

# Agenda: HCV Specialist

August 18 - 21, 2020

## DAY ONE: Eligibility

## DAY TWO: Occupancy

**8:00 Check in and attendance**  
**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**

**1:00 Evaluating eligibility**  
**Family type**

- Definition of family
- Disabled/displaced/elderly families
- Learning activity

**Social Security numbers**  
**Overview of non-citizens 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**

**8:00 Voucher issuance**

- Subsidy standards
- Learning activity
- Extension and suspensions

**HUD required briefings**  
**Family responsibilities**  
**Chapter 4 Knowledge Check**  
**Leasing**

- Initial steps in the 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**

**1:00 Rent to owner**

- Rent reasonableness

**Chapter 5 Knowledge Check**

**2:30 Break**

**2:45 Annual activities**

- Consent forms
- Annual re-examinations
- Interim re-examinations
- Moves
- Inspections

**Chapter 6 Knowledge Check**  
**Terminations**

- Learning activity

**Informal hearings**  
**Chapter 7 Knowledge Check**

**5:00 End of Day Two**

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## DAY THREE: Occupancy, Rent Calculation

- 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**
- 10:30 Rent calculation**  
**Overview of HUD-50058 Form**  
**Annual income**
- Inclusions
- 12:00 Lunch**
- 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**

## DAY FOUR: Rent Calculation

- 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**
- 1:00 Adjusted income calculation**
- Dependent allowance
  - Elderly/disabled allowance
  - Child care allowance
  - Disability assistance expenses
  - Strategies for Reducing Crime
  - Medical expenses
- Verification requirements**
- 2:30 Break**
- 2:45 Subsidy/family share calculation**
- Total tenant payment
  - Payment standards
  - Utility reimbursement payments
- Maximum family share**  
**Rent proration for mixed families**
- 5:00 End of Webinar!!**