



Number: H-20-08

Date: July 1, 2020

Subject: Part B Process

This Directive is to be implemented by Housing Providers listed under the following programs in Schedule 1 of Ontario Regulation 367/11:

- 1 (a) – Local Housing Corporation
 - 2 (a) and 2 (b) – Rent Supplement Programs
 - 6 (a) – Non-Profit Program
 - 6 (b) – Non-Profit Co-Op Program
 - Social Housing Registry Program
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Directives Archived and Replaced with This Directive

Directive H-09-05, Part B Process

Background:

The *Housing Services Act, 2011* (HSA), section 47, requires Service Managers to have a system for selecting households for vacant rent-geared-to-income (RGI) units. The system must comply with the prescribed requirements set out in O. Reg. 367/11, section 47. The local process is set out in Directive H-15-01, Selection of Household for a Vacant RGI Unit.

The *Housing Services Act, 2011* (HSA), section 45, requires Service Managers to determine whether the household is eligible for RGI assistance. The Part A application process for RGI assistance, applicants self-declare their income to the Service Manager through The Social Housing Registry Program (The Registry), without the provision of income verification documentation, and The Registry determines eligibility for RGI assistance based on this self-declaration of income. In accordance with Directive H-20-05, Eligibility Rules for Rent-Geared-To-Income (RGI) Assistance, The Registry will have determined a household eligible for RGI assistance and placed them on the Centralized Wait List after a Part A application has been processed.

The *Housing Services Act, 2011* (HSA), section 50, requires Service Managers to determine the amount of rent payable by a household receiving rent-geared-to-income assistance for a unit in a housing project in the Service Manager's service area.

Under the Part B application process, detailed income and asset verification is provided by the applicant to re-determine eligibility and RGI payment is calculated.

Up until June 30, 2020, with the exception of Kingston Frontenac Housing Corporation, The Registry completed the Part B and initial rent subsidy calculation which was forwarded to the Housing Provider via email as soon as it was completed. The Registry would then forward a copy of appropriate documentation in the applicant's file.

Effective July 1, 2020 the Part B and initial RGI calculation is the responsibility of the Housing Provider.

Action to be Taken:

The following are the steps to be followed when an applicant accepts a vacant unit:

- 1) Within five (5) business days, the Housing Provider will send the "Notice of Acceptance of a Vacant Unit" to The Registry via email and will send the applicant the attached Part B Application (income and assets verification) along with the attached covering letter notifying the applicant to complete and submit with verification in ten (10) business days.
- 2) Within five (5) business days, The Registry will forward the Part A Application and supporting documents to the Housing Provider and will notify if there are arrears owing, there is no repayment agreement, or it is not in good standing.
- 3) If the household is in arrears, the Housing Provider will notify The Registry within five (5) business days with their intent to withdraw the offer in accordance with Directive H-16-02, Housing Provider's Refusal to Offer an RGI Unit, or allow the applicant sufficient time to bring repayment agreement in good standing.
- 4) The Housing Provider will review the Part B Application and verification items.
- 5) If household is over the Household Income Limits in accordance with Directive H-20-03, Household Income Limits or if the number of household members has decreased, the Housing Provider will notify The Registry for further action.
- 6) The Housing Provider will calculate the RGI payment for the household in accordance with Directive H-20-06, Determining Rent-Geared-To-Income Payable.
- 7) The Housing Provider will provide the household with the attached appealable letter of RGI calculation.
- 8) The Housing Provider will then sign a lease with the eligible household.

Reference:

- Housing Services Act, 2011, section 47 – System for Selecting Waiting Households
- Housing Services Act, 2011, section 45 – Determination of Eligibility
- Housing Services Act, 2011, section 50 – Amount of Geared to Income Rent
- Directive H-15-01, Selection of Household for a Vacant RGI Unit
- Directive H-16-02, Housing Provider's Refusal to Offer an RGI Unit
- Directive H-20-03, Household Income Limits
- Directive H-20-05, Eligibility Rules for Rent-Geared-To-Income (RGI) Assistance
- Directive H-20-06, Determining Rent-Geared-To-Income Payable

Attachments:

- Part B Application – Income and Asset Information
- Part B Covering Letter - Directions
- Notice of Rent-Geared-to-Income Calculation

Ruth Noordegraaf
Director, Housing & Social Services Department

cc Lanie Hurdle, Chief Administrative Officer, City of Kingston
 Jannette Amini, County of Frontenac
 Alan McLeod, Acting Director, Legal Services & City Solicitor
 Mitchell Grange, Manager, Housing & Early Years Programs
 Housing Programs Administrators, Housing & Social Services Department

If you have any questions, please contact a Housing Programs Administrator, Housing & Social Services Department.

362 Montreal Street, Kingston, ON K7K 3H5

Phone: 613-546-2695 ext. 4957

Fax: 613-546-2623