

AGENDA
HOUSING CHOICE VOUCHER RENT CALCULATION
HOTMA NOW - WEB TRAINING

DAY ONE

8:00	Registration
8:30	Welcome and Introductions
8:45	Course Overview <ul style="list-style-type: none">▪ Learning Outcomes Overview of HOTMA Overview of Form HUD 50058 Annual Income <ul style="list-style-type: none">▪ Income of Various Household Members▪ Earned Income▪ Seasonal Income
10:15	Break
10:30	Annual Income <ul style="list-style-type: none">▪ Income of Students▪ Periodic Payments
12:00	Lunch (on your own)
1:00	Annual Income (continued) <ul style="list-style-type: none">▪ Nonrecurring Income▪ Imputed Welfare Income▪ Other Types of Income
2:30	Break
2:45	Assets <ul style="list-style-type: none">▪ Type of Assets<ul style="list-style-type: none">• Savings and Checking Accounts• ABLE Accounts• Retirement Accounts• Jointly Owned Assets• Trusts
5:00	End of Day One

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DAY TWO

- 8:00 Assets (continued)**
- Income from Assets
 - Market Value
 - Cash Value
 - Anticipated Income
 - Assets Disposed of for Less than Fair Market Value
- 10:15 Break**
- 10:30 Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Health and Medical Care Expenses
- 12:00 Lunch (on your own)**
- 1:00 Verification**
- Consent Forms
 - Use of Other Programs' Income Determinations
 - Streamlining Verification of Fixed Income
 - Hierarchy of Verification Methods
- 2:30 Break**
- 2:45 Total Tenant Payment**
- Subsidy/Family Share Calculation**
- Minimum Rent
 - Payment Standard Rent Calculation
 - Maximum Share at Initial Occupancy
 - Prorated Rent
- 5:00 End of Day Two**

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DAY THREE

8:00	Rent Calculation Quiz
	Case Studies
10:15	Break
10:30	Case Studies (continued)
12:00	End of Seminar

Optional Certification Exam Available Online