

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



GUIDELINE

- Legislation/Regulation
- Operational

DATE: 2004-08-26
NUMBER: 04 - 02

The policies and procedures in this Guideline are recommended to be implemented 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(if participating in central waiting list management) | <input checked="" type="checkbox"/> Community Sponsored Housing Program (CSHP) |
| <input type="checkbox"/> Social Housing Registry | |

* Please note: If your program is not checked, this Guideline doesn't apply to your project.

SUBJECT: Absence from unit for medical reasons

BACKGROUND:

Under the local eligibility rule on absence from a unit approved by the Service Manager, a maximum absence period is 90 consecutive days. A household receiving rent-geared-to-income assistance ceases to be eligible for such assistance if all of the members of the household have been absent from the unit for at least 90 consecutive days.

However, if a household has only one member and that member is absent from the unit for a period of time exceeding 90 consecutive days because of medical reasons, the member shall be deemed not to be absent from the unit.

If a household has two or more members, one member is absent from the unit for the period of time exceeding 90 consecutive days for medical reasons and the others are absent from the unit for that period of time because they need to be accommodated elsewhere as a result of the absence of the first member, all the members of the household shall be deemed not to be absent from the unit.

ACTION TO BE TAKEN:

To accommodate specific medical conditions of current tenants/members eligible for RGI assistance who may be absent from their units for a period of time exceeding 90 consecutive days and ensure consistency in monitoring absence from unit, household providers are advised to adhere to the following guidelines:

- Notify tenants/members to provide verification document completed by a Health Care Professional who can comment on the medical conditions that substantiate the need to be absent from unit for over 90 consecutive days
- Obtain consent to release medical information for the purpose of monitoring of continuous eligibility for RGI assistance to be signed by the tenant/member
- Allow all members of the household to be absent from the unit for a period of time exceeding 90 consecutive days in case of documented medical reasons.

SOCIAL HOUSING REFORM ACT, 2000 – REFERENCE:

Section 13 of O. Reg. 298/01

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

Greg Grange
Manager, Housing Division

c.c. Lance Thurston, Commissioner, Department of Community Services
Liz Fulton/Marian VanBruinessen, County of Frontenac
Alan McLeod, Legal Division
Supervisors, Housing Division