

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