



COURSE SYLLABUS

Fair Housing and Housing Choice

Training Time: 3.5 hours - 50-Question Exam and
Certificate of Completion



Fair Housing InstituteTM

CONTENT

Introduction

- Introduction and History of FHA
 - Enforcement priorities
 - Why does this matter to you

The Fair Housing Act

- Explanation of the seven federal protected categories
- State and local protected categories

Additional Laws Affecting Housing Choice Voucher Programs

- Rehabilitation Act of 1973
- Americans with Disabilities Act
- The Violence Against Women Act (VAWA)

Housing Authority Practices

- Managing a waitlist
- Be careful what you say
 - Permitted preferences
 - Different waiting lists
 - Removing names from the waiting list
 - Opening the waiting list
 - Where to market
 - Online information
- Limited English Proficiency
- Residency preference
- Discrimination
- Criminal history screening
 - Credit history
- Housing record
- Fraud or bribery
- Social Security card

Handling Calls

- Be consistent
- Accessibility





Content Continued

Criminal History Screening

- The evolution of criminal history screening
- Changes in criminal screening
- Illegal Drug Use
- Violent Criminal Activity
- Federal NCIC Records
- Analyzing Criminal Activity
- Severity and Recency
- Alcohol Abuse
- HUD Guidance
- Look Back Period
- Appeals
- HUD Requirements for Criminal History Screening
- State Sex Offenders

Voucher Information

- Voucher Briefing
- Information Packet
- Voucher Signature

Locating a Unit

- Steering Introduction
- Steering Example
- Search Process
- Available Unit Lists
- Voucher Terms and Extensions
- Extensions Due to Disabilities
- Bedroom Size
- Inspection and Unit Approval
- Requirements
- Best Practices

Inspections and Documents

- Inspector Behavior
- Landlord Tenant Violations
- Execution of HAP Contract
- Required for Move In
- Lease and HAP Contract Requirements
- Addendums
- Changes in Rent



Content Continued

Disability

- Rights of persons with disabilities
- Definitions
- Section 504
- Discriminatory terms or rules
- Disability questions
- Reasonable accommodations and modifications
- Granting requests
- Medical necessities
- Consistent process
- Rules
- Third-party verification
- Proper documentation

The Reasonable Accommodations Process

- Identifying a request
- Documentation
- Request forms
- Verification requirements
- Speaking with a healthcare professional
- Verifying the need
- Non-responsive verifier
- Interactive process
- Limit file verifications
- Documenting decisions
- Delays
- Steps in the request
- Nexus definition
- Mobility-related impairment

Common Examples of Reasonable Accommodations

- Live-in aides
- Approval process
- Example
- Determining eligibility
- Request for more bedrooms
- Storing medical equipment
- Verification

Content Continued

Animals

- Assistance animals
- Service animals vs. emotional support animals
- Following a process
- Support animal example
- Non-visible disabilities
- Assistance animal requirements
- Denials

Reasonable Modifications

- Who pays?
- What rules apply?
- Multiple modification examples
- Modifications after moving
- Summary

HCVP Landlord's Fair Housing Responsibilities

- Source of income
- Consistent screening criteria
- Reasonable accommodations and modifications
- Assistance animals
- Harassment

VAWA

- VAWA protections
- VAWA crimes
- Economic abuse
- Technological abuse
- VAWA notice requirements
- Third-party verification
- Self-certification forms
- Emergency transfers
- Timing
- Jurisdiction
- Lease bifurcation
- Eligibility
- Complications
- Communication
- Return of perpetrators
- Hearing requests
- HUD regulations
- Summary





Content Continued

Termination of Benefits

- Types of termination
- Discretionary terminations
- Agency discretion
- Termination notices
- Hearing rules
- Hearing office
- Mitigating circumstances
- Family members

Certification Exam

- 50-question multiple-choice exam
- 80% or higher required to pass and earn a certificate



 (404) 490-3408

 FHITeam@fairhousinginstitute.com

 FairHousingInstitute.com