



County of Wellington
Social Services Department – Housing Services

DIRECTIVE

Directive Number: 2023-02

Effective Date: July 1, 2023

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)

Subject	Move In Eligibility Notice
Legislative Reference	Housing Services Act, 2011 (HSA), S.10.2 Housing Services Act, 2011, O.Reg. 367/11, S.5.2

Background

The HSA requires the CMSM to have an access system for providing assistance related to housing in the service area. When households are offered a form of assistance in the access system that is administered by the CMSM, the household must be notified, in writing, of:

- The initial amount of assistance and a description of the method used to calculate the 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.

Direction

Effective July 1, 2023, housing providers are required to provide a written notice to new households prior to or at move in, and the notice must contain the information and statements as outlined in HP6 Eligibility Decision – Move In letter (Appendix 1).

This Directive is effective immediately.

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

A handwritten signature in blue ink that reads "Mark Poste".

Mark Poste
Director of Housing

Appendix 1 – HP6 Eligibility Decision – Move In letter