compares the results to a pre-defined *EIV* system value—*Discrepancy_Cutoff*.

The Discrepancy_Cutoff variable establishes the monetary value that the calculated discrepancy must exceed in order for the household to be included in the Exceeds Threshold report. By default, this value is set to -$2,400. This means that the discrepancy between the actual annual income value and the projected income must be at least $2,400 or greater in order to appear on the report.

For example, if the projected income for a household was $10,000 but the actual income was $14,000, the difference of $4,000 is greater than the established cutoff value, qualifying it to appear on the report. Conversely, if the projected income for a household was $10,000 but the actual income was $12,000, the difference of $2,000 is less that of the established cutoff value, disqualifying it from appearing on the report.

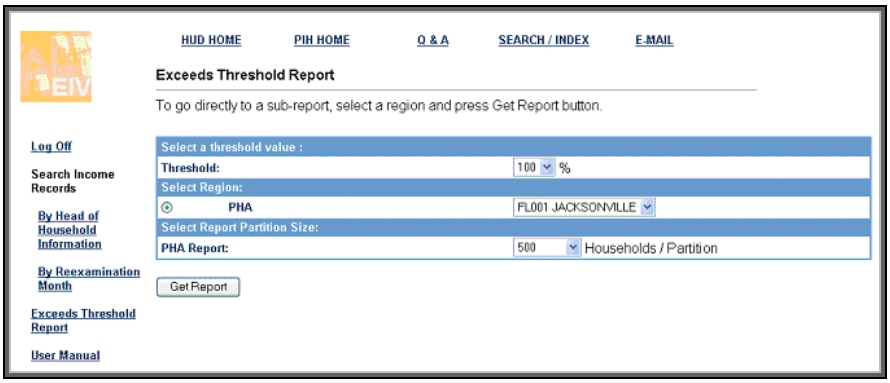
When making the determination whether a household should be included in threshold report data, the *EIV* system always uses the discrepancy value of the greatest magnitude. And for those households being included in report data, calculate whether the discrepancy exceeds the pre-determined threshold values (5% to 100% by increments of 5 %).

Report Generation

Exceeds Threshold report data gathering and calculation is computed automatically according to a pre-defined schedule. On the scheduled date, the data is collected, analyzed, and stored in the *EIV* database according to the previously specified criteria. The obsolete data set is overwritten with the current data.

Threshold Report Filtering

Access the **EIV Threshold Report** page by clicking the Exceeds Threshold Report link on the EIV Navigation panel. The **EIV Threshold Report** page opens. It appears as follows:



Use this page to filter the scope of the data appearing on the report. Once you have selected your filter options, click **Get Report** to generate the Exceeds Threshold report that reflects your choices.

The **EIV Threshold Report** page provides you with the following filter options:

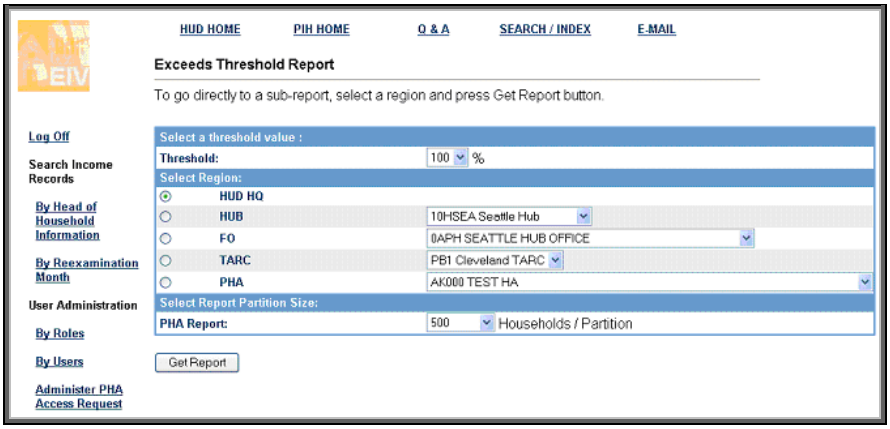
- **Threshold %** – This attribute provides the capability to filter data so that only the data for those households where the amount of the discrepancy exceeds a specified percentage are included on the report. You can adjust the range of the filter from 5 to 100 percent in increments of 5 percentage points. The larger the percentage the smaller the data set and vice versa. By default, the value is set to 100% when the page opens.
- **Region** – This attribute controls the scope of the data included on the report. Report data is aggregated by security level for the entire HUD hierarchy, i.e., HUD HQ, Hub, Field Office, TARC, and PHA. Your assigned role (along with the security level to which it is assigned) determines the extent of the data that will be accessible.

