

Directive

Directive: Pursuit of Income

Issue Date:	December 19, 2013	Directive No.:	2013-09
Revision Date:	N/A	Revision No.:	N/A

Applicable Policy: HDPOL10

Type: Legislative/Operational

The policies and procedures in this Directive are to be implemented by Housing Providers/Cooperatives funded by the Municipality under the following programs.

Provincial Non-Profit Housing Providers

- | | |
|---|--|
| <input checked="" type="checkbox"/> Gananoque Family Housing | <input checked="" type="checkbox"/> Gananoque Housing Inc. |
| <input checked="" type="checkbox"/> Legion Village 96 Seniors Residence | <input checked="" type="checkbox"/> Twp. of Bastard & South Burgess Housing Corp. |
| <input checked="" type="checkbox"/> Brockville Municipal Non-Profit Housing Corp. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Pineview |
-

Federal Non-Profit Housing Providers

- | | |
|--|--|
| <input checked="" type="checkbox"/> Athens & District Non-Profit Housing Providers | <input checked="" type="checkbox"/> Marguerita Residence Corp. |
| <input checked="" type="checkbox"/> Gananoque Housing Inc. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Rideau Lakes |
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Federal/Provincial Cooperative Housing

- Shepherds Green Cooperative Homes Inc.
-

Housing Providers

- | | |
|--|---|
| <input type="checkbox"/> UCLG Public Housing | <input checked="" type="checkbox"/> Rent Supplement Program |
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BACKGROUND

The *Housing Services Act, 2011* and O. Reg. 367/11 s. 31 allows the Service Manager to make a local rule that a household may cease to be eligible for rent-geared-to-income (RGI) assistance if the household does not pursue certain types of income which the household may be entitled to. Under the former *Social Housing Reform Act, 2000* the United Counties determined that households in receipt of RGI assistance would be required to pursue certain types of income. The requirement for RGI household to pursue income is hereby upheld by the United Counties of Leeds and Grenville.

PURPOSE

The purpose of this directive is to communicate the requirement that households in receipt of RGI assistance must pursue certain types of income that they may be entitled to. The types of income which must be pursued are identified and allowable timelines to pursue the income are established in this directive. Failure to make a reasonable effort to obtain the income may result in a decision that the household is no longer eligible for RGI assistance.

ACTION TO BE TAKEN

Criteria

Only the following types of income must be pursued in accordance with the *Housing Services Act, 2011*:

1. Basic financial assistance under the *Ontario Works Act, 1997*.
2. Support under the *Divorce Act (Canada)*, the *Family Law Act*, or the *Interjurisdictional Support Orders Act, 2002*.
3. Unemployment benefits under the *Employment Insurance Act (Canada)*.
4. A benefit under section 2 of the *Ontario Guaranteed Annual Income Act*.
5. A pension or supplement under Part I or II of the *Old Age Security Act (Canada)*.
6. Support or maintenance resulting from an undertaking given with respect to the member under the *Immigration and Refugee Protection Act (Canada)*.

The requirement to pursue income means that the household must make reasonable efforts to obtain the income and not based on receipt of the income. Verification of eligibility/ineligibility of the income pursued will help to determine if reasonable effort was made.

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ACTION TO BE TAKEN

Definitions

Extenuating circumstances means a family emergency or other catastrophic event (such as loss of income, eviction, being a victim of crime); a severe health crisis of tenant or immediate family members as verified by a medical note; or other, as determined by the Housing Administrator.

Reasonable effort to pursue income means applying for the income and inquiring about the status of the application; it may include appealing a decision if it seems reasonable that the decision might be varied (e.g. additional information is required).

Responsibility

Housing providers shall give written notice to RGI households stating that the household may be entitled to receive a specific type of income and request that the household apply for that income and make reasonable efforts to obtain a decision on the application. The notice shall also provide a reasonable period of time (30 days) to inform the provider of the results of the application. If no information provided after initial 30 days, the provider may provide an additional 30 days for the household to pursue the income. After 60 days, if the household has failed to pursue the income, the household shall be given notice of ineligibility for RGI assistance and set to Market rent. Ninety days' notice must be given to increase rent to Market.

Housing providers have discretion to extend the timeline if the household notifies the provider that extenuating circumstances prevented them from pursuing the income.

REFERENCES

Housing Services Act, 2011

O. Reg. 367/11 s. 31

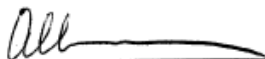
If you have any questions, please contact the following:

Allan Brown, Manager
Housing Department

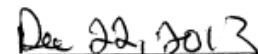
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Allan Brown, Manager
Housing Department



Date