

RESOLUTION NO. 643

HOUSING AUTHORITY OF FORT MILL ENTERPRISE INCOME VERIFICATION POLICY

The purpose of the Enterprise Income Verification (EIV) system is to validate income (wages, unemployment and social security benefits). It provides a portal to PIH tenants for benefits and 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.

EIV contains personal information concerning tenants that are covered by the Privacy Act such as wage and income data about private individuals, as well as identifying information such as Social Security Number, name, address, and employment information. This information may only be used for limited official purposes, which are tenant recertifications and oversight of the tenant recertification process (which includes use by OIG and GAO). It does not include sharing with governmental entities not involved in the recertification process. Users are encouraged to refer any non-standard requests for access to HUD management and to report any unauthorized disclosure of EIV data to the manager of the HUD Privacy Act Officer or to the Office of Inspector General.

All EIV users must adhere to the EIV Rules of Behavior, (see attached HUD EIV Access Authorization Form). The EIV Rules of Behavior clearly delineate responsibilities of, and expectations for, all individuals with access to the EIV system. Non-compliance with the rules by Fort Mill Housing Authority (FMHA) employees will be disciplined through sanctions commensurate with the level of infraction. Sanctions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination depending on the severity of the violation.

All FMHA staff access the EIV system must also sign the FMHA's User Agreement form outlining the guidelines of FMHA. (See attached)

FMHA will use the EIV system to verify tenant's eligibility for their participation in the Conventional Public Housing and the Section 8 Housing Choice Voucher Programs. Any other use unless approved by HUD Headquarters EIV security system administrator is strictly prohibited and may result in civil or criminal penalties on the responsible person or persons.

Should FMHA discover that a program participant has failed to supply the appropriate information regarding income, no adverse action may be taken against the program participant until the FMHA staff has independently verified the EIV information and the

program participant has been granted an opportunity to contest any adverse findings through the established grievance, hearing, or other legal procedures.

The EIV system may only be accessed by designated FMHA staff that have been approved and given access to the WASS/PIC system of HUD and as approved by the FMHA administrator of the program

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All EIV data that is either downloaded or printed out will be treated as sensitive materials and will be secured in the program participant's file. The file will be kept in the locked file room for program participant's files. The information received is never to be made available to the public except as provided by law.

The EIV system will be accessed using the WASS system and provides for a timeout that disables access to the system after a 30-minute pause in use. FMHA users should not leave their PC's unattended when access to WASS or any system accessible through WASS is possible. Users should be aware that logging out from EIV to WASS is not sufficient in that clicking on the link to EIV will allow reentry to the EIV system. The activation of a screen saver is one way to protect access through an unattended PC. FMHA staff is to always close out the browser window by clicking the X in the upper-right-hand corner of the screen; this will provide a safe and secure procedure for exiting the module.

The following attachments are a part of the this policy regarding EIV.

- FMHA User Agreement
- EIV user Access Authorization Form