

City of Kingston
Social Housing Division
Department of Community Services
216 Ontario Street
Kingston, ON K7L 2Z3
613-546-4291 ext. 1266



GUIDELINE

DATE: 2002-09-27

NUMBER: 02-1

The policies and procedures are recommended for implementation by housing providers funded by the Municipality under the following programs:

<input checked="" type="checkbox"/>	Public Housing Program	<input type="checkbox"/>	Aboriginal Program
<input checked="" type="checkbox"/>	Non-Profit Program	<input checked="" type="checkbox"/>	Public Housing Rent Supplement Program
<input checked="" type="checkbox"/>	Co-op Program	<input checked="" type="checkbox"/>	Ontario Community Housing Assistance Program (OCHAP)
<input type="checkbox"/>	Federal Program	<input checked="" type="checkbox"/>	Community Sponsored Housing Program (CSHP)
		<input checked="" type="checkbox"/>	The Social Housing Registry

* Please note: If your program is not checked, these Instructions do not apply to your program.

SUBJECT: Notice of Change

BACKGROUND: The Service Manager delegated monitoring of eligibility for Rent-Geared-to-Income assistance to each Housing Provider under the Operating Agreement. Notice of Changes is one of the eligibility criteria for tenants receiving RGI assistance. In order to be eligible, tenants must report changes in information or documents within 10 business days after each change, or within such longer period as the Housing Provider may allow, and in the form and manner required by the Housing Provider. In the case of a change in a document, the Housing Provider can specify the period of time within which applicants can provide the changed document.

ACTION TO BE TAKEN: In order to keep regulatory consistency among housing providers in applying Notice of Change requirements, the Service Manager is recommending a common procedure to monitor tenants eligibility for designated providers to implement:

- If there is a change in information or document that a tenant provided under a periodic annual review, the tenant must notify to the Housing Provider within 10 business days from the date when this information becomes inaccurate, or a longer period of time that may be allowed on a case-by-case basis upon clarification of the extenuating circumstances.

To simplify the notification procedure for tenants, it is recommended to accept their verbal and written notifications:

- Notice Call (the household notifies the Housing provider by calling /or leaving a message).
- Notice Form (the household notifies the housing Provider in writing by submitting a standard Notice of Change form).

- Changed documents must be submitted to the Housing Provider after the Notice Call or Notice Form within 30 days.

In the event that the tenant fails to meet the Notice of Change requirements under the review, the tenant ceases to be eligible for RGI assistance. The tenant is entitled to comment on the information before the final decision. After the Housing Provider gives a Notice of Ineligibility, RGI assistance for this tenant ceases on the 90th day after the notification date, unless the tenant requests an internal review of the decision.

These requirements will not apply to tenants receiving RGI assistance provided by the alternative housing provider, if under s. 10 (2) of O. Reg. 298/01 amended to 182/02 the alternative housing provider notifies the Service Manager that it is inappropriate to apply these rules given the circumstances of their tenants.

SOCIAL HOUSING REFORM ACT, 2000 – REFERENCE:

Sections 65 and 66, Social Housing Reform Act, 2000.

Section 10 and 14, O. Reg. 298/01 amended to 182/02.

Attachment: Notice of Change form for tenants

If you have any questions, please contact Mila Kolokolnikova, Supervisor of Program, Policy & Research.

Greg Grange
Manager, Social Housing Division

c.c. Lance Thurston, Commissioner, Department of Community Services
Liz Fulton/Marion VanBruinessen, Frontenac Management Board
Supervisors, Social Housing Division

Notice of Change to

(insert name of the housing provider)

Name of the tenant/member of non-profit co-operative:

Address: _____

Phone: _____

Best time to contact _____ a.m. _____ p.m.

Please be advised that the following changes occurred on _____
(month/day/year)
in my documents/or information provided under my Application/Tenant file:

<p>Please specify the changes:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Please update my Tenant file.

Changed documents are attached (if any)

Please list the attached documents/information

Changed documents will be submitted within 30 days after this notice

Date (month/date/year): _____

Tenant Signature: _____

