



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-01
Subject:	Failure to Notify of Changes		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to notification of household changes.

BACKGROUND

The Housing Services Act, 2011 under O.Reg 367/11, s. 28, a household ceases to be eligible for rent-geared-to-income assistance if the household fails to notify the service manager of a change in their circumstances. The HSA sets a minimum time period of 30 days for notification of changes. Changes related to:

- A change to any information or document that the household previously provided to the Service Manager/Housing Provider and that the household was required to provide for the purposes of determining the household's eligibility or continued eligibility for rent-geared-to-income assistance; or,
- A change for the purposes of determining the amount of rent payable.

LOCAL RULE

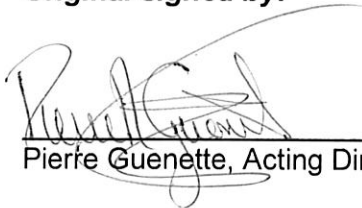
The time period for tenants and applicants to report changes in their circumstances is thirty (30) working days, and allows for extenuating circumstances.

ACTION

That Housing Providers are to allow 30 working days for all tenants and applicants to report a change in their circumstances, and allow for extenuating circumstances. Appropriate documentation must be included in the tenant file if a housing provider determines that the household remains eligible due to extenuating circumstances.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

November 2012

REVISION

Policy initially approved.

EFFECTIVE

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-02
Subject:	Maximum Annual Household Income		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input checked="" type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to the maximum household income under the selection system for rent-reared-to- income assistance.

BACKGROUND

The *Housing Services Act, 2011*, s. 40 under O.Reg 367/11 s. 34 and O.Reg 370/11 Schedule 2, gives Service Managers the flexibility to decide whether or not to establish a local eligibility rule that sets a maximum income limit amount that a household can have to be eligible for a rent-geared-to-income unit in the service area. There is no requirement that these limits be established.

If income limits are set for the service area, the following provisions must be made:

- Income of the household is the total income of the members of the household for a 12-month period specified by the service manager and the income of the members of

the household is the sum of all payments made to, on behalf of, the members other than payments that are excluded under the local eligibility rule;

- The local eligibility rule may provide for different maximum incomes for units of different types and sizes and units in different parts of the service manager's service area;
- The maximum income for a unit specified in the local eligibility rule must be at least the household income limit prescribed, under Ontario regulation 370/11 (High Needs Households and Household Income Limits – Subsection 40 (4) of the Act) made under the Act, for such a unit.

LOCAL RULE

That the following **Household Income Limit (HIL's)** as per O Reg 370/11, Schedule 2, Section 2, be applied:

		Bachelor Unit	1 bedroom unit	2 bedroom unit	3 bedroom unit	4 bedroom unit
DNSSAB	Whole service area except Township of Papineau-Cameron	\$22,500	\$27,000	\$33,000	\$36,500	\$46,000
DNSSAB	Township of Papineau-Cameron	\$50,500	\$59,000	\$64,000	\$69,000	\$84,000

Income of the household is the total income of the members of the household for a 12-month period to a household's applied date (for applicants) or the lease signing date and annually thereafter (for current tenants), whichever is applicable.

Income of the members of the household is the sum of all payments of any nature (including income derived from a household's assets) made to, on behalf of, or for the benefit of, the members other than payments excluded under the Housing Services Act, 2011 and associated regulations as amended or successive legislation for the purpose of calculating rent-geared-to-income rent.

That the following **High Needs Households** as per O Reg 370/11, Schedule 1, Section 1, be applied and:

		Bachelor Unit	1 bedroom unit	2 bedroom unit	3 bedroom unit	4 bedroom unit
DNSSAB	Whole service area except Township of Papineau-Cameron	\$13,500	\$16,200	\$19,800	\$21,900	\$27,600
DNSSAB	Township of Papineau-Cameron	\$30,300	\$35,400	\$38,400	\$41,400	\$50,400

ACTION

That Housing Providers implement the new Household Income Limits in accordance with their legislated service target level. The local Household Income Limits are to be used in completing Page C1 – Statistical Information of the Annual Information Return (AIR) for the fiscal years beginning in 2013.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

REVISION

EFFECTIVE

November 2012

Policy initially approved.

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-03
Subject:	Ineligibility for Certain Convictions		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to certain convictions.

BACKGROUND

Under the *Social Housing Reform Act (SHRA)*, households were ineligible for rent-geared-to-income (RGI) if convicted of an offence under the Act, or a crime under the Criminal Code (Canada), or findings of misrepresentation by the Landlord and Tenant Board, related to the fraudulent receipt of RGI assistance. Under all of these circumstances, households were ineligible to apply for RGI for a 2 year period from the date of conviction.

The *Housing Services Act, 2011, s. 42 under O.Reg 367/11, s. 28*, now allows a local rule that indicates that a household is ineligible for RGI Assistance if convicted of an offence under the HSA or the SHRA or a Crime under the Criminal code in relation to the receipt of RGI. This local rule cannot include findings of misrepresentation by the Landlord and Tenant Board. The Two (2) year penalty is to be imposed upon legal conviction in the Criminal Code (Canada) or legislation (SHRA or HSA) related to the fraudulent receipt of RGI only.

LOCAL RULE

A household is ineligible for RGI assistance for a period of two years after the date of conviction, if a member of the household has been convicted of:

- a. An offence under section 55 of the HSA or section 85 of the former SHRA.
- b. A crime under the Criminal Code (Canada) in relation to the receipt of rent-gearred-to-income assistance.

ACTION

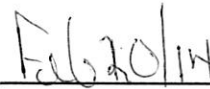
That Housing Providers implement the new Ineligibility for Certain Convictions Local Housing Policy.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB



Date

REVISION CONTROL

DATE

November 2012

REVISION

Policy initially approved.

EFFECTIVE

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-04
Subject:	Refusal of Offers		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to refusals of offers of units from the Nipissing District Housing Registry Wait List.

