

AGENDA
HOUSING CHOICE VOUCHER ELIGIBILITY
WEB TRAINING

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Course Overview**
- Learning Outcomes**
- Basic Program Information**
- Program Components
 - Key Program Documents
 - The Occupancy Cycle
- Basic Program Information Knowledge Check**
- 10:15 **Break**
- 10:30 **Fair Housing**
- Nondiscrimination Laws
 - Persons with Disabilities and Reasonable Accommodation
 - Live-in Aides
 - Violence against Women Reauthorization Act (VAWA)
- Fair Housing Knowledge Check**
- 12:00 **Lunch (on your own)**
- 1:00 **Waiting List Management**
- Initial Applications
 - General Waiting List Management
 - Preferences
 - Evaluating Final Eligibility
- 2:30 **Break**
- 2:45 **Waiting List Management (continued)**
- Verification
 - Verification of Income and Allowances
- Waiting List Management Knowledge Check**
- Eligibility**
- Factors of Eligibility
 - Social Security Number Requirements
 - Restriction on Assistance to Noncitizens
- 5:00 **End of Day One**

AGENDA
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DAY TWO

- 8:00** **Eligibility (continued)**
- Income Limits
 - Eligibility of College Students
 - Denial of Assistance
 - Access to Criminal Records
 - Informal Reviews
- Eligibility Knowledge Check**
- Voucher Issuance and Leasing**
- Subsidy Standards
- 10:15** **Break**
- 10:30** **Voucher Issuance and Leasing (continued)**
- Voucher Issuance
 - Briefings
 - Steps in the Leasing Process
- Owner's Lease**
- 12:00** **End of Seminar**

Certification Exam Available Online