



# Notice

Number: 07-07

**APPLICABLE TO:**

**DATE: May 22, 2007**

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

<input checked="" type="checkbox"/>	<b>Mandatory</b>
<input type="checkbox"/>	<b>For Information</b>

Subject Ongoing Eligibility for Geared-to-Income-Subsidy

### Background

The Social Housing Reform Act 2000, and specifically O. Reg. 298/01,11(1),requires service managers to determine ongoing eligibility for every household in receipt of rent-geared-to-income (RGI) assistance, once in every 12 month period, and more often if necessary. The household subject to the review is required to provide all information as the service manager deems necessary, O.Reg. 298/01, Section 52 (1-3). The responsibility for completing these reviews was transferred to housing providers through the Service Agreement.

### Ongoing Eligibility includes:

#### Household income

- Full disclosure of all income and assets amounts, including all appropriate supporting documentation.

#### Legal Resident of Canada

- Canadian Citizen, Permanent Resident of Canada (if copies of permanent status is on file, it is not necessary to obtain it every year).
- Refugee Claimant to confirm current status and that no removal order has become enforceable.

#### Age Requirement

- At least one member of the household must be 16 years of age or older.

#### Live Independently

- Whether the household members can live independently with or without support services (self declared on Income Declaration Package).
- An individual is able to live independently if they are able to perform the normal essential activities of daily living.
- An individual is able to live independently if the individual has obtained support services and can demonstrate that the services would be provided when they are required.

Homeowner

- Whether a homeowner has provided verification of the sale of their home (within 6 months of being housed) and that the proceeds from the sale are included in the household assets. (Households are not required to sell any home that is not suitable for year round occupancy).

Modified Units

- If the household occupies a modified unit, at least one member of the household must continue to require the modifications provided by the unit.

Pursuit of Income

- Confirmation that all members of the household have pursued all sources of income that they may be eligible for including:
  - Social Assistance (OW or ODSP)
  - Divorce or support payments
  - Employment Insurance
  - Government pensions
  - Support or maintenance from a sponsor under the Immigration Act

Occupancy Standards

- Confirmation that the household meets the occupancy standards for the unit.

Repayment Agreements

- Confirmation that any repayment agreements with any other social housing provider are being honoured

**Forms Provided**

NRH's annual income declaration packages have been revised to include ongoing eligibility, as follows:

<u>Form Name</u>	<u>Form Number</u>
1. <u>Package A Senior/Adult Income Declaration Package:</u>	Appendix A
• Senior Income Verification (cover page)	S1
• Definition of Income and Assets	S2
• Senior/Adult Income/Asset	S3
• Senior/Adult Ongoing eligibility/Declaration	S4
• Employment Verification ( <i>if required</i> )	Schedule 1
• Verification of Assets (Income Producing) ( <i>if required</i> )	Schedule 2
• Tenant/Member Information (sample included for your information)	Optional Page
2. <u>Package B Family Income Verification:</u>	Appendix B
• Family Income Verification (cover page)	F1
• Definition of Income & Assets	F2
• Family Income Income/Assets	F3
• Family Ongoing eligibility/Declaration	F4
• Employment Verification (if required)	Schedule 1
• Verification of Assets (Income Producing) (if required)	Schedule 2
• Tenant/Member Information (sample included for your information)	Optional Page

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|------------------------------------|------------|
| 3. Move-In/Annual Review Checklist | Appendix C |
| 4. Annual Review Checklist         | Appendix D |

These forms are also available on our website at [www.nrh.ca](http://www.nrh.ca) under the Providers' section.

Income declaration packages must be used at move-in for annual income verifications and in-year income changes for all tenants/members in receipt of geared-to-income subsidy. The checklist or an equivalent form is to be included in every household file as a quick tool to assess the current status of the household.

### **Service Manager's Role**

Niagara Regional Housing will review the procedures used by providers in calculating RGI assistance and in applying the requirements of the SHRA including ongoing eligibility during operational reviews. Standardized forms will ensure that consistent information is collected from all households.

### **Housing Provider's Role**

Housing providers are required to use the new forms effective immediately for all new tenancies/occupancies, annual income reviews and mid-year income changes.

If you have any questions regarding this notice, please contact your Housing Administrator.

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Lora Beckwith, General Manager

Attachments: Appendix "A" - Senior/Adult Income Declaration Packages  
Appendix "B" - Family Income Declaration Package  
Appendix "C" - Move-In Checklist  
Appendix "D" - Annual Review Checklist