



SUBJECT:	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:	
ASSOCIATED DOCUMENT(S):	Appendix "A" - Extenuating Circumstances LHP-2020-01		
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 housing stakeholders of the local rule, background, and compliance standard under the Housing Services Act, 2011 (HSA), and associated regulations related to the notification of household changes.

BACKGROUND

Under *O. Reg. 367/11, s. 28*, of the Housing Services Act, 2011 a household ceases to be eligible for rent-gearred-to-income assistance if the household fails to notify of changes in certain circumstances. The regulation sets a minimum time period of 30 days for the notification of changes or within such a longer period after the change as the Service Manager may establish.

LOCAL RULE

The time period for tenants and applicants to report changes in certain circumstances (as described under *Section 28 of O. Reg 367/11*) is thirty (30) calendar days. The circumstances include:

- There has been a permanent change in household composition.
- A household member, whose income was not included in RGI because they were a full-time student, is no longer a full-time student.



DNSSAB Housing Services
Local Housing Policy

LHP - 2020-01

SUBJECT: Failure to Notify of Changes (continued)

- A household member starts receiving Ontario Works or ODSP.
- A household member stops receiving Ontario Works or ODSP.
- A household member receiving Ontario Works or ODSP has a permanent increase in other non-benefit income.
- A household member has had their income taxes reassessed.

This rule allows for extenuating circumstances such as hospitalization, treatment for addiction, or incarceration. For a list of potential extenuating circumstances, please see Appendix "A" attached.


ACTION

That Housing Providers implement the new Local Housing Policy - *Failure to Notify of Changes* - LHP - 2020-02.

Housing Providers are to allow thirty (30) calendar days for all tenants and applicants to report changes in certain circumstances (as described under *Section 28 of O. Reg 367/11*). The Housing Provider will allow for extenuating circumstances such as hospitalization, treatment for addiction, and/or incarceration. 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:

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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District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

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LHP – 2020-01

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)
- The DNSSAB will consider other extenuating circumstances on a case by case basis.