

Rule # 15-2015

Reviewing Ongoing Eligibility

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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 (SDG) operating under the *Housing Services Act, 2011*.

Intent

The intent of this Local Rule is to identify the requirement to periodically review a household's ongoing eligibility for RGI assistance.

Eligibility Criteria:

Once a household has started to receive RGI assistance, the ongoing eligibility of the household must continue to be monitored.

In order to ensure a household continues to meet the eligibility criteria for RGI assistance, a review of the household's eligibility, income, assets and household composition **must** be conducted at least once annually. **The review should correspond with the anniversary date of when the household began receiving RGI assistance.**

Local Rule

Where a household's continued eligibility may be in question (they own residential property or have an arrears repayment schedule), Housing Providers may opt or need to review eligibility more frequently or as deemed necessary.

Where a review of a household's ongoing eligibility is done and it is determined that the household is no longer eligible to continue receiving RGI assistance, the Housing Provider **must** give a ninety (90) calendar day notice that the household ceases to be eligible to continue receiving RGI assistance.

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*** All decision made in accordance with this Section of the guide are subject to a review when requested.

Notice

A Notice of Decision letter will be sent to applicant, notifying of their ineligibility for RGI subsidy.

Housing Services Act, 2011, sections 52, 53, 156, 157

References

O. Reg. 367/11, sections 59-60, 138

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