BACKGROUND

The *Housing Services Act, 2011, s. 42 under O. Reg 367/11, s. 39*, gives service managers the option to develop a local rule related to the maximum number of offers that a household can refuse before being deemed ineligible for Rent-Geared-to-Income housing. If a local rule is established, the HSA stipulates that the maximum number of offers cannot be less than three (3).

LOCAL RULE

A household, other than a household that has been determined to be eligible for special needs housing, ceases to be eligible for rent-geared-to-income assistance if it has refused three offers of a rent-geared-to-income unit and,

- a. It is on the centralized waiting list for rent-geared-to-income units; or
- b. It has been placed on a housing provider's internal transfer list due to being over housed under the local occupancy standards.

This applies with respect to the refusal of an offer only if the following are satisfied:

- The size of unit that is offered is a size for which the household has indicated a preference.
- The unit that is offered is a unit in respect of which the household would be eligible for rent-geared-to-income assistance.
- The unit that is offered is in a housing project for which the household has indicated a preference.

This does not apply with respect to a refusal by a household in temporary housing, provided while one or more members of the household are receiving treatment or counseling or, that is provided because the household is in need of emergency shelter.

This does not apply with respect to a refusal where the service manager has determined that extenuating circumstances exist considering the household's ability to move and/or risk related to a household member's personal safety or health. Examples of extenuating circumstances could be: physical condition (cannot climb stairs), currently in 1 year lease commitment, unit is too close to former abuser)

ACTION

Housing Providers are required to notify the Nipissing District Housing Registry of all refusals of offers within two (2) business days.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-05
Subject:	Applicants for Assistance		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to the application for assistance and its required documents.

BACKGROUND

The Housing Services Act, 2011 under O.Reg 367/11, s. 43, gives service managers the flexibility to decide documentation which must be submitted in order for an application to be complete.

LOCAL RULE

DNSSAB requires the following documentation in an application for RGI assistance and annually thereafter:

1. Income Verification
2. Identification Papers/Proof of Citizenship/Immigration Status

3. Custody Papers including but not limited to: Child Tax Credit Statement, Court Order, Children's Aid Society Documentation, other custody documentation.

ACTION

That Housing Providers implement the Application for Assistance Local Housing Policy.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

REVISION

EFFECTIVE

November 2012

Policy initially approved.

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-06
Subject:	System for Selecting Waiting Households		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to the system for selecting waiting households.

BACKGROUND

The *Housing Services Act, 2011*, under O.Reg 367/11, s.46-51, gives service managers the flexibility to set priorities for the selection of households for vacant units and method by which households are selected from the centralized wait list. The provincial priority for special priority applicants still prevails.

LOCAL RULE

When selecting an applicant from the waiting list, offers by the Housing Providers should be made in the following order:

1. **Special Priority status** – applicant households approved under the Special Priority Policy for applicants who are abused. Also, see Local Housing Policy “*Special Needs Housing –System for selecting waiting households*”;
2. **Urgent Priority status** – applicant households deemed to be in an Urgent situation ranked according to the date the status was assigned. Also, see Local Housing Policy “*Determination of Priority*”;
3. **Over-housed status** – applicant who are currently residing in a social housing unit and is receiving rent-geared-to-income becomes over-housed and are to be placed according to the date of their original application. Also, see Local Housing Policy “*Local Occupancy Standards*”;
4. **Chronological** - applicant households in the rent-geared-to-income category by date of application.

Market rent households are not included in the coordinated access mandate.

ACTION

That Housing Providers implement the System for Selecting Waiting Households Local Housing Policy. Also see “*Special Needs Housing –System*” for selecting waiting households” policy.

Housing Providers must adhere to their legislated targeting plan for the number of market rent units, the number of rent-geared-to-income units and the number of high need units in their portfolio. Also, see Local Housing Policy “*Housing Provider Mandates*”.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-07
Subject:	Maximum Household Assets		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to the maximum household assets under the selection system for rent-geared-to-income assistance.

BACKGROUND

The *Housing Services Act, 2011, s.42 under O.Reg 367/11, s. 35*, gives service managers the flexibility to decide whether or not to establish a local eligibility rule that sets a maximum asset amount that a household can have and be eligible for a rent-geared-to-income unit in the service area. Service Managers cannot set the limit below \$20,000.

LOCAL RULE

The local housing policy for Maximum Household Assets is as follows:

- \$20,000 for Maximum Household Assets
- \$20,000 for Maximum Household Assets for Ownership of Business

The following assets continue to be excluded from asset limits:

- RESP's
- RDSP's
- A car not used for business
- Tools of trade
- Assets for operation of a business
- Prepaid funeral
- Cash surrender value of life insurance policy up to \$100,000
- Loan taken against life insurance policy
- Jewelry
- Furnishings
- Beneficial interest in a trust for family member with disability up to \$100,000 (similar to SHRA)

See O.Reg 367/11, s. 35(5) for further details of mandatory exclusions from asset limits.

Please note: Mandatory exclusions from asset limits no longer include:

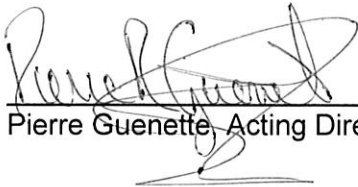
- Student loans and grants
- Pain and Suffering awards
- Helpline Reconciliation Model Agreement
- Multi-Provincial/Territorial Assistance Program Agreement
- Grandview Agreement
- Ontario Hepatitis C Assistance Plan
- 1986-1990 Hepatitis C Settlement Agreement
- Government of Alberta as compensation for sterilization
- Extraordinary Assistance Plan (Canada)

ACTION

That Housing Providers implement the new Local Housing Policy Maximum Household Assets.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

November 2012

REVISION

Policy initially approved.

EFFECTIVE

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-08
Subject:	Ceasing to Meet Occupancy Standards		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to ceasing to meet local occupancy standards.

