

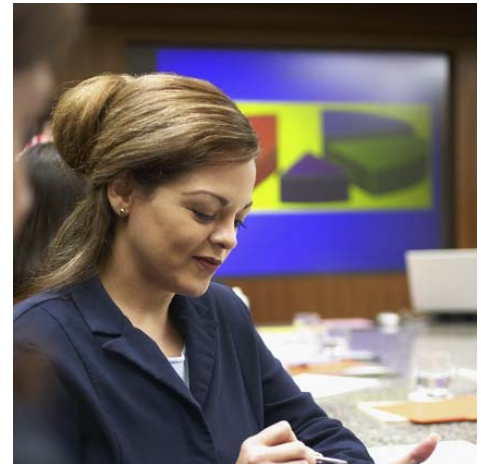
# Housing Choice Voucher Specialist Training

## 5 Days

The purpose of this seminar is to provide a foundation for the HCV staff member's daily challenges in the operation of the HCV program. Attendees will get a full understanding HCV Eligibility, Occupancy and Rent Calculation.

### Day One 8:00am – 5:00pm

Roles and Responsibilities  
Administrative Plan Requirements  
Applications and Waiting List Management  
Preferences  
Disclosure and Verification of Social Security Numbers  
Restriction on Assistance to Non Citizens  
Family Eligibility (includes income limits and targeting)  
Student Rule  
Denial of Assistance  
Crime by Family Members



### Day Two 8:00am – 5:00pm

Violence Against Women Act (VAWA)  
Informal Reviews  
Voucher Issuance (includes family obligations & subsidy standards)  
Leasing

- Tenancy approval
- HAP Contract
- Lease and tenancy
- Moves with continued assistance
- And more...

Portability

### Day Three 8:00am – 4:30pm

#### **Morning Session:**

Portability Continued  
Annual and Interim Reexaminations  
Reasonable Rent  
Terminations  
Informal Hearings

#### **Afternoon Session:**

Assets and Asset Income  
Income Inclusions and Exclusions

Day Four 8:00am – 4:30pm

Income Inclusions and Exclusions Continued  
Earned Income Disallowance  
Adjusted Income (Allowances and Deductions)  
TTP: Total Tenant Payment  
Minimum Rent

Day Five 8:00am – 12:00pm

Payment Standards  
HCV Family Share and Subsidy  
Verifications  
Case Studies

Day Five 1:00pm

HCV Specialist Certification Exam: Timed – 3 hours



# Housing Choice Voucher Eligibility Training

## 2 Days

The purpose of this seminar is to provide a foundation for the HCV staff administration of the agency's waiting list and determining eligibility for applicant households. Attendees will get a full understanding of waiting list management and HUD eligibility requirements.

### Day One 8:30am – 4:30pm

Roles and Responsibilities  
Administrative Plan Requirements  
Applications and Waiting List Management  
Preferences  
Disclosure and Verification of Social Security Numbers  
Restriction on Assistance to Non Citizens  
Family Eligibility (includes income limits and targeting)  
Student Rule  
Access to Criminal Records



### Day Two 8:30am – 12:00pm

Denial of Assistance  
Crime by Family Members  
Violence Against Women Act (VAWA)  
Informal Reviews

### Day Two 1:00pm

HCV Eligibility Certification Exam: Timed – 90 minutes



# Housing Choice Voucher Occupancy Training

## 2.5 Days

The purpose of this seminar is to provide a foundation for the HCV staff administration of ongoing responsibilities of the PHA and participant households. Attendees will get a full understanding of issuing vouchers, family obligations, leasing an eligible family, portability, annual activities, and terminations.

### Day One 8:30am – 4:30pm

- Roles and Responsibilities
- Administrative Plan Requirements
- Voucher Issuance
- Subsidy Standards
- Family Obligations
- Tenancy Approval
- Disapproval of Owner
- Lease and Tenancy
- Housing Assistance Payments Contract

### Day Two 8:30am – 4:30pm

- Moves With Continued Assistance
- Absent From the Unit
- Portability
- Annual and Interim Reexaminations
- Annual HQS Requirements
- Reasonable Rent
- Terminations
- Crime by Family Members
- Violence Against Women Act (VAWA)
- Informal Hearings

### Day Three 8:30am

HCV Occupancy Certification Exam: Timed – 2 Hours



# Housing Choice Voucher Rent Calculation Training

## 2.5 Days

The purpose of this seminar is to provide a foundation for the HCV staff in calculating family share and subsidy. Attendees will get a full understanding of calculating assets, income, allowances, TTP and family share. In addition, obtain up to date information regarding HUD verification requirements. All staff who calculate rents, approves rents or performs quality control reviews should attend this course.

