

**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
	<ul style="list-style-type: none"><li>▪ Reading Regulations<ul style="list-style-type: none"><li>• Learning Activity</li></ul></li><li>▪ Key Program Documents</li><li>▪ Fair Housing, Reasonable Accommodation, VAWA<ul style="list-style-type: none"><li>• Learning Activity</li></ul></li></ul>
	Chapter 1 Knowledge Check
10:15	Break
10:30	Waiting List Management
	<ul style="list-style-type: none"><li>▪ Initial Applications</li><li>▪ Organizing Waiting Lists</li></ul>
	Preferences
	Chapter 2 Knowledge Check
12:00	Lunch (on your own)
1:00	Evaluating Eligibility
	Family Type
	<ul style="list-style-type: none"><li>▪ Definition of Family</li><li>▪ Disabled/Displaced/Elderly Families</li><li>▪ Learning Activity</li></ul>
	Social Security Numbers
	Overview of Noncitizens Rule
	<ul style="list-style-type: none"><li>▪ Learning Activity</li></ul>
2:30	Break
2:45	Income Limits
	<ul style="list-style-type: none"><li>▪ Student Rule<ul style="list-style-type: none"><li>• Learning Activity</li></ul></li></ul>
	Denial of Assistance
	<ul style="list-style-type: none"><li>▪ Screening and Eviction Rule</li><li>▪ Informal Reviews</li></ul>
	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 | <b>Rent to Owner</b> <ul style="list-style-type: none"><li>▪ Rent Reasonableness</li></ul> <b>Chapter 5 Knowledge Check</b>  |
| 2:30 | <b>Break</b>   |
| 2:45 | <b>Annual Activities</b> <ul style="list-style-type: none"><li>▪ Consent Forms</li><li>▪ Annual Reexaminations</li><li>▪ Interim Reexaminations</li><li>▪ Moves</li><li>▪ Inspections</li></ul> <b>Chapter 6 Knowledge Check</b><br><b>Terminations</b> <ul style="list-style-type: none"><li>▪ Learning Activity</li></ul> <b>Informal Hearings</b><br><b>Chapter 7 Knowledge Check</b> |
| 5:00 | <b>End of Day Two</b>  |

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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**
- RENT CALCULATION**
- 10:30**      **Rent Calculation**
- Annual Income**
- Income of Different Household Members
  - Calculating Income at Annual, Interim, and New Admission
- 12:00**      **Lunch (on your own)**
- 1:00**      **Rent Calculation (continued)**
- Annual Income**
- Income of Students
  - Periodic Payments
- 2:30**      **Break**
- 2:45**      **Annual Income (continued)**
- Periodic Payments (continued)
  - Imputed Welfare Income
- 5:00**      **End of Day Three**

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**DAY FOUR**

**RENT CALCULATION (continued)**

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|--------------|---|
| <b>8:00</b>  | <b>Annual Income (continued)</b> <ul style="list-style-type: none"><li>▪ Income Exclusions</li></ul>  |
| <b>10:15</b> | <b>Break</b>  |
| <b>10:30</b> | <b>Assets</b> <ul style="list-style-type: none"><li>▪ Inclusions and Exclusions</li><li>▪ Income from Assets</li></ul>  |
| <b>12:00</b> | <b>Lunch (on your own)</b>  |
| <b>1:00</b>  | <b>Adjusted Income Calculation</b> <ul style="list-style-type: none"><li>▪ Dependent Allowance</li><li>▪ Elderly/Disabled Allowance</li><li>▪ Child Care Allowance</li><li>▪ Disability Assistance Expenses</li><li>▪ Medical Expenses</li></ul> <b>Consent Form Requirements</b><br><b>Verification of Income and Allowances</b>                         |
| <b>2:30</b>  | <b>Break</b>  |
| <b>2:45</b>  | <b>Subsidy/Family Share Calculation</b> <ul style="list-style-type: none"><li>▪ Total Tenant Payment</li><li>▪ Minimum Rent</li><li>▪ Utility Reimbursement Payments</li></ul> <b>Payment Standards</b><br><b>HCV Rent Calculation</b> <ul style="list-style-type: none"><li>▪ Maximum Family Share</li><li>▪ Rent Proration for Mixed Families</li></ul> |
| <b>5:00</b>  | <b>End of Day Four</b>  |

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**DAY FIVE**

**RENT CALCULATION (continued)**

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