  Your role assignment provides you with access to up to five (5) region options. Only those that you are permitted to access appear on the page when it opens. Only one Region option can be selected at a time.

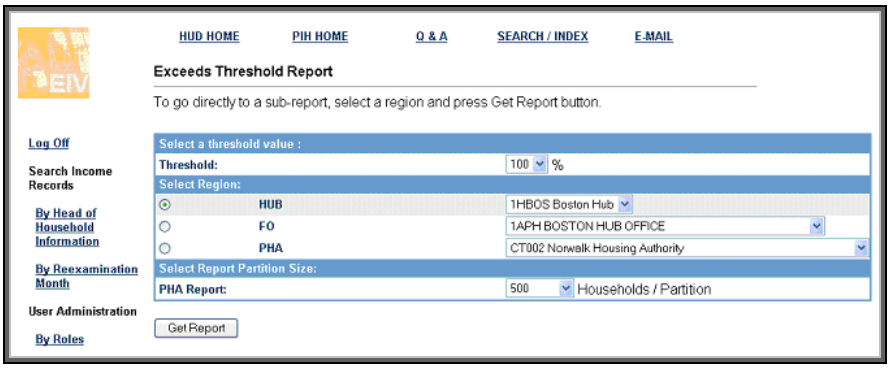
  The following region options are available:

  - **HUD HQ** – This option provides full access to the data associated with the entire HUD hierarchy. This option only appears if your role assignment provides you with access to

national data at all levels. If your access is restricted to this level, the **EIV Threshold Report** page would appear as follows:



- **Hub** – This option provides access to the data associated with field offices and their dependant PHA's. For example, if your security level and role assignment permit you to access data associated with the Seattle Hub, you will be able to view data for one, several, or all of the field offices and PHA's associated with that Hub. If your access is restricted to this level, the **EIV Threshold Report** page would appear as follows:

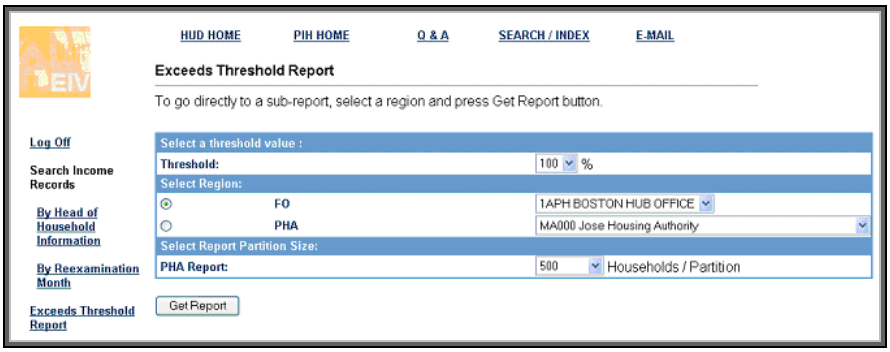


A drop-down list provides you with all the available Hub selection options. The list will include only those *Hubs* that your security level and role allow you to access. If your assigned scope of access does not include *Hub* data, this option will be excluded from the Region selection component.

Scroll through the list to locate the desired Hub location. Highlight it to select it. Only one selection can be active at a time.

- **Field Office** – This option provides access to the data associated with field offices and their dependant PHA's. The scope of access is governed by your security level and role assignment.

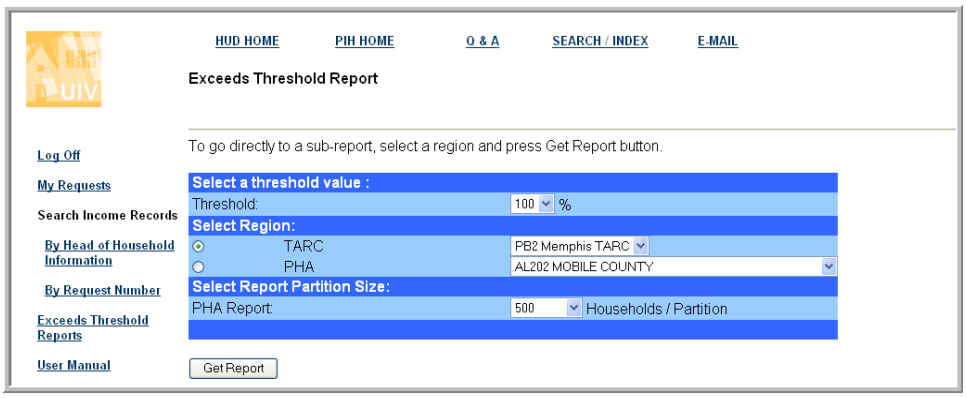
  If your access were restricted to this level, the **EIV Threshold Report** page would appear as follows:



A drop-down list provides you with all the available field office selection options. The list will include only those *field offices* that your security level and role allow you to access. If your assigned scope of access does not include *Field Office* data, this option will be excluded from the Region selection component.

