

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY ONE
ELIGIBILITY

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Course Overview/Learning Outcomes**
- Program Components**
- Reading Regulations
 - Learning Activity
 - Key Program Documents
 - Fair Housing, Reasonable Accommodation, VAWA
 - Learning Activity
- Chapter 1 Knowledge Check**
- 10:15 **Break**
- 10:30 **Waiting List Management**
- Initial Applications
 - Organizing Waiting Lists
- Preferences**
- Chapter 2 Knowledge Check**
- 12:00 **Lunch (on your own)**
- 1:00 **Evaluating Eligibility**
- Family Type**
- Definition of Family
 - Disabled/Displaced/Elderly Families
 - Learning Activity
- Social Security Numbers**
- Overview of Noncitizens Rule**
- Learning Activity
- 2:30 **Break**
- 2:45 **Income Limits**
- Student Rule
 - Learning Activity
- Denial of Assistance**
- Screening and Eviction Rule
 - Informal Reviews
- Chapter 3 Knowledge Check**
- 5:00 **End of Day One**

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DAY TWO
OCCUPANCY

- 8:00** **Voucher Issuance**
- Subsidy Standards
 - Learning Activity
 - Extensions and Suspensions
- HUD Required Briefings**
- Family Responsibilities**
- Chapter 4 Knowledge Check**
- Leasing**
- Initial Steps in the Leasing Process
 - Eligible Housing
 - Housing Quality Standards
 - The Owner's Lease
 - Learning Activity
- 10:15** **Break**
- 10:30** **Tenancy Addendum**
- Learning Activity
- Disapproval of Owner**
- Final Steps in Leasing Process**
- HAP Contract**
- Learning Activity
- 12:00** **Lunch (on your own)**

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- 1:00 **Rent to Owner**
- Rent Reasonableness
- Chapter 5 Knowledge Check**
- 2:30 **Break**
- 2:45 **Annual Activities**
- Annual Reexaminations
 - Interim Reexaminations
 - Moves
 - Inspections
- Chapter 6 Knowledge Check**
- Terminations**
- Learning Activity
- Informal Hearings**
- Chapter 7 Knowledge Check**
- 5:00 **End of Day Two**

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DAY THREE
OCCUPANCY (continued)

- 8:00** **Portability**
- Overview
 - Limitations and Residency
 - Responsibilities of IHA,RHA and Family
 - Portability Billing
 - Penalties
 - Learning Activity
- Chapter 8 Knowledge Check**
- 10:15** **Break**
- 10:30** **Book 1 Review**
- 12:00** **Lunch (on your own)**

RENT CALCULATION

- 1:00** **Rent Calculation**
Overview of HUD-50058 Form
Annual Income
- Inclusions
- 2:30** **Break**
- 2:45** **Annual Income (continued)**
- Imputed Welfare Income
 - Exclusions
 - Training Program Income
- 5:00** **End of Day Three**

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DAY FOUR
RENT CALCULATION (continued)

- 8:00** **Assets**
- Inclusions and Exclusions
 - Market
 - Cash Value
 - Anticipated Income
 - Final Asset Income
- 10:15** **Break**
- 10:30** **Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Medical Expenses
- 12:00** **Lunch (on your own)**
- 1:00** **Verification Requirements**
- Consent Forms
 - Verification Hierarchy
 - Optional Use of Safe Harbor Income Determinations
- 2:30** **Break**
- 2:45** **Subsidy/Family Share Calculation**
- Total Tenant Payment
 - Minimum Rent
 - Utility Allowances
 - Payment Standards
 - Maximum Family Share
 - Rent Proration for Mixed Families
- 5:00** **End of Day Four**

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DAY FIVE

RENT CALCULATION (continued)

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| 8:00 | Rent Calculation Quiz
Rent Calculation Case Studies |
| 10:15 | Break |
| 10:30 | Rent Calculation Case Studies (continued) |
| 11:30 | End of Rent Calculation Training
Certificates of Participation Awarded |
| 12:00 | Lunch (on your own) |
| 1:00 | Examination |
| 4:00 | End of Examination |