

Program Instructions



May 7, 2002

N° 2002-07

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 Increase of Less than \$10**

Authority s. 52 (9) and 53 of Ontario Regulation 298/01
Part VII of the Service Agreement

Effective Date Immediately

Summary If it is determined by a housing provider during a periodic review that the amount of geared-to-income rent payable by a household should be increased by less than \$10.00, the increase in rent would be implemented. If, however, it is determined that the rent payable by a household should be increased by an amount less than \$10.00 outside of a periodic review, the rent increase would not be implemented.

Background In accordance with Part VII of the Service Agreement, housing providers are responsible for reviewing the geared-to-income rent payable by a household. There are two types of reviews in which housing providers must decide whether the geared-to-income rent payable by a household should be reduced, increased or remain the same. The two types of reviews are: “periodic reviews” or those conducted “outside of a periodic review”.

Periodic reviews are initiated by housing providers and take place every 12 months (or anytime outside of a 12-month period if a housing provider deems it necessary).

On the other hand, a review conducted “outside of a periodic review” is initiated by a household. If a household notifies a housing provider of a change in income or assets, a housing provider must re-calculate the rent payable by the household.

Procedure

Periodic Review

If, after a housing provider conducts a periodic review, it is determined that the geared-to-income rent payable by a household should be increased by an amount less than \$10.00, the increase in rent would be implemented.

Outside of a Periodic Review

A household is required to report any change in income or assets within 10 business days (or a period set by the Region) after the change occurs to their housing provider.

When a household notifies a housing provider of a change in the income or assets of the household outside of a periodic review, the housing provider must conduct a review. If after conducting the review, the housing provider determines that the geared-to-income rent payable by the household should be increased by an amount less than \$10.00, the increase in rent would not be implemented.

Action Required

This Program Instruction only takes effect when a household notifies a housing provider of a change in income or assets outside of a periodic review, or if it is time for a periodic review to be conducted.

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

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

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