

Housing Division Notice

Date: January 14, 2004

HDN# 2004 - 66

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

<input checked="" type="checkbox"/>	Federal Non-Profit Housing Program
<input checked="" type="checkbox"/>	Private Non-Profit Housing Program
<input checked="" type="checkbox"/>	Co-operative Non-Profit Housing Program
<input checked="" type="checkbox"/>	Municipal Non-Profit Housing Program (Pre-1986)
<input checked="" type="checkbox"/>	Local Housing Corporation

Subject: Adding Members to Existing Rent-Geared-to-Income Assisted Households

Background:

The Part V Service Agreement, effective August 1, 2002, provides for Housing Providers to perform certain duties and exercise certain powers of a Service Manager under the Social Housing Reform Act 2000.

Part III Section 3.01 of the Service Agreement, "Eligibility Rules" states: "The service provider agrees that it shall determine the continuing eligibility for rent-geared-to-income assistance pursuant to the Act and Part III of the Regulation [being Ontario Regulation 298/01] for any designated housing project."

Therefore, any request to add a member to a rent-geared-to-income household is the responsibility of the Housing Provider, not the Housing Access Centre.

Action: Housing Providers, when reviewing such a request, are responsible for complying with all applicable legislation and the Part V Service Agreement, as well as being responsible for adhering to local policies as outlined in HDN # 2002-21, 2002-23, 2002-32, 2002-33 and 2002-34.

Louise Stevens
Director of Municipal Housing