

Program Instructions



May 3rd, 2002

N° 2002-04

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 Opportunity to Comment

Effective Date Immediately

Authority s. 80 of the *Social Housing Reform Act, 2000*
s. 23, 55 and 59 of the *Ontario Regulation 298/01*
s. 8.01 of the Service Agreement

Background The Opportunity to Comment is a mechanism which allows a RGI assistance household to comment on information they do not know the housing provider has. It is to be used only if “third party” information is received by the housing provider which could lead to a negative reviewable decision for the household in six (6) areas.

This policy only applies to RGI households within the above check marked housing programs.

Procedure The housing provider notifies the household of third party information by **written notice** that they have 30 days to comment before a negative decision for the household is made in any of the following six (6) areas:

1. The household is not eligible for rent-geared-to-income assistance.
2. The household is not eligible for special needs housing.
3. The type of accommodation in which a household may live.
4. The category into which the household has been placed on a waiting list.
5. The amount of geared-to-income rent the household pays.
6. The deferral of the geared-to-income rent that the household pays.

These six (6) types of decisions are known as “reviewable decisions”.

When the household receives the notice from the housing provider, the household may choose to waive their opportunity to comment, or may choose to comment within the 30-day period.

The housing provider reviews the comments submitted by the household and then makes their decision. Within seven (7) days of making the decision, the housing provider must notify the household of the reviewable decision. (See Internal Review policy for notice requirements).

For further instructions and requirements, please see the attached policy (Appendix A) on the Opportunity to Comment.

**Action
Required**

Provide written notification of this policy to all current RGI assisted households and any future households.

Enclosed is a Waiver of Opportunity to Comment form. We recommend you keep the form in your office and issue on request.

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

Sylvia Patterson
Director
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Community Services and Housing Department

Encl.