Scroll through the list to locate the desired Field Office location. Highlight it to select it. Only one selection can be active at a time.

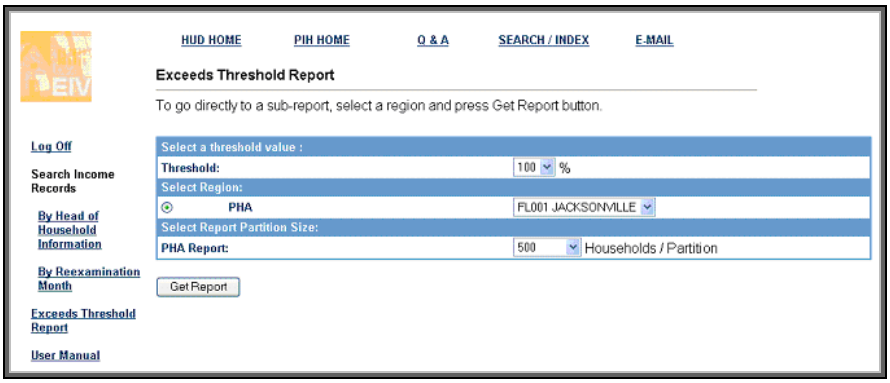
- **TARC** – This option provides access to the data associated with TARC's and their dependant PHA's. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the **EIV Threshold Report** page would appear as follows:



A drop-down list provides you with all the available TARC selection options. The list will include only those *TARC's* that your security level and role allow you to access. If your assigned scope of access does not include *TARC* data, this option will be excluded from the Region selection component.

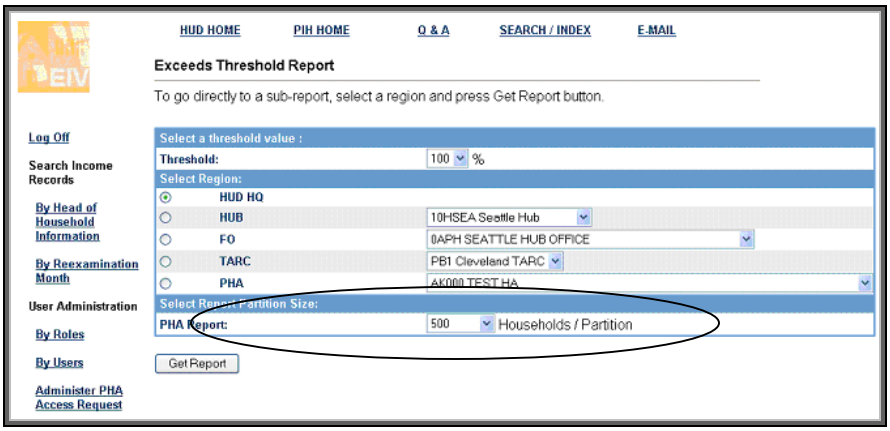
Scroll through the list to locate you the desired TARC location. Highlight it to select it. Only one selection can be active at a time.

- **PHA** – This option provides access to the data associated with a PHA. The scope of access is governed by your security level and role assignment. If your access is restricted to this level, the **EIV Threshold Report** page would appear as follows:



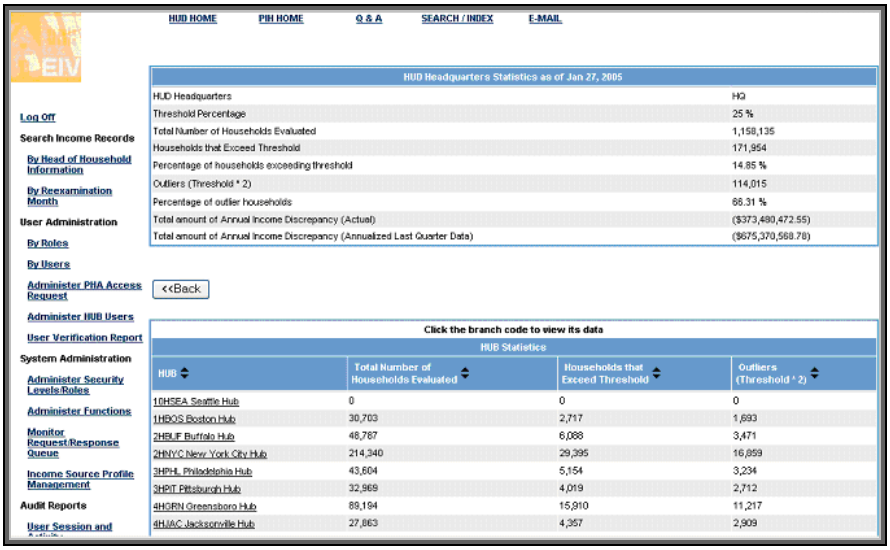
A drop-down list provides you with all the available PHA selection options. The list will include only those *PHA's* that your security level and role allow you to access. Scroll through the list to locate you the desired PHA location. Highlight it to select it. Only one selection can be active at a time.

