



Program Instructions

This Program Instruction applies to the following:

- ✓ HSA Part VII Housing Providers (Provincial Reform)
- ✓ Former Federal Program Housing Providers (s. 15.1/27, s, 56.1/95)
- ✓ Rent Supplement – Commercial
- ✓ Rent Supplement – OCHAP & CSHP
- ✓ Housing York
 - ✓ Public Housing
 - ✓ HSA Part VII

Calculating Rent-Geared-to-Income for Households Receiving Social Assistance

Note: This document amends the Attachment in Program Instruction N° 2016-02 (HSA)

What's New

As of December 2016, the Province no longer issues drug cards to households receiving Ontario Works (OW) or Ontario Disability Support Program (ODSP). The drug card was being used by Housing Providers to calculate rents for tenants and members receiving OW or ODSP. The Region is working with the Province on options to determine the number of household members in a benefit unit. In the interim, we suggest the methods below to help determine benefit unit size.

How to Verify Benefit Unit Size

Method #1 - Single Person Households

If only one person lives in the household, use the OW or ODSP Statement of Assistance to verify receipt of assistance. Use the OW/ODSP rent scale tables in the *Housing Services Act, 2011, Ontario Regulation 298/01* for a benefit unit of one (1) and determine the appropriate rent charge.

Method #2 - Households with more than one Person

Households can self-declare the number of household members covered under the social assistance benefit by completing the newly revised [Rent-Geared-to-Income \(RGI\) Subsidy Form](#). The form is attached to this Program Instruction. The new RGI Subsidy Form can also be found on York Region's website at:

www.york.ca/housing



As part of a regular RGI compliance review, the Region will audit tenant files to verify the accuracy of declarations.

Method #3 – Complex Household Composition

If the size of the benefit unit is unclear, ask the household to have their social assistance caseworker provide a letter verifying the number of household members in the benefit unit.

Once the benefit unit is verified, use the appropriate rent scale in the *Housing Services Act, 2011, Ontario Regulation 298/01* to determine the rent charge.

Other helpful hints

You can request that the household provide their Canada Child Tax Benefit Statement to verify the number of children under 18 years of age that are part of the household.

Keep us in the Loop

We would appreciate hearing from you about how this new process is working. Your feedback will help inform our future communications with the Province as we work together to improve services to our tenants and members.

If you have any questions, please contact your Program Coordinator.

- ORIGINAL SIGNED -

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This memo is available with communication supports or in alternate formats upon request by contacting 1-877-464-9675 ext. 72119.

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