

**DIRECTIVE**

**DATE:** November 14, 2002

**NUMBER:** 2002-05

The policies, procedures and County requirements in this Directive are to be implemented by housing providers that are funded under the following Programs, which are administered by the County:

Please note if your program is not checked, this Directive is not applicable to your project(s).

<input checked="" type="checkbox"/>	Federal/Provincial Non-Profit Housing Program	<input checked="" type="checkbox"/>	Rent Supplement - Commercial
<input checked="" type="checkbox"/>	Ontario Non-Profit Housing Programs	<input checked="" type="checkbox"/>	Rent Supplement-Homelessness Initiative
<input checked="" type="checkbox"/>	Federal/Provincial & Ontario Co-operative Housing Programs	<input checked="" type="checkbox"/>	Rent Supplement-OCHAP & CSHP
<input checked="" type="checkbox"/>	Simcoe County Housing Corporation		

**SUBJECT: RENT-GEARED-TO-INCOME ASSISTANCE: GUIDELINES TO DETERMINE SPECIAL PRIORITY STATUS**

DELEGATED AUTHORITY

The County of Simcoe, as service manager, has delegated the tasks of determination of initial eligibility for rent-geared-to-income (RGI) assistance, determination of special priority status on, and management of the centralized waiting list to Simcoe County Housing Corporation (SCHC).

CENTRALIZED WAITING LIST PRIORITY CATEGORIES

**Special priority households rank higher than other households on the centralized waiting list. Other households are ranked according to date of application. There are no other priority categories at this time.**

REQUEST TO BE A SPECIAL PRIORITY HOUSEHOLD (SPP)

If a household applies for RGI assistance, any member who is 16 yrs. or older may request that SCHC determine that the household be included in the SPP category on the centralized waiting list.

The request must be in writing and must state that:

- a) a member of the household has been subject to abuse from another individual,
- b) the abusing individual is or was living with the household member or is sponsoring the household member as an immigrant, and
- c) the abused household member intends to live permanently apart from the abusing individual. O Reg. 298/01, s 24 (3)

The request must be signed by the household member who makes the request.

The request must include a consent signed by the abused household member.

The household member making the request shall provide such information and documents as SCHC may require for the purpose of verifying the statement that a member of the household has been subject to abuse from another individual.

SCHC shall determine that the household should be included in the SPP category on the waiting list if SCHC verifies the statement required under O Reg. 298/01 s24 (3)(a) that the household member has been subject to abuse from another individual.

SCHC shall accept as verification of the statement required under O Reg. 298/01 s24 (3) (a) a record described in O Reg. 298/01 s 25 (4) that is prepared by an individual described in O Reg. 298/01 s25 (5) whether the record is disclosed to SCHC in written or verbal form.

Once SCHC determines the household should be included in the SPP category on the waiting list SCHC shall not reconsider this decision.

SCHC shall give written notice\* **only to the household member who made the request for special priority status** stating whether or not the request is complete within 7 business days after receiving the request.

If a request for SPP status is made with the application for RGI assistance, SCHC shall make the decisions about RGI assistance and SPP status within 14 days after the application/request is complete.\*\* SCHC will give written notice\* of these decisions, **only to the household member who made the request**, within 7 business days after the latter of the decisions is made.

\*\*The 14 days excludes any ‘opportunity to comment’ time which must be given if SCHC proposes not to place a household on the centralized waiting list or to turn down a request for SPP status, where third party information may form a significant basis for such decisions (Refer to OPPORTUNITY TO COMMENT, DECISIONS AND NOTICES document).

## PRIORITY RANKING ON CENTRALIZED WAITING LIST

O Reg. 298/01 s 42 refers to a priority rule for households that have been subject to abuse:

A special priority household ranks higher than another household that is not a special priority household.

A special priority household ranks higher than another special priority household if SCHC determines that a member of the first household is at a greater risk of being abused than the member of the other household. Subject to such a determination, if the abused member of a special priority household lives with the abusing individual, that household ranks higher than another special priority household for which that is not the case.

