

**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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**DAY TWO**  
**OCCUPANCY (continued)**

- 1:00      **Rent to Owner**
- Rent Reasonableness
- Chapter 5 Knowledge Check**
- 2:30      **Break**
- 2:45      **Annual Activities**
- Consent Forms
  - 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**

**RENT CALCULATION**

- 9:30 Form HUD 50058 Overview**  
**Annual Income**
- Income of Various Household Members
- 10:15 Break**
- 10:30 Annual Income**
- Earned Income
  - Income of Students
- 12:00 Lunch (on your own)**
- 1:00 Rent Calculation (continued)**  
**Annual Income**
- Periodic Payments and Nonrecurring Income
  - Imputed Welfare Income
- 2:30 Break**
- 2:45 Income (continued)**
- Other Types of Income
- Assets**
- Real Property vs Personal Property
  - Savings and Checking Accounts
  - Jointly Owned Assets
  - Trusts
  - Tax Refunds
  - Retirement Accounts
- 5:00 End of Day Three**

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**DAY FOUR**  
**RENT CALCULATION (continued)**

- 8:00**      **Assets**
- Other Assets
  - Income from Assets
  - Assets Disposed of for Less than Fair Market Value
  - Asset Limitation
- 10:15**      **Break**
- 10:30**      **Adjusted Income Calculation**
- Dependent Allowance
  - Elderly/Disabled Allowance
  - Child Care Allowance
  - Disability Assistance Expenses
  - Medical Expenses
  - Hardship Exemptions
  - Permissive Deductions
- 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**      **Calculating Income at Annual**
- SS COLA
  - Steps to Calculate Income at Annual
  - Example Calculations
- 5:00**      **End of Day Four**

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**DAY FIVE**

**RENT CALCULATION (continued)**

- 8:00**      **TTP**  
**Subsidy and Family Share Calculation**
- Minimum Rent
  - Payment Standard Rent Calculation
  - Maximum Share at Initial Occupancy
  - Prorated Rent
- 10:15**      **Break**
- 10:30**      **Rent Calculation Quiz**  
**Case Studies**
- 12:00**      **Lunch (on your own)**
- 1:00**      **Optional Certification Exam**
- 4:00**      **End of Exam**