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| Rule # 02-2015 | Time Period for Reporting Changes | Page 1 of 2 |
| Originally Approved: November 2015 | Revision Date: | |

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 time frame within which RGI households must report changes in order to continue to be eligible to receive RGI assistance.

Eligibility Criteria:

All changes in household income or composition for a household receiving RGI assistance **must** be reported to the Housing Provider within thirty (30) calendar days of the change. This notification must be followed up with documentation within a reasonable time period, as determined by the Housing Provider.

Local Rule Failure to provide required documentation within the specified time period may result in a household having their RGI assistance removed, following the issue of a ninety (90) day notice.

Where a Housing Provider is conducting a household review, information and documentation requested to enable the Provider to undertake a review, must be provided in the time period specified by the Housing Provider.

Where a household has not provided the required information within the required time frame, but subsequently provides the information, the Housing Provider has the discretion to retroactively recalculating the household's RGI assistance to the time when the information should have been provided.

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| Rule # 02-2015 | Time Period for Reporting Changes | Page 2 of 2 |
| Originally Approved: November 2015 | Revision Date: | |


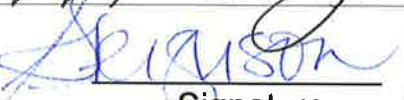
Where a household does not provide the required information within the required time frame, the Housing Provider shall give a ninety (90) day notice that the household ceases to be eligible to continue receiving RGI assistance.

Housing Services Act, 2011, section 45, section 52

References

O. Reg. 367/11, section 28, section 29

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| Local Audit Requirements | |
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| Completed by: | Melissa Morgan  | Date: November 2015 |
| Approved by: | Stacey Ferguson  Signature | Date: November 2015 |