

Family Self-Sufficiency

A Public Housing and HCV Seminar

SEMINAR NUMBER: 101-036

Schedule

Day One: 8:00 A.M. Registration
Day Three: 12:00 P.M. End of seminar
4:00 P.M. End of exam

Materials

- Family Self-Sufficiency Master Book
- Escrow Account Credit worksheet
- NMA pen, pencil, calculator, and bag

Certification Exam

A certification exam is available for \$150 unless otherwise stated on the order form

Delivery Method

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (master book), and Q & A

Length

Three days

Audience

FSS coordinators, FSS managers, FSS case managers, and super visors of these staff

Credits

CPE units w/ exam = 21 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.8 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: Come and explore FSS inside and out, covering the information critical to program success. This 3-day seminar for both HCV and public housing staff presents full program information, including HUD regulations, the coordinating committee, intake and family selection, contracts, calculating escrow accounts, portability, marketing, and finding private sector resources.

LEARNING OUTCOMES: Upon completion of the Family Self-Sufficiency (FSS) Seminar, using HUD regulations and guidance, you should understand:

- Successful use of the program coordinating committee
- FSS intake and family selection, including eligible families, transfers, targeted selections, motivational screening, and denials
- The contract of participation, including contract requirements, the regulations for individual training and service plans, lease compliance, changes to the contract, and contract planning.
- Escrow accounts, including how escrow works, income and rent calculations, impact of income limits, crediting the escrow account, escrow interim, and final disbursements
- Portability, including FSS rules for portability, responsibility of initial and receiving HAs, and contract and escrow account issues
- Case management, including characteristics of effective case managers, the role of the case manager, the helping interview versus the housing interview, questioning techniques, client intake, client evaluation, case planning, and case managing
- Marketing your FSS program, including finding private sector resources
- Multiple avenues and barriers to self-sufficiency

*All classes are subject to change. Please plan ahead by purchasing refundable airfare.

For more information about this class, please call us at **800.783.3100**, email sales@nanmckay.com, or visit our online store at nanmckay.com for current seminar locations and dates.



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Family Self-Sufficiency

Seminar Registration Form

For more information about this class including current seminar locations and dates, please call us at **800.783.3100** email sales@nanmckay.com, or visit our online store at nanmckay.com

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Registration Options

- Seminar Fee #101-036.....**\$825**
- In-class Certification Exam #100-036**\$150**
- Online Certification Exam #13008-EXAM**\$150**

Seminar Dates and Locations

November 8-10 in McMinnville, OR
 Housing Authority of Yamhill
 135 NE Dunn Place
 McMinnville, OR 97128

Registration contact: Eyvonne McDonald
 Phone: (800) 783-3100 x198
 Email: Emcdonald@nanmckay.com

Hotel Recommendations

Red Lion Inn & Suites
 2535 NE Cumulus Avenue
 McMinnville, OR 97128
 Phone: (503) 472-1500

Comfort Inn & Suites
 2520 SE Stratus Avenue
 McMinnville, OR 97128
 Phone: (503) 472-1700

*Amenities include indoor pool, free wi-fi, free breakfast

Policies

By registering for and attending this training, you agree that you will not copy, share, post, or otherwise disseminate training or exam materials, including but not limited to posting on the internet, internal network, shared drive, or other publicly accessible means of access. Unauthorized distribution of NMA materials may result in the loss of your certification and/or legal action. **Hotel Recommendations:** Please note that these are only recommendations. We also recommend asking for the government rate when booking rooms at any hotel. **Cancellations:** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is canceled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. Please plan ahead by purchasing refundable airfare. **Retaking Exams:** Exam retake options vary; call for details. You are permitted to fail an exam three times before you are required to retake the seminar. NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.

Attendance Information

Print names as you would like the name to appear on the certificate.

- Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

Attendee 1 Full Name: _____

Email Address (Required): _____

Attendee 2 Full Name: _____

Email Address (Required): _____

Attendee 3 Full Name: _____

Email Address (Required): _____

Attendee 4 Full Name: _____

Email Address (Required): _____

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

Agency: _____

Phone: _____ Fax: _____

Billing Address: _____

City: _____ State: ____ Zip: _____

Shipping Address (No P.O. Boxes): _____

City: _____ State: ____ Zip: _____

Payment Options

To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1810 Gillespie Way, Suite 202, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

Order Total: _____

Purchase Order Number: _____

Check Payable to NMA Enclosed – Check #: _____

Charge my Credit Card: VISA Master Card American Express

Name on Credit Card: _____

Credit Card Number: _____

Security Code: _____ Expiration Date: _____ / _____

Authorized Signature (Please sign on the line below)
