

DIRECTIVE

DATE: November 14, 2002

NUMBER: 2002-07

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).

✓	Federal/Provincial Non-Profit Housing Program	✓	Rent Supplement - Commercial
✓	Ontario Non-Profit Housing Programs	✓	Rent Supplement-Homelessness Initiative
✓	Federal/Provincial & Ontario Co-operative Housing Programs	✓	Rent Supplement-OCHAP & CSHP
✓	Simcoe County Housing Corporation		

SUBJECT: RENT-GEARED-TO-INCOME ASSISTANCE: REPORTING CHANGES OUTSIDE OF A REVIEW

DELEGATED AUTHORITY

The County of Simcoe, as service manager, has delegated the receipt of applications for rent-geared-to-income (RGI) assistance, the determination of initial eligibility for RGI assistance, and the management of the centralized waiting list to Simcoe County Housing Corporation (SCHC). Also, The County has entered into agreements with housing providers to calculate and review the amounts of RGI payable by households and to conduct RGI eligibility reviews of their tenants.

APPLICANTS AWAITING RGI ASSISTANCE

If there is a change in the following information that a household has provided to SCHC with respect to its application, the household must provide the updated information to SCHC, either verbally or in writing, **within 20 business days** from the date that the information ceases to be accurate:

- Address or telephone number
- Chosen locations of residence
- The household composition

- Contact person

RECIPIENTS OF RGI ASSISTANCE

A household in receipt of RGI assistance must give the housing provider **written notice** setting out any change in information that the household has provided to the housing provider **within 20 business days** after each change. Where there has been a change in a document, the household must provide the changed document, e.g. pay stub or support payment verification, to the housing provider **within 10 business days after the household notifies the housing provider of the change**. Written verification of changes in income or assets will always be required.

INCREASES OF LESS THAN \$10.00

If, as a result of changes in household income or assets, 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.

E.g. Upon an increase in wages of \$20.00 per month, a tenant provides written verification of her earnings. The increase should result in an increase in the amount of RGI payable by less than \$10.00. However, the change **will not** be implemented.

Later in the year the tenant receives a pay increase of \$25.00 per month. In itself, an income increase of \$25.00 per month would result in an increase in RGI payable by less than \$10.00. However, the cumulative effect of the two increases is that the tenant's income, as evidenced by her written verification, has increased by \$45.00. Therefore the amount of RGI payable by the tenant should be increased by \$13.50. Therefore the increase **will** be implemented.

WHEN CHANGES TAKE EFFECT

If a household notifies the housing provider of a change in income or assets outside of a review, which results in a reduction in the amount of RGI payable by the household, the rent reduction takes effect on the first day of the month following the month in which the change occurred.

E.g. A household notifies the housing provider on June 28 of a reduction in income, and provides verification on July 12 that the reduction was effective from June 1. The housing provider gives the household written notice on July 19 of a reduction in the amount of RGI payable, specifying that the rent reduction is effective from July 1.

If a household notifies the housing provider of a change in income or assets outside of a review, which results in an increase in the amount of RGI payable by the household, the rent increase takes effect on the first day of the second month following the month in which the change occurred.

E.g. A household notifies the housing provider on June 28 of an increase in income, and provides verification on July 12 that the increase was effective from June 1. The housing provider gives the household written notice on July 19 of an increase in the amount of RGI payable, specifying that the rent increase is effective from August 1.

Please note that the dates that changes at a review take effect may be different from those of changes outside of a review (Refer to ‘Reviews of Eligibility and Amounts Payable’ 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 53, subsections (5) – (9)).

FAILURE TO REPORT CHANGES

If a household fails to report a change or to supply a document within the specified time limits, or if SCHC/ the housing provider does not permit an exception to the time limits, the household ceases to be eligible for RGI assistance.

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.

EXCEPTIONS TO THE TIME LIMIT

If the household fails to report changes or to supply documents within the specified time limits, 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.

LEGISLATIVE REFERENCES

Ontario Regulation 298/01, sections 5(5) and 10(1), 12(1), 14, 53.