

Community Housing Directive

RGI 2019-03 Notification of Changes to Income or Household Information

Date of Directive: May 1, 2012

Replaces Directive: RGI 2012-02

Effective Date: January 1, 2012

Until further notice

To be updated annually

Legislation: Housing Services Act (HSA), 2011

Reference: Ontario Regulation 367/11, s 28

Applies to: HSA Providers (including Special Needs Providers)

Non-HSA Providers

HAP and Managers of other Community Housing Wait Lists

Intent

To provide a time period in which tenants/members and applicants are required to report any changes in the household to the Housing Provider and Housing Access Peterborough (HAP) and Managers of other Community Housing wait lists.

Policy

Households who are receiving or have applied for Rent-Geared-to-Income (RGI) assistance have 30 days to inform the Housing Provider, HAP or Managers of other Community Housing wait lists of any changes in information.

Changes include but are not limited to:

1. A significant and/or permanent change to income (likely not less than 20%) that would result in a recalculation of RGI subsidy. Significant and permanent changes may include:
 - A new employment source with a significantly different income
 - Cessation of employment
 - The start of social assistance
 - A permanent move from part-time to full-time hours or vice versa that significantly changes the monthly average earnings.
2. A new person moves into a unit or a household member moves out (change of household composition);
3. Status in Canada; and
4. Contact information (address, phone number, etc.).



**Housing Services
Social Services Division**
For more information please contact:
housing@peterborough.ca

Any and all changes in the source or amount of income must be verified in writing by the tenant or member (Reference: Community Housing Directive- Documentation Required for Verification of Income). It is the tenant or member's responsibility to provide documented proof of income change within thirty (30) days of reporting the change.

A Housing Provider may use discretion to extend the tenant/member's notification period beyond 30 days in extenuating circumstances.

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.