



## PH SPECIALIST

Provided by Nan McKay and Associates

July 23 – 27, 2018

This public housing training allows you to learn three NMA seminars in one week: Eligibility, Rent Calculation, and Occupancy! Final rule changes regarding social security number verification and EIV mandatory implementation are incorporated in this training, as well as the most recent HUD guidance on community service. Instead of three separate certification exams, one exam at the end of the training allows participants to get high-quality, up-to-date training on all three topics.

Updated for **HOTMA!**

Upon completion of Public Housing Specialist, you should be able to explain and apply HUD regulations and guidance to determining eligibility, the intake process, occupancy, and rent calculation in the public housing program.

## 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 & Occupancy Cycle
- 10:15 Break
- 10:30 PHA Responsibilities
- Fair Housing/Reasonable Accommodation
- 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
    - Definition of Family
    - Disabled/Displaced/Elderly
  - Social Security Numbers
  - Overview of Noncitizens Rule
  - Income Limits
- Occupancy Standards
- 5:00 End of Day 1

### DAY 2

- 8:00 Tenant Selection
  - Income Targeting
  - Deconcentration of Poverty
- Evaluating Final Eligibility
  - Application Inquiries
  - Applicant Interview/Forms
  - Suitability
  - Screening/Denial of Assistance
  - Ineligible Applicants
  - Informal Hearings
- 10:15 Break
- 10:30 Admissions
  - Selection Procedures/Offer System
- Leasing
  - Preparation of 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 Reexaminations
  - Community Service
- Pets
- 5:00 End of Day 2

### DAY 3

- 8:00 Termination
  - Termination of Lease
  - Evictions
  - Grievance Process
- 10:15 Break
- 10:30 Rent Calculation
  - Overview of HUD-50058 Form
- 12:00 Lunch (on your own)
- 1:00 Annual Income
  - Inclusions
  - Imputed Welfare Income
- 2:30 Break
- 2:45 Annual Income (continued)
  - Exclusions
  - Training Program Income
  - Earned Income Disallowance
- 5:00 End of Day 3

### DAY 5

- 8:00 Rent Calculation Quiz
- Rent Calculations (continued)
  - Prorated Rent
- 10:15 Break
- 10:30 Rent Calculation Case Studies
- Review for Exam
- 11:45 End of Rent Calculation Training
- Certificates of Participation Awarded
- 12:00 Lunch (on your own)
- 1:00 Examination
- 4:00 End of Examination

### DAY 4

- 8:00 Earned Income Disallowance (continued)
- 10:15 Break
- 10:30 Assets
  - Market vs. Cash Value
- 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 Rent Calculations
  - Total Tenant Payment
  - Tenant Rent
  - Ceiling Rent
  - Flat Rent and Family Choice in Rents
- 5:00 End of Day 4

**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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## PH SPECIALIST TRAINING FEES

- Member \$700
- Non Member \$800
- 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.