



Social Services Department Housing Services

Policy Name:	Pursuit of Income	Policy Catalogue #	HS 2013-PA6.0
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Department:	Administration	Approved by:	Committee and Council
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Approval Date:	June 27, 2013	Signature:	<i>Harry Blinkhorn</i>
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1.0 PURPOSE

To establish Pursuit of Income requirements for all tenants of the County of Wellington, CMSM and its housing providers; as prescribed under the Housing Services Act, 2011 and Ontario Regulation 367/11 section 31.

2.0 REVISION HISTORY

N/A

3.0 POLICY

3.1 Income Sources

The County of Wellington, CMSM and its housing providers require all Rent-Geared-to-Income and Rent Support Programme households to pursue income sources available to them. If the housing provider is of the opinion that a household may be eligible for one of the following income sources, then the household must make reasonable effort to obtain that income.

Required Pursuit of Income Sources:

- Ontario Works
- Employment Insurance
- Support (under the Divorce Act, the Family Law Act or Inter Jurisdictional Support Orders Act, 2002)
- Old Age Security, Guaranteed Income Supplement, Guaranteed Annual Income Supplement
- Sponsorship payments (under the Immigration and Refugee Protection Act)

3.2 Exceptions

The following exceptions are provided for in the pursuit of required income sources:

- Special priority household whose safety could be jeopardized in the pursuit of income;
- If a person who is legally obliged to provide support is deceased or unknown (documentation is required, such as a copy of death certificate or sworn affidavit);
- If there is an unreasonable cost in the pursuit of a support order or situations where there would not be a recognizable cost benefit to obtaining the additional income;

- Tenants seeking support from former spouses can go to the Provincial Family Responsibility Office if they prefer not to approach their spouse directly.

Any requests for a waiver of this policy based on extenuating circumstances will be considered. All extenuating circumstance requests must be submitted to the housing provider in writing prior to or as soon as the circumstances are known to the household. All decisions with regards to extenuating circumstances are at the discretion of the Housing Provider.

3.3 Cessation of Eligibility

Under Ontario Regulation 367/11 sections 31 of the Housing Services Act, 2011, the County of Wellington, CMSM and its housing providers are able to remove eligibility from those households under the following circumstances:

- The household does not respond to the housing provider within the period of time specified in a written notice from the housing provider to the household; or
- The housing provider concludes, after receiving a response from the household, that the member of the household has failed to make reasonable efforts to obtain the income of the type specified in the written notice.

4.0 DEFINITIONS

(1) “Extenuating Circumstances” means a situation which hinders a household’s ability to follow the local rule;

(2) “CMSM” means Consolidated Municipal Service Manager. The Corporation of the County of Wellington is the Consolidated Municipal Service Manager for the geographic area that includes The County of Wellington and the City of Guelph for the purposes of the Housing Services Act, 2011;

(3) “Housing Provider” means all landlords in the County of Wellington CMSM service area that fall under Ontario Regulation 368/11, Schedule 35;

(4) “Policy Approval Date” means the date this policy received final approval by County Council;

(5) “Reasonable effort” means providing proof of application for the required income source within the required timeframe established in the housing provider’s written notice;

(6) “Rent Support Programme” means the consolidation of three Federal, Provincial and Municipal programmes and funding known as Strong Communities Rent Supplement Programme, County 2005 Housing Strategy and the Investment in Affordable Housing for Ontario – Rent Supplement and Housing allowance components.

5.0 APPLICATION

The Pursuit of Income policy comes into effect on the policy approval date. The rules established in this policy will apply to all current and future programmes administered by the County of Wellington, CMSM and its housing providers.

If the housing provider is of the opinion that the household may be eligible for a required income source and is not pursuing it, they may give the household a written notice

specifying that the member may be eligible to receive specified income, requesting the member apply for that income and make reasonable efforts to do whatever is required to obtain a decision on the application and receive that income and giving a reasonable period of time specified in the notice within which to inform the housing provider of the results of the application.

6.0 PROCEDURES

N/A

7.0 RELEVANT LEGISLATION & POLICY

Housing Services Act, 2011 S.O. 2011
Ontario Regulation 367/11, s. 31
Ontario Regulation 368/11, schedule 35.
Directive 2006-03



Alternative Formats Available Upon Request