

Program Instructions



October 30, 2002

N° 2002-16

Please note if your program is not checked, this Program Instruction is not applicable to your project(s)

- ✓ Public Housing
- ✓ Provincial Reform Housing Programs
- ✓ Municipal non-profit Housing Programs
- ✓ Federal Unilateral Housing Programs
- ✓ Rent Supplement - Commercial
- ✓ Rent Supplement - OCHAP & CSHP
- ✓ Rent Supplement Homelessness

Subject **Household Income Limits**

Authority Sections 11(1) and 113 (6) of the *Social Housing Reform Act, 2000*
Section 8(3) and (4) of Ontario Regulation 368/01

Effective Date Immediately

Background Under the *Social Housing Reform Act, 2000* (the “Act”), the Region of York (the “Region”) is required to report certain statistical information from housing providers to the Province on an overall basis. The Region needs to provide this information for the fiscal year 2002 by **December 31, 2002**.

Procedure

Housing providers need to collect statistical data and report on:

- Rent-gear-to-income (RGI) households with income at or below Household Income limits (HIL)
- Household types, families, seniors, non-elderly singles
- Special Needs
- Average annual gross household income
- Number of households above HILs
- Number of households receiving RGI whose income is below the HIL limit

In addition to completing column #5 of the attached form, Federal program providers receiving rent supplement assistance must also report on the following information on the rent supplement units in column #2:

- Number of high need households
- Number of units modified to provide physical accessibility
- Number of households receiving support services

The form for statistical reporting and the 2002 HIL and High Need Household levels are attached.

Please refer to Program Instruction N° 2002-02, dated February 20, 2002, for a further explanation of Household Service Level Standards.

Definitions

To assist in the preparation of this data, definitions of household types are:

- **Targeted households**, households which at the time of reporting, qualified or qualifies for housing assistance
- **Annual gross income** is the total income of the household, before tax, from all sources for all persons in the household 16 years of age or older
- **Families** include households with more than one member where at least one member is below the age of 60
- **Seniors** include households where all members are 60 or older
- **Non-elderly single** include households where all members are under 60 and are not defined as a couple
- **Special Needs** include households that are defined in legislation section 106 of the Act as being an alternative housing provider.

Action Required

Completion of the attached statistical information form by **December 31, 2002 reporting on your current status**. In the future this statistical data must be completed with the annual information return at the housing provider's fiscal year end. Housing providers who receive assistance through different programs must report on each program separately (e.g. federal unilateral providers who also have rent supplement programs must report on both programs *on the same form*).

Please contact your Financial Analyst or Program Co-ordinator if you have any questions.

Sylvia Patterson
Director
Housing and Residential Services Division
Community Services and Housing Department