

# Directive

## Directive: Access System Requirements – Affordable Housing

<b>Issue Date:</b>	November 25, 2022	<b>Directive No.:</b>	AHDIR2022-04
<b>Revision Date:</b>		<b>Revision No.:</b>	

**Applicable Policy:** Application for Subsidized Housing and Waitlist Administration Policy, and Offering a Unit Policy

**Type:** Legislation/Regulation

***The policies and procedures in this Directive are applicable to all affordable units funded by the Canada-Ontario Affordable Housing program.***

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Elgin Seniors Housing Development      | <input checked="" type="checkbox"/> 2049515 Ontario Inc.                           |
| <input checked="" type="checkbox"/> United Counties of Leeds and Grenville | <input checked="" type="checkbox"/> Community Living North Grenville               |
| <input checked="" type="checkbox"/> Community Involvement Legacy Homes     | <input checked="" type="checkbox"/> Marguerita Residence Corp. Wall Street Village |

### BACKGROUND

The province of Ontario has proclaimed legislative changes to section 10.2 of the *Housing Services Act, 2011 (HSA)*, that will be in force on January 1, 2023. This section of the HSA requires a Service Manager to have an access system for providing assistance related to housing in its service area. This includes rent-geared-to-income (RGI) assistance, any form of assistance described in regulation, and any specified program approved by the Minister. Leeds Grenville is opting to include Affordable Housing units in the access system.

The amended regulation will require that the following information be made publicly available through the access system:

- The forms of assistance available under the access system (e.g. RGI assistance, portable housing benefits, Affordable Housing);
- A description of how to apply for the forms of assistance that can be accessed by the public (e.g., fill out the social housing application, apply directly with certain housing providers); and
- Eligibility rules, and a description of how households are prioritized and selected for each form of assistance administered by the Service Manager.

This information will be provided on the [www.leedsgrenville.com](http://www.leedsgrenville.com) website by the service manager.

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The amendment to the regulation also states that when households are offered a form of assistance in the access system that is administered by the Service Manager, the household must be notified, in writing, of:

- The initial amount of assistance, or if the assistance is provided in the form of reduced rent (e.g. RGI assistance), a description of the method used to calculate rent;
- A description of the criteria for assessing continued eligibility for the assistance; and
- Any effect that receiving this assistance will have on basic financial assistance that a member of the household is receiving under Ontario Works or the Ontario Disability Support Program

**PURPOSE**

The purpose of this directive is to provide an overview of amendments to Ontario Regulation 367/11 under the *Housing Services Act, 2011* related to the new access system requirements, and the responsibilities of housing providers.

**ACTION TO BE TAKEN**

1. The housing provider must notify applicants offered an Affordable Housing unit of the following information:
  - a. A description of the method used to calculate rent;
  - b. A description of the criteria for assessing continued eligibility for assistance; and
  - c. Any effect that receiving this assistance will have on basic financial assistance that a member of the household is receiving under Ontario Works or Ontario Disability Support Program.
  
2. Effective January 1, 2023, the sample wording provided in the “**Sample Affordable Housing Offer Letter Insert**” (Appendix A) must be included in an offer letter to any applicant’s offered an Affordable Housing unit.

**APPENDICES**

Appendix A..... Sample Affordable Housing Offer Letter Insert



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If you have any questions, please contact the following:

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November 28, 2022

**Date**