- **Report Partition Size** – This option controls the number of households appearing per page on the PHA level of the Exceeds Threshold report. Click the arrow to view a list of available partition size values. Selection options include 100, 250, 500, and Show All. By default, the partition size value is set to 500. Click an option to select it. Your selection appears in the drop-down box associated with the attribute. See example below:



Threshold Report Detail

All threshold report details appear on the **Exceeds Threshold report** page. Although the scope of report detail can vary, the same page format is used to convey the data. For your convenience and ease of use, the page title is amended to indicate the scope of data included. For example, if you selected the HUD HQ region option, then the title would appear as HUD Headquarters **Exceeds Threshold Report** page. See example below:



HUD Headquarters Statistics as of Jan 27, 2005	
HUD Headquarters	HQ
Threshold Percentage	25 %
Total Number of Households Evaluated	1,158,135
Households that Exceed Threshold	171,954
Percentage of households exceeding threshold	14.85 %
Outliers (Threshold * 2)	114,015
Percentage of outlier households	66.31 %
Total amount of Annual Income Discrepancy (Actual)	($373,480,472.55)
Total amount of Annual Income Discrepancy (Annualized Last Quarter Data)	($675,370,568.78)

HUB	Total Number of Households Evaluated	Households that Exceed Threshold	Outliers (Threshold * 2)
10HSEA Seattle Hub	0	0	0
1HBOS Boston Hub	30,703	2,717	1,693
2HBUF Buffalo Hub	48,787	6,088	3,471
2HNYC New York City Hub	214,340	29,395	16,859
3HPHL Philadelphia Hub	43,604	5,154	3,234
3HPIT Pittsburgh Hub	32,969	4,019	2,712
4HGRN Greensboro Hub	89,194	15,910	11,217
4HJAC Jacksonville Hub	27,863	4,357	2,909

On the **Exceeds Threshold Report** page you will find the results of the discrepancy analysis you have requested. Result data appears in a tabular format. Each table (referred to as a Statistics table) is clearly labeled to indicate the security level to which the data applies. There is a record in the table for each entity included in the results data.

The **Exceeds Threshold Report** page includes a separate table for the selected region (parent) as well as any subordinate regions (children). The scope of detail available to you is based on your security level and role assignment. For example, if your scope of access is limited to an individual PHA, you will only be able to view the statistics and detail associated with the assigned PHA. In contrast, if your scope of access includes the entire HUD hierarchy, you will be able to view the statistics and detail associated with each security level.

When more than one level of detail is available, the highest level appears first, on the page. Each successive level of detail appears in a separate table. The appearance of a hypertext link in a record (appearing in a Statistics table) indicates that an additional level of detail is available. Click the hyperlink to view the next level of detail. For example, At the Field Office level, there is a record for each associated PHA. Click on the appropriate PHA to view the associated detail.

In a Statistics table you will find the following information:

Security Level – In this column you will find a record for each entity associated with the specified security level. Click the hypertext link associated with the security level label to view additional detail as appropriate. Possible entities appearing in this column include the following:

- HUD Headquarters
- Hub
- TARC
- Field Office
- PHA

Threshold Percentage – In this column the threshold percentage selected by the user in the search criteria for this report generation will be displayed. The Threshold percentage is the user-selected value to be used in screening the report. The percentage is measured as the variance (plus or minus) beyond which a tenant record is included in a report listing and in report summary calculations.

Total Number of Households Evaluated – In this column you will find information about the total number of households associated with the identified entry that were subject to income discrepancy analysis.

Households that Exceed Threshold – In this column you will find information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff percentage value.

Percentage of Households exceeding threshold – In this column the percentage of the number of households is displayed where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value.

Outliers (Threshold *2) – In this column you will find information about the number of households where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by twice the amount.

Percentage of Outlier Households – In this column the percentage of outliers is displayed where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value by twice the amount.