BACKGROUND

The *Housing Services Act, 2011, s.42, under O.Reg 367/11, s.38*, establishes the service manager's authority to make a local eligibility rule providing for a household to cease to be eligible for rent-geared-to-income assistance if the household occupies a unit that is larger than the largest size permissible under the service manager's occupancy standards. There is no requirement that a local rule be established.

If a local rule is established for the service area, the following provisions must be made:

1. Household occupies a unit that is larger than the largest size permissible under the service manager's occupancy standards.

2. The local eligibility rule must provide that the household does not cease to be eligible if the household is following the process, specified in the rule or by the service manager, to be transferred to a unit that is permissible under the service managers local occupancy standards.

LOCAL RULE

1. The local occupancy standards set out a range of unit sizes for which rent-geared-to-income households may be eligible. Under these local occupancy standards, the largest unit for which a rent-geared-to-income household is normally eligible has one bedroom for any two members of the household who are spouses or same-sex partners of each other, plus one bedroom for each additional member of the household. The smallest unit for which a rent-geared-to-income household is eligible has one bedroom for every two members of the household, plus an additional bedroom if there are an odd number of members in the household. See "*Local Housing Policy – Local Occupancy Standards*" for details.
2. A Provider must confirm that a rent-geared-to-income household is within the allowable range of occupancy standards at the time of offer, as part of the annual review process or if there has been a change in the size or composition of the household.
3. A household is considered over-housed when they have fewer members living in the unit than the number established under the local occupancy standards.
4. If the housing provider determines that a household occupies a rent-geared-to-income unit that is larger than the largest unit in respect of which the household is eligible to receive rent-geared-to-income assistance, the housing provider shall give the household written notice of that determination including a notice of rent increase effective 12 (twelve) months after the determination date. The written notice must state the following:
 - i. The tenant has 30 calendar days to complete an application with Nipissing District Housing Registry (NDHR) which is to include their personal choices for housing units.
 - ii. If the tenant fails to complete an application within the designated 30 days, NDHR will place the individual on the centralized waiting list for every qualifying project in the area.
 - iii. After one year of being notified that the household is over-housed and option 1 was followed, the household shall be placed on the waiting list for all qualifying projects the area.
 - iv. The over-housed household will be placed in the selection system for rent-geared-to-income assistance with a transfer status based on the over-housed notification date.
 - v. A household does not cease to be eligible for rent-geared-to-income assistance until at least a year after the household has been notified, by the housing provider, that the household occupies a unit that is larger than the largest size permissible under the local occupancy standards.
 - vi. An over-housed household can refuse a maximum of three (3) offers of

accommodation, after which the household will cease to qualify for rent-geared-to-income assistance. A refusal includes both offers made from the selection system for rent-geared-to-income assistance and a housing provider's internal transfer list. All internal refusals must be reported to the service manager or NDHR.

- vii. A household will cease to qualify for rent-geared to income assistance when:
 - a. Three offers of accommodations are made and refused.
 - b. The household has been determined to be over-housed and refuses one offer of appropriately sized accommodations.

ACTION

Housing providers are to follow this local housing policy for any tenants that become over-housed starting immediately.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB



Date

REVISION CONTROL

DATE

REVISION

EFFECTIVE

November 2012

Policy initially approved.

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-09
Subject:	Determination of Priority		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to the determination of priority rules for selecting households for vacant units.

BACKGROUND

The Housing Services Act, 2011 under O.Reg. 367/11, s. 52 allows service managers to develop a local rule to set priorities for the selection of households for vacant units. Provincial priority for special priority applicants still prevails.

LOCAL RULE

- 1. SPECIAL PRIORITY STATUS POLICY** - see Local Housing Policy # 2013-20 - Special Needs Housing Systems for Selecting waiting Households

2. URGENT PRIORITY STATUS POLICY - For Applicants for Rent-Geared-to-Income Housing:

A. Criteria for Urgent Priority Status

In order for a household to be considered by the Service Manager (or delegate) to have **Urgent Priority Status** it must fall within the High Income Need category, be a resident of Nipissing District, not own a home or any other residence, be actively seeking safe, affordable housing, and a member of the household must meet one or more of the following criteria:

- a. Person(s) living in housing which has been condemned by the municipality or the fire department, resulting in the unit being lost permanently to the market; or
- b. Person(s) whose accommodation has recently been destroyed by fire or natural disaster and who have no place to live;

B. High Income Need Household:

High Income Need household means a household whose annual income is less than or equal to the amount set in Ontario Regulation 370/11, Schedule 1 for the size of unit the household occupies and the part of the service area in which the unit is located.

See Local Housing Policy – Maximum Annual Household Income

C. Documentation:

In order to qualify for Urgent Status, the household's social housing application file must include the following documentation:

- a. Applicant(s) must complete an Urgent Priority Application;
- b. Copies verifying that housing has been condemned by the municipality or the fire department (Nipissing District Housing Registry Inc. may accept alternative documentation that satisfies the applicants claim);
- c. The household must qualify for RGI assistance as determined by the Nipissing District Housing Registry Inc.

D. Determination Process:

The decision to grant Urgent Priority Status will be determined by the Nipissing District Housing Registry Inc.

E. How Housing Services Act Eligibility for RGI Assistance Rules Apply to Urgent Priority Households:

Urgent Priority households are subject to the same rules as other applicants for rent-geared-to-income units (see O. Reg. 367/11).

F. Maintaining Urgent Priority Status:

Once a household has been granted Urgent Priority Status, the status continues until:

- a. The Household obtains safe, affordable housing;
- b. The Household ceases to actively seek safe, affordable housing;
- c. The Household becomes ineligible for RGI assistance;
- d. The Household refuses an offer of a rent-geared-to-income unit where the following conditions are satisfied:
 - The size of the unit that is offered is the smallest for which Household is eligible (O. Reg. 367/11);
 - The unit that is offered is a unit in which the Household is eligible for RGI assistance, and
 - The unit that is offered is in a housing project for which the Household indicated a preference (O. Reg. 367/11).
- e. Households that qualify for Urgent Priority Status and receive Direct Rent-Geared-to-Income assistance, will no longer be considered Urgent Priority Status; however will remain on the coordinated access waiting list until a regular RGI unit becomes available in a Social Housing provider building.

