

DNSSAB Housing Services
Local Housing Policy

LHP - 2020-18

SUBJECT:	Special Needs Housing – Failure to Notify of Changes		
DATE of ISSUE TO HOUSING PROVIDER:			
IMPLEMENTATION DATE:	January 1, 2021	APPROVED BY:	DNSSAB Supervisor
REVISION DATE(S):	January 1, 2020	SIGNATURE:	<small>DocuSigned by:</small> <i>Dee Johnson</i> <small>09F24F2BF3B442E</small>
ASSOCIATED DOCUMENT(S):	Appendix "A" - Extenuating Circumstances LHP-18		
RELATED POLICY(IES):			
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 Special Needs Housing Administrators of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations regarding the failure to notify of changes specific to special needs housing.

BACKGROUND

Under *O. Reg. 367/11, s. 70* of the Housing Services Act, 2011:

- (1) A household ceases to be eligible for special needs housing if the household fails to notify the Special Needs Housing Administrator in accordance with this section, of a change described in subsection (2). *O. Reg. 367/11, s. 70 (1)*;
- (2) The change referred to in subsection (1) is a change to any information or document that the household previously provided to the 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. *O. Reg. 367/11, s. 70 (2)*;
- (3) Subject to subsection (4), a notification of a change must be given to the Special Needs Housing Administrator within 30 days after the change or within such longer period after the change as the Administrator may establish. *O. Reg. 367/11, s. 70 (3)*;
- (4) The Special Needs Housing Administrator may extend the period of time for notifying the Administrator, either before or after the period has expired. *O. Reg. 367/11, s. 70 (4)*;

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(5) The household shall notify the Special Needs Housing Administrator regarding:

- (a) A change to a document, by providing a copy of the changed document; *and*
- (b) A change to information, by providing a notice referencing the change. *O. Reg. 367/11, s. 70 (5).*

(6) Despite subsection (1), the Special Needs Housing Administrator may determine that the household remains eligible if the Administrator is satisfied that there are extenuating circumstances, *O. Reg. 367/11, s. 70 (6).*

Definitions

Special Needs Housing - is defined as housing that is intended for use by a household with one or more members who require accessibility modifications or provincially funded support services in order to live independently in the community.

Special Needs Housing Administrator - means, in relation to a housing project with special needs housing,

- a) The Service Manager for the service area where the housing project is located, *or*
- b) If the regulations so provide, the Housing Provider operating the housing project.
HSA 2011, c. 6, Sched. 1, s. 38

Modified Unit - refers to a housing unit with accessibility modifications, allowing tenants with a physical disability to perform daily in-house activities as independently as possible. Some coordinated access centers maintain centralized waiting lists for modified units. In other service areas, Housing Providers keep their own waiting lists.

Special Needs Unit - A unit that is occupied by or made available for occupancy by a household having one or more individuals who require accessibility modifications or provincially-funded support services in order to live independently in the community.

Special Needs Waiting List - The waiting list for housing that has been modified for people with disabilities or has available support services. Under the Housing Services Act 2011, special needs waiting lists are maintained by the Service Manager or by Housing Providers, or support agencies designated as Special Needs Administrators in the legislation.

LOCAL RULE

The time period for Special Needs Housing tenants and applicants to report changes in their circumstances is thirty (30) calendar days, and allows for extenuating circumstances. For a list of extenuating circumstances please see Appendix "A" attached.



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ACTION

That Housing Providers implement the new Local Housing Policy - *Special Needs Housing – Failure to Notify of Changes* - LHP - 2020-18.

That Special Needs Housing Administrators are to allow thirty (30) calendar 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.

AUTHORIZATION

Original signed by:

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Stacey Cyopeck
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Stacey Cyopeck
Director, DNSSAB Housing Programs

Date: 6/10/2021

Replaced By Policy # Retirement Date:



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Appendix “A” – Examples of Extenuating Circumstances

- Illness or medical emergency that requires hospitalization
- Death of an immediate relative (spouse/partner, child, parents, siblings or legal guardian)
- Currently attending to/caring for an ill or dying family member
- Seeking or receiving medical treatment for addictions
- Incarceration (Awaiting trial and not convicted, Serving time due to a conviction)