

Community Housing Directive

INC 2019-02 Documentation Required for Verification of Income

Date of Directive:	April 2019
Replaces Directive:	No. 024, May 5, 2005
Effective Date:	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Until further notice <input type="checkbox"/> To be updated annually
Legislation:	Housing Services Act, (HSA) 2011
Regulation:	O. Reg. 298/01, O. Reg. 367/11, SCHEDULE 4.1
Applies to:	<input checked="" type="checkbox"/> HSA Providers (including Special Needs Providers) <input type="checkbox"/> Non-HSA Providers <input checked="" type="checkbox"/> HAP and Managers of other Community Housing Wait Lists

Policy

Except in circumstances (detailed below), all members of a household in Community Housing must report and provide verification for all income that is used in Rent-Geared-to-Income (RGI) calculations.

Although tenants or co-op members must also declare income that is excluded from RGI calculations, verification is only required if the source of the income is at question. For example, verification is not required for:

- Child tax credits
- Trillium Benefits
- GST Credit
- Income Tax refunds

A household shall not be required to provide information or documents in the following situations:

- Where the Housing Provider is satisfied that a person is unable to do so.
- Where a member of a household with Special Priority Policy (SPP) status advises that a member of the household will be at risk of being abused by the abusing individual if an attempt is made to obtain the information or documents.

Reasons must be clearly documented in the RGI file when a household is not required to provide certain information based on the circumstances above.

Release and Consent

Annual Renewal Forms must contain the required Release and Consent form and must be signed by all members of the household whose income is included in the RGI calculation or who is a primary member of the household and be witnessed at minimum once in every 12-month period.

Income Tax

The most recent income tax submission and assessment from Canada Revenue Agency must be provided for each household member. If any household member has not filed an income tax submission, then confirmation to this effect must be supplied by Canada Revenue Agency.

- Copy of the income tax return prepared by the tenant or agent for the tenant
- An income tax assessment provided to the tenant by Revenue Canada

Student Status

Household members who are 17 years of age or older, must supply proof that they are in full-time attendance at school. Any of the following are acceptable for proof of full-time attendance in school:

- OSAP forms, if applicable
- Copy of the student's official timetable
- Registration letter from the school (needs to confirm at least 60% course load or 40% course load for disabled students)

Types of Income and Documentation Required

This section outlines the most common sources of income and the supporting documentation that is required.

Housing Providers are required to ensure a standard and consistent approach when conducting rent calculations and requesting verification. For example, if the T5 slips are used to verify interest on assets, that approach should be used annually for all households, where possible.

Source of Income	Documentation Required
Salary or wages, including vacation pay	<p>If new employment – signed internal form or a signed letter on letterhead from the employer stating:</p> <ul style="list-style-type: none"> • Company name, address, phone # • Gross salary or hourly rate of pay (including bonuses, commissions, vacation pay) • start date • hours worked • permanent or temporary (expected end-date) <p>If regular ongoing employment – same as above or 8-12 weeks of pay stubs</p> <ul style="list-style-type: none"> • In most cases where there is employment income it is a good business practice to always use actual income information (pay stubs) which is then verified annually by the income tax return • A Record of Employment (ROE) is required when a household member advises they are no longer working
Bonuses or incentive pay/shift bonuses	<ul style="list-style-type: none"> • Pay stub that details the income <u>or</u> • Letter from the employer (on letterhead)

Documentation Required for Verification of Income

Source of Income	Documentation Required
Tips/Gratuities	<ul style="list-style-type: none"> • Pay stub that details the income or • Sworn Affidavit/Statutory Declaration • If any of the above documentation is not provided, a minimum of 10% of the gross income (for the position that would typically earn tips) will be included in the RGI calculation
Overtime pay	<ul style="list-style-type: none"> • Pay stub that details the income or • Letter from the employer (on letterhead)
Employment Insurance (EI)	<ul style="list-style-type: none"> • Most recent EI cheque stubs or on-line statement showing gross amount and frequency of payments
Short-term Workers' Safety and Insurance Board (WSIB) benefits	<ul style="list-style-type: none"> • Most recent WSIB cheque stub or on-line statement showing gross amount and frequency of payments or • Letter from WSIB confirming gross amount and frequency of payments.
Work incentive program payments	<ul style="list-style-type: none"> • Statement from the source
Training allowances	<ul style="list-style-type: none"> • Statement or cheque stub from source stating total gross amount, frequency of payments, amounts for transportation/child care/tuition etc. and duration of program/course
<p>Income from Self-employment</p> <p>Note: Where a household member declares income from self-employment the following deductions are not permitted:</p> <ul style="list-style-type: none"> • Capital cost allowances for depreciation of equipment • Rent paid by the member for the unit occupied by the member, where the member's business is operated from the home • Child care expenses <p>Note: Negative income from self-employment must be counted as zero income – it cannot be deducted from any other sources of income.</p>	<ul style="list-style-type: none"> • If the household member has a new start-up business the following is required - Completed internal form and a declaration of the business's estimated income and expense is required. The household member must report any changes from this estimate when they occur. Information regarding the type of business, business address and telephone number is also required • If the household member has been self-employed for more than one year the following is required: • An audited financial statement for the most recent 12-month period. <p>or</p> <ul style="list-style-type: none"> • A certified copy of your most recent Income Tax Return and Notice of Assessment including a copy of the Statement of Business or Professional Activities (T2125)