G. Wait List Administration:

Urgent Priority households take precedent over households on the central waiting list without a priority. Special Priority households take precedence over the Urgent Priority category.

The ranking date for Urgent Priority Status is the date when the urgent priority application has been accepted by the Nipissing District Housing Registry Inc.

Housing providers have the option to decline further placements from the Urgent Priority list when 5% of their total stock of RGI units has been rented to Urgent Priority households within the current calendar year.

3. ECONOMIC HARDSHIP PRIORITY STATUS POLICY: – for In-situ Market Rent Tenants

A. Targeted Households:

The Economic Hardship Priority category is for households in good standing residing in market rent units in Social Housing Projects within the District of Nipissing who have experienced a decrease in household income due to circumstances beyond their control as determined by the Housing Provider, and who require rent-geared-to-income assistance.

B. Definitions:

A Housing Project will be considered to be a Social Housing Project when it includes both market and rent-geared-to-income (RGI) units, and/or has only 100% rent-geared-to-income units and operates under the Service Management of the District of Nipissing Social Services Administration Board.

Households will be considered to be tenants in good standing provided they are eligible for RGI assistance according to Regulation 367/11 and have lived with the provider for twelve (12) months.

Households will be considered to have experienced a decrease in household income due to circumstances beyond their control when they can demonstrate that they have not quit paid work or surrendered or failed to pursue a source of income in order to obtain Economic Hardship Priority Status.

Households will be considered to require RGI assistance when they can demonstrate that they:

- a. Have made every reasonable effort to pursue all sources of income for which they may be eligible;
- b. Are eligible for RGI assistance according to O. Reg. 367/11.

C. When a Housing Provider Can Convert a Market Unit to a RGI Unit:

A Housing Provider will be able to offer RGI assistance to an eligible market rent household when the household experiences a decrease in household income due to circumstances beyond their control.

The offer for RGI assistance can only be made to an eligible market rent household when the Housing Provider has RGI available according to their targeting plan.

When a Housing Provider does not have RGI available according to their target plan, the following options can be considered:

- a. Request a Target Plan variation from Housing Services;
- b. Make application for a Rent Supplement Agreement through the Nipissing District Housing Corporation;
- c. Refer the market rent household to the Nipissing District Housing Registry to apply for RGI assistance and to be placed on the coordinated access waiting list.

D. Criteria for Economic Hardship Priority Status:

The Board's Policy sets forth specific criteria by which a household will be determined to have Economic Hardship Priority status:

- a. The household must be a tenant in good standing in a market rent unit within the District of Nipissing and lived with the provider for twelve (12) months;
- b. The household must have experienced a reduction of income that makes the household eligible for RGI assistance;
- c. The household must meet all the eligibility rules as listed in O. Reg. 367/11 of the *Housing Services Act*, 2011.

E. Verification of Economic Hardship Priority Status:

The following documentation must be included and placed in the tenant file to verify eligibility for the Economic Hardship category:

- a. Copy of the first page of the tenancy agreement;
- b. Copy of notice of change of household information (income decline);
- c. Copy of completed "Economic Hardship Priority Status Application".
- d. Application for RGI assistance and,

- e. Verification that the household is in good standing with respect to the requirements of the *Residential Tenancies Act, 2006*.

F. Determination Process:

The decision to give Economic Hardship Priority Status will be determined by the Housing Provider upon completion of the following steps:

- a. The Housing Provider will review the household's circumstances and determine whether the criteria for Economic Hardship Priority status are met;
- b. The Housing Provider will review the number of current market and RGI households and determine whether they can provide RGI assistance according to their Target Plan;
- c. If they are, the Housing Provider will attach a copy of documents "a", "b", "c", and "d" listed above and place in the tenant file.

Upon verification of documentation and RGI eligibility, the Housing Provider will notify the household and RGI assistance will commence immediately.

G. How Housing Services Act Eligibility for RGI Assistance Rules Apply to Economic Hardship Priority Households:

Economic Hardship Priority Households are subject to the same rules as other applicants for RGI units (see O. Reg. 367/11).

H. Maintaining Economic Hardship Priority Status:

Once a household has been granted Economic Hardship Priority Status, the status continues until:

- a. The household starts receiving RGI assistance;
- b. The household becomes ineligible for RGI assistance;
- c. The household accepts a rental unit that is not in a Social Housing Project.

I. Monitoring Economic Hardship Priority Status:

N/A

J. Wait List Administration:

N/A

K. Appeal Process:

If upon review of the household's circumstances, the provider finds that the household is not eligible for Economic Hardship Priority Status, the household is able to launch an appeal using the provider's appeal process.

4. OVERHOUSED – See Local Housing Policy "*Local Occupancy Standards*"

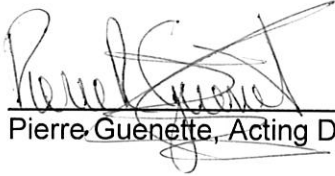
5. CHRONOLOGICAL - See Local Housing Policy

ACTION

That Housing Providers implement the new Determination of Priority Policy.

ATHORIZATION

Original signed by:



Pierre Guenette

Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

November 2012

REVISION

Policy initially approved.

EFFECTIVE

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-10
Subject:	Maximum Absences from Unit		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to the maximum absence from a rent-gear-to-income (RGI) unit.

BACKGROUND

The *Housing Services Act, 2011 s. 42, under O.Reg 367/11, s.37*, gives service managers the flexibility to decide whether or not to set a maximum absence period from a unit for continued eligibility for rent-gear-to-income (RGI) assistance. If a local rule is established, the HSA stipulates that the maximum consecutive days that tenants may be absent from their unit per year must be a least 60 days, and the maximum non-consecutive days per year must be a least 90 days.

