

AGENDA
HEARING OFFICER SPECIALIST
WEB TRAINING

DAY ONE

- 8:00 Registration**
- 8:30 Welcome and Overview**
- Introductions and Seminar Objectives
- 8:45 Introduction**
- Purpose of Reviews and Hearings
 - Basic responsibilities of the Hearing Officer
- HUD Regulations Common to HCV and Public Housing Programs**
- Learning Activity
- 10:15 Break**
- 10:30 HUD Regulations – HCV Program**
- § 982.554 Applicants
 - § 982.555 Participants
 - Learning Activity
- 12:00 Lunch (on your own)**
- 1:00 HUD Regulations – Public Housing**
- § 960.208 Applicants
 - 24 CFR Part 966 – Public Housing Lease and Grievance Procedures
 - HUD Due Process Determination
 - Informal Settlement
 - Learning Activity
- RAD Hearing Procedures Overview**
- PHA Administrative Plan and ACOP**
- Case Study
- 2:15 Break**
- 2:30 Hearing/Grievance Internal Processes and Coordination**
- Learning Activity
- Fair Housing and Reasonable Accommodation**
- Definition of Fair Housing
 - Two Definitions of “Disabled”
 - Reasonable Accommodation Process
- 5:00 End of Day One**

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DAY TWO

- 8:00** **Reasonable Accommodation** (continued)
- Working with the 504 Coordinator
- Working with Advocacy Groups**
- Learning Activity
- Program Elements Most Commonly Heard**
- Learning Activity - Scenarios
- 10:15** **Break**
- 10:30** **Preparing for the Hearing**
- Conducting Orderly Hearings**
- Preparation
 - Controlling the Hearing
- Making and Writing Hearing Decisions**
- The Decision – Evidence
 - Timeliness, Precision, Clarity – and Citations
- What Happens After the Hearing**
- The Family's Rights
 - The PHA's Rights
- Case Studies**
- Group exercises
- 12:00** **Lunch** (on your own)
- 1:00** **Case Studies** (continued)
- Break-out Groups
 - Review case, make decision, explain decision
- 2:15** **Summary and Review**
- 2:30** **End of Seminar**

Certification Exam Available Online