

NRH Notice 14-05
Occupancy Standards - Local Rule Details

Rule 1: Disability or Medical Condition (HSA mandatory)

Policy	Process
<p>Allows for an additional bedroom for medical or disability related reasons.</p> <p>There are 2 circumstances under which an additional bedroom may be requested:</p> <ol style="list-style-type: none"> 1. A household member requires a separate bedroom because the use of required medical equipment substantially interferes with the sleep patterns of the spouse/same-sex partner. 2. More than 1 piece of large medical equipment is needed for mobility, and an additional bedroom is required for storage of the equipment. 	<p>A household who requires an additional bedroom for medical reasons must have their doctor complete the <i>Additional Bedroom Request (Appendix A)</i>.</p> <p><u>Initial Assessment (Applicant and/or Tenant/Member):</u> Housing Access will assess and approve all initial requests for an additional bedroom due to medical/disability reasons.</p> <p><u>Annual Verification:</u> As part of their annual eligibility review, the housing provider is required to verify the continued need for an additional bedroom due to medical reasons. The provider is required to have the household complete the Additional Bedroom Request form, where the need is not visually apparent.</p>

Rule 2: Number of Bedrooms

Policy	Process
<p>Allows a range from smallest to largest unit.</p> <p>Largest – one bedroom for any two members of the household who are spouses of each other; one bedroom for each additional member, including pregnancy.</p> <p>Smallest – one bedroom for every two members of the household, and an additional bedroom if there is an odd number of members in the household;</p>	<p>Applicants can apply for a range of bedroom sizes, as per policy.</p> <p>Housing Access will assess and approve the number of bedrooms eligible for the household.</p>

Rule 3: Accessible Unit

Policy	Process
<p>NRH is the special needs housing administrator for all accessible units without supports for all housing providers, and determines initial eligibility for the accessible units.</p>	<p>Households must have their doctor complete the <i>Accessible Unit Request Form (Appendix B)</i> as part of their application for an accessible unit.</p>

<p>Occupancy standards do not apply to accessible units; however, the household cannot exceed a maximum of 2 people per bedroom in their application for an accessible unit.</p>	<p><u>Initial Assessment (Applicant and/or Tenant/Member):</u> Housing Access will assess initial eligibility for all accessible units without supports.</p> <p>Applicants who are approved for an accessible unit will be added to their choice of communities that have the appropriate accessible units.</p> <p>If an accessible unit is approved for an existing tenant/member household, the housing provider is required to add the household to their internal transfer list (if they have the appropriate accessible units). If they do not have the accessible units, the household is required to apply to the centralized waiting list for communities that have the appropriate accessible units, as a new application.</p> <p>When an accessible unit becomes available, the top-ranked household that needs the specific modifications will be offered the unit. Housing providers will use their internal transfer list first, and then the centralized waiting list to fill their accessible units without supports.</p> <p><u>Annual Verification:</u> As part of their annual eligibility review, the housing provider is required to verify the continued need for an accessible unit. The provider is required to have the household complete the Accessible Unit Request form, where the need is not visually apparent.</p>
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Rule 4: Joint Custody/Visitation

Policy	Process
<p>Households who have joint custody/visitation for children up to the age of 18, will be eligible for bedrooms according to the “number of bedrooms” criteria.</p> <p><u>Note Requirements for Children Who Turn 18:</u></p> <p>Applicants Children 18 years and older must decide their primary residence. Additional bedrooms will not be provided for the secondary parent under any custody/visitation arrangement for children 18 years of age and older. Housing Access will obtain confirmation from applicants who turn 18 years old, during the eligibility review process. Confirmation is only required once.</p>	<p><u>Initial Assessment (Applicant):</u> At initial application to the centralized waiting list, a household must provide:</p> <ul style="list-style-type: none"> a) Copy of court order confirming the joint custody/visitation arrangements. b) If there is no court-ordered custody/visitation document, a <i>Parental Declaration Form (Appendix C)</i> must be completed. <p><u>Annual Verification:</u> As part of their annual eligibility review, the housing provider is responsible to verify -</p> <ul style="list-style-type: none"> a) Joint custody/visitation arrangements in situations where households have recently separated; and, b) the continued need for an additional bedroom for children who reach 18 years old. This confirmation is requested only once when a child turns 18.

<p>Tenants/members Under joint custody/visitation arrangements, children 18 years and older are not entitled to an additional bedroom, and must provide confirmation to their housing provider of their primary residence.</p> <p>The secondary parent/household, if in a subsidized unit, may be deemed overhoused, and must comply with NRH’s local rule regarding overhoused households.</p>	<p>Housing providers are required to use the Parental Declaration Form annually to verify the joint custody/visitation arrangements.</p> <p>Housing providers are required to use the attached Primary Residence Declaration Form (Appendix D) to confirm the primary residence of all children who reach 18 years old. Confirmation is required once, when the child turns 18.</p>
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Rule 5: Overhoused