LOCAL RULE

Provided the household maintains their tenancy in good standing, the DNSSAB local rule allows

households to be absent from their unit for a maximum of:

- 60 consecutive days; and,
- 90 non-consecutive days per year.

The policy will allow for extenuating circumstances such as:

- Medical reasons – Surgery;
- Compassionate – immediate family member is ill and household needs to provide care at their home

ACTION

That Housing Providers implement the Maximum Absences from the Unit Local Policy.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

November 2012

REVISION

Policy initially approved.

EFFECTIVE

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-11
Subject:	Deferral/Forgiveness of Rent-Geared-to-Income (RGI) Rent		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to deferral/forgiveness of Rent-Geared-to-Income (RGI) assistance.

BACKGROUND

The *Housing Services Act, 2011 s. 51*, service managers may establish rules for the deferral or forgiveness of RGI assistance.

LOCAL RULE

If an offer of RGI housing prevents a tenant from giving the legally (Residential Tenancies Act (RTA)) required 60 days' notice to the current landlord then the housing provider may allow for up to one (1) month of rent forgiveness to the incoming tenant.

Definitions:

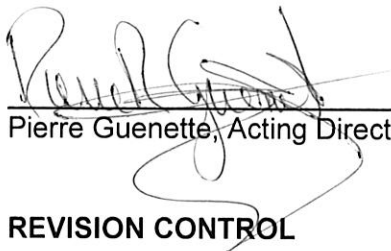
- a. **Deferral** of RGI rent is the delaying of rental payments to a later date.
- b. **Forgiveness** of RGI rent is the forfeiture of a rental payment.

ACTION

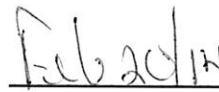
That Housing Providers implement the new Deferral/Forgiveness of RGI rent Local Housing Policy.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB



Date

REVISION CONTROL

DATE

REVISION

EFFECTIVE

November 2012

Policy initially approved.

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-12
Subject:	Information Requested by a Service Manager		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to information requested by a Service Manager.

BACKGROUND

The *Housing Services Act, 2011* S. 81, gives service managers the flexibility to establish rules on information to be provided by housing providers to operate designated housing projects.

LOCAL RULE

DNSSAB may request any information/document that is reasonable as outlined in the as per HSA, section 81.

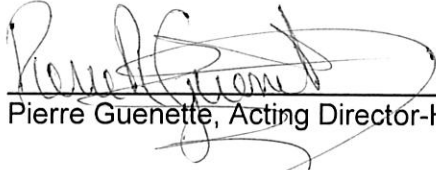
ACTION

That Housing Providers implement the new Local Housing Policy - Information Requested by a

Service Manager.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

REVISION

EFFECTIVE

November 2012

Policy initially approved.

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-13
Subject:	Local Operating Rules		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to the local operating rules.

BACKGROUND

The Housing Services Act, 2011 under O.Reg 367/11, s. 91-100, gives service managers the flexibility to decide local standards governing the operation of Part VII housing projects and governance of providers of the part VII housing projects.

Provincial Limitations - Local standards may only be established on the following prescribed matters:

- Conflicts of interest of directors, employees and agents;
- Minimum number of meetings of the board of directors;
- Remuneration of directors;
- Leases; and

- Multi-year financial plans.

LOCAL RULE

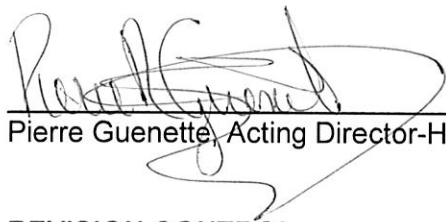
DNNSAB has determined that Local Operating Rules remain as the provincial default, Housing Services Act, s.72, O. Reg 367/11, s. 91-100.

ACTION

That Housing Providers implement the new Local Housing Policy - Local Operating Rules.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB



Date

REVISION CONTROL

DATE

November 2012

REVISION

Policy initially approved.

EFFECTIVE

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-14
Subject:	Housing Provider Mandate		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to the housing provider mandates.

BACKGROUND

The *Housing Services Act, 2011* S. 76 allows service managers and the service provider to amend, terminate, or replace a mandate for a housing project by written agreement with the effected housing providers.

LOCAL RULE

DNSSAB, may amend, terminate, or replace a mandate for a housing provider of a designated housing project after consultation and written agreement with the effected housing provider.

ACTION

That Housing Providers implement Local Housing Policy – *Housing Provider Mandates*.

ATHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

REVISION CONTROL

DATE

REVISION

EFFECTIVE

November 2012

Policy initially approved.

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-15
Subject:	Targets for Rent-Geared-to-Income (RGI) and Modified Units		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

1 PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to the Targets for RGI and Modified Units.

2 BACKGROUND

The *Housing Services Act, 2011 s. 77* under *O.Reg 367/11, s. 101* gives service managers the flexibility to adjust the target level of RGI units or modified units for individual housing providers within their service area after consultation and written agreement with effected housing providers. However, the adjusted target level for non-RGI units shall not change by more than ten (10) percent of the number of non-RGI units under the initial target for the project.

A target is the pre-established number of RGI and/or modified units which must be maintain in a housing complex.

Modified units are unit with special features to meet the needs of people with physical disabilities.

3 LOCAL RULE


DNSSAB may adjust the target level of rent-geared-to-income (RGI) units or modified units for individual housing providers within Nipissing District area after consultation and written agreement with effected housing providers and the adjusted target level for non-RGI units shall not change by more than ten (10) percent of the number of non-RGI units under the initial target for the project.

4 ACTION

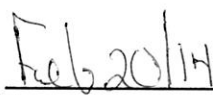
That DNSSA and Housing Providers implement the Targets for RGI and Modified Units Local Housing Policy

5 AUTHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB



Date

6 REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-16
Subject:	Records of Housing Providers		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

1 PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to the records of housing providers.

2 BACKGROUND

The *Housing Services Act, 2011 s. 79 under O. Reg. 367/11, s. 102*, allows service managers to specify records that a housing provider of a Part VII housing project must maintain.

