

Program Instructions



October 23, 2002

N° 2002-15

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 **Maximum Absence Period Policy**

Authority *s. 75 Social Housing Reform Act, 2000*
s. 13 Ontario Regulation 298/01

Effective Date Immediately

Purpose To establish a rent-geared-to-income (“RGI”) assistance local eligibility rule that limits the amount of time all members of a household can be away from their unit and still maintain their RGI assistance.

Procedure A household receiving RGI assistance ceases to be eligible for assistance if *all* of the members of the household have been absent from their unit for a period of more than 90 *consecutive* days.

Exemptions

1. In the case of a one-member household, an exemption applies if the member is absent from the unit for a period of time due to medical reasons. The member will not be classified as absent during that period and their RGI assistance will be maintained.

2. In the case of a household with two or more members, an exemption applies if one member is absent from the unit for a period of time due to medical reasons, and the remaining household members are accommodated elsewhere as a result of the absence of the first member. All members of the household will not be classified as absent during that period and their RGI assistance will be maintained.

3. In rare and exceptional circumstances (i.e. unique/costly trips abroad), upon recommendation from a housing provider, an exemption may be granted at the discretion of the Community Services and Housing Department. Housing providers may bring any potential circumstances to the attention of their Program Co-ordinator. All members of the household will not be classified as absent during that period and the household will continue to receive their RGI assistance.

Households must submit documentation to support their exemption request.

**Action
Required**

Provide written notification of this policy to all current RGI assisted households and any future households, and make a copy available to the public at their own expense upon their request.

If a household's RGI assistance is terminated, the household must be notified that they may request a internal review of the decision. (See Program Instruction No. 2002-05, dated May 3rd, 2002 on the internal review process.)

**Sample
Wording**

You may wish to insert the following sample wording in your written notification of this policy to all your current and future RGI assisted households:

“A household receiving rent-gearred-to-income (RGI) assistance may lose their RGI assistance if *all* members of the household are away from their unit for a period more than 90 consecutive days. For example, if a one-member household departs on a trip and returns to their unit after 90 consecutive days, they would lose their RGI assistance. This rule does not apply in certain medical situations. Please contact our management office for an explanation of the exceptions to this rule.”

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

Sylvia Patterson
Director
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Community Services and Housing Department