



# SOCIAL HOUSING POLICIES



<b>DIVISION:</b>	Social and Community Services		
<b>POLICY SECTION:</b>	Social Housing	<b>EFFECTIVE DATE:</b>	1/1/2021
<b>SUBJECT:</b>	Housing Preference(s)		
<b>POLICY NUMBER:</b>	2021-NP-03	<b>SUPERCEDES:</b>	2003-10

## 1. PURPOSE

1.1 This policy is intended for use by all County of Simcoe housing providers that operate a designated housing project under the Housing Services Act (including former OCHAP/CSHP) and the Centralized Waitlist (CWL).

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Municipal & Private Non-Profit

Co-Operatives

Federal Non-Profit

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Rent Supplement \*

*\*including former OCHAP/CSHP*

CWL

Simcoe County Housing

1.2 This policy is intended for use in outlining the requirements related to an applicant household's selection of preferred housing locations.

## 2. POLICY STATEMENT

2.1 The County of Simcoe in its capacity as Service Manager is required to administer and enforce the requirements of the Housing Services Act, 2011 and its related Ont. Regulations including ensuring the selection system has provisions for household preference(s).

## 3. REFERENCES

Housing Services Act, 2011, Sections 47 (3)  
O. Reg. 367/11, section 46.1

## 4. SCOPE

4.1 The Service Manager shall have a system for selecting households from those waiting for financial assistance in the housing projects in the Service Manager's service area and the system must comply with the prescribed requirements.

- 4.2 The Service Manager's system for selecting households must include rules that provide for a household to indicate preferences for housing projects in the Service Manager's service area.
- 4.3 By way of an application, and in accordance with the Service Manager's policy on determining eligibility, an applicant household may choose as many locations from within the Service Manager's service area as they deem necessary to meet their household needs and in accordance with any/all occupancy standards as established by the Service Manager.
- 4.4 An applicant household may indicate a preference for:
  - a) all sizes of units within the service area in respect of the range in which the household is eligible to receive financial assistance under the Service Manager's occupancy standards; or
  - b) the largest of the units described in section 4.4 a)
- 4.5 Until an applicant household has indicated a preference for a housing project, the preference of the applicant household shall be any housing project in the Service Manager's service area or in any part of the service area that meets the applicant household range and as determined by the Service Manager.
- 4.6 An applicant household can add, change, or remove its preference(s) for a housing project at any time throughout its duration on the centralized waiting list (CWL) and the addition, change, and/or removal will be indicated on the CWL.
- 4.7 The housing preference(s) made on an application by the applicant household will be indicated on the CWL.
- 4.8 A preference for a housing location whereby the applicant household does not meet a housing provider's mandate, and where such mandates are outlined in a Service Manager policy, shall not be indicated on the CWL.
- 4.9 Despite section 4.8, and in accordance with a Service Manager policy related to housing seniors, an applicant household may indicate a preference for seniors housing and the preference shall be indicated on the CWL if a member of the household is at least 57 years of age. The household will not be allowed to move into the seniors project until a member of the household reaches 60 years of age.
- 4.10 Despite section 4.9 and after January 1, 2021, an offer for seniors housing to an applicant household whereby no member of the household has yet turned 60 years of age will not generate an immediate cancellation from the CWL.
- 4.11 An applicant household that is not in receipt of financial assistance and currently occupies a unit in a designated housing project may indicate a preference to receive financial assistance for the unit it occupies if the unit meets the Service Manager's occupancy standards for the range and size of the household.
- 4.12 This policy has relation to other Service Manger policies including but not limited to those which outline the rules of the CWL, the system for selecting waiting applicant households and established priorities, determining eligibility, occupancy standards, housing seniors, local rules, financial assistance, and reasons for refusal.

## 5. PROCEDURES

- 5.1 The Service Manager has established, in accordance with prescribed legislation that it operates a CWL through a management software system that complies with legislation, regulations and local policies.
- 5.2 Under delegation by the Service Manager, CWL staff manage the CWL and the indication of housing preference(s) on the CWL.
- 5.3 CWL staff will indicate all eligible applicant household preferences on the CWL.
- 5.4 Under legislation, regulations and the Service Manager's policies, housing providers, CWL staff, and applicant households are required to adhere to the rules of the Centralized Waitlist (CWL) system.
- 5.5 To be included on the CWL, an applicant household must complete the application process, as outlined in the Service Manager's policy related to determining eligibility and adhere with the rules of this policy.
- 5.6 In accordance with eligibility, occupancy standards, the rules of the CWL, all established policies, and this policy, an applicant household will advise CWL staff, and complete all the necessary documentation, as required, to maintain their place on the CWL.
- 5.7 In accordance with eligibility, occupancy standards, the rules of the CWL, all established policies, and this policy, an applicant household will advise CWL staff, and complete all the necessary documentation, as required, when indicating an addition, a change and/or a removal of their housing preference(s).
- 5.8 Contact your Program Supervisor with any questions or concerns as to the application of this policy.