

# Directive

## Directive: Reinstatement of Subsidy (Rent-Geared-to-Income Assistance) for In-situ Market Tenants/Members

<b>Issue Date:</b>	December 31, 2016	<b>Directive No.:</b>	DIR2016-11
<b>Revision Date:</b>		<b>Replaces No.:</b>	DIR2007-03

**Applicable Policy:** N/A  
**Type:** 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 |

### Federal/Provincial Cooperative Housing

- Shepherds Green Cooperative Homes Inc.

### Affordable Housing Providers

- |  |   |
|--|---|
| <input type="checkbox"/> Elgin Seniors Housing Development | <input type="checkbox"/> 2049515 Ontario Inc. |
| <input type="checkbox"/> Housing Department                |   |

### Housing Providers

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

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### BACKGROUND

Under the *Housing Services Act, 2011* O. Reg. 367/11 s. 30, a household ceases to be eligible for rent-geared-to-income (RGI) assistance if the household has paid Market rent for a period of 12 consecutive months. Such households are required to reapply for rent-geared-to-income assistance and will be added to the centralized waiting list and wait until they are the next chronological applicant for a vacant RGI unit to have subsidy reinstated. The Service Manager has identified certain criteria to re-instate subsidy for Market rent households/members who have a significant reduction in income.

### PURPOSE

This directive provides direction to housing providers in the event that in-situ Market rent tenants/members experience a permanent decrease in household income.

### ACTION TO BE TAKEN

Market rent households that occupy a Market unit, or rent-geared-to-income households that have paid Market rent for a period of 12 consecutive months or longer, may apply for rent-geared-to-income assistance if they experience a permanent decrease in income due to circumstances beyond their control. Households must complete an Application for Subsidized Housing to be determined eligible for rent-geared-to-income assistance and will be added to the chronological waitlist for the building location(s) selected by the household. The household may also complete and submit a Housing Allowance Application to the Social Housing Registry. Housing allowance is a fixed subsidy amount paid directly to eligible households based on unit size and provides financial assistance to households while they wait for rent-geared-to-income assistance.

To be considered for re-instatement of subsidy, households must meet the following criteria:

- 1) The household must be determined eligible for rent-geared-to-income assistance in accordance with the *Housing Services Act* and regulations.
- 2) The household must occupy a Market unit in a provider's housing complex or have paid Market rent for at least 12 consecutive months. Note: Households that have not paid Market rent for at least 12 consecutive months are considered rent-geared-to-income households and subsidy can be re-instated upon verification of a decrease in income.
- 3) The household must occupy a unit for which they qualify in accordance with local Occupancy Standards (i.e. the household may not be overhoused).
- 4) The household did not lose their subsidy due to a breach of the *Housing Services Act* and regulations (e.g. failure to notify of changes, to provide information, to divest of residential property, or failure to pursue income as specified in Directive 2013-09 Pursuit of Income).

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### ACTION TO BE TAKEN

Examples of circumstances that could result in reinstatement of subsidy include but are not limited to:

- i) Death of a household member which results in a significant decrease in household income (e.g. a senior spouse is deceased and the surviving spouse's income is not sufficient to support the payment of Market rent); or
- ii) A change in the medical condition/disability of a household member that is permanent and results in a significant decrease of total household income (e.g. involuntary separation due to one of the household members moving into a long term care facility).

Eligible applicants will be ranked chronologically on the centralized waiting list and rent-geared-to-income assistance (subsidy) will only be reinstated when the applicant is the next chronological applicant for any building complex for which they have indicated a preference.

### REFERENCE

O. Reg. 367/11 s. 30

If you have any questions, please contact the following:

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Dec 31/2016

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Date