



# Voucher Management System Training

*Learn Common Reporting Issues and How to Fix Them*

As an agency's HCV funding is directly tied to VMS reporting, learn how even the smallest mistake or failure to perform Prior Month Corrections may result in decreased funding or potentially lead to an audit. This "live" online micro-course will focus on the common reporting errors found during Quality Assurance Division remote reviews and audits, along with best practices to fix the errors once they have been identified.

Topics will include:

- ☐ VMS Required Fields
- ☐ Common Reporting Issues
  - Ambiguous Fields
    - Expenses After the First
    - Number of Vouchers Under Lease (HAP Contract) on the Last Day of the Month
    - Fraud Recovery
  - Hard-to-Track Fields
    - Issued but Not Under HAP
    - Portability
    - Unit Months Leased
  - New Fields
    - Emergency Housing Vouchers
- ☐ Hard Edit Error Messages
- ☐ Prior Month Corrections

**Who should attend:** HCVP Supervisors and Managers, Financial Staff and Supervisors, and Executive Directors

## **Voucher Management System Training**

**November 3, 2021 (Wednesday)**

**10:00 a.m. – 12:00 p.m. (Central Time)**

LHC Registration Rate: \$99 per participant