

Registration Form

Please fax registrations to: 781-380-4842
no later than May 4, 2010

On-line registration also available at
www.neahma.org

Please bring a calculator with you.

NAME: _____

TITLE: _____

PROPERTY NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX : _____

EMAIL: _____

Registration Fees:

Members \$269 _____ Non Members \$339 _____

Hotel Reservations can be made by calling the hotel at 508-791-1600. Please state that you are part of the NEAHMA EIV Training room block. We have rates guaranteed at \$99 per night.

NEAHMA, 400 Washington Street, Suite 210,
Braintree, MA 02184

Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.

Directions

Crowne Plaza Hotel
10 Lincoln Square
Worcester, MA 01608

From Boston & Points North: Take Route 95 South to Route 90 West (Mass Pike). Get off at Exit 10 (Auburn). After the tollbooth, bear left at the fork. Take Route 290 East. Get off at Exit 17.

Take a left at the top of the ramp at a set of lights. At the second set of lights at the bottom of the hill, make a left onto Worcester Center Boulevard. The hotel is on your right.

From Providence & Points South: Take Route 95 North into Massachusetts to Route 128 North to Route 90 West the Mass Pike). Get off at Exit 10 (Auburn) after the tollbooth, bear left at the fork. Take 290 East. Get off at Exit 17. Take a left at the top of the ramp at a set of lights. At the second set of lights take another left onto Worcester Center Boulevard. The hotel is on the right.

From Points West: Take the Massachusetts Turnpike – Route 90 East to Exit 10 (Auburn). After the tollbooth, bear left at the fork. Take Route 290 East. Get off on Exit 17. Take a left at the top of the ramp at a set of lights. At the second set of lights, take another left on to Worcester Center Boulevard. The Hotel is on the right.

NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

“EIV – Beyond the Basics”
Enterprise Income Verification
(EIV) Training with Case Studies

Crowne Plaza Hotel
10 Lincoln Square
Worcester, MA 01608

May 12, 2010

**“Are you and your staff using
EIV correctly? Are you really
compliant with all the EIV
requirements?”**

Presenter:
Jeanette Claus, CPA, COS, TaCCs
Director of PMCS-ICAP

www.neahma.org

Instructor

Jeanette Claus, CPA, COS, TaCCs Director of PMCS-ICAP

Jeanette Claus is a Certified Public Accountant with twenty-eight years of accounting, management and Affordable Housing Industry experience. PMCS provides compliance and TRACS/EIV consulting and training, along with a multitude of other specialized services including but not limited to file reviews and service bureau processing for those in the Affordable Housing Industry. PMCS has been servicing the needs of the Affordable Housing Industry for over 20 years.

Jeanette is an energetic, passionate speaker who deals daily with the obstacles encountered across the Affordable Housing spectrum, and takes an active role in trying to facilitate efficient solutions. You won't want to miss her insightful session.

Course Agenda

8:30 – 9:00 am
Registration
(Continental breakfast included)

9:00 am – 12:00 pm
Morning Session

12:00 pm – 1:00 pm
Lunch (included)

1:00 pm – 4:00 pm
Afternoon Session

Please bring a calculator with you.

Registration Info or Questions?

Contact NEAHMA
(781) 380-4344

Course Overview

EIV...most of us in the Affordable Housing Industry know the acronym stands for Enterprise Income Verification. But do you really understand how to access and use the data found in HUD's Web Access Subsystems (WASS)--EIV? This class will take a look at what HUD's Amended Final Rule effective **January 31, 2010** requires. FULL EIV implementation and other changes will be discussed. We'll also discuss upcoming industry changes from the latest NAHMA and TRACS Industry Meetings held in March. We'll touch on registration for coordinators and users. The focus of the class will be on the data in EIV; where does it come from? What can you use directly and what has to be verified? How could/should this fit into your monthly work cycle? Are you and your staff using EIV correctly? Are you really compliant with all the EIV requirements?

Course Overview Cont.

What goes in the tenant files and what will my MOR reviewer be looking at? What reports do I run and how do I use them? I'm already using EIV; what's this about needing an EIV policy? I lock my office door when I leave at night; does that meet the security requirements? I already attended an EIV and Final Rule class in 2009, do I need to attend in 2010? YES, YES YES!!!!

Several case studies will be used to demonstrate the use of the EIV reports and the work flow in the office for the EIV users; how to read the reports and compare with the tenant certs (50059s).

If you are new to EIV or if you have been using EIV since its release...this class is for you. This is an interactive class you do not want to miss! Bring your questions and experiences to share with everyone. There will be plenty of time for questions and answers.