

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

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

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)

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

- 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**

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

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**
Overview of HUD-50058 Form
Annual Income
- Inclusions

12:00 **Lunch (on your own)**

- 1:00 **Rent Calculation (continued)**
Annual Income
- Inclusions (continued)
 - Imputed Welfare Income

2:30 **Break**

- 2:45 **Annual Income (continued)**
- Exclusions
 - Training Program Income
 - Earned Income Disallowance for Persons with Disabilities (EID)
 - Introduction
 - Qualifying
 - Exclusion Periods

5:00 **End of Day Three**

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY FOUR
RENT CALCULATION (continued)

- 8:00 Annual Income (continued)
- Exclusions – EID (continued)
 - Calculating
 - Tracking
- 10:15 Break
- 10:30 Assets
- Inclusions and Exclusions
 - Market
 - Cash Value
 - Anticipated Income
 - Final Asset Income
- 12:00 Lunch (on your own)
- 1:00 Adjusted Income Calculation
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Medical Expenses
- Verification Requirements
- 2:30 Break
- 2:45 Subsidy/Family Share Calculation
- Total Tenant Payment
 - Payment Standards
- Quiz
- 5:00 End of Day Four

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY FIVE
RENT CALCULATION (continued)

- 8:00 Subsidy/Family Share Calculation
- Utility Reimbursement Payments
- Maximum Family Share
Rent Proration for Mixed Families
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