

## MODEL LETTER

### Tell Residents About New EIV Rules

You can adapt this letter, which is based on one drafted by the Idaho Housing and Finance Association and the National Center for Housing Management, to inform your residents and waiting-list applicants of HUD's new EIV and Social Security disclosure requirements. Show this letter to your attorney before using it at your site.

Dear Resident:

The purpose of this letter is to inform you of an upcoming rule change on the issue of Social Security numbers (SSNs) and the documentation that will be required of all site residents. The U.S. Department of Housing and Urban Development (HUD) has informed us that this rule change is imminent and asked that we notify all residents of these important changes.

Under the new the rules, HUD will require that *all* household members have a valid SSN and provide documentation of this number to the site manager. This eliminates an old rule that required only household members age 6 or older to document their SSN or certify that no number has been assigned.

This rule will affect you if:

- Your household includes someone younger than 6 years of age whose SSN has not previously been documented; or
- Your household includes members who have self-certified that no SSN has been assigned and/or never provided documentation of an SSN.

Beginning Sept. 30, 2009, HUD has indicated that documentation of SSNs will be required for all household members within 60 days of certification/recertification, with an additional 60 days provided for elderly persons who are "unable to provide the documentation within 60 days." However, we suggest you not wait for your recertification, and make arrangements as soon as possible to obtain documentation of your SSN by requesting a card or printout from the Social Security Administration that verifies your name and SSN.

The address and telephone number of the nearest Social Security Administration office is: *[insert address and tel. #]*.

If you have any questions about this forthcoming rule or whether your household is affected by it, please call *[insert name]* at *[insert tel. #]*.

Yours truly,  
Jane Manager