Please note that provincial record-keeping requirements also apply.

3 LOCAL RULE

The housing provider must keep each of the following records for least **seven (7) years** after the end of the fiscal year to which the record relates:

- Financial records
- Tenant Files, receiving RGI assistance
- Tenant Files, refusal of RGI assistance

A housing provider shall keep such additional records as may reasonably be required by the service manager for the period of time specified by the service manager.


A housing provider will provide complete accurate information in reports, documents or information to the service manager under this section.

4 ACTION

That Housing Providers implement local housing policy – Records of Housing Providers.

5 AUTHORIZATION

Original signed by:


Feb 20/14

 Pierre Guenette, Acting Director-Housing Services, DNSSAB Date

6 REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-17
Subject:	Other Reports from Housing Providers		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

1 PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to other reports from the housing provider.

2 BACKGROUND

The Housing Services Act, 2011, s. 80 and y81, service managers may require reports, documents and information from the housing provider of a Part VII housing Project.

There are no provincial limitations however please note that provincial reporting requirements also apply.

3 LOCAL RULE

A housing provider shall give the service manager, at the times specified by the service manager, such other reports, documents and information as the service manager may

reasonably request relating to the housing provider's compliance with the Act and the Regulations.

The reports, documents and information shall be given in the form and manner approved by the service manager.

A housing provider completes accurate information in a report, document or information given to the service manager under this section.

The housing provider shall give the service manager an annual report for the year within:

- Five (5) months after the end of each fiscal year of a housing provider fiscal year end – Reformed Programs, Municipal Non-Profit Programs

The annual reports will include, but are not limited to:

- Audited Financial Statements (AFS)
- Annual Information Return (AIR)
- Accountant's Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return

The annual report must be in the form authorized by the Ministry and must include the prescribed information and the prescribed documents.

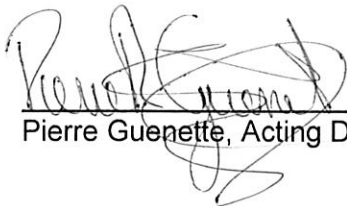
The reports, documents and information shall be given in the form and manner approved by the service manager.

4 ACTION

That Housing Providers implement Local Housing Policy – Other Reports from Housing Providers.

5 AUTHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

6 REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-18
Subject:	Special Needs Housing – Failure to Notify of Changes		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

1 PURPOSE

To inform all special need household administrators of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to special needs housing failure to notify of changes to special needs housing.

2 BACKGROUND

The *Housing Services Act, 2011* under *O.Reg 367/11, s. 70*, a household ceases to be eligible for special needs housing if the household fails to notify the Special Needs Housing Administrator of a change in their circumstances. The HSA sets a minimum time period of thirty (30) days for notification of changes. Changes related to:

- A change to any information or document that the household previously provided to the Service Manager/Special Needs Housing Administrator and that the household was required to provide for the purposes of determining the household's eligibility or continued eligibility for special needs housing; or,
- A change for the purposes of determining the amount of rent payable.

3 LOCAL RULE

The time period for Special Needs Housing tenants and applicants to report changes in their circumstances is thirty (30) business days, and allows for extenuating circumstances.

4 ACTION

That Special Needs Housing Administrators are to allow thirty (30) business days for all special needs housing tenants to report a change in their circumstances, and allow for extenuating circumstances. Appropriate documentation must be included in the tenant file if a housing provider determines that the household remains eligible due to extenuating circumstances.

5 AUTHORIZATION

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB



Date

6 REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-19
Subject:	Special Needs Housing – Application for Assistance		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

1 PURPOSE

To inform all special needs housing administrators of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to special needs housing application for assistance.

2 BACKGROUND

The *Housing Services Act, 2011* under *O.Reg 367/11, s. 72*, gives service managers the authority to determine the requirements of an application for special needs housing.

3 LOCAL RULE

An application for special needs housing must include:

1. Reasons why the household requires special needs housing;
2. Any information or documents required by the supportive housing provider;
3. A consent form, allowing for third party disclosure of information required by the

- supportive housing provider to process the application and verify matters such as the eligibility of the household for special needs housing;
4. The type of unit that is appropriate.

Limitations on what a special needs housing administrator may require:

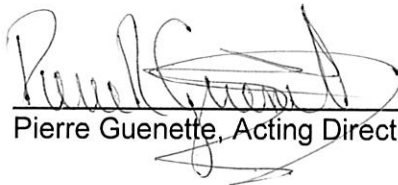
1. Information or documents if the administrator is satisfied that the person is unable to do so;
2. If the application also includes a request for inclusion in the special priority household category, information or documents if the member of the household making the request believes that he or she or any other member of the household will be at risk of being abused by the abusing individual if he or she attempts to obtain the information or documents.

4 ACTION

That Special Needs Housing Administrators implement the new Special Needs Housing – Application for Assistance Local Housing Rule.

5 AUTHORIZATION

Original signed by:

 Feb 20/14
Pierre Guenette, Acting Director-Housing Services, DNSSAB Date

6 REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-20
Subject:	Special Needs Housing – System for Selecting Waiting Households		
Issued:	February 12, 2014		
Effective:	January 1, 2014		Replaces: N/A
Issued by:	Manager, Housing Services, DNSSAB		Dated: N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

1 PURPOSE

To inform all special needs household administrators of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to Special Needs Housing – System for Selecting Waiting Households.

2 BACKGROUND

The *Housing Services Act, 2011 s. 62 under O.Reg 367/11, s.75-77*, indicates service managers shall establish a system for selecting households from those waiting for special needs housing.

Under the SHRA, Service Managers, supportive housing providers or designated lead agencies were required to establish one or more waiting lists for special needs housing in designated housing projects of the service manager.

The HSA requires each Special Needs Housing Administrator to have a system for

selecting households from those waiting for special needs housing in the Administrator's housing project.

3 LOCAL RULE

DNSSAB requires Special Needs Housing Administrators to put in place a system for selecting households from those waiting for special needs housing in the Administrator's housing project.

