

VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT OFFICIALS AND
NAN MCKAY AND ASSOCIATES, INC. INVITES YOU TO ATTEND THE

FAMILY SELF-SUFFICIENCY CERTIFICATION SEMINAR

November 7 – 9, 2016

TRAINING SITE: 638 Independence Parkway
Chesapeake, VA 23320

HOTEL INFORMATION: Hyatt Place Chesapeake/Greenbrier
709 Eden Way
Chesapeake, VA 23320
Call 1-888-492-8847 for reservations.
\$119.00 plus taxes (Code: OMG Corporate Rate)

AIRLINE INFORMATION: Norfolk International Airport

SCHEDULE:

7:30 a.m.	Registration/Continental Breakfast
8:30 a.m.	Seminar begins
9:45 a.m.	Morning break
12 noon	Lunch (on your own)
1:00 p.m.	Afternoon session
2:30 p.m.	Afternoon break
5:00 p.m.	Seminar ends

REGISTRATION FEE: \$875.00 (includes certification examination)

Please make checks payable to: VAHCDO, Attn: Valerie Hill Neal, Post Office Box 797, Newport News, VA 23607. *Please submit registration form and payment no later than October 3, 2016.* On-site registration accepted. Registration fee includes training, instructional materials, workbook, **certification examination**, Certificate of Completion, continental breakfast and refreshments for the three day training.

CONTACT: Valerie Hill Neal or Carl V. Williamson
(757) 928-2620 (757) 247-6535 fax

SPECIAL NOTE: Please, no taping or video recording.

SEMINAR REGISTRATION FORM
Family Self-Sufficiency Training
November 7 – 9, 2016

Please complete this form along with payment by **October 3, 2016** to:
VAHCDO
Attention: Valerie Hill Neal
Post Office Box 797
Newport News, VA 23607

Please complete a separate form for each participant:

Name _____
Title _____
Organization _____
Street Address (no P. O. boxes) _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ E-mail _____

If you have special needs, please contact Valerie Hill Neal at 757-928-2620 or vneal@nnrha.org.



AGENDA
FAMILY SELF-SUFFICIENCY

DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
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- Course Overview
 - Learning Outcomes
 - Discussion of Self Sufficiency
- 9:30** **FSS Basics**
- FSS Program Steps and Design
 - Supportive Services and Staff Funding
- 10:15** **Break**
- 10:30** **FSS Basics**
- Mandatory Vs. Voluntary Program
 - Determining Mandatory Program Size
- 11:00** **FSS Action Plan**
- 11:30** **Role of the PCC**
- 12:00** **Lunch (on your own)**
- 1:00** **FSS Intake and Family Selection**
- Eligible Families
 - Preferences and Priorities
 - Denials
- 1:30** **Contract of Participation**
- Contract Requirements
- 2:30** **Break**
- 2:45** **Contract of Participation**
- Individual Training and Service Plans
- 5:00** **End of Day One**

AGENDA
FAMILY SELF-SUFFICIENCY

DAY TWO

- 8:00 **Review**
- 8:30 **Contract of Participation (continued)**
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- Completion of the Contract
 - Lease Compliance
 - Non-compliance with the Contract
- 10:15 **Break**
- 10:30 **Escrow Account**
- How Escrow Works
 - Key Terms and Definitions
 - Income and Rent Calculations
 - Impact of Income Limits
- 12:00 **Lunch (on your own)**
- 1:00 **Escrow Account (continued)**
- Crediting the Escrow Account
 - Escrow Interim and Final Disbursements
- 2:00 **Escrow Case Studies**
- 2:30 **Break**
- 2:45 **Escrow Case Studies**
- 4:00 **Portability**
- FSS Rules for Portability
 - Responsibility of Initial and Receiving HA
 - Contract and Escrow Account Issues
- 5:00 **End of Day Two**

AGENDA
FAMILY SELF-SUFFICIENCY

DAY THREE

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| 8:00 | Review |
| 9:00 | FSS Program Evaluation <ul style="list-style-type: none">▪ HUD Tracking of the FSS Program▪ FSS 50058 Addenda and Annual Reporting▪ FSS Role in SEMAP and PHAS |
| 10:15 | Break |
| 10:30 | Introduction to Case Management <ul style="list-style-type: none">▪ Characteristics of Effective Case Managers▪ Case Management Activities |
| 11:00 | Avenues to Self-Sufficiency <ul style="list-style-type: none">▪ Marketing FSS▪ FSS and Other PHA Programs▪ Factors in Success |
| 11:45 | Certificates of Participation Awarded |
| 12:00 | End of Seminar or Lunch (on your own) |
| 1:00 | FSS Specialist Certification Examination |
| 4:00 | End of Examination |