Total Amount of Annual Income Discrepancy (Actual) – In this column the discrepancy between the actual income and the reported income by the tenant is computed based on the income reports for last four quarters

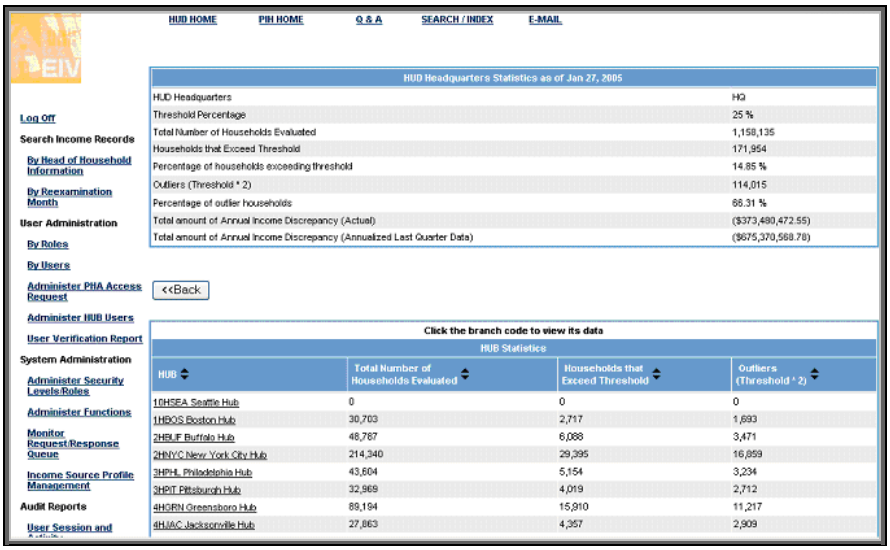
Total Amount of Annual Income Discrepancy (Annualized Last Quarter Data) – In this column the discrepancy between the actual income and the reported income by the tenant is computed based on the income reported for last quarter.

Threshold Report Examples

Use this section to get familiar with the look and feel of an Exceeds Threshold report. Notice that there is a separate section for each security level view of the report.

HUD Level View

When viewed from the HUD Headquarters level, the Exceeds Threshold report includes a Statistics table for the Hubs. To view data for a particular Hub or TARC, click the hypertext link associated with it. When this page is displayed, it appears as follows:



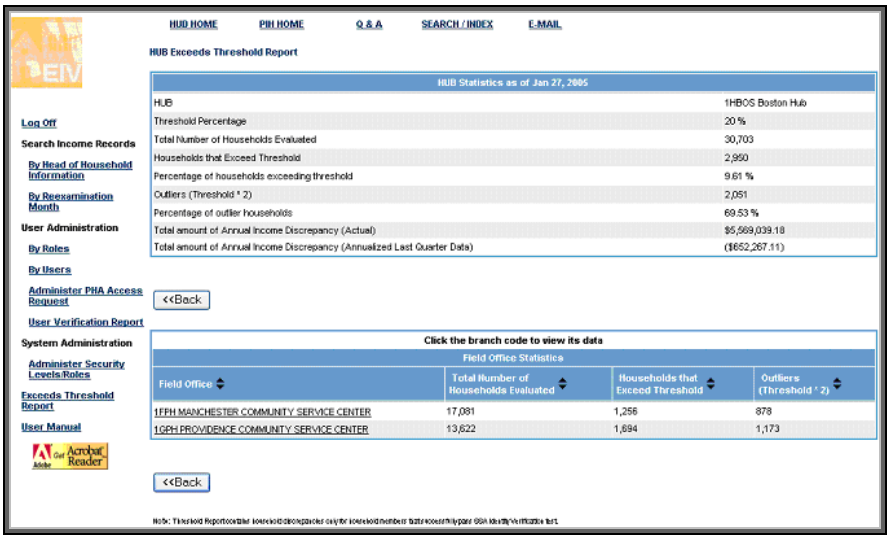
HUD Headquarters Statistics as of Jan 27, 2005	
HUD Headquarters	HQ
Threshold Percentage	25 %
Total Number of Households Evaluated	1,158,135
Households that Exceed Threshold	171,954
Percentage of households exceeding threshold	14.85 %
Outliers (Threshold * 2)	114,015
Percentage of outlier households	66.31 %
Total amount of Annual Income Discrepancy (Actual)	($373,480,472.55)
Total amount of Annual Income Discrepancy (Annualized Last Quarter Data)	($675,370,568.78)

HUB	Total Number of Households Evaluated	Households that Exceed Threshold	Outliers (Threshold * 2)
1GHSEA Seattle Hub	0	0	0
1HBOS Boston Hub	30,703	2,717	1,693
2HBUF Buffalo Hub	48,787	6,088	3,471
2HNYC New York City Hub	214,340	29,395	16,859
3HPHL Philadelphia Hub	43,604	5,154	3,234
3HPIT Pittsburgh Hub	32,969	4,019	2,712
4HGRN Greensboro Hub	89,194	15,910	11,217
4HJAC Jacksonville Hub	27,863	4,357	2,909

Note: Display of Threshold Report Data for TARC has been phased out in the current EIV release 3.2.

