

Program Instructions



August 31, 2004

N° 2004-07

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	Rent-Geared-to-Income Renewal Subsidy Forms
Authority	s. 66 (2) of the <i>Social Housing Reform Act, 2000</i> (SHRA) s. 52 (1), (2) of the Ontario Regulation 298\01 Part 7 of the Service Agreement
Effective Date	Immediately
Summary	Housing providers must use the attached Rent-Geared-to-Income (RGI) Subsidy Renewal Forms whenever information is collected to review and calculate the rent for an RGI household.
Background	The RGI Renewal Forms are designed to ensure compliance with privacy legislation requirements. In addition, the Eligibility Review Officers (EROs) require these forms to investigate files referred from housing providers.
Procedure	Housing providers must use the attached Rent-Geared-to-Income (RGI) Review Forms whenever they calculate a new tenant/member's rent and for all subsequent reviews. The consent section of each form includes a space for the housing provider's contact information. Insert the name and contact information for the person who can answer questions about the information required and the measures the housing provider takes to ensure that the tenant/member's privacy is protected.

Action Required

This Program Instruction takes effect immediately.

An electronic copy of the forms will be posted in the “Information for Social Housing Providers” section of the Region’s website, under forms. To find this section, go to www.region.york.on.ca. On the home page, select “Services” and then “Housing”.

To request a customized version of the form that includes the housing provider’s information in the header and in the consent section, please contact:

Pauline Luening
Senior Policy Analyst
Housing & Residential Services Division
Community Services and Housing Department
17250 Yonge Street, 3rd Floor
Newmarket, Ontario
L3Y 6Z1

E-mail: pauline.luening@region.york.on.ca Fax: (905) 895-2189
Telephone: (905) 830-4444, ext. 2052 or 1-877-464-9675, ext. 2052

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

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