

Rule # 01-2015	Reporting Changes / Guests of the Household	Page 1 of 2
Originally Approved: July 2015		Revision Date: January 31 st , 2018

Authority Under the authority of the *Housing Services Act, 2011 (HSA)* and its Regulations, each Service Manager is required to develop Local Rules. The Service Manager procedures and requirements in the Local Rule are to be implemented by all Housing Providers in Cornwall and Stormont, Dundas and Glengarry (SDG) operating under the *Housing Services Act, 2011*.

Intent The intent of this Local Rule is to identify the requirement to annually verify a household's income, assets and household composition to determine ongoing eligibility for RGI assistance.

Eligibility Criteria:

Before a household's RGI assistance can be calculated, all household income and assets must be verified as well as the household composition, and should be accompanied by a signed declaration and consent.

Local Rule Verification of this information is essential for the proper calculation of an RGI rent/housing charge. Incorrect calculations can lead to a household receiving more or less RGI assistance than they qualify to receive. This could result in a reimbursement to the household from the Housing Provider or by the household to the Housing Provider.

This also allows the Provider to confirm that the household continues to qualify for RGI assistance and continues to meet the occupancy standards for the unit in which the household resides.

Household receiving RGI assistance must report all changes in income, assets or household composition, to the Housing Provider, within thirty (30) calendar days of the change.

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Guests of the Household:



Individuals visiting a tenant will be considered a guest of the household for no more than thirty (30) calendar days in a 12 month period. After the thirty (30) days, in order to continue to be considered a guest, the tenant must first receive consent from the Housing Provider. This additional time shall only be extended to an additional thirty (30) calendar days in a 12 month period (the total maximum shall not exceed sixty (60) calendar days in a 12 month period).

Housing Services Act, 2011, section 52

References

O. Reg. 367/11, section 59-60

Local Audit Requirements	Adherence to this policy will be monitored on an ongoing basis through the Annual Information Return and/or during an Operational Review.
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Completed by:	Mellissa Morgan  Signature	Date: January 31 st , 2018
Approved by:	Stacey Ferguson  Signature	Date: January 31 st , 2018