



# Enterprise Income Verification Specialist (EIVS)

## Be More than Technically Proficient – Become a Professional with EIVS

The use of HUD's Enterprise Income Verification system (EIV) is mandatory for all HUD programs. With the right training, you can become a specialist in an essential function in the housing industry.

EIV was developed as a tool to simplify the income verification process and improve the accuracy of tenant rent calculations. Use of the system has been mandatory since January 2010.

EIVS covers everything you need to know about the HUD Enterprise Income Verification system including its purpose, how it developed, how to sign up, how to maintain access, which reports are required, how to interpret reports, how to resolve any discrepancies and how to ensure the security of the data.

The EIVS is appropriate for all managers, assistant managers, compliance staff and any other persons involved with the tenant certification process.

**Please note: EIVS is available both online and in the classroom. In either case, the certification exam is completed online. Students have one week following completion of the class to take the online exam.**

## COURSE PROFILE

**Duration:** One-day program

**Exam:** Includes online exam - one week to complete

**Format:** Lecture with group participation

**Prerequisites:** None/Introductory to intermediate

**Audience:** Managers of HUD-assisted housing

**Provided:** Course Materials

**Bring:** Pen/pencil; notepad



Program dates/registration  
visit [nchm.org](http://nchm.org) or call 800-368-5625

## What you will learn:

- The basics of EIV  
In this section, we will cover the history of the EIV system, how it developed, its purpose, and how to get signed up for and maintain access to the system, security of the EIV data, and how to properly handle EIV data at mixed subsidy properties.
- Verifications and required reports  
In this section, we will cover each of the EIV Income and Verification Reports individually. We will discuss the purpose of each report, where and when to access them, how to interpret them, and where to file the reports. We will also address how to handle any discrepancies that might come up.
- Resolving income discrepancies  
In this section, we will focus on the Income Discrepancy Report. We will discuss how to alert a resident to a potential income discrepancy, how to investigate potential income discrepancies, and how to correct them. We will also cover HUD's requirements for any repayment agreement that you use with your residents.

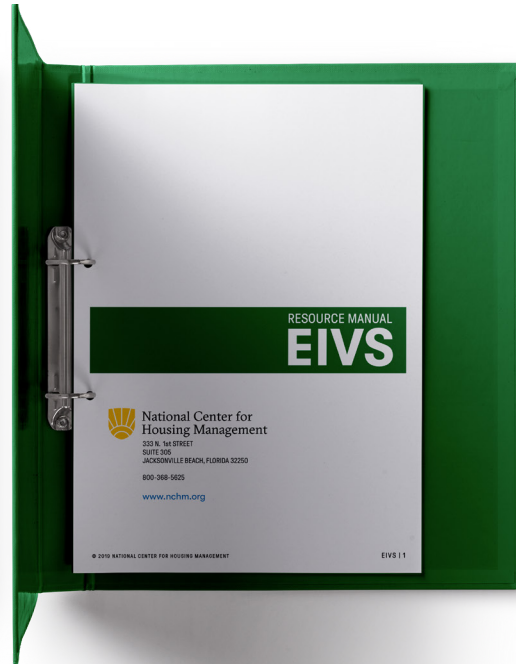
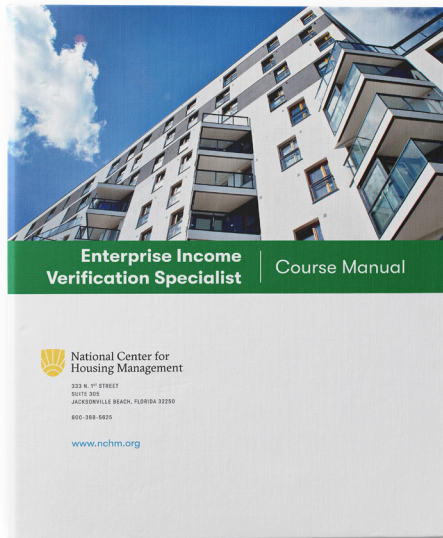
## How you will learn:

- EIVS is a classroom-based and online program led by an experienced instructor and practitioner. The program is divided into three parts and includes question-and-answer sessions, as well as quizzes and exercises that enable students to test their knowledge of the material.



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## COURSE MATERIALS



- Course Manual (above), excerpts from the HUD Handbook 4350.3 and related HUD and NCHM forms
- EIVS Course Presentation
- Handouts

## COURSE AGENDA

DAY  
1

8:30am-5:00pm

- History and Purpose of EIV
- Obtaining EIV Access
- Verifications and Required Reports Including:
  - Summary Report
  - Income Report
  - Additional EIV Income Report
  - EIV Verification Reports
  - Identity Verification Reports
  - Income Discrepancy Report
  - Resolving Income Discrepancies

## EIVS ONLINE

DAY  
1

2:00pm-4:00pm

- History and Purpose of EIV
- Obtaining EIV Access

DAY  
2

2:00pm-4:00pm

- Verifications and Required Reports including:
  - Summary Report
  - Income Report
  - Additional EIV Income Reports
  - EIV Verification Reports
  - Identity Verifications Reports

DAY  
3

2:00pm-4:00pm

- Income Discrepancy Report
- Resolving Income Discrepancies