

DNSSAB Housing Services
Local Housing Policy

LHP – 2020-23

SUBJECT:	Economic Hardship Priority		
DATE of ISSUE TO HOUSING PROVIDER:			
IMPLEMENTATION DATE:	January 1, 2021	APPROVED BY:	DNSSAB Supervisor
REVISION DATE(S):	January 1, 2020	SIGNATURE:	DocuSigned by: Dee Johnson 09F24F2BF3B442F...
ASSOCIATED DOCUMENT(S):			
RELATED POLICY(IES):	LHP 2002-02; LHP 2020-06; LHP 2020-09; LHP 2020-15		
ISSUED TO:	<input type="checkbox"/> Federal Section 95 Private 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"/> Affordable Housing/Investment in Affordable Housing/Social Infrastructure Fund Program <input type="checkbox"/> DNSSAB Rent Supplement Programs <input type="checkbox"/> DNSSAB Housing Access		

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 Economic Hardship Priority for In-situ Market Rent Tenants.

BACKGROUND

The DNSSAB has established a local rule for Economic Hardship Priority for In-situ Market Rent Tenants as follows.

LOCAL RULE**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.

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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 target 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 an application for a Rent Supplement Agreement through the DNSSAB;
- c. Refer the market rent household to the DNSSAB Housing Access to apply for RGI assistance and to be placed on the coordinated access waiting list.

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Economic Hardship Priority (continued)

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.

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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:

- The household starts receiving RGI assistance;
- The household becomes ineligible for RGI assistance;
- 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.

ACTION

That Housing Providers implement the new Local Housing Policy - *Economic Hardship Priority* - LHP - 2020-23.

AUTHORIZATION

Original signed by:

DocuSigned by:

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Stacey Cyopeck

Director, DNSSAB Housing Programs

Date: 6/10/2021

Replaced By Policy #		Retirement Date:	
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**Schedule "A"****Economic Hardship Priority Status Application****Part A****Declaration:**

I/We, the household named in this application, is/are currently residing in a Social Housing project under the Service Management of the District of Nipissing Social Services Administration Board. The application is for access to rent-geared-to-income housing in the District of Nipissing under the Economic Hardship Priority.

Signed _____ **Signed** _____

Print name _____ Print name _____
(Per Household) (Per Household)

Date _____ Date _____

NOTE: The Housing Provider will verify that the Household meets the Criteria established in DNSSAB Local Social Housing Policy LHP 2020-23.

Criteria for Economic Hardship Priority Status:

- a) The household must be a tenant in good standing in a market rent unit within the District of Nipissing;
- 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 the *Housing Services Act, 2011 and its regulations*.



Part B

Housing Provider Use Only

I/We have reviewed this application and verified that this household does meet the criteria for Economic Hardship Priority Status as established in DNSSAB Local Housing Policy LHP 2020-23.

The following documents have been 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" (Part "A" & "B");
- d) Application for RGI assistance.

I/We confirm the following (initial each box):

- ☐ That the household named in this application, is in good standing with respect to the requirements of the *Housing Services Act*;
- ☐ That RGI assistance is available and will not result in our Housing Project exceeding our RGI target plan;

Signed _____ Signed _____

Print name _____ Print name _____

Title _____ Title _____

Date _____ Date _____

Housing Provider (name): _____