

Rule # 04-2015

**Addition of New Household Members
16 Years of Age or Older**

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Originally Approved: December 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 operating under the *Housing Services Act, 2011*.

Intent

The intent of this Local Rule is to identify the process that must be followed prior to adding new household member aged 16 years and older in order for the household to continue to be eligible to receive RGI assistance.

Eligibility Criteria:

Where an existing RGI household wishes to take on any new household member(s) over the age of sixteen, the tenant/member wishing to be added to the household will provide all required documents to the Housing Provider who will assess the applicants eligibility.

Local Rule

Where someone requesting to join the household has met all eligibility requirements, the Housing Provider will then screen for suitability and Occupancy Standards. Providing both eligibility and suitability requirements have been met, the applicant would be permitted to join the household.

Should a household wish to permit the addition of an ineligible member, the Housing Provider could permit them to do so, but the household would cease to qualify for RGI assistance and would become a market rent household.

Where the household has had an addition of a new member aged 16 years of age and older, a new lease or occupancy agreement should be established with the new member added.

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*** All decisions made regarding the eligibility of individuals applying through the City of Cornwall Social Housing Registry to join a household are subject to a review when requested. Any requests for reviews received under this section will be conducted by the Community Housing Supervisor.

Housing Services Act, 2011, section 44

References

O. Reg. 367/11, sections 24,26, 27, 34, 35

Local Audit Requirements	
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Completed by:	Mellissa Morgan	 Signature Date: December 2015
Approved by:	Stacey Ferguson	 Signature Date: December 2015