



NIAGARA
REGIONAL
HOUSING



NRH Notice

NUMBER: 03-01
DATE: January 28, 2003

Mandatory
 For Information

Applicable to:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Municipal & Private Non Profit |
| <input checked="" type="checkbox"/> | Co-operatives |
| <input type="checkbox"/> | Federal Non Profits |
| <input checked="" type="checkbox"/> | OCHAP/CSHP |
| <input checked="" type="checkbox"/> | Rent Supplement |

Subject: Applicant and Tenant/Member Reporting Rule

Act/Regulation Reference: *Social Housing Reform Act*, Section 94 and O.Reg. 298/01, Sections 5, 6, 10, 11 & 12.

Policy:

Niagara Regional Housing (NRH) has established the following policy for applicants and tenants/members applying for or receiving rent geared-to-income assistance:

- ♦ That the required timeframe for tenant/member households to report changes in income and assets and/or household composition be 30 days; and
- ♦ That applicant households be required to report changes in household composition and/or contact information within 10 business days; and,
- ♦ That applicant households be required to report changes in income and assets every 12 months or as requested by NRH.

Background:

The *Social Housing Reform Act, 2000* and accompanying regulations stipulate that a household becomes ineligible to apply for, and/or receive RGI assistance when it fails to submit changes in information (in writing) within 10 business days from the date that the information ceases to be accurate, or within such longer period as the service manager may allow.

Historically tenants and members have been required to report changes in income in the previous calendar month in order to affect a rent/housing charge change in the current month.

NRH has adopted this policy recognizing that 10 business days is not an adequate period of time to report income changes and that this short reporting period can cause undue concern for applicants and tenants/members and increase administrative efforts for housing providers. However, 10 business days for applicants to report changes in household composition and/or contact information is considered appropriate to ensure that the waiting list is current and that applicants can be offered units without delay.

Implementation:

This policy is effective immediately.

- ♦ **Service Manager's Role**

NRH will confirm that tenants/members of Housing Providers have been advised of these requirements for notice of change in income and assets and/or household composition during the operational review process to ensure compliance. NRH will also notify all applicants of these reporting requirements.

- ♦ **Housing Provider's Role**

Housing providers are to advise their tenant/members of the requirements for notice of change in income/assets and changes to household composition.

Housing providers are to keep details of dates of receipt of changes in information provided by tenants/members in the tenant/member files.

If you have any questions regarding this policy, you may contact Housing Access and Community Programs at (905) 935-7645.

If you have any questions regarding the *Social Housing Reform Act, 2000* go to www.e-laws.gov.on.ca or contact your Housing Administrator.

(Original signed by Lora Beckwith)

Lora Beckwith
General Manager