

AGENDA
HOUSING CHOICE VOUCHER FINANCIAL MANAGEMENT
WEB TRAINING

DAY ONE

- 8:00 **Registration**
- 8:30 **Introduction & Review of Course Agenda**
- 9:00 **Session 1 – Overview of Section 8 Programs**
- 10:15 **Break**
- 10:30 **Session 1 (continued)**
- 12:00 **Lunch (on your own)**
- 1:15 **Session 2 – Overview of the HCV ACC**
- Purpose
 - Sections
 - ACC Funding Exhibit
- 2:30 **Break**
- 2:45 **Session 3 – Funding the HCV Program**
- HAP funding formula
 - Administrative fees
 - Eligible uses
- 5:00 **End of Day One**

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DAY TWO

- 8:30 Session 4 – Budgeting and Financial Monitoring**
- Determining the number of units HAP funding will support
 - HUD 2 Year Forecasting Tool
 - Cutting program HAP costs
- 10:15 Break**
- 10:30 Session 4 (continued)**
- 12:00 Lunch (on your own)**
- 1:15 Session 5 – HCV Regulatory &
Statutory Financial Management Requirements**
- General regulatory and statutory financial management requirements
 - General Depository Agreement
 - Collateralization of program funds
 - Cash management
 - Investment of program funds
 - Impact of the UFRS on accounting methods
 - Sanctions
- 2:30 Break**
- 2:45 Session 5 (continued)**
- 3:45 Session 6 – Fraud Recoveries, Portability, and the FSS Program**
- Fraud recoveries
 - Portability
 - FSS program
- 5:00 End of Day Two**

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DAY THREE

- 8:30 Session 7 – Processing Payments**
- Making payments
 - Timeframes
 - Internal control over the process
 - Other types of HAP
- 9:30 Session 8 – VMS Reporting**
- Accessing and using VMS
 - Data fields
 - Corrections
 - Preparing for a VMS Integrity Review.
- 10:15 Break**
- 10:30 Session 8 (continued)**
- 11:30 Session 9 – Internal Controls**
- Establishing a good internal control structure
 - Preventing and detect fraud.
- 12:30 End of Session**

Certification Exam Available Online