

APPENDIX 1 CROSSWALK OF TOPICS TO BE COVERED IN EACH MODULE

| Module | Topics to be Covered | | |
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| <p>1</p> | <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Eligibility Issues</p> <ul style="list-style-type: none"> • Household Composition • Dependents <p>Verification Issues</p> <ul style="list-style-type: none"> • Overview of Verification and Documentation • Verification of: <ul style="list-style-type: none"> - Dependent Deduction - Child Care Expenses - Child Support - Employment Income - Foster Care payments </td> <td style="vertical-align: top; width: 50%;"> <p>Income/Rent Calculation Issues</p> <ul style="list-style-type: none"> • Income Inclusions and Exclusions • Employment Income • Child Support and Alimony • Foster Care Payments • Dependent Deduction • Child Care Deduction </td> </tr> </table> | <p>Eligibility Issues</p> <ul style="list-style-type: none"> • Household Composition • Dependents <p>Verification Issues</p> <ul style="list-style-type: none"> • Overview of Verification and Documentation • Verification of: <ul style="list-style-type: none"> - Dependent Deduction - Child Care Expenses - Child Support - Employment Income - Foster Care payments | <p>Income/Rent Calculation Issues</p> <ul style="list-style-type: none"> • Income Inclusions and Exclusions • Employment Income • Child Support and Alimony • Foster Care Payments • Dependent Deduction • Child Care Deduction |
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| <p>3</p> | <p>Effective Interviewing</p> <ul style="list-style-type: none"> • Interviewing uses and strategies • Required, recommended and prohibited questions • Data collection tools and techniques • Becoming a skilled interviewer • How interviewing and verification inter-relate | | |

Multifamily Housing Case Studies

A RHIP Training Program

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| 4 | Eligibility Issues <ul style="list-style-type: none">• Elderly and disabled households Verification Issues <ul style="list-style-type: none">• Medical expenses• Disability assistance expenses• Assets | Income/Rent Calculation Issues <ul style="list-style-type: none">• Elderly and disabled household deductions• Additional Income Sources• Medical expenses• Disability assistance expenses• Introduction to Assets<ul style="list-style-type: none">- Savings/Checking- Retirement Accounts- Assets disposed of ...- Annuities |
| 5 | Verification Issues <ul style="list-style-type: none">• Business Income• Additional assets including trusts• Medical expenses | Income/Rent Calculation Issues <ul style="list-style-type: none">• Elderly and disabled household deductions• Medical expenses• Business Income• Additional assets including trusts and real estate |
| 6 | Making the Most of the Training Materials <ul style="list-style-type: none">• Instructions and Resources for Trainers• Instructions and Resources for Self-study learners Questions and Answers <ul style="list-style-type: none">• Review of troublesome topics covered in earlier modules | |