

APPENDIX “A”

NRH NOTICE 16-04 - CEASE TO QUALITY FOR RGI ASSISTANCE

Reason for Ineligibility/Loss of RGI assistance	Remedy	Requalification
Annual Eligibility Review and or supporting documentation <b>not</b> returned by deadline	O.Reg.298/01 s.12(h)  90 day Notice – rent increase to Market	Housing provider has discretion to extend time up to 89 days for RGI household to request review of decision of ineligibility. RGI household must submit all outstanding information /documentation required to complete annual renewal within 90 day notice period.  If nothing received from RGI household decision is final. Rent increased to market in 90 days. <b>NO FURTHER APPEAL OR RECONSIDERATION.</b> RGI household must reapply to centralized waitlist for RGI.
Annual Eligibility review reveals previously unreported income not declared within 30 day timeframe	O.Reg. 298/01 s.12(h)  90 day Notice – rent increase to Market	If undeclared income spans a period of <b>less than 12 months</b> and the household has provided all the information needed to calculate the rent the housing provider has discretion to allow household to remain as RGI. Housing provider uses information to calculate RGI rent owed and pursues repayment. RGI household must sign and maintain a repayment agreement for rent owed based on undeclared (inaccurately reported) income.  If undeclared income spans <b>more than 12 months</b> (a period prior to last annual review) housing provider cannot exercise discretion – situation treated as a Failure to Declare within 30 days - 90 day notice issued advising rent increasing to Market. Housing provider uses information to calculate the amount of rent owed and pursues repayment. Housing provider may also pursue eviction for misrepresentation of income.
Arrears owing to former social housing provider Or RGI household has failed to honour previous repayment agreement	90 day notice rent increase to market	Housing provider has discretion to extend time for internal review. Within the 90 day notice period household must negotiate a repayment agreement with former housing provider and must provide proof of repayment to current landlord. If household does not pay the outstanding arrears or if the household does not provide evidence of a repayment agreement within the 90 day notice period the original decision stands – the rent increases to market in 90 days. The household must reapply for RGI assistance through the Housing Access Centre.
Failure to pursue income: <ul style="list-style-type: none"> <li>• Ontario Works</li> <li>• ODSP</li> <li>• Child/Spousal support</li> <li>• E.I.</li> <li>• Immigration Sponsorship</li> <li>• Pension or entitlement from Provincial or Federal government</li> </ul>	O. Reg. 298/01 s.12 (h)  90 day notice rent increase to market	Housing provider may use discretion to extend time for internal review. If within the 90 day notice period the household is able to provide evidence that they have made a genuine effort to receive any entitlement they may be eligible for, the housing provider may reinstate RGI.  If nothing received from the RGI household the decision is final - rent increases to market . Household must reapply for RGI assistance through the Housing Access Centre.

Market rent paid for 12 consecutive months due to income (12 month rule)	O. Reg. 298/01 s. 12 (4) 90 day notice rent increase to market	Not an area for housing provider discretion. Cannot “undo” 12 consecutive months of paying market rent. Household must receive notice of decision advising them of their ineligibility and be offered opportunity to request review. In this situation ONLY the household may apply for MKT to RGI. See NRH Notice 10-08.
Unapproved absence from unit for more than 60 days. Includes tenants who fail to move in within 60 days of lease signing.	O. Reg. 298/01 s.12 (h) NRH Notice 12-09  90 day notice rent increase to market	Not an area for housing provider discretion. Cannot “undo” an absence of more than 60 days.  RGI household must reapply for RGI assistance through the centralized waitlist.
Household deemed overhoused refuses 2 offers or refuses to be added to centralized wait list.	O.Reg. 298/01 s. 12  NRH Notice 14-05	Not an area for housing provider discretion. Cannot “undo” 2 refusals. Household must receive notice of decision advising them of their ineligibility and be offered opportunity to request review. Household must reapply for RGI assistance through the Housing Access Centre.