Hub Level View

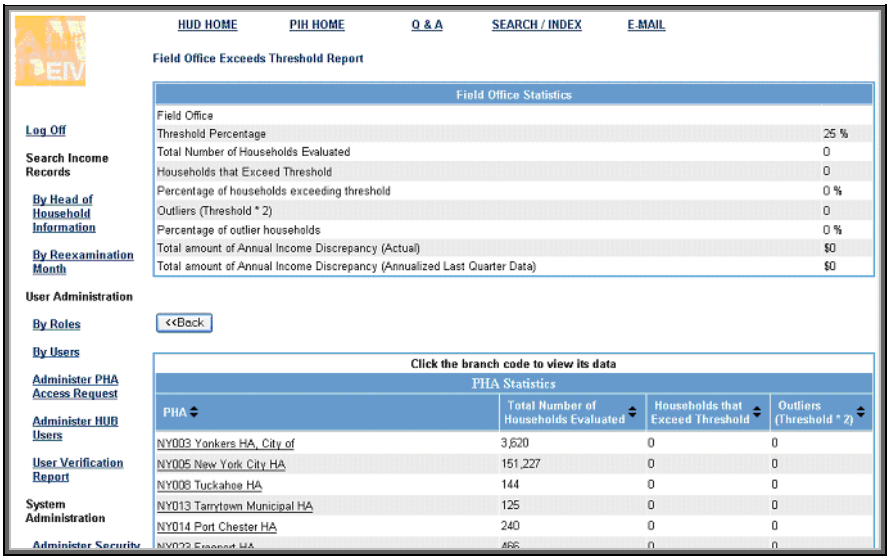
When viewed from the Hub level, the Exceeds Threshold report includes statistics for the Hub and the associated field offices. To view data for a particular field office, click the hyperlink associated with it. The Hub-level view looks like this:



HUB Statistics as of Jan 27, 2005	
HUB	1HBOS Boston Hub
Threshold Percentage	20 %
Total Number of Households Evaluated	30,703
Households that Exceed Threshold	2,950
Percentage of households exceeding threshold	9.61 %
Outliers (Threshold * 2)	2,051
Percentage of outlier households	69.53 %
Total amount of Annual Income Discrepancy (Actual)	$5,569,039.18
Total amount of Annual Income Discrepancy (Annualized Last Quarter Data)	($652,267.11)

Field Office Level View

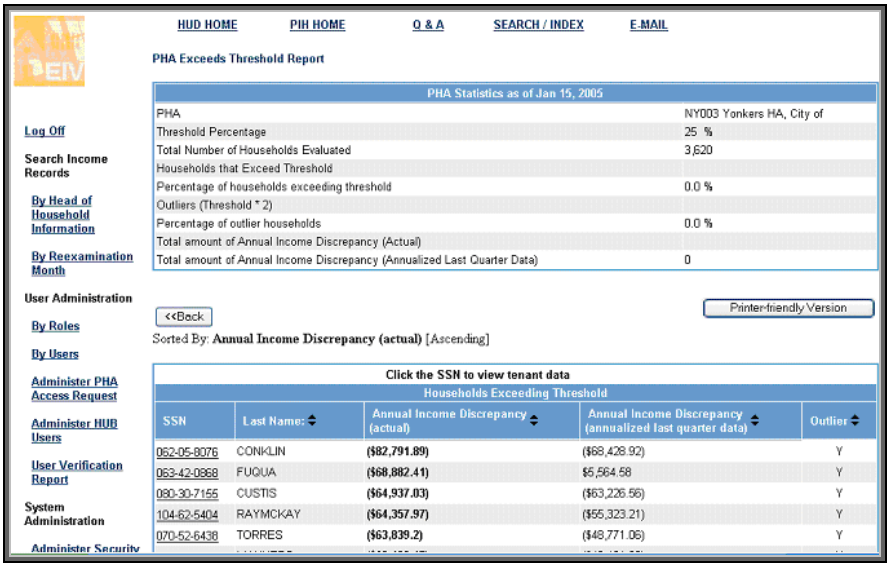
When viewed from the field office level, the Exceeds Threshold report includes statistics for the field office as well as the associated PHA's. To view data for a particular field office, click the hyperlink associated with it. The Field Office-level view appears as follows:



Field Office Statistics	
Field Office	
Threshold Percentage	25 %
Total Number of Households Evaluated	0
Households that Exceed Threshold	0
Percentage of households exceeding threshold	0 %
Outliers (Threshold * 2)	0
Percentage of outlier households	0 %
Total amount of Annual Income Discrepancy (Actual)	$0
Total amount of Annual Income Discrepancy (Annualized Last Quarter Data)	$0