### Day One 8:00am – 4:30pm

Assets and Asset Income  
Income Inclusions and Exclusions  
Earned Income Disallowance

### Day Two 8:00am – 4:30pm

Adjusted Income (Allowances and Deductions)  
TTP: Total Tenant Payment  
Minimum Rent  
Payment Standards  
Family Share and Subsidy  
Verifications  
Case Studies

### Day Three 8:00am

HCV Rent Calculation Certification Exam: Timed – 2 Hours



# Housing Choice Voucher Occupancy & Rent Calculation Training

4 Days

The purpose of this seminar is to provide a foundation for the HCV staff administration of ongoing responsibilities of the PHA and participant households. Attendees will get a full understanding of issuing vouchers, family obligations, leasing an eligible family, portability, annual activities, and terminations. This seminar is for Occupancy Specialists who perform ongoing activities including the calculation of family share and subsidy. All occupancy staff who calculate rents, approves rents or performs quality control reviews should attend this course.

## Day One 8:00am – 5:00pm

- Roles and Responsibilities
- Administrative Plan Requirements (overview)
- Voucher Issuance
- Subsidy Standards
- Family Obligations
- Tenancy Approval
- Disapproval of Owner
- Lease and Tenancy
- Housing Assistance Payments Contract
- Moves With Continued Assistance
- Absent From the Unit
- Portability

## Day Two 8:00am – 5:00pm

- Portability Continued
- Annual and Interim Reexaminations
- Annual HQS Requirements
- Reasonable Rent
- Terminations
- Crime by Family Members
- Violence Against Women Act (VAWA)
- Informal Hearings
- Assets and Asset Income
- Income Inclusions



Day Three 8:00am – 5:00pm

Income Inclusions Continued  
Income Exclusions  
Earned Income Disallowance  
Adjusted Income (Allowances and Deductions)  
TTP: Total Tenant Payment  
Minimum Rent

Day Four 8:00am – 12:00pm

Payment Standards  
HCV Family Share and Subsidy  
Verifications  
Case Studies

Day Four 1:00pm

HCV Occupancy and Rent Calculation Specialist Certification Exam: Timed – 2.5 hours



# Public Housing Specialist Training

## 5 Days

The purpose of this seminar is to provide a foundation for the public housing staff member's daily challenges in the operation of the public housing program. Attendees will get a full understanding public housing Eligibility, Occupancy and Rent Calculation.

### Day One 8:00am – 4:30pm

- Roles and Responsibilities
- Admission and Continued Occupancy Policies
- Applications and Waiting List Management
- Preferences
- Disclosure and Verification of Social Security Numbers
- Restriction on Assistance to Non Citizens
- Family Eligibility (includes income limits and targeting)
- Suitability
- Denial of Assistance
- Access to Criminal Records

### Day Two 8:00am – 4:30pm

- Crime by Family Members
- Violence Against Women Act (VAWA)
- Informal Hearings
- Occupancy Standards
- Unit Offers
- Public Housing Lease
- Pet Policies
- Community Service
- Transfers

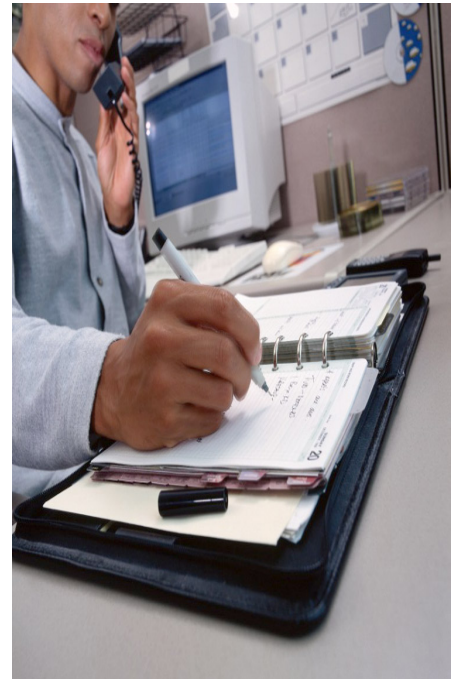
### Day Three 8:00am – 4:30pm

#### **Morning Session:**

- Annual and Interim Reexaminations
- Terminations
- Grievance Procedures

#### **Afternoon Session:**

- Assets and Asset Income
- Income Inclusions and Exclusions





Day Four 8:00am – 4:30pm

Income Inclusions and Exclusions Continued  
Earned Income Disallowance  
Adjusted Income (Allowances and Deductions)  
TTP: Total Tenant Payment  
Minimum Rent

Day Five 8:00am – 11:30am

Tenant Rent Calculations  
➤ Flat Rent  
➤ Income Based Rent  
Verifications  
Case Studies

Day Five 1:00pm

Public Housing Specialist Certification Exam: Timed – 3 hours



# Public Housing Eligibility Training

## 2 Days

The purpose of this seminar is to provide a foundation for the public housing staff administration of the agency's waiting list and determining eligibility/suitability for applicant households. Attendees will get a full understanding of waiting list management and HUD eligibility requirements.