Subject to the above paragraph, a special priority household ranks higher than another special priority household with a later special priority ranking date.

The special priority ranking date is the date the household requested to be included in the special priority category.

## LEGISLATIVE REFERENCES

Ontario Regulation 298/01, sections 24, 25, 41, 42.

\*Refer to OPPORTUNITY TO COMMENT, DECISIONS AND NOTICES document, APPENDIX 2, for sample notices.

**APPENDIX TO ‘GUIDELINES TO DETERMINE SPECIAL PRIORITY STATUS’: CHECKLIST FORM FOR PROCESSING REQUEST FOR SPECIAL PRIORITY STATUS**

Name of Applicant \_\_\_\_\_

Date Request Received \_\_\_\_\_

Check list.....Mark Y (Yes) or Mark N (No)

Is the request in writing and does it state the following necessary requirements?

- a) a member of the household has been subject to abuse from another individual,
- b) the abusing individual is or was living with the household member or is sponsoring the household member as an immigrant and
- c) the abused household member intends to live permanently apart from the abusing individual. O Reg 298/01, s 24 (3)

Is the request signed by the household member making the request for inclusion in the SPP category?

If not signed refer to : O Reg. 298/01 s24 (5)

Is there a signed consent by the abused household member?

If consent not signed refer to: O Reg 298/01 s24 (7)

Has the household member making the request provided information and documents to verify the statement required in O Reg. 298/01 s24 (3) (a)?

Has SCHC requested further clarification? From whom? \_\_\_\_\_

Has SCHC requested information for the purpose of verifying statements **from one source only**?

If the information or documents cannot be provided, or the household member believes that he /she will be at risk of being abused if he/she attempts to obtain the information or documents, then do not require the household member or third party to provide them.

Is this request being made after the abused household member and abusing individual have separated?

If the abused household member and the abusing individual used to live together has the request been submitted to SCHC within 3 months after they ceased to live together?

If the separation occurred more than 3 months ago, SCHC may accept the request for inclusion in the SPP category if satisfied that it is appropriate to do so: refer to O Reg 298/01 s 24 ((14). Is this the case with this request?

Has the household member making the request indicated how they wish to receive communication from SCHC?

Their instructions are: \_\_\_\_\_

Has SCHC given written notice,\* **only to the household member who made the request**, within 7 business days after receiving the request, stating whether or not the request is complete?

Date of notice \_\_\_\_\_

After giving written notice\* that a request is not complete and subsequently it becomes complete, SCHC will promptly give a written notice,\* **only to the household member who made the request**, stating that the request is now complete.

Date of Notice \_\_\_\_\_

The request will be considered complete on the date that written notice is given by the SCHC stating that it is complete.

Does SCHC confirm that the verification record meets the requirements O Reg 298/01 s25 (4) and that it is prepared by an individual described in s 25 (5)?

Indicator \_\_\_\_\_

Referral \_\_\_\_\_

If SCHC is in receipt of third party information which may form a significant basis for a decision that a household should **not** be included in the SPP category, has a notice of the opportunity to comment\* been given **only to the household member who made the request**?

Has SCHC made the determination of SPP status within 14 days after the household's request is complete (excluding any 'opportunity to comment' time)?

Date determination is made \_\_\_\_\_

Has SCHC given written notice,\* **only to the household member who made the request**, of the decision about SPP status within 7 business days after making the determination of inclusion or not in the SPP category?

Date of Notice \_\_\_\_\_

If approved, and household meets RGI eligibility criteria, household is added to centralized waiting list as a SPP.

If household is denied status and a request for an internal review is made:

Date that request for review is received \_\_\_\_\_

Unless SCHC and the client agree on a decision beforehand, the request for an internal review is to be submitted to the Service Manager Review Panel within two days of receipt of the review request, together with other required documents (see ‘Specific Conduct Of Internal Reviews’ in INTERNAL REVIEW PROCESS policy).

Date that review request is forwarded to Service Manager Review Panel \_\_\_\_\_

\*Refer to OPPORTUNITY TO COMMENT, DECISIONS AND NOTICES document, APPENDIX 2, for sample notices.