

HCV SPECIALIST OCCUPANCY

Agenda

Day 1

8:30 AM - 10:30 AM

Introduction to the HCV Program
Roles and Responsibilities of Key Program Players
SEMAP Overview
Intake and Eligibility

- » Overview
- » Applying for Assistance
- » Income Eligibility

10:30 AM - 10:45 AM

Break

10:45 AM - 12:00 PM

Intake and Eligibility

- » Citizen and Eligible Immigration Status
- » Denial and Assistance

Introduction to Case Study Families
Verifying Family Income and Allowances

- » Overview
- » Annual Income
- » Verification of Annual Income

12:00 PM - 1:00 PM

Lunch

1:00 PM - 2:30 PM

Verifying Family Income and Allowances

- » Calculating Annual Asset Income
- » Adjusted Income
- » Calculating Total Tenant Payment

2:30 PM - 2:45 PM

Break

HCV SPECIALIST OCCUPANCY

Agenda

2:45 PM - 5:00 PM

Voucher Issuance & Leasing

- » Briefings
- » Subsidy Calculations
- » Affordability/Rent
- » Burden Voucher
- » Issuance

Day 2

8:30 AM - 10:30 AM

Voucher Issuance & Leasing

- » Unit and Tenant Approval
- » Special Rules for Other Subsidized Units
- » Housing Assistance
- » Payments
- » Changing Payment
- » Standards HQS & Rent
- » Reasonableness Leasing

10:30 AM - 10:45 AM

Break

10:45 AM - 12:00 PM

Annual & Ongoing

- » Activities
- » Overview
- » Re-certifications
- » interim Re-certification Procedures
- » Terminations

12:00 PM - 1:00 PM

Lunch

1:00 PM - 2:30 PM

Housing Quality Standards (HQS) Portability

HCV SPECIALIST OCCUPANCY

Agenda

2:30 PM - 2:45 PM

Break

Fair Housing and VAWA Review from Days 1 and 2

Day 3

8:30 AM - 10:30 AM

Customer Service

10:30 AM - 10:45 AM

Break

10:45 AM - 12:00 PM

Review

12:00 PM - 1:00 PM

Lunch

1:00 PM - 5:00 PM

Certification Examination