Pension Income

Source of Income	Documentation Required
Pensions <ul style="list-style-type: none"> • Old Age Security (OAS) • Guaranteed Income Supplement (GIS) • Survivor pensions • Canada Pension Plan (CPP) • Guaranteed Annual Income System (GAINS) • Fixed company pensions • Long-term Workplace Safety and Insurance Benefit (WSIB) • Veterans Allowance • Fixed Payments from an annuity/RRIF • Long-term disability benefits 	Any of the following are acceptable: <ul style="list-style-type: none"> • Last annual statement of pension benefits (from source) • Bank book/statement showing net pension deposit (as long as you have the most recent T4A's or other proof of any income tax deducted that needs to be added back in) • A letter from Service Canada that details the gross pension received from CPP, OAS and GIS • For foreign pensions, a letter from the source indicating the basic gross pension and a copy of bank deposits for 6 months. It would be suggested to use an average of at least 3-6 months to cover the fluctuation in exchange rates that can occur with foreign pensions. Alternatively, you can use the basic gross pension and multiply it by the current rate of exchange (i.e. from Dutch to Canadian). You can access the current exchange rate from any bank website. Please be sure to copy the exchange rate information to the household member's file.

Student Income

Source of Income	Documentation Required
OSAP	<ul style="list-style-type: none"> • OSAP assessment form
Grants/Bursaries/ Scholarships	<ul style="list-style-type: none"> • Letter or information slip verifying the amount and duration

Support (Child and Spousal)

Source of Income	Documentation Required
Support received	Any of the following are acceptable: <ul style="list-style-type: none"> • Copy of the court order or support agreement • Family Responsibility Office (FRO) statement • Sworn affidavit/Statutory Declaration
Support paid	<ul style="list-style-type: none"> • Copy of the court order or support agreement and copies of cancelled cheques or other proof of payment.

Ontario Works (OW) or Ontario Disability Support Plan (ODSP)

Source of Income	Documentation Required
OW/ODSP	<ul style="list-style-type: none"> Internal form completed by the caseworker or Copy of drug card or cheque stub

Income from Assets

Source of Income	Documentation Required
Term Deposits/Bonds/ GIC's	<ul style="list-style-type: none"> Proof of Assets Form completed by financial institution or Annual statement of investments or most recent statements
Stocks/Shares/Mutual Funds	<ul style="list-style-type: none"> T5 slips showing amount of dividends received, company name, number and value of stock shares or Annual statement
Bank Accounts (savings/chequing accounts)	Any of the following are acceptable: <ul style="list-style-type: none"> Proof of Assets Form Bank book/statement T5 slips Letter from financial institution stating earned interest over past 12-month period
Registered Retirement Savings Plan (RRSP)	<ul style="list-style-type: none"> Statement from financial institution stating balance and T4RSP if any portion of the RRSP is redeemed
Cab Plates (Taxi Licences) when shared with other drivers	<ul style="list-style-type: none"> Confirmation of the percentage the plates/licences are being used by other drivers
Life Insurance with a cash surrender value	<ul style="list-style-type: none"> Confirmation of the current cash surrender value plus accumulated dividends
Residential Property	<ul style="list-style-type: none"> Confirmation of the appraised value of the property
Non-Residential Property	<ul style="list-style-type: none"> Confirmation of the appraised value and mortgage outstanding
Transferred Assets	<ul style="list-style-type: none"> Confirmation of transfer date and appraised value of the asset

Rebecca Morgan Quin
Manager
Housing Services

From time to time, the Service Manager issues directives to communicate policy directions and updates to Community Housing Providers in its jurisdiction.

Documentation Required for Verification of Income

Community Housing Directive

INC- 2019-03 Household Income Limits

Date of Directive: June 20, 2019
 Replaces Directive: INC-2018-01
 Effective Date: Until further notice
 To be updated annually
 Section: Income Verification
 Reference: O. Reg. 370/11
 Applies to: HSA Providers (including Special Needs Providers)
 Non-HSA Providers
 HAP and Managers of other Community Housing Wait Lists

Intent

The *Housing Services Act, 2011* will amend the provincial Household Income Limits (HILS). The HILS have a direct impact on the local household income limits within the City and County of Peterborough.

Effective June 6, 2019 Housing Access Peterborough and Community Housing Providers should use the following HILS to determine eligibility for placement on the Centralized Wait List or an offer of a Rent-Geared-to-Income (RGI) unit.

The new HILS for the City and County of Peterborough are as follows:

Ontario Regulation 370/11, Schedule 1~ High Needs Household Income Limits

	Bachelor	1-bedroom	2-bedroom	3-bedroom	4-bedroom (or larger)
City of Peterborough	\$16,200	\$20,700	\$25,200	\$30,600	\$39,300
County of Peterborough	\$14,400	\$18,600	\$22,200	\$24,300	\$28,800

Ontario Regulation 370/11, Schedule 2~ Household Income Limits

	Bachelor	1-bedroom	2-bedroom	3-bedroom	4-bedroom (or larger)
City of Peterborough	\$27,000	\$34,500	\$42,000	\$51,000	\$65,500
County of Peterborough	\$25,000	\$31,000	\$37,500	\$40,500	\$50,000

If you have any questions, please contact Housing Services.

Rebecca Morgan Quin
 Manager
 Housing Services

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Household Income Limits