



# HOTMA

## EIV New Policies

*EIV policies updated by 5/31/24*

New HOTMA Topics	Required in EIV Policies	Check if Updated
<b>Income Report</b>	O/As are not required to use to verify employment and income information for IRs.	
	This report may be used to verify any income shown on the report when paired with self-certification.	
	O/As are not required to use the New Hires report at ARs if Mean-Tested verification is used to determine income.	
	Residents should confirm (or disagree) that the report is correct when the report is used to verify specific information.	
	At annual recertification, O/As are not required to use the Income detail report if Means-Tested verification was used in prior or current AR.	
<b>Income Report for New Admission</b>	Review for new admissions within 120 days after the move-in information is transmitted to HUD to confirm/validate the income reported by the household.	
<b>Income Discrepancy Report</b>	O/As are no longer required to use this report when the site software has been updated and residents sign the new lease. That is because the report is supposed to detect discrepancy related to the \$200 income variance, which is no longer valid under HOTMA.	
	This report is not required when conducting an IR. Once updated by HUD, this report will be used only when conducting an AR.	
	At annual recertification, O/As are not required to use the income discrepancy report if Means-Tested verification was used in prior or current AR.	
	Review for new admissions within 120 days after the move-in information is transmitted to HUD to confirm/validate the income reported by the household.	
<b>No Social Security Card in the File</b>	O/As are not required to use the Income Summary Report to verify SSN for the tenant files. O/As may remove previously used verifications such as SS Card.	
<b>Consent Form 9887</b>	Requirement to sign the 9887 when a family member turns 18 between certifications.	
<b>Zero Income Families</b>	Zero income verification process.	
<b>New Hires Report</b>	Reviewed at AR, unless the Means-Tested verification was used to determine income for the most recently conducted certification.	
	O/As that choose not to require an IR for earned income increases after an IR to decrease earned income, do not need to review this report between ARs.	

