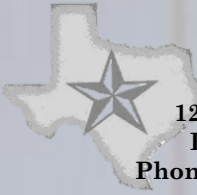


TEXAS NAHRO TRAINING



Texas NAHRO Service Office
12246 FM 1769, Graham, TX 76450
Email: txnahro@brazosnet.com
Phone: 940.521.9982 Fax 1.866.234.4018



PUBLIC HOUSING ELIGIBILITY AND OCCUPANCY TRAINING

Provided by Nan McKay and Associates
July 17 – 19th, 2018

TRAINING LOCATION: San Benito Housing Authority
1400 N Reagan Street | San Benito, TX 78586

The purpose of this seminar is to teach students how to determine family eligibility for public housing, and to assist staff in correctly applying HUD regulations to all aspects of public housing tenancy and daily case management.

DAILY AGENDA

DAY 1

- 8:00 Registration
- 8:30 Welcome and Introductions
- 8:45 Course Overview/Learning Outcomes
- Program Components
 - Key Relationships
 - Reading Regulations
 - Key Program Documents
 - Intake and Occupancy Cycle
- 10:15 Break
- 10:30 PHA Responsibilities
- Fair Housing/Reasonable Accommodations
- 12:00 Lunch (on your own)
- 1:00 Waiting List Management
 - Initial Applications
 - Organizing Waiting Lists
 - Site-Based Waiting Lists
- Preferences
- 2:30 Break
- 2:45 Factors of Eligibility
 - Family Type
 - Social Security Numbers
 - Overview of Noncitizen Rule
 - Income Limits
- Occupancy Standards
- 5:00 End of Day 1

DAY 2

- 8:00 Tenant Selection
 - Income Targeting
 - De-concentration of Poverty
 - Evaluating Final Eligibility
 - Application Inquiries
 - Applicant Interviews/Forms
 - Suitability
 - Screening/Denial of Assistance
 - Ineligible Applicants
 - Informal Hearings
- 10:15 Break
- 10:30 Admissions
 - Selection Procedures/Offer Systems
 - Leasing
 - Preparation for Lease-up
- 12:00 Lunch (on your own)
- 1:00 Leasing (continued)
 - Contents of the Lease
 - Lease Terminology
- 2:30 Break
- 2:45 Annual and Interim Reexamination
- Community Service
- Pets
- 5:00 End of Day 2

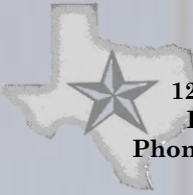
DAY 3

- 8:00 Terminations
 - Termination of Lease
 - Evictions
 - Grievance Process
- 10:15 Break
- 10:30 Case Studies
 - Review for Exam
 - Certificates of Participation
- 12:00 Lunch (on your own)
- 1:00 Examination
- 4:00 End of Examination

SUGGESTED HOTEL
ACCOMADATIONS:
Hampton Inn and Suites
1202 Ed Carey Drive
Harlingen, TX 78550
PH: 956-428-9800

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PUBLIC HOUSING ELIGIBILITY AND OCCUPANCY TRAINING

TRAINING FEES

- Member \$500
- Non Member \$600
- Certification Exam \$150



REGISTRATION FORM

Name _____
Agency _____
Address _____
City, State, Zip _____
Email _____
Phone _____
Fax _____

PAYMENT INFORMATION

AMOUNT \$ _____

Check # _____ (Make checks payable to Texas NAHRO)

(NOTE: There will be a \$5.00 processing fee on credit card payments)

Credit Card # _____ Exp Date _____ Security Code _____

Name on card _____

Billing address _____

City/state/zip _____

Contact person _____

Contact phone _____

TXNAHRO Cancellation and Refund Policy:

To receive a refund of your registration fees, written notice of cancellation must be received 30 days prior to the training; a \$50 processing fee will be assessed. Cancellations received within 30 days of the training will not be refunded. The agency may send a substitute attendee if the original registrant cannot attend.

No exceptions will be made to this policy.

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