Housing Division Notice

Date: July 4, 2002

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.

- 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-gear ed-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-gear ed-to-income assistance shall, within 10 days after each change, give the service manager 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 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-Gear ed-To-Income Assistance effective immediately.

Louise Stevens
Director of Housing