

AGENDA
HOUSING CHOICE VOUCHER RENT CALCULATION
HOTMA PHASE I – WEB TRAINING

DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
- 8:45** **Course Overview**
 - Learning Outcomes
- Overview of HOTMA**
- Overview of Form HUD 50058**
- Annual Income**
 - Income of Various Household Members
 - Earned Income
 - Seasonal Income
- 10:15** **Break**
- 10:30** **Annual Income**
 - Income of Students
 - Periodic Payments
- 12:00** **Lunch (on your own)**
- 1:00** **Annual Income (continued)**
 - Nonrecurring Income
 - Imputed Welfare Income
 - Other Types of Income
- 2:30** **Break**
- 2:45** **Assets**
 - Type of Assets
 - Savings and Checking Accounts
 - ABLE Accounts
 - Retirement Accounts
 - Jointly Owned Assets
 - Trusts
- 5:00** **End of Day One**

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DAY TWO

- 8:00** **Assets** (continued)
- Income from Assets
 - Market Value
 - Cash Value
 - Anticipated Income
 - Assets Disposed of for Less than Fair Market Value
- 10:15** **Break**
- 10:30** **Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Health and Medical Care Expenses
- 12:00** **Lunch** (on your own)
- 1:00** **Verification**
- Consent Forms
 - Use of Other Programs' Income Determinations
 - Streamlining Verification of Fixed Income
 - Hierarchy of Verification Methods
- 2:30** **Break**
- 2:45** **Total Tenant Payment**
Subsidy/Family Share Calculation
- Minimum Rent
 - Payment Standard Rent Calculation
 - Maximum Share at Initial Occupancy
 - Prorated Rent
- 5:00** **End of Day Two**

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DAY THREE

- 8:00 **Rent Calculation Quiz**
 Case Studies
- 10:15 **Break**
- 10:30 **Case Studies (continued)**
- 12:00 **End of Seminar**

Optional Certification Exam Available Online