



Voucher Management System Training

"We are limited not by our abilities but by our vision."

November 3, 2021 from 10:00 AM – 12:00 PM

Dear LHC Members,

The Louisiana Housing Council of NAHRO Professional Development Committee is now offering The Nelrod Company Voucher Management System – Common Reporting Issues and How to Fix Them Training. This virtual course will be held Wednesday, November 3, 2021 from 10:00 AM – 12:00 PM.

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

The Louisiana Housing Council is offering the Voucher Management System Training at a special rate of **\$99.00 per registrant**. The link for the virtual training will be sent out 24 -48 hours to the training. Please note the registration deadline of **Monday, November 1, 2021**. Do not miss this opportunity to receive valuable training at an affordable cost.

Please complete this form and return with check as indicated below:

Is your agency a paid-up member of the Louisiana Housing Council? ☐ Yes ☐ No

Registration - \$99.00 per registrant

NOTE: THERE WILL BE A \$25.00 SERVICE CHARGE ON ALL REGISTRATIONS CANCELLED AFTER 11/1/2021

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____

PERSON(S) ATTENDING: 1) Name: _____

Title: _____

Email: _____

2) Name: _____

Title: _____

Email: _____

3) Name: _____

Title: _____

Email: _____

Payment Method: Make checks payable to **Louisiana Housing Council**

Check #: _____ Amount: _____

Contact Person: _____ Phone#: _____

Please remit form and payment to: Louisiana Housing Council P.O. Box 283 Hammond, La 70404