

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

DAY ONE
ELIGIBILITY

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Course Overview/Learning Outcomes**
- Basic Program Information**
- Program Components
 - Rules and References for HCV
 - PHA Administrative Plan
 - Overview of HOTMA
 - Nondiscrimination and Fair Housing Compliance
 - Disability
 - Verification
 - VAWA
- Chapter 1 Knowledge Check**
- 10:15 **Break**
- 10:30 **Waiting List Management**
- Initial Applications
 - Form HUD 92006
 - Specials Admissions
- Preferences**
- Full Application Stage**
- Chapter 2 Knowledge Check**
- 12:00 **Lunch (on your own)**

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DAY ONE
ELIGIBILITY (continued)

- 1:00 Evaluating Eligibility**
- Family Type**
- Definition of Family
 - Disabled/Displaced/Elderly Families
 - Child Custody
 - Household vs Family
 - Learning Activity
- Social Security Number Requirements**
- Restriction on Assistance to Noncitizens**
- Learning Activity
- 2:30 Break**
- 2:45 Income Limits**
- Learning Activity
 - Eligibility of Students
 - Learning Activity
- Denial of Assistance**
- Screening and Eviction Rule
 - Mandatory and Discretionary Denials
 - EIV Reports
 - Consideration of Circumstances
 - 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
 - General Procedures
 - Voucher Issuance
 - Extensions
 - Suspensions
 - Oral Briefing
 - Briefing Packet
- Family Obligations**
- What the Family Must Do
 - What the Family Must Not Do
 - Learning Activity
- Chapter 4 Knowledge Check**
- Leasing**
- Where a Family Can Lease**
- Initial Steps in the Leasing Process**
- Request for Tenancy Approval
 - Initial Inspection
 - 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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DAY TWO
OCCUPANCY (continued)

- 1:00 Rent**
- Rent to Owner
 - Rent Increases
 - Rent Reasonableness
- Chapter 5 Knowledge Check**
- Annual Activities**
- Annual Reexaminations
 - Non-Interim Reexam Transactions
- 2:30 Break**
- 2:45 Annual Activities (continued)**
- Interim Reexaminations
 - Interim Decreases
 - Interim Increases
 - Changes in Family Composition
 - Family Reporting
 - Effective Date of Changes
 - Moves with Continued Assistance
 - Periodic Inspections
- Chapter 6 Knowledge Check**
- 5:00 End of Day Two**

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DAY THREE

OCCUPANCY (continued)

- 8:00** **Terminations**
- Mandatory and Discretionary Terminations
 - Termination of the HAP Contract
- Informal Hearings**
- Chapter 7 Knowledge Check**
- Portability**
- Overview
 - Limitations and Residency
 - Responsibilities of IHA, RHA and Family
 - Portability Billing
 - Penalties
 - Learning Activity
- Chapter 8 Knowledge Check**
- 10:15** **Break**
- 10:30** **Rent Calculation**
- Form HUD 50058 Overview**
- Annual Income**
- Income of Various Household Members
 - Earned Income
 - Income of Students
- 12:00** **Lunch (on your own)**
- 1:00** **Rent Calculation (continued)**
- Annual Income**
- Periodic Payments
 - Nonrecurring Income
 - Imputed Welfare Income
 - Zero Income Families
- 2:30** **Break**
- 2:45** **Income (continued)**
- Other Types of Income
- Assets**
- Real Property vs Personal Property
 - Savings and Checking Accounts
- 5:00** **End of Day Three**

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DAY FOUR
RENT CALCULATION (continued)

- 8:00** **Assets (continued)**
- Jointly Owned Assets
 - Trusts
 - Tax Refunds
 - Retirement Accounts
 - Other Assets
 - Self-Certification of Assets
 - Income from Assets
 - Assets Disposed of for Less than Fair Market Value
- 10:15** **Break**
- 10:30** **Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Childcare Allowance
 - Disability Assistance Expenses
 - Health and Medical Care Expenses
 - Hardship Exemptions
 - Phased-in Relief
 - General Relief
 - Permissive Deductions
- 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** **Calculating Income at Annual**
- SS COLA
 - Steps to Calculate Income at Annual
 - Example Calculations
- 5:00** **End of Day Four**

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DAY FIVE
RENT CALCULATION (continued)

- 8:00** **TTP**
- Minimum Rent
- Utility Allowances**
- Subsidy and Family Share Calculation**
- Payment Standards
 - Rent Calculation
 - Maximum Share at Initial Occupancy
 - Prorated Rent
- 10:15** **Break**
- 10:30** **Rent Calculation Quiz**
- Case Studies**
- 12:00** **End of Seminar**

Certification Exam Available Online