Policy	Process
<p>An overhoused rule is subject to local discretion, but must include the following mandatory requirements:</p> <p>Household continues to be eligible for RGI and is not required to move for one year from date of overhoused notice;</p> <p>Household is required to follow the service manager’s process for transferring to an appropriate sized unit.</p> <p>The process for overhoused is shown on Appendix E – Overhoused Process Flowchart</p>	<p>Initial Assessment (Tenant/Member): When a household is deemed to be overhoused by a housing provider, the household is placed on the housing provider’s internal transfer list, if the housing provider has units with the appropriate number of bedrooms. The household is not required to move for one year from the date of their overhoused notice. Any offers made while household is on the internal transfer list do not count.</p> <p>If there are no units with the appropriate number of bedrooms, the household is placed on the centralized waiting list. (Refer to Appendix F for Sample Letter to Tenant/Member). The housing provider is to complete the Overhoused Form (Appendix G) and send it to Housing Access.</p> <p>After the expiry of the first year, the housing provider is required to:</p> <ol style="list-style-type: none"> a) complete the Overhoused Form (Appendix G) and submit it to Housing Access; and, b) Advise the household in writing that Housing Access has been advised that the one year has expired and that they will be contacted by Housing Access to proceed to the next step in the overhoused process (Refer to Appendix H for Sample Letter to Tenant/Member).

Rule 6: Students (HSA Mandatory)

Policy	Process
<p>A child, who lives away from the household while in attendance at school (full or part-time) but who is financially dependent on the household, is treated as part of the household for occupancy standards.</p>	<p>Initial Assessment (Applicant): At initial application, Housing Access will obtain appropriate supporting documentation from the school (<i>enrollment verification</i>) to support need for additional bedroom for child who is in attendance (full or part time) in school, away from home.</p>

	<p><u>Annual Verification:</u> As part of their annual eligibility review, the housing provider is required to verify the continued need for an additional bedroom for children attending school. Housing providers are required to obtain enrollment verification for each child in attendance at a school away from home.</p>
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Rule 7: Caregivers

Policy	Process
<p>Caregivers are friends, relatives, or support agency staff that moves into a household unit to provide daily supports to the person living in the unit.</p> <p>A minimum of 4 nights per week is required in order for the household to be eligible for an additional bedroom (households who have caregivers stay overnight less than 4 nights per week will not be eligible for an additional bedroom to accommodate the caregiver).</p> <p>Caregiver’s income is not included in the household’s calculation of RGI.</p> <p>Caregiver is not a party to the lease/occupancy agreement.</p> <p>Caregiver is not subject to eligibility criteria.</p>	<p><u>Initial Assessment (Applicant and/or Tenant/Member):</u></p> <ol style="list-style-type: none"> 1. The applicant must complete an NRH Application Form and the caregiver must complete a <i>Caregiver information Form (Appendix I)</i>. 2. A doctor’s note must be provided detailing the need for an overnight caregiver, including the number of nights required. 3. Housing Access Supervisor will assess the caregiver application for eligibility. The Housing Access Supervisor will advise the household (<i>and housing provider, if applicable</i>). Applicants will be added to their choice of communities with the appropriate number of bedrooms. 4. If approved for existing tenant/member households, the housing provider is required to place the household on its internal transfer list, if there are units of the appropriate size in the housing provider portfolio. If there are no units of the appropriate size, the household is required to apply to the centralized waiting list as a new application. <p><u>Annual Verification:</u></p> <ol style="list-style-type: none"> 5. As part of their annual eligibility review, the housing provider is required to verify the continued need for a caregiver. The <i>Caregiver Information Form</i> should be completed annually and be supported by a doctor’s note. 6. If the household’s circumstances change, and the caregiver is no longer required, the caregiver is required to move out of the unit. 7. If the caregiver remains in the unit, they are subject to eligibility criteria and their income must be included in the calculation of the household’s rent/housing charge. The provider’s process for adding an occupant should apply.

Rule 8: Kinship Care

Policy	Process
<p data-bbox="107 239 703 422">Agreement between household and Children’s Aid Society that allow children (known to household but not necessarily related) to live temporarily/permanently with the household.</p> <p data-bbox="107 472 703 655">Typically, initial kinship agreements are for 6 months. Depending on the circumstances, the agreement may be extended temporarily, permanently, or children may be returned to their natural parents.</p> <p data-bbox="107 705 675 850">Kinship care agreements that have been in existence for more than 6 months will be taken into consideration for inclusion in the household.</p>	<p data-bbox="727 239 1463 270"><u>Initial Assessment (Applicant and/or Tenant/Member):</u></p> <ol data-bbox="727 279 1503 619" style="list-style-type: none"><li data-bbox="727 279 1503 348">1. Applicants/tenants may request to include a child as part of the household under kinship care arrangements.<li data-bbox="727 396 1503 619">2. Housing Access Supervisor will review the initial application and copy of kinship agreement, and obtain confirmation from FACS that the kinship agreement has been in existence for more than 6 months <u>and</u> that there is an expectation that the arrangement will continue. <p data-bbox="727 667 995 699"><u>Annual Verification:</u></p> <ol data-bbox="727 707 1503 930" style="list-style-type: none"><li data-bbox="727 707 1503 930">3. On an annual basis, the housing provider is responsible for reviewing kinship care arrangements, as part of the annual eligibility review process. Housing providers are required to contact FACS and obtain written confirmation of the continuance of the Kinship Care Agreement.