



**Title:**

Housing Services Internal Policy-Department of Social Services-Household Income Limits

**Policy No.:**

SL 027

**Revisions:**

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**Effective Date:**

November 27, 2018

**Applies to:**

The policy and procedures contained in this document are to be implemented by the Housing Providers listed under the following programs in Schedule 1 of O. Reg. 367/11:

- \* Service Manager Public Housing Portfolio
- \* Rent Supplement Programs
- \* Non-Profit Program



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## Background

The *Housing Services Act, 2011, s. 42 (2)* allows a Service Manager (SM) to make local eligibility rules on prescribed matters set out in *O. Reg. 367/11, sections 34-41*.

*O. Reg. 367/11, s. 34* is a prescribed matter related to maximum household income allowed by households to be eligible for Rent-Geared-to-Income (RGI) Assistance. It states that the local rule must provide that, as listed in the four points below,:

- total household income is the total income of each member combined for a 12-month period; and
- the income of each member is the sum of all payments made to, on behalf of, or for the benefit of, the members and which are included for the purpose of rent calculation; and
- the Household Income Limits may be different for units of different types and sizes and for units in different parts of the SM's service area; and
- the Household Income Limits must be at least the Household Income Limits prescribed under *O. Reg. 370/11*.

In consultation with Housing Providers, the SM has determined that the prescribed Household Income Limits shall be used to determine eligibility at initial occupancy only. Should a household's income increase above Household Income Limits during occupancy of a RGI unit, the household shall continue to be eligible for RGI Assistance until their calculated rent is at or above the market rent for the unit for twelve consecutive months as set out in *O. Reg. 367/11, s. 34, Rent-Geared-to-Income Assistance — Eligibility Rules*.

The SM is required to report statistical data relating to RGI households with income below the Household Income Limits and High Needs income annually to the Ministry of Housing.

## Action to be taken

The Housing Services Tenant Placement Clerk shall use the prescribed Household Income Limits in determining a household's eligibility to be placed on the Centralized Waiting List. The Housing Services Tenant Placement Clerk and Housing Providers that collect income information from households prior to initial occupancy of a RGI unit shall use the prescribed Household Income Limits to determine eligibility for the RGI unit.

Housing Providers shall not consider Household Income Limits as an eligibility requirement for continued RGI assistance.

Housing Providers shall use the prescribed Household Income Limits and prescribed High Needs income levels for statistical purposes only as required by the SM to report in the Service Manager Annual Information Report (SMAIR) to the Ministry of Housing.



For the maximum annual household income for High Needs Housing, refer to *O. Reg. 370/11, Sched. 1*, as amended.

For the maximum annual household income for Household Income Limits, refer to *O. Reg. 370/11, Sched. 2*, as amended.

### **Legislation**

- *Housing Services Act, 2011, s. 40*
- *Housing Services Act, 2011, s. 42*
- *O. Reg. 367/11, s. 34*
- *O. Reg. 370/11, Sched. 1*
- *O. Reg. 370/11, Sched. 2*

### **Questions**

If you have questions about this document, please contact your Housing Services Manager at the United Counties of Prescott and Russell.

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_