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London
CANADA

Housing Division Notice

Date: July 4, 2002

HDN# 2002 - 23

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

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Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

Subject: Policy on Time Requirement to Report Changes Affecting Rent-Geared-To-Income Assistance:

All changes which affect rent-geared-to-income assistance, such as:

- income going up
- person moving in or out of unit
- notice requesting proof of annual income
- citizenship status change

must be reported to the service manager [housing provider] within 30 days of the change in order to maintain rent-geared-to-income assistance eligibility. If the housing provider/service manager is not notified, the household loses rent-geared-to-income assistance and becomes a market rent household after the notice period required by law.

Background:

Time Requirement to Report Changes Affecting Rent-Geared-To-Income Assistance (formerly known as the 10-day rule)

O. Regulation 298/01 Section 5(5), first stated that: If, before the household begins to receive rent-geared-to-income assistance, there is a change in a document or information that the household has provided to the service manager with respect to its application, the household shall provide the updated document and information to the service manager *within 10 days after the change*. The same applies to special needs housing under section 6(3). This was subsequently changed to *10 business days*.

Section 10, Notice of Change (1) (a) also first stated that: A household receiving rent-geared-to-income assistance shall, *within 10 days after each change* in a document or information that the household has provided to the service manager [housing provider]; give the service manager [housing provider] a written notice setting out the change. The same applies to special needs housing under section 20(a). This was subsequently changed to *10 business days*.

O. Regulation 298/01, sections 5(5), 6(3), 10(1) (a) and 20(a), have once again been amended and now read: the household shall provide such updated document and information as the service manager [housing provider] may require within 10 business days from the date that the content of the document or the information ceases to be accurate, or *within such longer period as the service manager may allow*.

A communication to Tenants/Members advises them of the obligation to report changes (see HDN 19 & HDN 20)

Action Required:

Housing Providers will implement the Policy on Time Requirement to Report Changes Affecting Rent-Geared-To-Income Assistance effective immediately.

Louise Stevens
Director of Housing