

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

