EIV Monthly Procedure

On a monthly basis the following reports will be produced:

- Pre-screen report
- Failed Verification – This includes Failed EIV Pre-Screening Report & Failed Verification Report (Failed the SSA Identity Test)
- Deceased Tenant Report

On a quarterly basis the following reports will be produced:

- Multiple subsidy report
- New Hires Report
- No Income Report – This will also be ran whenever no employment or income information appears on the Income Report but the tenant reported employment and/or income.

The following reports are produced as stated:

- Existing tenant search – For new tenants – Run processing an applicant for admission
- Income Report – Run at re-certification (Annual and interim)
- Income Discrepancy Report – Run at the same time you run Income Report
- Summary Report – Run at time of re-certification