



County of Wellington Social Services Department – Housing Services DIRECTIVE

Directive Number: 2013-12

Effective Date: November 14, 2013

This directive has been developed by the County of Wellington in its role as Consolidated Municipal Service Manager (CMSM) and applies to housing providers funded under the following social housing programs:

√	Provincially Reformed Non-Profit Housing Programmes (MNP, PNP & OCHAP)
√	Provincially Reformed Co-operative Housing Programmes (Co-ops)
√	Municipal Non-Profit Housing Programme (Section 56.1 Pre-1986)
	Local Housing Corporation (LHC)
	Federal Non-Profit Housing Programme (Section 95 Pre-1986)

Subject: Notification of Household Changes

Legislative Reference: Housing Services Act, 2011 (HSA) O.Reg. 367/11 S.28

Prior Directives: Amendment to Directive 2006-02 “Mid-Term Review of Eligibility for Rent-Geared-to-Income Assistance (Notice of Changes)”, Directions 3 and 4

Background

HSA O.Reg. 367/11S.28 permits the CMSM to establish notification of household change requirements for rent-geared-to-income (RGI) households.

Direction

1. Notice Requirement

The CMSM requires that an RGI household must submit a notification of a change in its household information or documentation within 30 days of the change.

The notice period applies to a household’s requirement to notify the housing provider of a change to any information or document that the household previously provided to the housing provider for the purpose of:

- determining the household’s eligibility or continued eligibility for RGI assistance; and
- determining the RGI rent payable by the household.

2. Cessation of Eligibility

HSA O.Reg. 367/11 S.28 gives the housing provider the ability to remove RGI eligibility from a household under the following circumstances:

- The household fails to notify the housing provider of a change to any information or document that the household previously provided to the housing provider and that the household is required to provide for the purposes of determining the household's eligibility or continued eligibility for RGI assistance within 30 days after the change; or
- The household fails to notify the housing provider of a change to any information or document that the household previously provided to the housing provider and that the household was required to provide for the purposes of determining the RGI rent payable by the household, within 30 days after the change.

3. Extenuating Circumstances

The housing provider has the ability to extend the 30 day time period either before or after the time period has expired due to extenuating circumstances.

All extenuating circumstance requests must be submitted by the household in writing prior to or as soon as the circumstances are known to the household. The housing provider will consider all written requests for a waiver of the 30 day requirement based on extenuating circumstances. Decisions with regards to extenuating circumstances are at the discretion of the housing provider and the decision will be communicated to the household in writing.

Definition

"Extenuating Circumstances" means a situation which hinders a household's ability to follow the local rule.

Application

1. Housing providers are expected to use discretion and fairness in the application of this local rule and to make exceptions where extenuating circumstances exist. All extenuating circumstances must be documented.
2. If a household is no longer eligible for RGI assistance, then the housing provider must serve the household with a ninety (90) day notice of loss of its RGI eligibility and an increase to market rent. The household must be advised of its right to a review of the decision.

This Notification of Changes directive is effective immediately.

If you require additional information, please contact the Housing Advisor.



Harry Blinkhorn
Acting Director of Housing