



# NRH Notice

NUMBER: 03-07  
DATE: March 7, 2003

Mandatory  
 For Information

Applicable to:

NIAGARA  
REGIONAL  
HOUSING



- Municipal & Private Non Profit**
- Co-operatives**
- Federal Non-Profits**
- OCHAP/CSHP**
- Rent Supplement**

**Subject: Absence from Units**

Act/Regulation Reference: *Social Housing Reform Act*, Section 75 and O. Reg. 298/01, Section 13

**Policy:**

Niagara Regional Housing (NRH) has set the maximum period for tenants/ members who are absent from a unit at 60 consecutive days, for reasons other than medical, after which time the tenant/member would cease to be eligible for RGI assistance.

Housing Providers can request an extension to this maximum period in exceptional circumstances from Niagara Regional Housing on a case-by-case basis.

This policy will be reviewed after one year, once a list of exceptional circumstances has been developed based on housing provider experience.

**Background:**

O. Reg. 298/01 Part III Section 13 sets the period and circumstances under which a tenant/member receiving RGI assistance may be absent from a unit without losing RGI eligibility. This section also allows the service manager to set a period that can be greater than but not less than 60 days. Absences for medical reasons are exempt from the 60 day maximum.

NRH has set the maximum absence period at 60 days as set out in the regulations with the provision that requests for absences for periods greater than 60 days due to exceptional circumstances will be reviewed and approved by NRH on a case-by-case basis. The policy will be reviewed after one year. By then, a list of exceptional circumstances will have been developed based on requests received from providers. This list, along with guidelines, will then be sent to housing providers who can approve future tenant/member requests for absences greater than 60 days without having to obtain NRH approval.

## **Implementation:**

This policy is effective immediately.

### **◆ Service Manager's Role**

NRH will review Housing Provider's practices regarding extended absences from units by tenants/members during the operational review process. All requests for approval of absences greater than 60 days will be reviewed for approval by NRH. The reasons given for these requests will be assembled for possible inclusion on the list of exceptional circumstances. NRH will then establish the list of exceptional circumstances, based on requests from providers, and communicate this along with guidelines to providers at that time.

### **◆ Housing Provider's Role**

Housing Providers are required to forward all requests for absences that exceed the 60-day maximum complete with supporting documentation to NRH for approval. Copies of the documentation should be maintained in the tenant/member file for future review.

If you have any questions regarding this policy, please contact your Housing Administrator at (905)-692-9201.

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

(Original signed by Lora Beckwith)

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Lora Beckwith  
General Manager