

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

HCV SPECIALIST TRAINING

July 20 – 24, 2020

Virginia Housing Center
4224 Cox Road
Glen Allen, VA 23060
(Innsbrook Corporate Center)

SCHEDULE:

8:00 a.m.	Registration/Continental breakfast
8:30 a.m.	Seminar begins
9:45 a.m.	Morning break
12 noon	Lunch, on your own
2:30 p.m.	Afternoon break
5:00 p.m.	Seminar ends

VAHCDO Registration Discount: \$1,100 (includes certification examination)
Super Registration Discount: \$1,000 (3 or more people from same agency & includes certification examination)

Please make checks payable to: VAHCDO, Attn: Valerie Hill Neal, Post Office Box 797, Newport News, VA 23607. Please submit registration and payment no later than **June 19, 2020**. On-site registration accepted. Registration fee includes training, instructional materials, workbook, **Certification Examination**, Certificate of Completion, continental breakfast and refreshments for the five day workshop.

CONTACT: Valerie Hill Neal or Carl V. Williamson
Telephone: 757-928-2620 Fax: 757-247-6535

SPECIAL NOTE: Please, no taping or video recording.

SEMINAR REGISTRATION FORM
HCV Specialist Training
July 20 – 24, 2020

Please complete this form and return with payment on or before **June 19, 2020**. Fax number **757-247-6535**.

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 _____
Telephone Number _____ Fax _____
E-mail address _____

If you need a reasonable accommodation or require the features of a reasonable accommodation, please contact Valerie Hill Neal at 757-928-2620 or vneal@nnrha.org.



AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY ONE
ELIGIBILITY

- 8:00 Registration
- 8:30 Welcome and Introductions
- 8:45 Course Overview/Learning Outcomes
- Program Components
 - Reading Regulations
 - Learning Activity
 - Key Program Documents
 - Fair Housing, Reasonable Accommodation, VAWA
 - Learning Activity
- Chapter 1 Knowledge Check
- 10:15 Break
- 10:30 Waiting List Management
 - Initial Applications
 - Organizing Waiting Lists
- Preferences
- Chapter 2 Knowledge Check
- 12:00 Lunch (on your own)
- 1:00 Evaluating Eligibility
- Family Type
 - Definition of Family
 - Disabled/Displaced/Elderly Families
 - Learning Activity
- Social Security Numbers
- Overview of Noncitizens Rule
 - Learning Activity
- 2:30 Break
- 2:45 Income Limits
 - Student Rule
 - Learning Activity
- Denial of Assistance
 - Screening and Eviction Rule
 - Informal Reviews
- Chapter 3 Knowledge Check
- 5:00 End of Day One

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY TWO
OCCUPANCY

- 8:00** **Voucher Issuance**
- Subsidy Standards
 - Learning Activity
 - Extensions and Suspensions
- HUD Required Briefings**
- Family Responsibilities**
- Chapter 4 Knowledge Check**
- Leasing**
- Initial Steps in the Leasing Process
 - Eligible Housing
 - Housing Quality Standards
 - The Owner's Lease
 - Learning Activity
- 10:15** **Break**
- 10:30** **Tenancy Addendum**
- Learning Activity
- Disapproval of Owner**
- Final Steps in Leasing Process**
- HAP Contract**
- Learning Activity
- 12:00** **Lunch (on your own)**

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

- 1:00 **Rent to Owner**
- Rent Reasonableness
- Chapter 5 Knowledge Check**
- 2:30 **Break**
- 2:45 **Annual Activities**
- Consent Forms
 - Annual Reexaminations
 - Interim Reexaminations
 - Moves
 - Inspections
- Chapter 6 Knowledge Check**
- Terminations**
- Learning Activity
- Informal Hearings**
- Chapter 7 Knowledge Check**
- 5:00 **End of Day Two**

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY THREE
OCCUPANCY (continued)

- 8:00 Portability
- Overview
 - Limitations and Residency
 - Responsibilities of IHA, RHA and Family
 - Portability Billing
 - Penalties
 - Learning Activity
- Chapter 8 Knowledge Check
- 10:15 Break
- RENT CALCULATION**
- 10:30 Rent Calculation
- Overview of HUD-50058 Form
- Annual Income
- Inclusions
- 12:00 Lunch (on your own)
- 1:00 Rent Calculation (continued)
- Annual Income
- Inclusions (continued)
 - Imputed Welfare Income
- 2:30 Break
- 2:45 Annual Income (continued)
- Exclusions
 - Training Program Income
 - Earned Income Disallowance for Persons with Disabilities (EID)
 - Introduction
 - Qualifying
 - Exclusion Periods
- 5:00 End of Day Three

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY FOUR
RENT CALCULATION (continued)

- 8:00 **Annual Income (continued)**
- Exclusions – EID (continued)
 - Calculating
 - Tracking
- 10:15 **Break**
- 10:30 **Assets**
- Inclusions and Exclusions
 - Market
 - Cash Value
 - Anticipated Income
 - Final Asset Income
- 12:00 **Lunch (on your own)**
- 1:00 **Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Medical Expenses
- Verification Requirements**
- 2:30 **Break**
- 2:45 **Subsidy/Family Share Calculation**
- Total Tenant Payment
 - Payment Standards
- Quiz**
- 5:00 **End of Day Four**

AGENDA
HOUSING CHOICE VOUCHER SPECIALIST
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY FIVE
RENT CALCULATION (continued)

- 8:00 Subsidy/Family Share Calculation
 - Utility Reimbursement PaymentsMaximum Family Share
Rent Proration for Mixed Families
Rent Calculation Case Studies
- 10:15 Break
- 10:30 Rent Calculation Case Studies (continued)
- 11:30 End of Rent Calculation Training
Certificates of Participation Awarded
- 12:00 Lunch (on your own)
- 1:00 Examination
- 4:00 End of Examination