Agenda

DAY 1- Generally (8:30-4:30) each day

Overview of Program

Introductions

Waiting List and Tenant Selection
Overview and Objectives
Administrative Plan
Opening the Waiting List
Conducting Outreach to Families
Limited English Proficiency
Closing the Waiting List
Purging the Waiting List
Maintaining the Waiting List
Maintaining Waiting List Documentation
Accepting Applications
Processing Applications and Application Content
PHA Selection Preferences
Selection from the Waiting List
Income Targeting Requirements
Special Admission/Non-Waiting List Admissions
SEMAP Indicator 1, Selection From the Waiting List

Exercises on Waiting List Management

Eligibility, Denial of Assistance & Income
Overview and Objectives
Administrative Plan
Eligibility Requirements
Limited English Proficiency
Denial of Assistance
Screening
Determination of Unit Size
Non-Discrimination and Equal Opportunity

**Exercises on Eligibility**

**DAY 2**

**Verification of Factors**
Introduction
Income and Rent Determination Policies
File Documentation
Verification of Social Security Number
Required Consent by Applicants & Participants
Requirement for Third Party Verification
Verification of Income
The EIV System
Levels of Verification
Verification Guidance on Social Security and SSI
Exceptions to Third Party Verification Requirements
Verification of Mandatory Deductions
Verification References

**Exercises on Verification**

**Annual Income and Adjusted Income**
Definition of Annual Income
Income Inclusions
Determining Income from Assets
Income Exclusions
Adjusted Income
Exercises on Income, Assets, Exclusions and Adjusted Income

DAY 3

Calculating Rent, HAP Payments and EID
Overview and Objectives
TTP, Maximum Initial Rent Burden, Maximum Subsidy, etc
Rents and Payments
Prorated Assistance
Minimum Rent
Imputed Welfare Income
Earned Income Disallowance
How Much Does This Unit Cost?
Can I Afford The Unit I Have Found?

Exercises on Rent, HAP, Imputed Income, and EID

Day 4

Payment Standards
Overview and Objectives
Establishing Payment Standard Amounts
Revising the Payment Standard
Applying the Payment Standard
Housing Choice Voucher Homeownership
Related SEMAP Indicators
Exercises on Payment Standard

Housing Search and Leasing
Overview and Objectives
Briefings
Voucher Issuance
Family Obligations
Search Time, Extensions, and Voucher Expirations
Assistance to Families During the Housing Search
Request for Tenancy Approval
PHA Approval of the Tenancy
PHA Disapproval of Owner
Tenant Screening
Lease and Tenancy
Term of Assisted Tenancy
Maintaining Data on Issuance, Search Time, and Success Rates
Monitoring and PHAs Actions to Reduce Cost

**Reexaminations**
Overview and Objectives
Frequency of Annual Reexaminations
Monitoring
Reexamination Procedures
Increase in Rent to Owner
Interim Reexamination
Related SEMAP Indicators

**Working on the Pretest and Other Group Exercises**

**DAY 5**

**Portability**
Overview and Objectives
Recent Revisions
Determining Family Eligibility
Denial of Portability
Initial PHA Responsibilities
Receiving PHA Responsibilities
Related SEMAP Indicators

Terminations of Assistance and HAP Contracts
Overview and Objectives
Termination of Tenancy
Tenancy Addendum Conditions
HAP Contract Terminations
PHA Termination of Assistance for Family Obligations

Informal Review and Hearings
Overview and Objectives
Notice of Rights
Circumstances That Require the Offer of an Informal Review or Hearing
Timing of Informal Hearings
Informal Review and Hearing Process

Review for Exam
Exam in the Afternoon of Day 5