

Program Instructions



October 5, 2005

N° 2005-07

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	Revised Applicant Activity Reports
Authority	<ul style="list-style-type: none">• S. 65-70 and 113(6) of the <i>Social Housing Reform Act, 2000</i>• Part VI of the Service Agreement
Effective Date	Immediately
Summary	Housing providers are required to complete the attached Applicant Activity Reports and submit them to the Housing Access Unit (HAU) on a monthly basis even if there was no activity for the month.
Background	<p>Housing providers have been required to complete monthly Applicant Activity Reports since May 3, 2002, when Program Instruction 2002-06 was issued. For a number of reasons, these reports have not been completed in a consistent manner by all housing providers.</p> <p>The reports have been revised to make them easier for housing providers to complete and more useful for tracking the activity on each housing provider's waiting list. There are now two forms: the Applicant Activity Report – Housed Applicants and the Monthly Applicant Activity Report.</p>

Procedure

Housing providers must complete the attached reports and submit them to the Housing Access Unit (HAU) at least monthly, even if there is no activity for the month.

The Applicant Activity Report – Housed Applicants Report

This report is only used to report applicants who are housed. The address and/or unit number should be included in the comments section. The report should be submitted to the HAU whenever an applicant is housed so that the Applicant Service Representatives can immediately update YARDI and decrease the potential for applicants to receive multiple offers. If there were no applicants housed in a month, housing providers should send the form to the HAU at the end of the month noting that no one was housed.

The Monthly Applicant Activity Report

This report is divided into three sections: 1) Housing Provider Refused to Offer Unit, 2) Applicant Refused Offer of an RGI Unit and 3) Applicants You Were Unable to Contact. This Report is to be completed and submitted to the HAU at the end of each month even if there was no activity during the month.

1) Housing Provider Refused to Offer Unit

This section lists the only reasons that a housing providers may refuse to offer an RGI unit according to Reg. 339\01 s.18. Each reason has a designated code. To complete this section, the provider enters the applicant's name, client number, refusal date and the appropriate reason code.

2) Applicant Refused Offer of an RGI Unit

This section lists a number of possible reasons that an applicant would refuse an offer. Each reason has a designated code. To complete this section, the provider enters the applicant's name, client number, date the unit was offered and the appropriate reason code.

3) Applicants You Were Unable to Contact

This section lists a number of possible explanations for the inability to contact. Again, each reason has a designated code. To complete this section, the provider enters the applicant's name, client number and the appropriate reason code.

Please note that housing providers should call all contact numbers for the household.

Action Required

This Program Instruction takes effect immediately.

The Forms are available in PDF format on the York Region Website www.york.ca in the "Information for Social Housing Providers" section under Forms. They can be downloaded and faxed to the HAU when completed. The fax. Number is 905-830-5023.

The form are also available in WORD format and can be completed and submitted electronically to the HAU. This is the recommended method.

Please contact Helen Aston, Supervisor, Housing Access Unit , at 905-830-4444, ext. 5770 to request the WORD version of the forms.

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

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