

DIRECTIVE

DATE: November 14, 2002

NUMBER: 2002-08

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: REVIEWS OF ELIGIBILITY AND AMOUNTS PAYABLE

DELEGATED AUTHORITY

The County of Simcoe, as service manager, has delegated to Simcoe County Housing Corporation (SCHC) the task of determination of initial eligibility of applicants for rent-geared-to-income (RGI) assistance, and the reviews of eligibility of households on the centralized waiting list. Under service agreements, housing providers will carry out income testing, rent calculations, reviews of eligibility and of amounts of RGI payable by their tenants.

REVIEW OF ELIGIBILITY

Once in every 12 month period SCHC shall review the eligibility of households on the centralized waiting list and a housing provider shall review the eligibility of its tenants who are in receipt of RGI assistance to determine whether or not they continue to be eligible for RGI assistance. SCHC/the housing provider may review the eligibility of households more frequently than once in every 12 month period if SCHC/the housing provider considers such reviews to be desirable.

A household subject to review must provide such information and documents as SCHC/the housing provider may require. The information and documents must be provided **within 20 business days** after the date the household receives the written request for them. If the household fails to provide the information and documents within the specified time limits it will cease to be eligible for RGI assistance. **SCHC/the housing provider may extend the time limits** if it is satisfied that the household acted in good faith and if it considers that it is reasonable to grant the extension in the circumstances.

If SCHC/the housing provider is satisfied that the household or third party cannot provide information or a document, or the household member who has requested special priority status for the household believes that she/he will be at risk from the abusing individual in attempting to obtain the information or document, then SCHC/the housing provider will not require the household or third party to provide such information or document.

Signed consents by each household member 16 or older to disclosure of information and documents for review purposes may be required.

If a household member is unable to sign the consent or to give a valid consent, an authorized person may sign on the member's behalf.

REVIEW OF AMOUNT OF RGI ASSISTANCE PAYABLE BY A HOUSEHOLD

Once in every 12 month period after a household begins to receive RGI assistance, the housing provider shall review the RGI payable by the household and shall determine whether the rent should be reduced, be increased or remain the same. The housing provider may review the RGI payable more frequently than once in every 12 month period if the housing provider considers such a review to be desirable.

The requirements for and exceptions to the provision of information, documents and consents are the same as for reviews of eligibility. Verification of income and assets will always be required.

INCREASES OF LESS THAN \$10.00

If, on a review of the amount of RGI payable by a household, it is determined that the amount of RGI payable by a household should be increased by less than \$10.00, the increase **will not** be implemented.

WHEN CHANGES TAKE EFFECT

If, on a review, the housing provider determines that the amount of RGI payable by the household should be reduced, the rent reduction takes effect on the first day of the month following the month in which the housing provider gives the household written notice of the decision to reduce the RGI payable.

E.g. The housing provider gives a household written notice on July 8 of a reduction in RGI payable. The rent reduction takes effect on August 1.

If, on a review, the housing provider determines that the RGI payable by a household should be increased, the rent increase takes effect on the first day of the second month following the month in which the housing provider gives the household written notice of the decision to increase the RGI payable.

E.g. The housing provider gives a household written notice on July 8 of an increase in RGI payable. The rent increase takes effect on September 1.

Please note that the dates that changes outside of a review take effect may be different from those of changes at a review (Refer to ‘Reporting Changes Outside of a Review’ policy).

If an internal review of a decision about the amount of RGI payable by a household takes place, the effective date of the internal review decision may be different from the effective date of the original decision (refer to Ontario Regulation 298/01, section 52, subsections (10) – (14)).

CESSATION OF ELIGIBILITY

A household ceases to be eligible for RGI assistance if it fails to comply with the requirements of an eligibility review.

A household ceases to be eligible for RGI assistance if it fails to comply with the requirements of a review of RGI payable by the household.

A household ceases to be eligible for RGI assistance if for 12 consecutive months the RGI payable by the household is equivalent to market rent.

CONSEQUENCES OF CESSATION OF ELIGIBILITY

If the housing provider determines that a household receiving RGI assistance has ceased to be eligible for such assistance, the month as of which the provision of RGI assistance must cease and the payment of higher rent must begin is the month immediately following the 90th day after the date the housing provider gives the household written notice of the decision that the household has ceased to be eligible for RGI assistance. However, the household may request an internal review of this decision.

LEGISLATIVE REFERENCES

Ontario Regulation 298/01, sections 11, 12(1), 12(4), 14, 52.