Making PIC and EPIC Work!

PIC webinar: Friday, July 21, 10 a.m.-12 p.m. & 1:00 - 4:00 p.m.

- PIC User Maintenance
  - Unmasking SSN's if access is needed

- Housing Inventory
  - Housing Agency and Contacts
  - Development
    - The Unit List – essential to monitor for 100% monthly reporting

- Form 50058
  - Where to submit and check submission status
  - Viewer Module
    - Verifying individual 50058 received in PIC
    - Historical 50058's
    - Active 50058's in PIC – essential to monitor for 100% monthly reporting

- Reports
  - A look at the reports available in PIC
  - How to use the reports as a tool to monitor your agency
- Tenant ID Management
  - Invalid Tenant ID Report -the discrepancies
  - Alternate ID Report
- Possible Duplicate Tenant Report
  - Tenant ID Modification Report

- PIC Reporting Errors
  - The most common Fatal Errors and error resolution
  - Tools for error resolution that are not so common!

EPIC webinar: Monday, July 24, 10 a.m.-12 p.m. & 1:00 - 4:00 p.m.

- Create Five Year Plan – discuss difference between fixed and rolling

- Roll forward a Five Year Plan

- Discuss tips to create a plan to cover all necessary areas, to be able to funge items

- Create an Annual Statement

- Amend Annual Statement

- Document management and annual requirements

FOR BOTH WEBINARS, PARTICIPANTS ARE ENCOURAGED TO HAVE DUAL MONITORS, SO THEY CAN CREATE OR PLAY ALONG WITH THEIR DATA AS THE TRAINING PROCEEDS.

About the Trainer – Cristi LeJeunesse

Ms. LeJeunesse comes to WPHDA via a recommendation from MaryAnn Russ. Working in this industry from the ground up, she is currently the Executive Director of the Kenedy Housing Authority (south Texas) which also manages eight other authorities. She is a regular trainer for the Texas Housing Association and has consulted with multiple authorities. (See fuller resume on WPHDA website.)
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Webinar Costs

WPHDA member agency: $200/email registered for each webinar (i.e., multiple people can view at one location).
Non-WPHDA member agency: $225/email registered for each webinar.

Return enclosed registration form and payment by Friday, July 14.

Questions?   Please contact Julie Kascal at 412.661.0591 or events@wphda.org.

WPHDA
Western Pennsylvania Housing Directors Association