
Housing Services Notice **No: 21-08**

APPLICABLE TO:

DATE: June 7, 2021

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

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

SUBJECT: Eligibility – RGI Simplification Annual Income Declaration Forms for Ongoing Rent-Geared-To-Income (RGI) Subsidy

BACKGROUND

On September 23, 2019 the Province of Ontario made amendments to Ontario Regulation 367/11 under the Housing Services Act, 2011. These amendments changed some of the eligibility rules for Rent-Geared-to-Income (RGI) assistance and are intended to support RGI simplification.

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 after move-in. The household subject to the review is required to provide all information deemed necessary.

At the annual RGI review, the housing provider is required to review:

- continued eligibility for RGI
- the amount of RGI payable
- size of unit under the occupancy standards
- eligibility for a modified unit (as applicable).

Niagara Region Housing Services has revised the **Annual Income Declaration** packages for Family and Senior/Adult households to comply with the amendments made to legislation with regards to eligibility and RGI simplification for households receiving RGI assistance.

Housing Provider's Role

To ensure that Housing Providers are collecting relevant, complete and consistent information from RGI households. Effective immediately the attached forms are required for use of all new tenancies/occupancies, annual income reviews and mid-year income review (if applicable). All forms must be signed by household members, including dependents age 16 and older.

Service Manager's Role

Niagara Region Housing Services 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.

Donna Woiceshyn, Director Housing Services

Attachments: Appendix "A" – Senior/Adult Income Declaration Package
Appendix "B" – Family Income Declaration Package
Appendix "C" – How to get NOA/Proof of Income Statement
Appendix "D" – Annual Review Checklist
Appendix "E" – Move In Checklist