

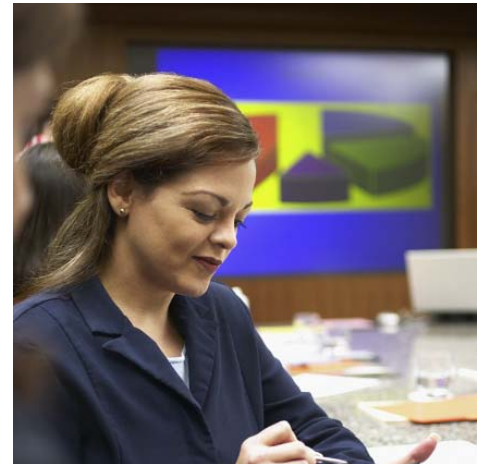
Housing Choice Voucher Specialist Training

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

