

\$550
2 Days



HOUSING CHOICE VOUCHER ADMISSIONS AND OCCUPANCY BASICS • COURSE NO. 100.8

DATE/TIME: March 25, 26 • 9:00 - 5:00
 SITE: ARLINGTON • La Quinta • 4001 Scots Legacy Dr. (off I-20)
 LODGING: La Quinta • \$89 S/D, incl breakfast • 817/467-7756, Ext.5
 HOTEL CUTOFF: March 11
 COST: \$550 (including exam)
 • if your registration is postmarked by February 27 the fee is discounted to \$525
 • if you register online by February 27 you will be refunded \$25

PLEASE NOTE: If you also register for the Income and Rent Calculation Class March 27-29, your combined fee for both will be reduced to \$810 (no early bird discount for the combined registration)

NO REFUNDS WILL BE GIVEN AFTER March 18

REGISTER THE FOLLOWING:

PHA: _____

	# of Registrants	Cost	Total
Occupancy Class Only (by February 27) _____	x	\$525	= _____
Occupancy Class Only (after February 27) _____	x	\$550	= _____
Registering for Rent Class (100.9) as well _____	x	\$400	= _____

Make checks payable to Texas Housing Association
 Texas Housing Association • 1106 Santa Fe Trail, #1 • Duncanville, TX 75137

To register online and pay with credit card go to
<http://www.txtha.org/THAWSReg.html>

THA prides itself on offering affordable, quality training, conducted by Texas trainers with direct programmatic experience. For additional information on our services and programs, visit our website at www.txtha.org.



HOUSING CHOICE VOUCHER ADMISSIONS AND OCCUPANCY BASICS • COURSE NO. 100.8

SUMMARY

This two day course is a break out module of the longer Housing Choice Voucher Occupancy Certification class and covers all the basics of eligibility and occupancy apart from income and rent calculation. Core class for the Housing Choice Voucher Occupancy certification program (with 100.9 Income and Rent Calculation).

WHO

All PHA HCV admissions and occupancy staff.

OBJECTIVES

- Review Admissions and Occupancy requirements
- Review mandatory and discretionary options for determining eligibility
- Discuss waiting list administration
- Review processes for reexaminations and portability
- Discuss terminations and grievance policies

TRAINER

CRISTI LAJEUNESSE began working with the Public Housing and Section 8 housing programs in 1996. In 2002 she was hired as Executive Director of the Kenedy Housing Authority, in 2006, Executive Director of the Karnes City Housing Authority and since has acquired management of Three Rivers, Smiley, Hallettsville, Nixon, Falls City and La Joya Housing Authority. She manages Low Rent Public Housing and Section 8 programs and is well versed in the rules and regulations governing both programs. In 1999, Cristi began consulting for other housing authorities assisting them with the transition to the new HUD reporting systems. She continues to assist with Agency Plans, PIC submissions, Low Rent and Section 8 program policy and regulations. Cristi is a Certified Public Housing Manager, Executive Section 8 Manager, Senior Public Housing Manager, Texas Certified Occupancy Professional/Public Housing, and Texas Certified Housing Administrator/Public Housing and Housing Choice Voucher. Cristi joined the THA training team in summer of 2009.

THA prides itself on offering affordable, quality training, conducted by Texas trainers with direct programmatic experience. For additional information on our services and programs, visit our website at www.txtha.org.



HOUSING CHOICE VOUCHER ADMISSIONS AND OCCUPANCY BASICS • COURSE NO. 100.8

AGENDA

- Welcome and Introductions
- Program Overview and Basic Functionality
- Admissions
 - Eligibility for Admission
 - Processing applications
 - Verification requirements
 - Denial of Assistance
 - Waiting List Administration
 - Preferences
- Housing Size and Occupancy Guidelines
- Participant Housing Search and Leasing
 - Payment Standards
 - Rent Reasonableness
 - HAP Contracts
 - Portability
- Continued Occupancy
 - Reexamination and Interim Adjustments
 - Moving with Continued Assistance/Portability
- Termination of Assistance
 - Informal Hearing and reviews
 - Grievance Policies
- HUD Reporting and Internal PHA Reporting
- Tracking

THA prides itself on offering affordable, quality training, conducted by Texas trainers with direct programmatic experience. For additional information on our services and programs, visit our website at www.txtha.org.