



Notice No: 19-07

Revising NRH Notice 07-07

APPLICABLE TO:

DATE: July 17, 2019

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operative
<input type="checkbox"/>	Federal Non Profit
<input checked="" type="checkbox"/>	OCHAP/CSHP
<input type="checkbox"/>	Rent Supplement

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

SUBJECT: Eligibility- Ongoing for Rent-Geared-to-Income Subsidy - Revised

BACKGROUND

The review of ongoing eligibility for every household in receipt of rent-geared-to-income (RGI) assistance under the *Housing Services Act 2011* (HSA), requires eligibility to be reviewed a minimum of once every 12 months. The household subject to the review is required to provide all information deemed necessary.

It is an offence under the HSA for a household to knowingly obtain RGI assistance for which they are not entitled. NRH has an Eligibility Review Officer (ERO) to investigate suspected cases of fraud and misrepresentation of income to ensure that social housing units receiving RGI are occupied by eligible households.

NRH has updated the **Annual Income Declaration** packages for Family and Senior/Adult to clarify certain requirements for income documentation to be provided and revised the **Consent Form to Collect, Disclose and Verify Personal Information** for household members receiving RGI assistance.

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 and to ensure that all forms are signed by household members, including dependents age 16 and older.

Service Manager's Role

NRH will monitor compliance with this Notice through the Operational Reviews.

If you have any questions or concerns regarding this notice, please contact your Housing Administrator at (905) 682-9201.

(Original signed by Donna Woiceshyn)

Donna Woiceshyn, Chief Executive Officer

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