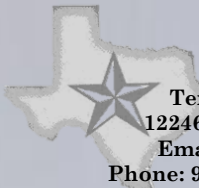


# TEXAS NAHRO TRAINING



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



## HCV SPECIALIST

Provided by Nan McKay and Associates

June 11 – 15, 2018

Get three NMA trainings: eligibility, rent calculation, and occupancy, all rolled into one! In one week, participants can acquire the knowledge they need to do their job. This HCV training is a must-attend. Final rule changes regarding social security number verification and EIV mandatory implementation are incorporated in this seminar.

Updated for [HOTMA!](#)

Upon completion of the HCV Specialist Training, you should be able to explain and apply HUD regulations and guidance to determining eligibility, the intake process, occupancy, and rent calculation in the housing choice voucher (HCV) program.

### DAY 1 ELIGIBILITY

- 8:00 Registration
- 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 (on your own)
- 1:00 Evaluating Eligibility
- Family Type
  - Definition of Family
  - Disabled/Displaced/Elderly Families
  - Learning Activity
- Social Security Numbers
- Overview of Noncitizen 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 1

### DAY 4 RENT CALCULATION (continued)

- 8:00 Annual Income
  - 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 (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 Subsidy/Family Share Calculation
  - Total Tenant Payment
  - Payment Standards
- Quiz
- 5:00 End of Day 4

## DAILY AGENDA

### DAY 2 OCCUPANCY

- 8:00 Voucher Issuance
  - Subsidy Standards
  - Learning Activity
  - Extensions and Suspensions
- HUD Required Briefings
- Family Responsibilities
- Chapter 4 Knowledge Check
- Leasing
  - Initial Steps in the Leasing 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 the Leasing Process
- HAP Contract
  - Learning Activity
- 12:00 Lunch (on your own)
- 1:00 Rent to Owner
  - Rent Reasonableness
- Chapter 5 Knowledge Check
- 2:30 Break
- 2:45 Annual Activity
  - Consent Forms
  - Annual Reexaminations
  - Interim Reexaminations
  - Moves
  - Inspections
- Chapter 6 Knowledge Check
- Terminations
  - Learning Activity
- Informal Hearings
- Chapter 6 Knowledge Check
- 5:00 End of Day 2

### DAY 3 OCCUPANCY (continued)

- 8:00 Portability
  - Overview
  - Limitations and Residency
  - Responsibilities of IHA, RHA, Family
  - Portability Billing
  - Penalties
  - Learning Activity
- Chapter 8 Knowledge Check
- 10:15 Break
- RENT CALCULATION
- 10:30 Rent Calculation
- Overview of HUD-50058
- Annual Income
  - Inclusions
- 12:00 Lunch (on your own)
- 1:00 Rent Calculation (continued)
- Annual Income
  - Inclusions (continued)
  - Imputed Welfare Income
- 2:30 Break
- 2:45 Annual Income
  - Exclusions
    - Training Program Income
    - Earned Income Disallowance for Persons with Disabilities (EID)
      - Introduction
      - Qualifying
      - Exclusion Periods
- 5:00 End of Day 3

### DAY 5 RENT CALCULATION (continued)

- 8:00 Subsidy/Family Share Calculation
  - Utility Reimbursement Payments
- Maximum Family Share
- Rent Proration for Mixed Families
- Rent Calculation Case Studies
- 10:15 Break
- 10:30 Rent Calculation Case Studies
- 11:30 End of Rent Calculation Training
- Certificates of Participation
- 12:00 Lunch (on your own)
- 1:00 Examination
- 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**



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## HCV 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.