



HIXON TRAINING & CONSULTING

275 Flint Ridge Drive, Gahanna, OH 43230, 614-473-9330

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ALL EIV USERS MUST HAVE ANNUAL FORMAL SECURITY AWARENESS TRAINING

Please see quote from Notice H 10-10:

F. Security Training

1. EIV users are required to have security training annually.

Required EIV and MOR Training PROVIDED BY HTC:

EIV (Enterprise Income Verification) Mandatory

- Explaining Income Discrepancy Reports/Identifying Cases of Unreported or Underreported Tenant Benefits
- Explaining Computer Matching Agreements with HHS and SSA
- Explaining EIV Security Awareness
 - Applying for Access to HUD's EIV System
 - Filling Out the Access Authorization Forms (CAAF & UAAF)
- **Filling out the Security Awareness Training Questionnaire Required by HUD**
- Explaining How EIV Relates to the MOR (Management Occupancy Review)
 - Can a CA Monitor the Use of EIV as Part of the MOR? Can a CA Require Training on EIV?
 - When Can Your CA Write Findings Relating to Use of EIV or the lack of use of EIV?
 - Does Your TSP Have to Include How You Have Incorporated the Use of EIV?
 - Have You Entered into Repayment Agreements with Tenants Who Underreported?
 - Are You Following Record Retention Requirements?
 - **Have you created a Policy and Procedure Manual for the use of EIV?**
 - **Explaining the new Rules of Behavior for Use of EIV for individuals without access to the EIV system**
 - **Do You Have Security Measures in Place?**
 - **Do You Know How to Report Security Breaches?**
 - Additional Information at training

MOR

- Highlights from Chapter 6 of MFH Asset Mgmt & Project Servicing Hdbk 4350.1
- Developing EIV "Master File" for MORs
- Discussion of how to organize Tenant Files for assured approval of your auditors
 - Additional information at training



Mail Registration:
 HTC
 275 Flint Ridge Drive
 Gahanna, OH 43230

**HIxon TRAINING
 & CONSULTING**
EIV AND MOR TRAINING

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 EMAIL: debjhixon@yahoo.com
 CODE: SISSY

Name of Attendee(s) _____ Contact Person _____

Company/Site Name & Address _____

Telephone # _____ Fax # _____ Email (of all participants) _____

HTC schedule please check appropriate box:

Class Hours: 9:00—4:00

San Francisco, CA
 January 20, 2011

Seattle, WA
 January 27, 2011

Portland, OR
 February 3, 2011

Do You Need a Hotel? Yes No

Cost: \$279.00 per person, if you sign up early! The price is \$300.00 per person starting 5 business days prior to class. Payment: All registration fees must be paid in full on or before the date of the scheduled class. **Payment will be accepted on the day of the class for \$300.00.** Cancellation Policy: Registrant cancellations must be made in writing at least 10 business days before the class in order to receive a refund minus a \$50.00 penalty fee.

Cancellations after 10 business days prior to the class will not receive any refund. Substitutions may be made without penalty. *HTC reserves the right to cancel and/or reschedule any class due to insufficient enrollments, instructor emergency, severe weather, natural disaster or other circumstances beyond its control.*

Payment: I am mailing this registration and my check is enclosed for \$ _____
 Registration is being faxed; my check for \$ _____ is in the mail. **Please note: Checks received after the early registration cutoff(within 5 business days of training), MUST pay the full price of training.**

Please charge \$ _____ to my: ___ Visa ___ MasterCard ___ American Express

Card # _____ Exp. Date _____ Security code _____ Signature _____

Name of Card Holder _____

Address of Card Holder _____ Zip Code _____