

Policy: #1
(HPP) Policy

Homelessness Prevention Program (HPP) Policy

Page 1 of 7

Originally Approved: December 19th, 2012

Revision Date: January 13th, 2026

Authority

Under the Ministry of Housing, Cornwall SDG Human Services Department will administer the Homelessness Prevention Program.

Intent

The intent of this Local Policy is to establish guidelines for the administration of the Homelessness Prevention Program (HPP).

Eligibility

Households should have an after-tax household income at or below the Stats Canada Low-Income Measures (LIM)

LIM uses line 23600 (net income) of the Notice of Assessment (NOA) as the base income level. Additional deductions from line 23600 can also include child care benefits, support payments (made by payor) and RDSP – this produces the net adjust income – which produces the LIM amount for that benefit size.

Household after tax income (\$)	Number of people living in the home						
	1	2	3	4	5	6	7
Less than \$30,200	X	X	X	X	X	X	X
\$30,201 - \$42,700		X	X	X	X	X	X
\$42,701- \$52,400			X	X	X	X	X
\$52,401- \$60,500				X	X	X	X
\$60,501- \$67,600					X	X	X
\$67,601 - \$74,100						X	X
\$74,101-\$80,000							X

September 2025

Policy: #1 (HPP) Policy	Homelessness Prevention Program (HPP) Policy	Page 2 of 7
Originally Approved: December 19 th , 2012		Revision Date: January 13 th , 2026

Total household assets must be:

- Social Assistance Recipient (SAR) – as per OW or ODSP regulations
- Non-Social Assistance Recipient (Non-SAR) liquid assets below Ontario Works asset limits, in accordance to the benefit unit size.

Total household accommodation costs must not exceed 80% of total household income.

Before a request is considered, Applicants must pursue or be pursuing all other sources of income available to them, including but not limited to applying for Ontario Works.

NOTE: SAR applicants who are serving a non-compliance penalty are not eligible for HPP. They can appeal their OW/ODSP decision via the internal review and SBT processes. They can also request interim assistance.

Families or individuals, who reside in Cornwall and the United Counties of Stormont, Dundas and Glengarry, may make an application to the program fund to help avoid eviction from their permanent homes or to prevent a basic utility from being cut off making their home uninhabitable. The only exception is Ontario Disability Support Program recipients residing in Akwesasne may be eligible for HPP.

Implementation and Process

In all cases, applicants are required to complete an application and sign a Consent for Collection, Use and Disclosure of Personal Information, supply basic verification of total income & expenses, copies of eviction or disconnection notices, or other required document to determine eligibility.

Non-SAR and SAR applicants may be required to meet with a Case Manager or Program Coordinator when submitting an application.

Policy: #1 (HPP) Policy	Homelessness Prevention Program (HPP) Policy	Page 3 of 7
Originally Approved: December 19 th , 2012		Revision Date: January 13 th , 2026

Applications **may** be approved in whole or in part for assistance from the program. Once a completed application is received, the Case Manager will have 4 business days to determine eligibility.

Payments will be made directly to the utility vendor or landlord. No reimbursement payments are permitted.

HPP funding is dependent on Ministry disbursement and local factoring expenditures. Program may close without notice.

Internal Review process

HPP funding is a discretionary program and is dependent on Ministry disbursement and local factoring expenditures. A decision made regarding a request for HPP funds under the Human Services Department does not have an internal review process as they are discretionary benefits.

Eligible Expenses

Shelter Related Expenses

Rental / Utility Arrears / Up Front Heating Costs

Effective July 2025, the maximum number of requests received per benefit unit* will be twice (2) in a 24-month period, and amounts will not exceed the maximum limit that has been set. Eligibility will be based on the Applicant's file (in SAMS).

The maximum amount is:

- \$1,500.00 per single or couple
- \$ 2,500.00 per family (2 or more people - not couples)

Rental Arrears

– payment of no more than two (2) months of rental arrears that are non-consecutive within a 6-month period (up to the maximum allocation).

NOTE: Applicants who are receiving some type of subsidy towards their rent (ie: paying AMR, market or maximum rent, rent supplement, COHB, CMHA, etc.) are not eligible for rental arrears. They may still be eligible for fuel or hydro arrears.

EXCEPTIONS: Special Priority applicants – may pay arrears of more than two (2) months but only up to the maximum. The request will be reviewed and approved by the Program Coordinator.

Utility Arrears

- payment of no more than 4 months (non-consecutive) of hydro/fuel arrears (up to the maximum allocation)

NOTE: exceptions to the above utility arrears criteria may be granted with respect to applicants who had a utility arrears bill – from a previous address (within the past 24 months) that needs to be paid before the utility will be reconnected in their name.

Water & Sewer

Where water and sewer expenses are not clearly itemized, the request to pay for arrears may be permitted, and follow the same guidelines as per `Utility Arrears` above.

Up Front Heating Costs

Up front heating costs may be considered in cases where delivery of same is required in advance of its use (ie: propane, oil and wood). Actual costs may be considered in these cases, up to the maximum.

Mandatory - If the applicant owes more than the maximum eligibility amount, the applicant must pay the difference and provide the Case Manager with a confirmation of payment prior to a payment being made from HPP to the vendor.

Relocation Expenses

Moving Expenses

Moving expenses may be approved as follows, if:

1 - there is a medical need

Example 1: Living in a second-floor apartment and household member develops mobility issues.

2- they are evicted, however not of applicant's own volition (copy of the N11, N12 or N13 required)

3 - they are a victim of domestic violence

4 - benefit unit is moving to more affordable accommodations

5 - the benefit unit is moving due to over housing

6 - there is a disaster (fire, flood)

NOTE – a request for moving must include:

1. A minimum of one (1) estimate is required from reputable moving business (not self-moving via a truck rental)

Policy: #1 (HPP) Policy	Homelessness Prevention Program (HPP) Policy	Page 6 of 7
Originally Approved: December 19 th , 2012		Revision Date: January 13 th , 2026

2. Confirmation of new address must be provided via a new lease document or Intent to Rent letter.

The maximum amount that can be issued to a household, for moving expenses is once (1) in a 24-month period, up to a maximum of:

- \$500.00 if moving within Stormont, Dundas and Glengarry
- \$600.00 if moving outside Stormont, Dundas and Glengarry

Note: a subsequent request within the 24-month period may be approved if the household is:

- moving into a social housing unit (ie: RGI, BMR unit),
- is/was a victim of a natural disaster, abuse or human trafficking; or
- they are evicted, however not of applicant's own volition (copy of the N11, N12 or N13 required)

NOTE: prior approval of moving is required and reimbursements will not be approved.

Repatriation

One-way cost for repatriation (most economical method).

- Maximum \$500.00
- Available to applicants **once** in a lifetime (effective January 14th, 2019)

Other

Pest Control

- Bed bug inspection if an applicant pays for a bed bug inspection within the last 30 days, prior to a written request and approval from HPP, due to a quick occupancy of a Social Housing unit, HPP may consider a reimbursement.

Policy: #1 (HPP) Policy	Homelessness Prevention Program (HPP) Policy	Page 7 of 7
Originally Approved: December 19 th , 2012		Revision Date: January 13 th , 2026

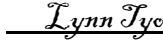

Water Deposits

- North Glengarry County only (once in a 24mth period)

Definitions

* **Benefit Unit** - means a person and all his or her dependants on behalf of whom the person applies for or receives basic financial assistance.

References

Completed by:	Lynn Tyo Program Supervisor	 Signature	Date: June 15 th , 2026
Approved by:	Louis Savard Acting General Manager, Human Services	 Signature	Date: June 15 th , 2026