

Housing Services Notice **No: 23-04**

APPLICABLE TO:

DATE: June 16, 2023

X	Municipal & Private Non Profit
X	Co-operatives
	Federal Non Profits
X	OCHAP/CSHP
X	Rent Supplement
X	Public Housing

X	Mandatory
	For Information

SUBJECT: Annual Income Declaration Forms for Rent-Geared-To-Income (RGI) Subsidy 2023

PURPOSE

This Notice is to inform Housing Providers of changes made to the Annual Review process and Annual Income Declaration Forms for all households applying for and/or receiving ongoing RGI assistance in Niagara. These changes encompass a more streamlined approach for RGI simplification as well as incorporate the local income and asset limits.

BACKGROUND

September 2019 the Province of Ontario made amendments to *Ontario Regulation 367/11* under the *Housing Services Act, 2011* (HSA) to support the simplification in the calculation of RGI assistance. On July 1, 2022 additional amendments were made to require Service Managers to set local income and asset limits for determining initial and on-going eligibility for RGI assistance.

The HSA requires the review of ongoing eligibility for every household in receipt of rent-geared-to-income (RGI) assistance 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 in order to continue to be eligible for RGI assistance.

PROCESS

At the initial offer of RGI assistance the housing provider is required to review eligibility for RGI.

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 recent amendments made to legislation with regards to eligibility for households receiving RGI assistance.

Housing Services also reviewed the existing annual review process and determined changes were required in order to align with the RGI Simplification process. *Appendix C* provides recommended timelines for the RGI review process based on the annual review date, the start of the process, right up to the point of completion for the annual RGI review.

Housing Provider's Role

Effective July 1st , 2023

Any process that is initiated after July 1st, 2023 with regards to offering a unit or an annual RGI review, you **are required to use the attached forms** for all new tenancies/occupancies, annual RGI reviews and in-year RGI reviews (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) 980-6000.

Donna Woiceshyn, Director Housing Services

Appendix A – Family Annual Income Declaration Package
Appendix B – Senior/Adult Annual Income Declaration Package
Appendix C – RGI Simplification - Annual Review Process