

Public Housing

Day 1

- Medical Deductions – Review of IRS Publication 502
- Processing, identifying and tracking reasonable accommodation/modification requests
- Improving customer service to the elderly/disabled by understanding the challenges they face
(broken down into 2 sessions: cognitive and physical challenges)

Day 2

- Using checklists to ensure proper execution and distribution of documents at admission and recertification
- Improving interviewing skills (with active class participation)
- Verification Forms – What the PHA needs beyond the form HUD-9886
- VAWA verifications, tracking, and reporting

Executive

Day 1

- Developing an effective safety program for your agency
- In depth look at essential and legally binding documents
- Developing and implementing an emergency/disaster recovery plan
- Principles of Effective Leadership

Day 2

- Planning and Coordinating with your Board: Tips for improving the policy and decision making processes
- Review of Individual PHA Leases – needed content beyond the required language. Participants should bring a copy of their leases to class for noting needed changes and sharing language and content with other EDs.
- Fees, Fines, and Charges – What is and is not allowed
- Budget planning – sharing cost saving tips for hard times

Section 8

Day 1:

- **Housing Choice Voucher: 10 Essentials for Success:** This class provides 10 essential elements HCV staff should know to become familiar with regulations and requirements to effectively and successfully administer the HCV program.
- **Subsidy Standards and Over Subsidization in the HCV Program:** Would you provide a two-bedroom voucher to a single, pregnant head of household? HUD and the OIG found that over subsidization in the HCV program is primarily due to the issuance of a voucher with unit sizes greater than the number of family members in the household. This class addresses the key factors for evaluating and establishing the PHA's subsidy standards to avoid over subsidization.

- **Students of Higher Education: Determination of Eligibility and Calculation of Income:** Is there a difference in the eligibility of a student of higher education living in the parental household and the eligibility of an individual student of higher education living on their own? Is your PHA housing ineligible students? Learn to determine the eligibility for students of higher education and what student income/financial assistance will be included or excluded from annual income.
- **Assets and Determining Income from Assets:** Assets are not as routine as other income sources and are commonly calculated incorrectly. Through interactive case studies, learn how to properly identify and calculate assets and income from assets.

Day 2:

- **Payment Standards: When Should They Be Adopted and When To Increase/Decrease:** HUD has changed the requirements for PHAs to review and adopt new payment standards. This class will review those requirements, as well as when PHAs should increase or decrease the payment standard due to the changes in the FMR and/or household composition.
- **Verification Forms: What the PHA Needs Beyond the Form HUD-9886.**
- **How to Read and Understand the EIV Income Discrepancy Report:** This class focuses on the Income Discrepancy Report generated from the EIV Income Report. PHAs must address income discrepancies of \$2400 or more. Each component of the Income Discrepancy Report and how the components are generated by the HUD-50058 and EIV data will be explained. Also, possible causes for the income discrepancy and income discrepancy resolution will be discussed.
- **Deceased Tenants Report: Tracking and Correcting Report Findings:** PHAs must generate, monitor and correct information identified on the Deceased Tenant Report to prevent, reduce, eliminate and/or recover payments made on behalf of deceased single members. This class reviews the required PHA actions to correct or remove deceased members from the household.

Maintenance

- John Emery with US Inspection Group will host a 2 day REAC training course.

Finance

- Jason Casterline with BDO USA