

## FAMILY SELF-SUFFICIENCY

Provided by Nan McKay and Associates

July 10 – 12, 2018



Come and explore FSS inside and out, covering the information critical to program success. This 3-day training 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.

### Upon completion of the Family Self-Sufficiency (FSS) Training, using HUD regulations and guidance, you should be able to 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

## DAILY AGENDA

### DAY 1

- 8:00 Registration
- 8:30 Welcome and Introductions
  - Course Overview
  - Learning Outcomes
  - Discussion Of Self-Sufficiency
- 9:30 FSS Basics
  - FSS Program Steps and Design
  - Supportive Services and Staff Funding
- 10:15 Break
- 10:30 FSS Basics (continued)
  - Mandatory Vs. Voluntary Program
  - Determining Mandatory Program Size
- 11:00 FSS Action Plan
- 11:30 Role of the PCC
- 12:00 Lunch (on your own)
- 1:00 FSS Intake and Family Selection
  - Eligible Families
  - Preferences and Priorities
  - Denials
- 1:30 Contract of Participation
- Contract Requirements
- 2:30 Break
- 2:45 Contract Participation (continued)
  - Individual Training and Service Plans
- 5:00 End of Day 1

### DAY 2

- 8:00 Review
- 8:30 Contract Participation (continued)
  - Completion of the Contract
  - Lease Compliance
  - Non-compliance with the Contract
- 10:15 Break
- 10:30 Escrow Account
  - How Escrow Works
  - Key Terms and Definitions
  - Income and Rent Calculations
  - Impact of Income Limits
- 12:00 Lunch (on your own)
- 1:00 Escrow Account (continued)
  - Crediting the Escrow Account
  - Escrow Interim and Final Disbursements
- 2:00 Escrow Case Studies
- 2:30 Break
- 2:45 Escrow Case Studies (continued)
- 4:00 Portability
  - FSS Rules for Portability
  - Responsibility of Initial and Receiving HA
  - Contract and Escrow Account Issues
- 5:00 End of Day 2

### DAY 3

- 8:00 Review
- 9:00 FSS Program Evaluation
  - HUD Tracking of the FSS Program
  - FSS 50058 Addenda and Annual Reporting
- FSS Role in SEMAP and PHAS
- 10:15 Break
- 10:30 Introduction to Case Management
  - Characteristics of Effective Case Managers
  - Case Management Activities
- 11:00 Avenues to Self-Sufficiency
  - Marketing FSS
  - FSS and Other PHA Programs
  - Factors of Success
- 11:45 Certificates of Participation Awarded
- 12:00 Lunch (on your own)
- 1:00 FSS Specialist Certification Exam
- 4:00 End of Examination

TRAINING LOCATION:  
Dallas Housing Authority  
3939 N Hampton Road | Dallas, TX 75212

SUGGESTED HOTEL ACCOMADATIONS:  
Embassy Suites/Dallas Market Center  
2727 N Stemmons Freeway Dallas, TX 75207  
PH: 214-630-5332  
Honors Government Rate  
PROVIDES FREE: Breakfast/Evening  
Reception/Parking/Shuttle



# TEXAS NAHRO TRAINING

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## FAMILY SELF-SUFFICIENCY 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.