

## Getting ready for the Final Refinement of Income and Rent Determination Requirements Rule

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## Dates and actions

- June 19, 2007
  - Published as a proposed rule
- January 27, 2009
  - Published as a final rule
- February 11, 2009
  - First delay published
- March 27, 2009
  - Final effective date to be effective Sept 30, 2009 with possibility of additional changes

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## Major components

- Social Security numbers for participants
- Social Security numbers of new Household members
- Waiting list position retained despite failure to provide SS number.
- Removal of pro rata rental assistance provisions
- Required use of HUD's EIV system

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### Components cont'd.

- Required verification of U.S. Citizenship or nationality
- Discretion to use either actual past income or projected future income.
- Calculation of annual income under the HOME program.
- Other technical amendments.

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### Social Security numbers for participants

- Formally changes the existing regulation for requirements for participants who are 6 years old or older.
- All participants including live in aides, etc.
- EIV and PIC reports will help identify these individuals

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### EIV IDENTITY REPORTS

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## SSN DATA UPDATE SCHEDULE

HUD-SSA Computer Matching Schedule	
PHA State	Month Matched
AL, FL, GA, ID, IL, KY, MD, MI, MO, ND, NY, VA	January, April, July, October
AR, AZ, CA, CO, CT, MA, MN, MS, MT, NM, OK, OR, PA, RQ, SC, WA, WI	February, May, August, November
AK, DC, DE, GQ, HI, IA, IN, KS, LA, ME, NC, NE, NH, NJ, NV, OH, RI, SD, TN, TQ, TX, UT, VQ, VT, WV, WY	March, June, September, December

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## PIH 2008-44

- Published Dec 4, 2008
- Reinforces SSN requirements
- Gives additional corrective actions

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## IMS/PIC TENANT ID MANAGEMENT

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## Five Kinds of Discrepancies

- # 1 Invalid SSN
  - Algorithmically Incorrect based on formula which is updated monthly

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- #2 Invalid SSN based on direct monthly SSN validation by the SSA, this is a direct comparison of name, birthdate and SSN data with the SSA files
  - Invalid SSN in the Invalid Tenant ID report.
  - Invalid Last Name in the Invalid Tenant ID report.
  - Invalid DOB in the Invalid Tenant ID report.

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- # 3 Invalid AID based on name and birth date validation against the AID assignment table. This will appear as "Invalid AID" in the Invalid Tenant ID Report.

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• #4 Duplicate tenant ID's (SSNs or AIDs) in more than one current record, these will appear in the Possible Duplicate Tenant Report. This can only be true if there are cases of shared custody or familial visitation of children.

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• #5 Possible duplicate tenants based on having the same name and birth date. Must be resolved by PHA comparison of tenant data and physical presence.

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### FORM-50058 –TENANT ID MANAGEMENT

The screenshot shows the HUD public and indian housing information center website. The main navigation menu includes: PIC Maintenance, PH Information, Housing Inventory, Executive Summary, Form - 50058, AD-HOC, PIC Downloads, and MTW. The 'Form - 50058' menu item is expanded to show: Submission, Viewer, Reports, and Tenant ID Management. The 'Tenant ID Management' section is highlighted. Below the navigation, there is a 'PIC HEADLINES' section with a 'Release 5.7.1' and a list of news items. A 'PICHELP Information' section is also visible, providing contact information for assistance.

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### Tools

- 1. Generate an AID for a tenant without a valid SSN.
- 2. Correct AID assignment information, (correct name and date of birth)
- 3. Transfer an AID from another PHA to your PHA.
- 4. Change an SSN to an AID
  - This tool cannot be used to correct a 999 number to a SSN or AID, you must submit a 50058 for this function.

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### Tools continued

- 5. Change an SSN to a new SSN
  - This tool cannot be used to correct a 999 number to a SSN or AID, you must submit a 50058 for this function.
- 6. Change an AID to new AID
- 7. Change an AID to an SSN
- 8. Certification by a high level user that a possible duplicate tenant based on name and birth date is really not a duplicate (requires input of an explanation.)

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### SSNs required of all participants

- Change policy, all new members must have SSN
  - At time of request for assistance
  - Next interim reexamination
  - Next annual recertification.

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## Waiting list position retained despite failure to provide SSN

- Must have SSN to be housed.
- All members must provide SSN's

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## Problems

- Applicant has no information in EIV
- Applicant has no SSN card
- Applicant child/relative/other has no SSN
- Tenant has no information in EIV
- Tenant has no SSN card
- Tenant child/relative/other has no SSN

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## Applicant/tenant has no information in EIV

While in your office with the applicant go to:  
<http://www.socialsecurity.gov> , select What can you do Online



The screenshot shows the top navigation bar of the Social Security Administration's website. It includes the Social Security logo, the text "SOCIAL SECURITY ONLINE" and "THE OFFICIAL WEBSITE OF THE U.S. SOCIAL SECURITY ADMINISTRATION", a search bar with a "GO" button, and a "Receive updates by email" checkbox. Below the navigation bar are links for "Retirement", "Survivors", "Disability", "Supplemental Security Income (SSI)", and "Medicare".

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Scroll down to:

Social Security Online **Online Claims & Services**  
**What You Can Do Online**  
Updated April 01, 2009

Click on the subject heading or the red arrow to expand or collapse an individual topic.

**Field Office Locator**  
Use your ZIP code to locate the closest Social Security Office.  
Available Weekdays (except 2 AM - 3 AM)  
Saturday 9 AM - 11 PM  
Sunday 9 AM - 11:30 PM  
Holidays 9 AM - 11 PM

**Alert:** Some of our Online Claims & Services applications will not be available from 11:00 PM (Eastern Time) on Saturday, April 4<sup>th</sup>, until 5:00 AM on Monday, April 6<sup>th</sup>, due to scheduled systems maintenance.

You will still be able to use our Retirement Planner, find your full retirement age and check employment opportunities when our other services are not available.

We apologize for any inconvenience and invite you to use all our online services on Monday.

Expand All | Collapse All

- Apply for benefits
  - Do you qualify for benefits?
  - Estimate your future benefits
  - If you get benefits...

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You can:

- Change your address or telephone number.
- Get a replacement Medicare Card.
- Request a Proof of Income letter.  
*Get a letter that verifies your Social Security benefit information.*
- Get a Form 1099-1042S -- Social Security Benefit Statement.  
*Replace the lost, damaged, or missing tax summary of your Social Security benefits for 200 (Not available for SSI).*
- Choose your password.  
*If you received a password request code (PRC) letter, you can choose your password.*
- Get a password when
  - You want password access to information about your benefits.
  - You lost, forgot, or do not have your password or password request code (PRC).
  - Your password request code has expired.

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## Applicant/tenant has no SSN card

### Question

I lost my Social Security card. What should I do?

### Answer

You can replace your Social Security card for free if it is lost or stolen. However, you may not need to get a replacement card. Knowing your Social Security number is what is important.

To replace a lost Social Security card:

- Complete an [Application For A Social Security Card \(Form SS-5\)](#); and
- Show us documents proving your identity.
- Show us documents proving your U.S. citizenship if our records do not already contain that information.
- Show us documents proving your current, lawful, work-authorized status if you are not a U.S. citizen.

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Required verification of U.S. Citizenship or nationality

- Verification must occur annually
- Must use SAVE system for verification.

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Discretion to use either actual past income or projected future income.

- Policy changes
- Must pick one or other
- Outliers must be taken into consideration to avoid EIV Discrepancy reports.
- Concept first introduced with RHIIP initiative.

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Thank you!

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