



Public Housing Specialist Training

(5 Days)

The purpose of the seminar is to provide a foundation for the housing choice voucher staff member's daily challenges in the operation of the section 8 housing choice voucher program. Staff members will get a full understanding of every aspect of their job roles. The housing choice voucher specialist training covers Eligibility, Rent Calculation, and Occupancy which are the three core job responsibilities of all staff on the front lines.

Day 1 (8:30am – 5:00pm)

ELIGIBILITY

Roles and Responsibilities
Admission and Continued Occupancy Policies (overview)
Applications and Waiting List Management
Preferences
Disclosure and Verification of Social Security Numbers
Restriction on Assistance to Non-Citizens
Family Eligibility
Denial of Assistance
Violence Against Women Act (VAWA)
Informal Hearings
Unit Assignment and Occupancy Standards

Day 2 & Day 3

(8:30am – 5:00pm)

OCCUPANCY (PH MANAGER)

Public Housing Lease
Pet Policies
Community Service
Transfers
Annual and Interim Reexaminations
Terminations
Grievance Procedures
Interviewing Techniques and Customer Service Overview



Day 4 & Day 5 (8:30am – 5:00pm)

RENT CALCULATION

Assets and Asset Income
Income Inclusions and Exclusions
Earned Income Disallowance
Adjusted Income (Allowances and Deductions)
TTP: Total Tenant Payment
Tenant Rent
Verifications
Case Studies