

AGENDA
HOUSING CHOICE VOUCHER
SPECIALIST OVERVIEW

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Waiting List Management**
- Denial of Assistance**
- Screening and Eviction Rule
- Voucher Issuance**
- Subsidy Standards
- Extensions and Suspensions
- 10:15 **Break**
- 10:30 **HUD Required Briefings**
- Leasing**
- RFTA
- The Owner's Lease
- Tenancy Addendum**
- Overview
- 12:00 **Lunch (on your own)**
- 1:00 **HAP Contract**
- Learning Activity
- 2:30 **Break**
- 2:45 **Terminations**
- Portability**
- Overview
- Limitations and Residency
- Responsibilities of IHA,RHA and Family
- Portability Billing
- Penalties
- 5:00 **End of Day One**

AGENDA
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DAY TWO
RENT CALCULATION

- 8:00** **Overview of HUD-50058 Form**
 Annual Income
- Inclusions
- 10:15** **Break**
- 10:30** **Annual Income** (continued)
- Imputed Welfare Income
 - Exclusions
- 12:00** **Lunch** (on your own)
- 1:00** **Annual Income** (continued)
- Earned Income Disallowance for Persons with Disabilities (continued)
- 2:30** **Break**
- 2:45** **Assets**
- Market vs. Cash Value
 - Inclusions and Exclusions
- 5:00** **End of Day Two**

AGENDA
HOUSING CHOICE VOUCHER
SPECIALIST OVERVIEW

DAY THREE

- 8:00** **Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Medical Expenses
- 10:15** **Break**
- 10:30** **Verification**
- 12:00** **Lunch** (on your own)
- 1:00** **TTP**
- Minimum Rent
- Subsidy/Family Share Calculation**
- Payment Standards
 - Utility Allowances
- 2:30** **Break**
- 2:45** **Subsidy/Family Share Calculation** (continued)
- Housing Choice Voucher Calculation
 - Maximum Family Share
 - Prorated Rent
- 5:00** **End of Seminar**