PHA Level View

When viewed from the PHA level, the Exceeds Threshold report includes statistics for the PHA as well as the associated tenants. To view data for a PHA, click the hyperlink associated with it. The PHA-level view looks like this:



Notice that this page includes two (2) tables, each providing a more granular level of detail:

- PHA Statistics
- Households Exceeding Threshold

PHA Statistics Table

The *PHA Statistics* table provides summary results. This sections lists details like the threshold percentage based on which the report is calculated. The summary details the total number of households evaluated, households that exceed threshold, percentage of households that exceed threshold, Outliers (households which exceeded the threshold by twice the designated amount), percentage of Outliers, total amount of annual discrepancy (Actual) and the total amount of annual discrepancy (projected income calculated based on the annualized quarter data). Use the Households Exceeding Threshold table to view more detailed information about the results appearing in this table. Click a social security number to view the associated household detail. To learn more about the detail, refer to Head of Household Information Page on page 95.

Households Exceeding Threshold Table

The *Households Exceeding Threshold* table provides a record for each household where the discrepancy between the projected income and the actual income exceeded the designated threshold cutoff value. The value causing the household to appear on the report is highlighted. The outlier column provides a record for each household where the discrepancy

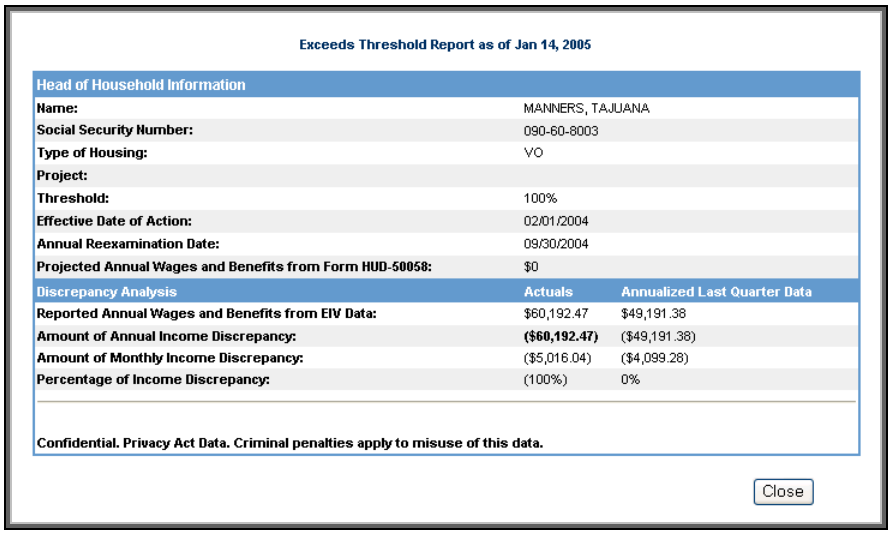
between the projected income and the actual income exceeded the designated threshold cutoff value by twice the amount. Sort feature is provided to sort data based on any of the columns.

The discrepancy is reported as follows:

- **Discrepancy (actual)** – displays the annual discrepancy in income data for the designated household.
- **Discrepancy (annualized)** – displays the discrepancy annualized from the last quarter's income for the designated household.
- **Outliers –** displays a 'Y' to indicate if the household has exceeded the threshold by twice the amount, and 'N' otherwise.

Head of Household Information Page

The layout and content of the **Head of Household Information** page has been enhanced in this version of the software (Version 3.2). This page launches as a popup window when one of the social security number links appearing on the **Exceeds Threshold** report page is clicked. Click Close button - to close the window and return to the Exceeds Threshold report. The enhanced **Head of Household Information** page appears as follows:



Exceeds Threshold Report as of Jan 14, 2005

Head of Household Information		
Name:	MANNERS, TAJUANA	
Social Security Number:	090-60-8003	
Type of Housing:	VO	
Project:		
Threshold:	100%	
Effective Date of Action:	02/01/2004	
Annual Reexamination Date:	09/30/2004	
Projected Annual Wages and Benefits from Form HUD-50058:	$0	
Discrepancy Analysis	**Actuals**	**Annualized Last Quarter Data**
Reported Annual Wages and Benefits from EIV Data:	$60,192.47	$49,191.38
Amount of Annual Income Discrepancy:	**($60,192.47)**	($49,191.38)
Amount of Monthly Income Discrepancy:	($5,016.04)	($4,099.28)
Percentage of Income Discrepancy:	(100%)	0%

