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Originally Approved: December 2017		Revision Date: July 1 2021

**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 documentation required from a household receiving RGI assistance, in order to verify all sources of income and assets.

**Local Rule**

In order to verify a household's income, assets and household composition, the household must provide documentation verifying this information, either prior to the signing of the lease or at the time of an annual review.

Prior to signing any lease or occupancy agreement, the Housing Provider must ensure that the household has provided all required information in writing, for all members of the household, who will be or are currently residing in the unit.

This written verification of information should be provided in conjunction with a signed declaration from the household – declaring that the information is a true and accurate reflection of the household's assets, income and household composition. In addition, a signed consent permitting the Housing Provider to verify the information is also required.

In order to verify a household's composition, a Housing provider may accept a signed declaration, proof of legal residency for all household members or court orders confirming custody are all options for verifying members of a household.

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Housing Providers have the discretion to determine whether the documentation provided by a household is adequate and to request additional sources of documentation not directly specified in the following list.

**An RGI tenant becomes ineligible if a member of household whose income is included in RGI fails to file their tax return by the time of their annual review. Tenant can continue to be eligible if there are extenuating circumstances or if they subsequently file their return.**

Note: All members of the household should be listed on the lease or occupancy agreement and only those occupants listed (and their dependents) should be permitted to reside in the unit.

**Information to be Verified**

**Proof of Identity and Date of Birth**

- Birth Certificate
  - Religious records (e.g. Baptismal certificate)
  - Naturalization Certificate
  - Statement of live birth
  - Confirmation from the Registrar General of birth registration
  - Valid passport (i.e. Canadian or foreign)
  - Military record
  - Valid driver's license
  - National Registration File of 1940 held by Statistics Canada
  - Indian band records
  - Secure Certificate of Indian Status
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- Immigration documents (e.g. Record of Landing, Canadian Citizenship Card)
  - Age of Majority Card
  - Ontario Photo ID Card
  - MOHLTC issued Health Card (i.e., photo or temporary card). Note that non-photo health cards are acceptable to verify identity and date of birth of dependent children.

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**Employment Status**

- Record of Employment (ROE)
- Pay stubs with year-to-date amounts
- Letter of termination from employer

**Income**

- Notice of Assessment (line 23600)

**Assets**

- Bank statements
- Life insurance policies (cash surrender value)
- Funds held in trust
- Vehicle ownership registration form (other than primary or secondary vehicles)
- Savings plans
- Any other legal documentation to verify a declared asset

Documentations to calculate Approximated net income

- Employment receipts, Statement of Assistance
- Pay stubs
- Income tax assessment (e.g. T4/T5)
- Spousal support records, if applicable (e.g. support court order,)
- Any other legal documentation to verify a declared income (ie, pensions)

**References**

*Housing Services Act, 2011, section 52*

*O. Reg. 367/11, section 29,29.1 59-60*

*HSA Reg. 316/19 Section 7 and 6 (b), 6 (2) #2 (4)*

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<b>Local Audit Requirements</b>	
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<b>Completed by:</b>	Meena Mullur	 Signature	<b>Date:</b> July 1, 2021
<b>Approved by:</b>	Mellissa Morgan	 Signature	<b>Date:</b> July 1, 2021