



ADMINISTRATION MANUAL

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| SUBJECT: | Application Ranking Date Policy | POLICY/PROCEDURE #: C-20 |
| SECTION: | C - General Administration | |
| IMPLEMENTATION DATE: | January 2012 | APPROVED BY: Lora Beckwith, General Manager |
| REVISION DATE(S): | | |
| REASON FOR CHANGE: | Implementation of Housing Services Act (effective January 1, 2012) | SIGNATURE: <i>Original Signed by Lora Beckwith, General Manager</i> |
| RELEVANT LEGISLATION: | Housing Service Act, s. 48 O.Reg.367/11, s. 52-58 | |

PURPOSE

To inform all Niagara Regional Housing (NRH) staff and housing providers of the mandatory requirements, local rules and requirements related to the Housing Services Act (HSA) and associated regulations related to one date application ranking.

BACKGROUND

The HSA requires the priority of households to be determined by the date a household’s application for rent-geared-to-income assistance was complete. This means that applicants who choose additional building selections after their original application date will maintain their original application date for all subsequent selections.

POLICY

NRH will adopt the one-date ranking system for all applicants on the Affordable Housing Waiting list.

PROCEDURE

NRH will convert all applicant files and reset all chronological dates to their original application date. This will allow applicants to use their original application date if they choose additional housing selections after their original application is submitted.

EXCEPTION: Application dates for households with Special Priority status, Health & Safety or any other local priority group will continue to be the date they requested inclusion in the group.