

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST WEB TRAINING
HOTMA Now

INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY ONE

ELIGIBILITY

- | | |
|-------|---|
| 8:00 | Registration |
| 8:30 | Welcome and Introductions |
| 8:45 | Course Overview/Learning Outcomes |
| | Basic Program Information |
| | <ul style="list-style-type: none">▪ Program Components▪ Rules and References for HCV<ul style="list-style-type: none">• Learning Activity▪ PHA Administrative Plan▪ Overview of HOTMA▪ Fair Housing, Reasonable Accommodation, VAWA |
| | Chapter 1 Knowledge Check |
| 10:15 | Break |
| 10:30 | Waiting List Management |
| | <ul style="list-style-type: none">▪ Initial Applications▪ Form HUD 92006▪ Specials Admissions |
| | Preferences |
| | Full Application Stage |
| | Chapter 2 Knowledge Check |
| 12:00 | Lunch (on your own) |

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DAY ONE
ELIGIBILITY (continued)

- 1:00 Evaluating Eligibility**
Family Type
- Definition of Family
 - Disabled/Displaced/Elderly Families
 - Child Custody
 - Household vs Family
 - Learning Activity
- Social Security Numbers**
Restriction on Assistance to Noncitizens
- Learning Activity
- 2:30 Break**
- 2:45 Income Limits**
- Eligibility of Students
 - Learning Activity
- Denial of Assistance**
- Screening and Eviction Rule
 - Mandatory and Discretionary Denials
 - EIV Reports
 - Consideration of Circumstances
 - 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
 - General Procedures
 - Extensions
 - Suspensions
- HUD Required Briefings**
- Oral Briefing
 - Briefing Packet
- Family Obligations**
- What the Family Must Do
 - What the Family Must Not Do
 - Learning Activity
- Chapter 4 Knowledge Check**
- Leasing**
- Where the Family Can Lease**
- Initial Steps in the Leasing Process**
- 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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DAY TWO
OCCUPANCY (continued)

- | | |
|------|--|
| 1:00 | Rent to Owner <ul style="list-style-type: none">▪ Rent Increases▪ Rent Reasonableness Chapter 5 Knowledge Check |
| 2:30 | Break |
| 2:45 | Annual Activities <ul style="list-style-type: none">▪ Annual Reexaminations▪ Interim Reexaminations▪ Moves▪ Inspections Chapter 6 Knowledge Check
Terminations <ul style="list-style-type: none">▪ 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**

RENT CALCULATION

- Form HUD 50058 Overview**
- 10:15** **Break**
- 10:30** **Annual Income**
- Income of Various Household Members
 - Earned Income
 - Seasonal Income
 - Income of Students
- 12:00** **Lunch (on your own)**
- 1:00** **Annual Income (continued)**
- Periodic Payments
 - Nonrecurring Income
 - Zero Income Families
- 2:30** **Break**
- 2:45** **Income (continued)**
- Imputed Welfare Income
 - Other Types of Income
- 5:00** **End of Day Three**

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DAY FOUR

RENT CALCULATION (continued)

- 8:00 Assets**
- Type of Assets
 - Savings and Checking Accounts
 - ABLE Accounts
 - Retirement Accounts
 - Jointly Owned Assets
 - Trusts
 - 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 TTP**
- Subsidy and Family Share Calculation**
- Minimum Rent
 - Payment Standard Rent Calculation
 - Maximum Share at Initial Occupancy
 - Prorated Rent
- 5:00 End of Day Four**

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DAY FIVE

RENT CALCULATION (continued)

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

Certification Exam Available Online