



ADMINISTRATION MANUAL

SUBJECT:	Tenant RGI Eligibility Review	POLICY/PROCEDURE #: C-22
SECTION:	C-General Administration	
IMPLEMENTATION DATE:	February 2012	APPROVED BY: General Manager
REVISION DATE(S):		SIGNATURE: <i>Original Signed by Lora Beckwith, General Manager</i>
REASON FOR CHANGE:	Implementation of Housing Services Act (effective January 1, 2012)	
RELEVANT LEGISLATION:	Housing Services Act, 2011, s. 52 O. Reg 367/11, section 59 - 60	

PURPOSE

To inform Niagara Regional Housing (NRH) staff and housing providers of the mandatory requirements, local rules and requirements related to the new Housing Services Act (HSA) and associated regulations related to the review of RGI eligibility.

BACKGROUND

The review of RGI eligibility under the HSA remains unchanged from the Social Housing Reform Act (SHRA) and requires eligibility to be reviewed a minimum of once every 12 months.

However, the HSA allows flexibility in requiring certain information. A household is not required to provide information or documentation in certain extenuating circumstances if:

- The provider is satisfied the household is unable to provide them;
- If the household is living in alternative housing and is unable to provide them; and,
- Special Priority household may be at risk of future abuse if they provide them.

POLICY

Ongoing eligibility is to be reviewed a minimum of once in every 12 month period. Flexibility is allowed under the circumstances noted above.

PROCEDURE

NRH and all housing providers are to continue to conduct eligibility reviews a minimum of once in a 12 month period for all RGI households. For current RGI recipients, O. Reg. 367/11 sets out the HSA transitional rules for the annual review process:

- a) If, as of January 1, 2012, a household has already had an annual RGI eligibility review under the SHRA since their last anniversary date, the first eligibility review under the HSA does not need to be conducted until sometime during the 12 months after their next anniversary date. For example:

Tenant Anniversary Date	Annual Eligibility Review	Next Annual Review
March 1, 2011	Dec 1, 2011	Must be conducted between March 1, 2012 and March 1, 2013

- b) If, as of January 1, 2012, a household's most recent annual RGI eligibility review was conducted prior to their last anniversary date, then the first eligibility review under the HSA must occur before their next anniversary date. Subsequently, eligibility reviews can occur any time during the 12 months after each anniversary date. For example:

Tenant Anniversary Date	Annual Eligibility Review	Next Annual Review
March 1, 2011	none	Must be conducted on or before March 1, 2012;