

Directive

Directive: Access System Requirements

Issue Date:	November 25, 2022	Directive No.:	DIR2022-09
Revision Date:		Revision No.:	

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 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/Provincial Cooperative Housing

- Shepherds Green Cooperative Homes Inc.

Housing Providers with Rent Geared-to-Income Service Agreements

- Athens & District Non-Profit Housing (RGI Service Agreement)
- Gananoque Housing Inc. (RGI Service Agreement)
- Rent Supplement Program, including Housing Providers with expired Federal Operating Agreements

Other Housing Providers

- Leeds Grenville Housing Department

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

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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.

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);
- A description of how to apply for the forms of assistance that can be accessed by the public (e.g., fill out 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 website by the service manager.

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 a rent-geared-to-income 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

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- 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 Rent-Geared-to-Income Offer Letter Insert”** (Appendix A) must be included in an offer letter to any applicant’s offered a rent-geared-to-income unit.

REFERENCE

SH Notification 22-01: Amendments to Ontario Regulation 367/11 under the Housing Services Act, 2011 to enact new access system requirements.

LEGISLATION

Housing Services Act, 2011, s. 10.2
Ontario Regulation 367/11 s.5.1, 5.2

Appendices

A... Sample Rent-Geared-to-Income Offer Letter Insert

If you have any questions, please contact the following:

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**C. Morrison, Manager
Housing Department**

November 28, 2022

Date