

DIRECTIVE

DATE: November 14, 2002

NUMBER: 2002-09

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).

<table border="1" style="border-collapse: collapse;"> <tr><td style="text-align: center;">✓</td></tr> <tr><td style="text-align: center;">✓</td></tr> <tr><td style="text-align: center;">✓</td></tr> <tr><td style="text-align: center;">✓</td></tr> </table>	✓	✓	✓	✓	<p>Federal/Provincial Non-Profit Housing Program</p> <p>Ontario Non-Profit Housing Programs</p> <p>Federal/Provincial & Ontario Co-operative Housing Programs</p> <p>Simcoe County Housing Corporation</p>	<table border="1" style="border-collapse: collapse;"> <tr><td style="text-align: center;">✓</td></tr> <tr><td style="text-align: center;">✓</td></tr> <tr><td style="text-align: center;">✓</td></tr> </table>	✓	✓	✓	<p>Rent Supplement - Commercial</p> <p>Rent Supplement-Homelessness Initiative</p> <p>Rent Supplement-OCHAP & CSHP</p>
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SUBJECT: RENT-GEARED-TO-INCOME ASSISTANCE: INCOME AVERAGING

DELEGATED AUTHORITY

The County of Simcoe, as service manager, has, under service agreements, delegated to housing providers the task of calculating the amounts of rent-geared-to-income (RGI) payable by their tenants.

INCOME AVERAGING

If a housing provider has reason to believe that the adjusted family income of a family unit fluctuates from month to month, the housing provider, in calculating the amount of RGI payable by the household, **may use**, as the adjusted family income of the family unit for a month, the average monthly adjusted family income of the family unit **over a period of no more than eight weeks**.

Even when income is averaged, **the household needs to continue to report changes in income** in keeping with County policies (refer to RGI policies ‘REPORTING CHANGES OUTSIDE OF A REVIEW’ and ‘REVIEWS OF ELIGIBILITY AND AMOUNTS PAYABLE’).

EXAMPLES

Month	Actual Monthly Income	RGI Payable	8 Weekly Average Income	RGI Payable
Jan.	1000	300*	1050	315*
Feb.	1100	300*	1050	345*
Mar.	1100	300	1150	315
Apr.	1200	330	1150	315
May	1100	330	1150	315
Jun.	1200	330	1150	345
July	1300	330	1300	345
Aug.	1300	360	1300	345
Sept.	1100	390	1050	345
Oct.	1000	330	1050	390
Nov.	1000	300	1150	315
Dec.	1300	300	1150	315
Totals	13700	3900	13700	4005

Please note that 30% of client's annual income is \$4110.00.

*Assumes income of previous Sept.-Dec. was same as this year's Sept.-Dec.

Month	Actual Monthly Income	RGI Payable	8 Weekly Average Income	RGI Payable
Jan.	0	85*	0	150*
Feb.	0	85*	0	150*
Mar.	0	85	0	85
Apr.	0	85	0	85
May	2000	85	2500	85
Jun.	3000	85	2500	85
July	3600	600	3600	85
Aug.	3600	750**	3600	750
Sept.	3500	750**	2500	750
Oct.	1500	750**	2500	750**
Nov.	1000	450	500	750
Dec.	0	300	500	750
Totals	18200	4110	18200	4475

Please note that 30% of client's annual income is \$5460.00.

*Assumes income of previous Sept.-Dec. was same as this year's Sept.-Dec.

**Assumes Market Rent is \$750.00 per month.

Please Note that the amounts of RGI payable in the above tables have been calculated as follows:

- where there is a change in actual monthly income or average monthly income 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.
- where the change 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.

LEGISLATIVE REFERENCES

Ontario Regulation 298/01, sections 50(13), 53(2), 53(3).