### Day One 8:30am – 4:30pm

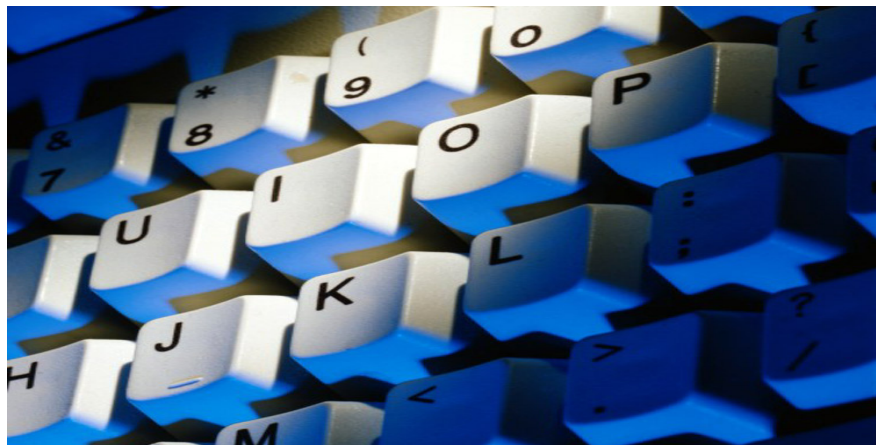
Roles and Responsibilities  
Admission and Continued Occupancy Policies  
Applications and Waiting List Management  
Preferences  
Disclosure and Verification of Social Security Numbers  
Restriction on Assistance to Non Citizens  
Family Eligibility (includes income limits and targeting)  
Suitability  
Denial of Assistance

### Day Two 8:30am – 12:00pm

Access to Criminal Records  
Crime by Family Members  
Violence Against Women Act (VAWA)  
Informal Hearings  
Unit Assignment

### Day Two 1:00pm

Public Housing Eligibility Certification Exam: Timed – 90 minutes



# Public Housing Occupancy Training

## 2.5 Days

The purpose of this seminar is to provide a foundation for the public housing staff administration of ongoing responsibilities of the PHA and tenant households. Attendees will get a full understanding of the public housing lease, tenant and PHA obligations, pet policies, annual activities, transfers and terminations.

### Day One 8:30am – 4:30pm

- Roles and Responsibilities
- Admission and Continued Occupancy Policies
- Occupancy Standards
- Unit Offers
- Public Housing Lease
- Pet Policies
- Community Service

### Day Two 8:30am – 4:30pm

- Transfers
- Annual and Interim Reexaminations
- Disclosure and Verification of Social Security Numbers
- Restriction on Assistance to Non Citizens
- Terminations
- Violence Against Women Act (VAWA)
- Grievance Procedures

### Day Three 8:30am

Public Housing Occupancy Certification Exam: Timed – 2 Hours



# Public Housing Rent Calculation Training

## 2.5 Days

The purpose of this seminar is to provide a foundation for the public housing staff in calculating tenant rent. Attendees will get a full understanding of calculating assets, income, allowances, TTP and tenant rent. In addition, obtain up to date information regarding HUD verification requirements. All staff who calculate rents, approves rents or performs quality control reviews should attend this course.

### Day One 8:00am – 4:30pm

Assets and Asset Income  
Income Inclusions and Exclusions  
Earned Income Disallowance

### Day Two 8:00am – 4:30pm

Adjusted Income (Allowances and Deductions)  
TTP: Total Tenant Payment  
Minimum Rent  
Tenant Rent Calculations

- Flat Rent
- Income Based Rent

Verifications  
Case Studies

### Day Three 8:00am

Public Housing Rent Calculation Certification Exam: Timed – 2 Hours



# Combo Rent Calculation Training For Housing Choice Voucher and Public Housing

## 3 Days

The purpose of this seminar is to provide a foundation for public housing staff in calculating tenant rent and housing choice voucher staff in calculating family share and subsidy. Attendees will get a full understanding of calculating assets, income, allowances, TTP and tenant rent and/or family share and subsidy. In addition, obtain up to date information regarding HUD verification requirements. All staff who calculate rents, approves rents or performs quality control reviews should attend this course. Attendees may choose to attend full combo course, HCV or public housing only. 3 separate exams are offered.

### Day One 8:00am – 5:00pm (HCV & PH Staff)

Assets and Asset Income  
Income Inclusions and Exclusions  
Earned Income Disallowance

### Day Two 8:00am – 12:00pm (HCV & PH Staff)

Adjusted Income (Allowances and Deductions)  
TTP: Total Tenant Payment  
Minimum Rent  
Verifications

### Day Two 1:00pm – 4:30pm (Public Housing)

Tenant Rent Calculations  
➤ Flat Rent  
➤ Income Based Rent  
Case Studies

### Day Three 8:00am – 12:00pm (Housing Choice Voucher)

Payment Standards  
HCV Family Share and Subsidy  
Case Studies

### Day Three 1:00pm

Rent Calculation Certification Exam: Timed – 2 hours

PHAs will have the option of taking any of the following exams. PHA choice of exam type must be indicated when booking this seminar: HCV Rent Calculation or PH Rent Calculation or Combo Rent Calculation

