



# PUBLIC HOUSING ADMISSIONS AND OCCUPANCY BASICS (100.7)

DATE/TIME: February 25, 26 • 9:00 - 5:00  
 SITE: SAN ANTONIO • Drury Inn San Antonio Airport • 95 NE Loop 410  
 LODGING: Drury Inn SA Airport • \$105 (Incl Brkfst) • 800-325-0720 • Block # 2360691  
 HOTEL CUTOFF: February 10  
 COST: \$550 (including exam)  
 • if your registration is postmarked by January 25 the fee is discounted to \$525  
 • if you register online by January 25 you will be refunded \$25

PLEASE NOTE: If you also register for the Income and Rent Calculation Class February 27 - March 1, your combined fee for both will be reduced to \$810 (no early bird discount for the combined registration)

NO REFUNDS WILL BE GIVEN AFTER February 18

REGISTER THE FOLLOWING:

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PHA: \_\_\_\_\_

	# of Registrants		Cost	=	Total
Occupancy Class Only (by January 25)	_____	x	\$525	=	_____
Occupancy Class Only (after January 25)	_____	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>

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## PUBLIC HOUSING ADMISSIONS AND OCCUPANCY BASICS COURSE NO. 100.7

### SUMMARY

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

### WHO

All PHA Public Housing admissions and occupancy staff, including site staff.

### OBJECTIVES

- Using HUD's Public Housing Guidebook, review Admissions and Occupancy requirements
- Discuss waiting list administration
- Review mandatory and discretionary options for determining eligibility
- Review processes for reexaminations
- Discuss interim rent adjustments

### 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.

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### AGENDA

- Welcome and Introductions
- Admissions and Continued Occupancy Policy (ACOP)
  - ACOP requirements
  - Relationship to PHA's Annual Plan
- Admissions
  - Eligibility for Admission
  - Waiting List Administration
  - Selecting Applicants for Units and Unit Choices
  - Housing Size and Occupancy Guidelines
  - Flat rents, ceiling rents, minimum rents, maximum rents, alternative market
  - Processing applications
  - Verification requirements
- Continued Occupancy
  - Annual Reexamination
  - Interim Rent Adjustments
  - Transfers
  - Over-Income Limit