

**EIV Income Discrepancy Report is Generated:  
Begin checklist, begin tracking time**

**Apparent Invalid**

Review EIV Inc. and Inc. Disc. Rpt, most current 59 and 3<sup>rd</sup> party income verifications within POI

**Determine:** is discrepancy invalid?

If **yes**, document findings, cite Handbook, Fed. Register and/or 3<sup>rd</sup> party verifications, conclude investigation

If **no**, continue investigation

**Nonapparent**

**OR**

**Apparent Valid**

Review all 59s, 3<sup>rd</sup> party & back-up docs w/in POI, send 10-day letter, conduct tenant meeting, obtain detailed wage printouts and/or benefit stmts for POI

**Determine:** is discrepancy invalid?

If **yes**, document findings, cite Handbook, Fed. Register and/or 3<sup>rd</sup> party verifications, conclude investigation

If **no**, continue investigation

**Apparent Valid**

**Determine:** Did discrepancy begin prior to the start date of the POI?

If **yes**, obtain add. wage printouts/benefit stmts for 5 years for discrepant source(s).

Complete calculations, create new

and/or correction 59s, meet

with household to sign 59s

and secure repayment

agreement. Document

findings, cite

Handbook

and/or Fed.

Register,

conclude

inv.