DNSSAB has determined the local rule to remain as the provincial default, HSA O.Reg 367/11, s. 75-77. The following has been reproduced from the regulation:

75. (1) A special needs housing administrator's system for selecting households must include a waiting list for each housing project and the system must include rules that provide for the following:

1. Upon the administrator determining that a household is eligible for special needs housing, the household shall be added to the list for each project for which the household has indicated a preference.
2. A household shall also be added to a list if the household,
 - i. is occupying special needs housing in the administrator's housing projects, and
 - ii. has applied to be added to the list because the household wishes to be transferred to a unit in the housing project to which the list relates.
3. An application under subparagraph 2 ii shall be made to the administrator and must include the information and documents required by the administrator and must be in a form authorized by the administrator.
4. A household shall be removed from the list if,
 - i. the household requests to be removed,
 - ii. the household ceases to be eligible for special needs housing, or
 - iii. the household has accepted an offer of special needs housing in the administrator's housing projects.
5. The administrator shall determine, from time to time, whether a household that is on the list is still eligible for special needs housing. O. Reg. 367/11, s. 75 (1).

(2) The special needs housing administrator shall ensure that the households that were on the special needs waiting list for a housing project maintained under the former Act immediately before the coming into force of this section are on the initial waiting list for that project required under this section. O. Reg. 367/11, s. 75 (2).

System requirements — selection of households for special needs housing

76. (1) A special needs housing administrator's system for selecting households must include rules that provide for the following in relation to the selection of a household for a vacant unit in a housing project:

1. The household shall be selected from the waiting list for the project required under section 75.
2. If the housing provider provides provincially funded support services in respect of the unit, the housing provider must select a household that requires those services.
3. If the unit has accessibility modifications, the housing provider must select a household that requires those modifications.

4. If the housing provider provides provincially funded support services in respect of the unit and the unit has accessibility modifications, the housing provider must select a household that requires both those services and those modifications.
5. A selection under paragraph 2, 3 or 4 shall be made, in accordance with the administrator's determination of priority under section 63 of the Act, from among the relevant households.
6. A household with a lower priority may be selected if every other relevant household with a higher priority has been given an offer but has not accepted within a reasonable time. O. Reg. 367/11, s. 76 (1).

(2) In subsection (1),

"relevant household" means, in relation to a vacant unit, a household that is on the waiting list for the project required under section 75 and that can be selected under paragraph 2, 3 or 4 of subsection (1). O. Reg. 367/11, s. 76 (2).

System requirements — refusals by housing provider

77. (1) A special needs housing administrator's system for selecting households must include rules that permit a housing provider, despite any other rule, to not offer a household a unit in any of the following circumstances:

1. The housing provider has a mandate under section 76 of the Act and offering the unit to the household would be contrary to that mandate.
2. The housing provider has reasonable grounds to believe, based on the household's rental history, that the household may fail to fulfil its obligations to pay rent for the unit in the amount and at the times the rent is due.
3. The housing provider is a non-profit housing co-operative and the household does not agree to accept its responsibilities as a member of the housing provider or the housing provider has reasonable grounds to believe that the household will not accept or will be unable to accept those responsibilities.
4. The unit is one in which individuals will reside in a shared living situation and the housing provider has reasonable grounds to believe that it is unreasonable for the household to reside in the shared accommodation.
5. The level of support services that are provided in respect of the unit is significantly greater or significantly less than the level of support services required by the household. O. Reg. 367/11, s. 77 (1).

(2) The special needs housing administrator's system for selecting households must include rules that provide for the following if a housing provider refuses, under a rule under subsection (1), to make an offer to a household that it would otherwise have been required to make:

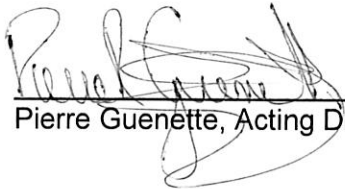
1. The housing provider shall notify the household of the refusal.
2. If the household so requests, the housing provider shall review the decision to refuse to make the offer.
3. The rules under paragraphs 1 and 2 apply only to the first refusal by a housing provider to make an offer to a household and not to subsequent refusals by the housing provider with respect to the same household. O. Reg. 367/11, s. 77 (2).

4 ACTION

That Special Needs Housing Administrators implement the new Local Housing Rule – Special Needs Housing – System for Selecting Waiting Households.

5 **ATHORIZATION**

Original signed by:



Pierre Guenette, Acting Director-Housing Services, DNSSAB

Feb 20/14

Date

6 **REVISION CONTROL**

DATE

REVISION

EFFECTIVE

November 2012

Policy initially approved.

January 1, 2014



DNSSAB – Housing Services			
Type of Policy:	Local Housing Policy (LHP)	LHP No.	2013-00
Subject:	Failure to Notify of Changes		
Issued:	February 12, 2014		
Effective:	January 1, 2014	Replaces:	N/A
Issued by:	Manager, Housing Services, DNSSAB	Dated:	N/A
Issued to:	<input type="checkbox"/> Federal Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Local Housing Corporation — Rent Supplement Programs <input type="checkbox"/> Nipissing District Housing Registry		

1 PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the *Housing Services Act, 2011 (HSA)* and associated regulations related to the local occupancy standards.

2 BACKGROUND

The *Housing Services Act, 2011 s. 43* and in particular *Ontario Regulation 367/11, s. 42* gives a service manager the authority to establish local occupancy standards for determining the appropriate size and type of unit for a household.

3 LOCAL RULE

These standards are to be followed as closely as possible. Variations should only be considered on an individual basis and must be fully documented, with supporting documentation in the event that a household requests a review of these standards or when a project undergoes an audit.

