TRAINING AGENDA

April 23-25, 2024 │ Portland, ME │ 8:30 am – 4:30 pm

DAY 1: APRIL 23, 2024

8:30 a.m.	**Registration and Sign in**
9:00 a.m. – 12:00 p.m.	**Introductions** **Overview of NAHASDA** **Organizing an Admissions & Occupancy Department**
12:00 p.m. – 1:15 p.m.	**Lunch Break (on your own)**
1:15 p.m. – 4:30 p.m.	**Application Process** **Determining Income Eligibility** **Calculating Adjusted Gross Income**

DAY 2: APRIL 24, 2024

8:30 a.m. – 12:00 p.m.	**Review of Day 1** **Calculating Adjusted Gross Income (continued)**
12:00 p.m. – 1:15 p.m.	**Lunch Break (on your own)**
1:15 p.m. – 4:30 p.m.	**Wait List Management** **Occupancy Standards** **Selection** **Verification Process**

DAY 3: APRIL 25, 2024

8:30 a.m. – 12:00 p.m.	**Review of Day 2** **Lease Management** **Lease Compliance Basics** **A&O Requirements for Other Programs**
12:00 p.m. – 1:15 p.m.	**Lunch Break (on your own)**
1:15 p.m. – 4:30 p.m.	**Housing Counseling** **Collections** **Q&A and Wrap-up**

Please Note: Times and topics, as specified on the agenda, are approximate and may vary depending on the pace of the class.