

Rule # 10-2015

Overhoused Household

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Originally Approved: December 2015

Revision Date: September 17th, 2019

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 purpose of this Local Rule is to determine the procedure to follow when a household is overhoused and is required to move to an appropriate sized unit (as per Local Rule 12-2015 on Occupancy Standards) in order to remain eligible for rent-geared-to-income (RGI) assistance in the City of Cornwall & SDG.

Overhoused households are identified as those that are receiving RGI assistance in a unit that is larger than they require under the local rule on Occupancy Standards (Local Rule 12-2015).

Therefore, an overhoused household must:

- During the first 12 months of being overhoused (from the date the household is notified of their overhoused status), the household must be added to at least one wait list:

Local Rule

- the housing provider's internal transfer list – with a minimum of 4 selections (if the Tenant is requesting locations within the current Provider's portfolio) and/or;
- the Centralized Waiting List (if the Tenant is requesting locations outside the current Provider's portfolio).

Notification to Household and Application to the Registry

1. The Housing Provider is required to notify a household of their:
 - overhoused status;
 - requirements necessary to maintain RGI eligibility;
 - the right to appeal the decision to the Housing Provider within 30 calendar days of receiving notice.

2. Within the first 12 months (from the date the household is notified of their overhoused status), an overhoused household cannot be deemed ineligible for RGI assistance unless they have refused 3 offers.

3. Overhoused households that have been added to a provider's internal transfer list are to be given priority over all other households on the provider's internal transfer list, except for internal transfer households with Special Priority status.

4. Applications will be ranked on the Centralized Waiting List by the date of the household's original move-in date in the unit currently occupied.

Overhoused Household Ineligible for RGI

(within the first 12 months)

When a household has made an internal application with their current provider and they have refused three offers, the Housing Provider will notify the household that they no longer qualify for RGI assistance (even if it is within the first 12 months of being notified of being overhoused) due to three refusals.

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Exceptions to Local Rule on Overhoused Household

Under special circumstances, there may be exceptions to the Local Rule on Overhoused households. Requests will be forwarded to the City of Cornwall Service Manager for consideration.

References

Housing Services Act, 2011, sections 42
O. Reg. 367/11, section 38

Local Audit Requirements		
Completed by:	Mellissa Morgan  _____ Signature	Date: September 17 th , 2019
Approved by:	Stacey Ferguson  _____ Signature	Date: September 17 th , 2019