

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST WEB TRAINING
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">▪ Reading Regulations<ul style="list-style-type: none">• Learning Activity▪ Key Program Documents▪ Fair Housing, Reasonable Accommodation, VAWA<ul style="list-style-type: none">• Learning Activity
	Chapter 1 Knowledge Check
10:15	Break
10:30	Waiting List Management
	<ul style="list-style-type: none">▪ Initial Applications▪ Organizing Waiting Lists
	Preferences
	Chapter 2 Knowledge Check
12:00	Lunch (on your own)
1:00	Evaluating Eligibility
	Family Type
	<ul style="list-style-type: none">▪ Definition of Family▪ Disabled/Displaced/Elderly Families▪ Learning Activity
	Social Security Numbers
	Overview of Noncitizens Rule
	<ul style="list-style-type: none">▪ Learning Activity
2:30	Break
2:45	Income Limits
	<ul style="list-style-type: none">▪ Student Rule<ul style="list-style-type: none">• Learning Activity
	Denial of Assistance
	<ul style="list-style-type: none">▪ 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
- 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
- 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)

- 8:00 Annual Income (continued)**
- Income Exclusions
- 10:15 Break**
- 10:30 Assets**
- Inclusions and Exclusions
 - Income from Assets
- 12:00 Lunch (on your own)**
- 1:00 Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Medical Expenses
- Consent Form Requirements**
- Verification of Income and Allowances**
- 2:30 Break**
- 2:45 Subsidy/Family Share Calculation**
- Total Tenant Payment
 - Minimum Rent
 - Utility Reimbursement Payments
- Payment Standards**
- HCV Rent Calculation**
- Maximum Family Share
 - Rent Proration for Mixed Families
- 5:00 End of Day Four**

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DAY FIVE

RENT CALCULATION REVIEW

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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 |

Certification Exam Available Online