

*Presents:*



**Manette Donovan**, Attorney and Subsidized Housing Trainer  
In Collaboration with the  
**MA Department of Criminal Justice Information Services**

# Best Practices: Use of Criminal Offender Record Information for HCVP and Public Housing Eligibility Determination and Screening

- *Attorney Manette Donovan* will present information on the Criminal Offender Record Information (CORI) Statute, Federal and State Regulations and Updated HUD Guidance on the handling of Criminal Records
- *Attorney Matthew McGarry from the MA Department of Criminal Justice Information Services* will present on use and access of CORI by Massachusetts PHAs.

Come to this important session to learn:

- What information should be in your CORI Policy?
- Best Practices on Verifying Identity and Inquiring about the Criminal History of an Applicant or Addition to the Family Composition
- What information should be sent in the case of a proposed denial based upon CORI?
- Mitigation, Secondary Dissemination Logs, CORI Representative, CORI Storage, Retention and Destruction, HCV guidebook admissions information and HUD suggestions.
- A manual with sample documents will be provided to all attendees.

**The Section 8 Administrators Association is committed to your COVID safety. We will be practicing social distancing during the event.**

**MASKS WILL BE REQUIRED FOR ALL CONFERENCE ATTENDEES**

When: IN PERSON Thursday October 28      Registration 8am – 9am  
Program Start: 9am                              Program End 2pm

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

**COST: \$75 Member Fee includes Lunch**  
**\$150 Non-Member Fee**

**Best Practices Use of Criminal Offender Record Information  
Thursday October 28, 2021**

**Registration deadline is Tuesday October 26, 2021**

Please complete this form and fax to the attention of:  
Jennifer McNabb, Medford Housing Authority at  
[jmcnabb@medfordhousing.org](mailto:jmcnabb@medfordhousing.org) or by fax to: 781-393-9223.

(All attendees from one agency can be listed on this form)

_____	Name(s)
_____	Agency
_____	Address
_____	City State Zip
_____	Phone
_____	Email

**No refunds will be granted to anyone who registers but fails to attend the  
Training or who cancels after October 26, 2021**

**Please mail payment to:** (Note new address!)

Please make checks payable only to:

**SECTION 8 ADMINISTRATORS ASSOCIATION**

SECTION 8 ADMINISTRATORS ASSOCIATION C/O Norwood Housing Authority  
40 William Shyne Circle  
Norwood MA 02062

**EMAIL REGISTRATION TO:**

***Jennifer McNabb, Medford Housing Authority at  
jmcnabb@medfordhousing.org or by fax to: 781-393-9223.***