



# County of Wellington

## Social Services Department – Housing Services

### DIRECTIVE

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**Directive Number: 2024-04**

**Effective Date: May 1, 2024**

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 programmes:

- Provincially Reformed Non-Profit Housing Programmes
  - Provincially Reformed Co-operative Housing Programmes (Co-ops)
  - Local Housing Corporation (LHC)
  - Service Manager Funding Agreement (Post EOA and Post EOM)
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#### **Subject**

Housing Services Act 2011 – In-situ Geared-to-Income Applications

#### **Legislative Reference**

Housing Services Act 2011 O.Reg. 367/11, s. 48

#### **Directive Reference**

Repeals and replaces Directive 2021-02 “In-situ Geared-To-Income Applications”

#### **Background**

The *Housing Services Act* allows Service Managers to establish a system that allows a housing provider, with the approval of the Service Manager, to select a household that already occupies a unit with the housing provider to receive a geared-to-income subsidy.

The purpose of this system is to reduce economic evictions in social housing while balancing the wait time of households on the chronological waiting list.

#### **Direction**

Effective immediately, market rent tenants who wish to receive a geared-to-income subsidy, must apply and determined to be eligible for subsidy as an in-situ applicant. A geared-to-income subsidy may only be offered once the household has been approved and added to the list of households waiting for an in-situ subsidy.

## **Application**

### **A. Additional Eligibility Criteria for an In-situ Geared to Income Subsidy**

To be eligible to receive a geared-to-income subsidy, the market household must meet the following additional eligibility criteria:

1. Household is living in a social housing market rent unit.
2. Household is eligible for RGI subsidy.
3. Household meets the Service Manager's occupancy standards.
4. Prior to becoming a market household, the household did not cease to be eligible for RGI assistance or voluntarily became a market rent unit for the following reasons:
  - a. The RGI household was designated as over housed and was not following the process to be transferred to a smaller unit as per CMSM rules.
  - b. The RGI household was determined to be absent from the unit as per CMSM rules.
5. Household is not in arrears of rent for the current unit – otherwise the household must enter into a repayment agreement that is acceptable to the housing provider.
6. All members of the household (excluding dependents) have lived with the current housing provider for at least 12 months.

Or

The household has had recent, significant and unexpected change in circumstances that has led to the application for RGI that is likely to be permanent in nature and this change has resulted in monthly shelter costs that are more than 50% of gross household income.

7. Member(s) of the household have not previously received RGI subsidy within the past 12 months while living with another household within the housing provider's portfolio and moved to obtain a separate unit (also known as splitting a household).

### **B. Process**

#### **Housing Provider**

Market households in existing housing provider communities that meet all eligibility criteria can apply for a geared-to-income subsidy in their existing unit. The housing provider is required to follow the established process detailed below:

1. The market household must meet all eligibility criteria outlined above.
2. The market household must apply for a geared-to-income subsidy using the HS237 In-Situ Geared-to-Income Subsidy Application by submitting the completed application and appropriate documents to the housing provider.

3. The housing provider must fill out the first section of the HS237 Application and complete the HP42 In-situ Geared-to-Income Subsidy Request Form.
4. The housing provider forwards the HS237 Application, appropriate supporting documents and the completed HP42 Form to their Housing Programme Advisor for processing.
5. The housing provider must notify the Housing Programme Advisor if a household on the waiting list for an in-situ market household no longer resides in a market unit in its portfolio.

## **Applicant Services**

Applicant Services will determine whether the market household is eligible for geared-to-income subsidy. If the household is ineligible for geared-to-income subsidy, Applicant Services will send the household a letter advising them of the decision.

Once eligibility has been assessed, Applicant Services will return the file to the Housing Programme Advisor for further processing. Housing Programmes will maintain a list of approved households for an in-situ geared-to-income subsidy for each housing provider.

### **C. Offers for In-situ Geared-to-Income Subsidy**

Offers of an in-situ geared-to-income subsidy must only be made if the unit is presently occupied by a market household and the housing provider is under its RGI target.

If more than one household is waiting for in-situ geared-to-income subsidy, the offer of subsidy will be chronological. The housing provider will contact the Housing Programme Advisor to see who is next on the list.

In the event that the housing provider is at or above the RGI target for its portfolio, the housing provider will not offer in-situ geared-to-income subsidy for those in-situ market applicants until there is a permanent geared-to-income subsidy to allocate to the household. Households who are paying the equivalent to market amount due to change in income would not be counted as market until they have been paying market rent for an entire 24 months. If the household is in extreme financial hardship and is eligible to be on the waiting list, the housing provider can contact the Housing Programme Advisor to see if there are any other rent support programmes available to assist the household.

If the unit is vacant and the housing provider is under its RGI target, the housing provider must offer the unit to a household on the centralized waiting list that is not designated as in-situ and in accordance with Service Manager requirements.

If you require additional information, please contact your Housing Programme Advisor.

Mark Poste



Director of Housing

Appendix 1 – HS237 In-Situ Geared-to-Income Subsidy Application  
Appendix 2 – HP42 In-Situ Geared-to-Income Subsidy Request Form