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

Close

The updated **Head of Household Information** page provides you with both actual and historical data. The Discrepancy Analysis section of the page provides results of the income analysis process. It provides actual and annualized last quarter data. There is a column for each type of data—*Actual* and *Annualized Last Quarter Data*. Associated with each column are the following criteria:

- **Reported Annual Wages and Benefits from EIV Data** – This field identifies the actual income reported to the EIV system for the designated income period.
- **Amount of Annual Income Discrepancy** – This field identifies the value of the discrepancy in the annual income that caused the household to be included in the report data. Negative currency values are represented in parenthesis. For example, $-800 is represented as ($800). When this value causes the household to be included on the report, it appears in a bold typeface.
- **Amount of Monthly Income Discrepancy** – This field identifies the value of the discrepancy in the monthly income that caused the household to be included in the report data. Negative currency values are represented in parenthesis. For example, $-800 is represented as ($800). When this value causes the household to be included on the report, it appears in a bold typeface.
- **Percentage of Income Discrepancy** –This field identifies the percentage by which the threshold cutoff value has been exceeded for this household. Negative percentage values are represented in parenthesis. For example, -75% is represented as (75%).

Appendix A – Abbreviations and Acronyms

Acronym or Abbreviation	Definition
ADP	Automated Data Processing
AISSP	HHS's Automated Information Systems Security Program
API	Application Programmer Interface
ARAMS	Automated Renewal and Amendment Management Subsystem
CEO	Chief Executive Officer
CFO	Chief Financial Officer; also, Office of the Chief Financial Officer, partner of RHIIP with key role in EIV system development
CONOPS	Concept of Operations
COTS	Commercial Off The Shelf software
CPU	Central Processing Unit
FRD	Functional Requirements Document
GTM	Government Technical Manager
HHS	U.S. Department of Health and Human Services, oversees OCSE
HOUSING	Office of Housing, partner of RHIIP with key role in EIV system development
HTML	Hyper Text Markup Language
HTTPS	Secure Hyper Text Transfer Protocol
HUD	U.S. Department of Housing and Urban Development, oversees housing programs including Section 8 Voucher program and public housing program, which are administered by PHAs
IT	Information Technology
J2EE	Java 2 Enterprise Edition
JAAS	Java Authentication and Authorization Service
JDBC	Java Database Connectivity
JDK	Java Development Kit
JSP	Java Server Page
JVM	Java Virtual Machine
LDAP	Lightweight Directory Access Protocol
MTCS	Multifamily Tenant Characteristic System, early version of PIC Form 50058 Module
NDNH	National Directory of New Hires database, operated by OCSE under HHS. Legislation has been initiated to obtain income information from this database.

Acronym or Abbreviation	Definition
NTMI	New Technology Management, Inc.
OCSE	Office of Child Support Enforcement, operates the NDNH database
OMB	Office of Management and Budget
PD&R	HUD's Office of Policy, Development and Research, conducted study that initiated PIC-EIV effort to eliminate errors
PHA's	Public Housing Agencies, administer public housing programs on behalf of HUD
PIC	Public & Indian Housing Information Center, current PIH application system
PIC Form 50058 Module	Module of the PIC information system, PHAs use to submit resident characteristics and income data to HUD; previously called MTCS
PIH	HUD's Office of Public & Indian Housing, lead office in EIV project under the RHIIP
PM	Program Manager
PVCS	Merant product for Software Configuration Management
PWS	Performance Work Statement
QA	Quality Assurance
REAC	HUD's Real Estate Assessment Center
REMS	HUD's Real Estate Management System
RHIIP	Rental Housing Integrity Improvement Project, established from PD&R study to develop ways to address reporting errors. EIV is one component.
RIM	Rental Integrity Monitoring
SEI	Software Engineering Institute
SMTP	Simple Mail Transfer Protocol
SSA	Social Security Administration, provides information for TASS to verify PIC 50058 module data
SSH	Secure Shell
SSI	Supplemental Security Income, provides information for TASS to verify PIC 50058 module data.
SVES	State Verification Exchange System
SWICA	State Wage Information Collection Agencies, sources of wage and employment information
TASS	Tenant Assessment Subsystem, verifies information extracted

Acronym or Abbreviation	Definition
	from PIC Form 50058 Module with income data from SSA
TRACS	Tenant Rental Assistance Certification System
UAT	User Acceptance Testing
EIV	Enterprise Income Verification, proposed system to handle data verification requests, log and report errors/discrepancies between reported data and retrieved data
URL	Uniform Resource Locator
WASS	Web Access Subsystem
WRIS	U.S. Department of Labor's Wage Record Index System, used to determine the states where a tenant received income. Allows for a more comprehensive search.
XML	Extensible Markup Language