The number of bedrooms a household is eligible for is determined by following these standards, followed as closely as possible, when allocating units. Additional bedrooms may be granted **only if the household requests it in writing.**

A. The Largest Unit a Household Can Have is:

1. One bedroom for spouses (including same-sex partners).
2. One bedroom for each additional member of the household except in the following:
 - a) One bedroom will be assigned to two (2) children of the same sex who are no more than five (5) years apart in age;
 - b) One bedroom may be assigned to a parent and child if the parent and child are of the same or of different sex and the child is under the age of five (5), if;
 - i) this is agreed to by the tenant/applicant in writing and,
 - ii) if the housing provider consents.
 - c) Expectant mothers on the RGI waiting list will not be eligible for an additional bedroom until the birth of their child. At birth, if the family qualifies for an additional bedroom, the original date of application will be honored and the household will transition to the appropriate waiting list.
 - d) Expectant mothers already receiving RGI assistance will not be eligible for an additional bedroom until the birth of their child. At birth, if the family qualifies for an additional bedroom, the family cannot apply for a larger unit for twelve (12) months.
3. Additional bedrooms will only be granted if they are requested in writing and if they are needed for:
 - a) When one of the spouses or same-sex partners requires a separate bedroom because of a medically documented disability or medical condition and it significantly effects the health and wellbeing of the partner;
 - b) A member of the household who is disabled or has a medical condition that requires a separate bedroom to store equipment related to their medical condition and the equipment takes up a significant amount of space;
 - c) Fulfilling the requirements of a custody agreement where the child(ren) are not members of the household;
 - d) Children with behavioral or medical condition may have a separate room if recommended by a professionally qualified individual.
4. Children up to the age of 26, whose primary residence is in the household that is eligible for RGI assistance and are in full-time attendance in a recognized educational institution out-of-town, are counted as part of the household.

B. The Smallest Unit a Household Can Have is:

If a household chooses to be housed in the smallest unit they can have and as a result places themselves in an underhoused situation, they must remain in that housing unit for a period of no less than twelve months before they can re-apply for an appropriately sized unit.

1. A bachelor unit for one (1) individual or spouses (including same-sex partners);

2. One bedroom for every two household members;
3. For households consisting of odd number of members, one bedroom will be assigned according to the following minimum standards; 3 members = 2 bedrooms; 5 members = 3 bedrooms etc.

If as a result of current family composition, a household qualifies to be placed on more than one unit size waiting list, the household is only entitled to a total of three refusals of offers before they are no longer eligible to remain on the waiting list.

C. Verification Requirements

1. INTENT
The Board requires that all housing providers adhere to the following verification procedures when determining an applicant/tenant's request for additional bedrooms. Additional bedrooms should only be granted to a household when an applicant/tenant requests them in writing.
2. Medical Applicants/Tenants
Where one of the spouses or same-sex partners requires a separate bedroom because of a medically documented disability or medical condition, a Physician's letter outlining the condition and the recommendation for an additional bedroom must be kept in the applicant/tenant's file.
3. Medical Equipment Applicants/Tenants
Housing providers shall exercise discretion when accommodating the needs of members of a household requiring an additional bedroom to store medical equipment. Housing providers will assess these requests on a case-by-case basis and maintain proper records of these arrangements keeping in mind that the medical equipment must take up a significant amount of space.
4. Custody Applicants/Tenants
 - a) Where a member of the household has **shared custody** over a child who is not a member of the household and, they are obligated to fulfill the requirements of a shared custody agreement to provide over-night accommodation, a court ordered custody agreement must be kept in the applicant/tenant's file.
 - b) Shared custody means the member has primary custody of the child greater than or equal to 48% of the time.
 - c) In the absence of a shared custody agreement, a signed and witnessed "Custody Declaration" signed by both parents/guardians should suffice.
5. Visitation Agreements Applicants/Tenants
No extra bedrooms are allocated for visitation rights.

D. Implementation Procedures

1. Requesting Additional Bedrooms
A request may be included in an application for RGI assistance or it may be made after the application is submitted. All requests for additional bedrooms must be submitted in writing. If the request for an additional bedroom(s) is later withdrawn by the household the housing provider will ensure that this request is submitted to them

in writing. When a request for an additional bedroom(s) is made, the housing provider will ensure that standard application procedures are followed.

2. Review of Eligibility

When conducting annual verification reviews of households occupying RGI units, the housing provider will include a review of whether the size and type of the unit is within the acceptable occupancy range set out in these occupancy standards.

3. Over-Housed Households

If the review determines that a household occupies an RGI unit that is larger than the largest unit in respect of which the household is eligible to receive RGI assistance please refer to DNSSAB – Housing Services, Local Housing Policy # 2013-08 Ceasing to Meet Occupancy Standards for the steps to be taken.

4. Transfer Waiting Lists Procedures

The following procedures are to be followed when a household that is receiving rent geared-to-income becomes over-housed and, must be placed on the Transfer Waiting List

For the purpose of this policy, the Transfer Waiting Lists include the following waiting lists:

- i. Internal Transfer Waiting List;
- ii. Centralized Waiting List

For the purpose of this policy, the geographic areas of the District of Nipissing are recognized as the following:

- i. North Bay;
- ii. Sturgeon Falls;
- iii. West Nipissing;
- iv. Temagami;
- v. Mattawa.

- a) Households placed on the Transfer Waiting Lists are placed according to the date of their original application.
- b) Households will be placed on the Centralized Waiting List within the geographic area in which they currently reside. Within this geographic area the household will be placed on the waiting list for all units and providers for which they are eligible.
- c) Households placed on the Transfer Waiting Lists are granted unlimited refusals during the first 12 months. After the first 12 months, any household that refuses an offer of housing, the following will occur:
 - i. The household will be removed from the Transfer Waiting Lists;
 - ii. The household will be disqualified from receiving rent-geared-to-income subsidy.

4 ACTION

That Housing Providers implement the new Local Housing Policy – Local Occupancy Standards.

5 AUTHORIZATION

Original signed by:

 Feb 20/14
Pierre Guenette, Acting Director-Housing Services, DNSSAB Date

6 REVISION CONTROL

DATE	REVISION	EFFECTIVE
November 2012	Policy initially approved.	January 1, 2014