

RIH MORs – EIV Checklist

Master Binder

Reports	Frequency	
New Hires	Quarterly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Failed EIV Prescreening	Monthly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Failed Verification	Monthly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Multiple Subsidy	Quarterly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Deceased Tenant	Quarterly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
No Income	As detailed in EIV policy	<input type="checkbox"/> Best practice is to print every time
Matches TSP <input type="checkbox"/>		Matches EIV Policies and Procedures <input type="checkbox"/>

Tenant Files

	Due
90 Day Report	within 90 days from entering in TRACS
Existing Tenant Search	Before move-in, with necessary follow-up noted

User Records

	Security Awareness Certificate In the last year	Rules of Behavior EIV and/or TRACS In the last year	Original User Access Authorization	Current User Access Authorization In the last year	Letter from Owner
Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User 1 (if applicable)					x
User 2 (if applicable)					x
User 3 (if applicable)					x
Users with Access to reports			x	x	x

The EIV Policies and Procedures must address

- When to run reports
 - Must meet minimum HUD requirements
 - Must match the master binder
- A procedure to review all EIV users periodically to determine if they still have a need to access EIV data
- Security measures in place to limit access to EIV information only to those with proper authorization
- A policy to terminate access within 30 days of all users who no longer have a valid need to access EIV data
- A procedure to document and report the occurrence of all improper disclosures of EIV data
 - including reporting to the HUD National Help Desk