

## Community Housing Directive

### RGI 2014-03 Review of Continued Eligibility for Rent-Geared-to-Income Assistance

Date of Directive: January 13, 2014  
Replaces Directive: New  
Effective Date:  Immediate  
 Until further notice  
 To be updated annually  
Section: Housing Services Act (HSA), 2011, s 51 (1)  
Reference: Ontario Regulation 367/11, s 59  
Applies to:  HSA Providers (including Special Needs Providers)  
 Non-HSA Providers  
 HAP and Managers of other Community Housing Wait Lists

---

#### Intent

Rent-Geared-to-Income (RGI) eligibility is to be reviewed every 12 months or more frequently as determined by the Service Manager. The Service Manager determines what documents are required to review eligibility.

#### Policy

For the purposes of subsection 51 (1) of the Act,

1. The periodic basis referred to in that subsection is once in every 12-month period after the household began to receive RGI assistance; and
2. The other times referred to in that subsection are such other times as the Service Manager considers appropriate (Ontario Regulation 367/11, s 59).

Households receiving RGI assistance are required to provide written verification, every 12 months, with the anniversary date of their RGI tenancy to the Housing Provider of:

1. The income of any member of the household from any source;
2. The interest of any member of the household in any asset and the value of the interest of any member of the household in any asset; and
3. A consent form signed by all members of the household over the age of 16, excluding those who are attending full time studies, for the purpose of the annual review of eligibility.

Rent calculations will be provided to tenants either as a course of practice or by request. Notifications must include a tenant's right to review the decision, first by the provider and then by the Peterborough Review Committee.

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.

Review of Continued Eligibility for Rent-Geared-to-Income