

Presents:



TWO DAY

Housing Choice Voucher Eligibility, Income, and Rent Calculation Seminar

Trainer: Dennis Morgan

YOU DON'T WANT TO MISS OUT ON THIS **AFFORDABLE** OPPORTUNITY
TO GET A COMPREHENSIVE TRAINING ON THE SECTION 8 PROGRAM.
**PERFECT FOR NEW STAFF, MANAGERS, COORDINATORS AND
ANYONE WHO NEEDS A REFRESHER!**

Space is limited to the first 60 registrants! Sign up now!

When: Tuesday, November 12, 2019 – Wednesday, November 13, 2019
8:00am – 5:00pm

Where: Four Points by Sheraton, Norwood
1125 Boston Providence Turnpike
Norwood, MA 02062, United States

**COST: \$250 Member Fee
\$500 Non-Member Fee**

COURSE TOPICS AND AGENDA

Eligibility for HCV Program

Eligibility for HCV

- Eligibility Requirements
- Definition of Family
- Income Limits
- Applying Income Limits
- Citizenship Status • Decl. of U.S. Citizen
- Doc of Eligible Immigration Status
- Mixed Families
- Notification Requirements
- Submission of Documentation
- Verification of Eligible Immigration Status
- Delay, Denial, or Termination of

Assistance

INS Appeals Process

- Disclosure of Social Security Numbers
- Authorization for the Release of

Information/Privacy Act

- Eligibility of Students for Assistance Under Section 8 of the U.S. Housing Act of 1937

- Denial of Assistance
 - Ineligibility Due to Criminal Activity
 - Violence Against Women's Act Screening
 - Determination of Unit Size Requirements
- #### Equal Opportunity

Verification of Factors

- Income and Rent Determination Policies
- File Documentation
- Verification of Social Security Numbers
- Required Consent by Applicants & Participants

- Requirement for Third Party Verification
- Verification of Income
- Levels of Verification Methods
- Enterprise Income Verification
- Exceptions to Third Party Verification Requirements

- Verification of Mandatory Deductions
- Verification References

Income and Rent

- Overview and Objectives
- Definition of Annual Income
- Annual Income Determination
- Treatment of Assets and Determining Income from Assets
- Amounts Excluded from Annual Income
- Adjusted Income-Statutory Deductions
- Definition of Adjusted Income
- Dependent Allowance
- Elderly or Disabled
- Child Care Deduction
- Allowance for Disability Assistance
- Expense o Allowance For Medical Expenses

Calculating Rent, HAP Payments, and Earned Income Disallowance

- TTP, Maximum Initial Rent Burden, Maximum Subsidy, Total Housing Cost
- Rent to Owner and Gross Rent
- HAP Subsidy
- Family Share
- Family Rent to Owner Utility
- Reimbursement Prorated Assistance
- Minimum Rent
- Exemptions from the Minimum Rent
- Imputed Welfare Income
- Earned Income Disallowance
- Qualifying for a Disallowance
- Disallowance Amounts
- First 12 Months Period
- Disallowance Periods
- Maximum Disallowance Period
- Re-certification

NAHRO: HCV Eligibility, Income, Rent Calculation Training
Tuesday, November 12, 2019 – Wednesday, November 13, 2019

Registration deadline is Tuesday, November 5, 2019

(Please photocopy this form and send a separate registration form for each person attending).

Name

Agency

Address

City

State

Zip

Phone

FAX

Email

FEES: Enclosed is the registration fee for the 11/12/19-11/13/19 training:

- \$250** Section 8 Administrators Association Fee
- \$500** Section 8 Administrators Non Member Fee

Breakfast refreshments and lunch will be provided at this training.

No refunds will be granted to anyone who registers but fails to attend the training or who cancels after Tuesday, November 5, 2019.

Please make checks payable only to:
SECTION 8 ADMINISTRATORS ASSOCIATION

MAIL TO:

SECTION 8 ADMINISTRATORS ASSOCIATION

Dedham Housing Authority

163 DEDHAM BOULEVARD

DEDHAM, MASSACHUSETTS 02026 **FAX TO: 781-326-1023**